



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

WEDNESDAY, APRIL 16, 2014

ROLL CALL

The meeting was called to order at 6:05 PM in the San Pablo Economic Development Corporation (SPEDC) Offices at 13830 San Pablo Avenue, Suite D, San Pablo, California. Present were Vice Chair/Treasurer Erwin Reeves, Directors Genoveva Calloway, Leonard McNeil and Adam Novickas. Also present were, Assistant Executive Director Kelsey Worthy and General Manager Leslay Choy. With excused absences were Chair Kathy Chao Rothberg, Executive Director Matt Rodriguez and Controller Bradley Ward.

PUBLIC COMMENTS

There were no speakers.

EXECUTIVE DIRECTOR/GENERAL MANAGER REMARKS

General Manager Choy updated the Board on the San Pablo Business of the Year mixer and the New Market Tax Credit (NMTC) Summit in late April. Assistant Executive Director Kelsey Worthy updated the Board on the progress of the NMTC Helms project and other prospective NMTC projects.

General Manager Choy requested that the minutes reflect the Board met in closed session on Friday, March 21, 2014 at 9:00 AM.

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

MINUTES

By adoption of the Consent Calendar, the Minutes of the meeting of March 21, 2014 were approved.

DISCUSSION AGENDA

Year-to-date financial statements through March 31, 2014

Minutes for April 16, 2014

General Manager Choy introduced the item. The Board discussed details with General Manager Choy, notably program income performance, then received and filed the report.

FY14-15 Operational Subsidy Request to the City of San Pablo for \$500,000

General Manager Choy introduced the item. The Board discussed details and was in agreement. It was moved by Director Calloway, seconded by Director Novickas and passed by vote of those present to adopt **Resolution EDC2014-007**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to request an operational subsidy to the City of San Pablo for \$500,000. The motion passed as follows:

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

Charitable Sponsorship for West County Business Development Corporation

General Manager Choy introduced the item. It was moved by Director Novickas, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-008**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to provide a charitable sponsorship for West County Business Development Corporation. The motion passed as follows:

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

Charitable Sponsorship for East Bay Leadership Council Small Business Task Force

General Manager Choy introduced the item and provided overview of the sponsored event. It was moved by Director Calloway, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-009**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to provide a charitable sponsorship for East Bay Leadership Council Small Business Task Force. The motion passed as follows:

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

New Market Tax Credit (NMTC) Willdan Contingency Contract

Assistant Executive Director Worthy introduced the item. The Board discussed details on Willdan's involvement regarding the current NMTC project with Executive Director Worthy. It was moved by Director Calloway, seconded by Director Novickas and passed by vote of those present to adopt **Resolution EDC2014-010**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize the Executive Director to execute a contract with the Willdan Financial Services for New Market Tax Credit (NMTC) Advisory Services. The motion passed as follows:

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

Richmond YouthBuild Letter of Commitment for DOL Grant Proposal

General Manager Choy introduced the item and provided overview of the DOL grant proposal. It was moved by Director McNeil, seconded by Director Novickas and passed by vote of those present to adopt **Resolution EDC2014-011**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize the Executive Director to execute a letter of support for Richmond YouthBuild. The motion passed as follows:

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

Next Regular SPEDC Board Meeting moved to May 28, 2014

General Manager Choy introduced the item. The Board discussed and agreed to move the Board Meeting from May 21 to May 28. It was moved by Director Calloway, seconded by Director Novickas and passed by vote of those present to adopt **Resolution EDC2014-012**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize the Executive Director to move the regular SPEDC Board Meeting to May 28. The motion passed as follows:

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

ADJOURNMENT

The meeting adjourned at 6:35 PM to Wednesday, May 28, 2014 at 6:00 PM.

Respectfully submitted,

Leslay C. Choy, Board Secretary

Kathy Chao Rothberg, Chair