



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

WEDNESDAY, JANUARY 20, 2016

ROLL CALL

The Board of Directors (Board) meeting was called to order at 6:10 PM in the San Pablo Economic Development Corporation (SPEDC) Offices at 13830 San Pablo Avenue, Suite D, San Pablo, California. Present were Chair Adam Novickas, Vice Chair Kathy Chao Rothberg, Director Genoveva Calloway, and Director Elizabeth Pabon. Also present were Executive Director Matt Rodriguez, General Manager Leslay Choy, Controller Bradley Ward and Program Assistant Inder Grewal. Director Xavier Abrams had an excused absence.

PUBLIC COMMENTS

There were no speakers.

EXECUTIVE DIRECTOR DIRECTOR/GENERAL MANAGER REMARKS

Executive Director Rodriguez turned comments over to General Manager Choy. She opened the meeting by formally introducing Inder Grewal, the newest staff member. Updates included PPK event, Super Weekend, and Jewish Vocational School (JVS) partnership.

CONSENT AGENDA

Items on the consent agenda:

1. Minutes of the November 19, 2015 meeting
2. SPEDC Fiscal Year 2015-2016 YTD Financial Statements through October 31, 2015

It was moved by Director Calloway, seconded by Vice Chair Chao Rothberg, and passed by a vote of those present to adopt the items on the Consent Agenda. The motion passed as follows:

AYES: Calloway, Chao Rothberg, Novickas, Pabon
NOES: None
ABSTAIN: None
ABSENT: Abrams

By adoption of the Consent Agenda, all items were approved.

REGULAR AGENDA

Report on SPEDC Fiscal Year 2015-2016 YTD Financial Statements through November 30, 2015

Executive Director Rodriguez introduced the item and Controller Ward reviewed the statements with the Board, answering all questions. He noted while financials are typically on consent, given the Board had not met in December, it seemed prudent to start the year with a brief discussion. It was moved by Director Calloway and seconded by Chair Novickas to receive and file the item.

Report on Fiscal 2014-2015 Financial Audit Report and Memorandum on Internal Control

Executive Director Rodriguez introduced the item, turning it over to Controller Ward for discussion with the board. As the PDF had deficient pages, hard copies were provided. It was moved by Director Calloway and seconded by Chair Novickas to receive and file the item.

Report on Quarterly Membership Review

Executive Director Rodriguez introduced the item with additional comment from General Manager Choy, commending staff for their excellent work in recruiting and retaining members. It was moved by Chair Novickas and seconded by Director Calloway to receive and file the item.

Report on Mid-year Job Training Partner Report

Executive Director Rodriguez introduced the item with additional comment from General Manager Choy. The Board will share contacts and make introductions for more robust recruitment support of job training partners. It was moved by Director Calloway and seconded by Vice Chair Chao Rothberg to receive and file the item.

Resolution Nominating and Electing Board Officers for Calendar Year 2016

Executive Director Rodriguez introduced the item. It was moved by Director Calloway to maintain the current slate of officers and nominate Director Pabon as Treasurer for a term of calendar year 2016 through the first meeting in 2017. The motion was seconded by Chair Novickas, and passed by a vote of those present to adopt **RESOLUTION SPEDC2016-001**, a resolution nominating and electing board officers for calendar year 2016. The motion passed as follows:

AYES: Calloway, Chao Rothberg, Novickas, Pabon
NOES: None
ABSTAIN: None
ABSENT: Abrams

Resolution Authorizing Sponsorship for Contra Costa College Food & Wine Festival

Executive Director Rodriguez introduced the item with additional comment from General Manager Choy. It was moved by Director Calloway, seconded by Director Pabon, and passed by a vote of those present to adopt **RESOLUTION SPEDC2016-002**, a resolution authorizing a charitable sponsorship in the amount of \$2,500 for the Contra Costa College Food & Wine Event. The motion passed as follows:

AYES: Calloway, Chao Rothberg, Novickas, Pabon
NOES: None
ABSTAIN: None
ABSENT: Abrams

Resolution Authorizing Request for Proposal for Strategic Planning Consultant

Executive Director Rodriguez introduced the item with additional comment from General Manager Choy. It was moved by Chair Novickas, seconded by Director Calloway, and passed by a vote of those present to adopt **RESOLUTION SPEDC2016-003**, a resolution ratifying fiscal year 2015-2016 budget allocation of \$25,000 for Strategic Planning Consulting and authorizing issuance of a request for proposal.

AYES: Calloway, Chao Rothberg, Novickas, Pabon
NOES: None
ABSTAIN: None
ABSENT: Abrams

Resolution Authorizing Contract with Web Designer

Executive Director Rodriguez introduced the item with additional comment from General Manager Choy. It was moved by Director Calloway, seconded by Chair Novickas, and passed by a vote of those present to adopt **RESOLUTION SPEDC2016-004**, a resolution ratifying fiscal year 2015-2016 budget allocation of \$10,000 for website redesign and authorizing execution of an agreement with the contractor. The motion passed as follows:

AYES: Calloway, Chao Rothberg, Novickas, Pabon
NOES: None
ABSTAIN: None
ABSENT: Abrams

Resolution Authorizing Special Meeting Date for SBOTY Selection

Executive Director Rodriguez introduced the item with additional comment from General Manager Choy. It was moved by Vice Chair Chao Rothberg, seconded by Director Pabon, and passed by a vote of those present to adopt **RESOLUTION SPEDC2016-005**, a resolution authorizing special closed session meeting for selection of the San Pablo Small Business of the Year 2016. The motion passed as follows:

AYES: Calloway, Chao Rothberg, Novickas, Pabon
NOES: None
ABSTAIN: None
ABSENT: Abrams

Resolution Authorizing First Amendment to ARISE Operating Agreement

Executive Director Rodriguez introduced the item with additional comment from General Manager Choy. It was moved by Vice Chair Chao Rothberg, seconded by Director Calloway, and passed by a vote of those present to adopt **RESOLUTION SPEDC2016-006**, a resolution authorizing the executive director to execute the first amendment to the ARISE operating agreement. The motion passed as follows:

AYES: Calloway, Chao Rothberg, Novickas, Pabon
NOES: None
ABSTAIN: None
ABSENT: Abrams

ADJOURNMENT

It was moved by Director Calloway and seconded by Chair Novickas to adjourn the meeting at 7:29 PM until the next board meeting scheduled February 17, 2016.

Respectfully submitted,

Leslay C. Choy, Board Secretary

Adam Novickas, Chair