



**MINUTES OF THE REGULAR MEETING OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS**

**WEDNESDAY, MARCH 19, 2014**

**ROLL CALL**

The meeting was called to order at 6:06 PM in the San Pablo Economic Development Corporation (SPEDC) Offices at 13830 San Pablo Avenue, Suite D, San Pablo, California. Present were Chair Kathy Chao Rothberg, Directors Genoveva Calloway, and Adam Novickas. Vice Chair/Treasurer Erwin Reeves arrived at 6:08 PM. Also present were, Assistant Executive Director Kelsey Worthy, General Manager Leslay Choy and Controller Bradley Ward. With excused absences were Director Leonard McNeil and Executive Director Matt Rodriguez.

**PUBLIC COMMENTS**

There were no speakers.

**EXECUTIVE DIRECTOR/GENERAL MANAGER REMARKS**

General Manager Choy updated the Board on county-wide SPEDC-led ADA Compliance and CASp technical assistance workshops, tentative June 5 ribbon cutting for the community center to hold on their calendars, and the record-breaking Removing Barriers clinic helmed by Controller Ward.

**CONSENT AGENDA**

It was moved by Director Calloway and seconded by Director Novickas to adopt items in the Consent Calendar. The motion passed as follows:

AYES: Calloway, Chao Rothberg, Novickas, Reeves  
NOES: None  
ABSENT: McNeil  
ABSTAIN: None

**MINUTES**

By adoption of the Consent Calendar, the Minutes of the meeting of February 19, 2014 were approved.

**DISCUSSION AGENDA**

**July 2013-February 2014 Audited Financial Statements**

General Manager Choy introduced the item and turned the discussion over to Controller Ward. The Board discussed details with Controller Ward and General Manager Choy, notably program income performance, then received and filed the report. Staff will look into Volunteers of America for additional support for Removing Barriers.

**Membership report and outreach strategy/goals**

General Manager Choy introduced the item. The Board discussed staffing constraints and progress to date. Board members agreed to support efforts to reach fourth quarter goals.

**Quarterly grants report**

General Manager Choy introduced the item, provided overview and shared the technical assistance feedback received on the Richmond Community Foundation capacity building grant and Economic Opportunity Bay Area sub-grant applications. Chair Chao Rothberg will share the name of the organization which has received both the planning and implementation grant from the National Endowment for the Humanities (NEH), so that the SPEDC may request copies of the awarded grant proposals from NEH, in preparation for future submissions. Chair Chao Rothberg and AED Worthy will connect General Manager Choy with additional key contacts at JP Morgan Chase Foundation and Office of Nonprofit Engagement (ONE). General Manager Choy confirmed staff will continue to solicit technical assistance feedback following each unsuccessful grant bid.

**ADJOURNMENT**

The meeting adjourned at 6:33 PM to Friday, March 21, 2014 at 9:00 AM.

Respectfully submitted,

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Leslay C. Choy, Board Secretary

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Kathy Chao Rothberg, Chair