



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

WEDNESDAY, NOVEMBER 19, 2014

### ROLL CALL

The meeting was called to order at 6:15 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, Vice Chair/Treasurer Erwin Reeves, and Directors Genoveva Calloway, Leonard McNeil and Adam Novickas. Also present were Executive Director Matt Rodriguez, General Manager Leslay Choy, Controller Bradley Ward, and Program Coordinator Vivian Wong. Director Novickas arrived at 6:38 PM.

### PUBLIC COMMENTS

There were no speakers.

### EXECUTIVE DIRECTOR DIRECTOR/GENERAL MANAGER REMARKS

Executive Director Matt Rodriguez and General Manager Choy updated the Board on SPEDC new hires, RichmondBUILD graduation, and on office closure dates for Thanksgiving.

### CONSENT AGENDA

Director McNeil requested item 2 on the Consent Agenda, **NMTC – San Pablo Community Center Supplemental Budget Expenditure**, be moved to the regular agenda for discussion. It was moved by Director Calloway and seconded by Vice Chair/Treasurer Reeves to adopt the remaining item on the Consent Agenda. The motion passed as follows:

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

### MINUTES

By adoption of the Consent Agenda, the Minutes of the meeting of October 15, 2014 were approved.

### DISCUSSION AGENDA

#### **NMTC – San Pablo Community Center Supplemental Budget Expenditure**

The Board discussed the supplemental expenditure as it related to timing, ADA compliance, and use of NMTC contingency rules, then received and filed the report.

## **SPEDC FY14-15 FYE Financial Statements through September 30, 2014**

Executive Director Rodriguez introduced the item, Board discussed details with Controller Ward and General Manager Choy, notably around revenue. Following discussion, the item was received and filed.

### **Quarterly Grants Report**

Executive Director Rodriguez introduced the item and General Manager discussed report details with the Board. Staff reviewed outcomes from the *ad hoc* committee meeting, requested the Board continue to recommend grant writers and foundations, and received and filed the report.

### **Resolution Authorizing OJT agreement with East Bay Works**

Executive Director Rodriguez turned over introduction of the item to General Manager Choy who discussed details with the Board. It was moved by Vice Chair/Treasurer Reeves, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-034**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize Executive Director Rodriguez to execute the OJT agreement with East Bay Works. The Board requested the amount and end date be verified and communicated to the Board. The motion passed as follows:

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

### **NMTC – Resolution Authorizing Investor Letter of Interest and Deposit**

Executive Director Rodriguez introduced the item, and General Manager Choy and controller Ward discussed details with the Board. It was moved by Director Calloway, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-035**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize Executive Director Rodriguez to execute the Letter of Interest upon receipt and approve the wire transfer in the amount of \$25,000. The motion passed as follows:

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

### **All-America City Joint Marketing Program with the City of San Pablo**

Executive Director Rodriguez introduced the item and General Manager Choy discussed details with the Board. After Board discussion, it was moved by Vice Chair/Treasurer Reeves, seconded by Director Calloway and passed by vote of those present to adopt **Resolution EDC2014-036**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize the joint marketing of All-America City with City. Staff will develop an FAQ for all to use, and leverage Ford & Bonilla to maximize press and social media coverage. The motion passed as follows:

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

### **Board Governance Report**

Executive Director Matt Rodriguez introduced the item. Staff clarified process, board terms and timing with the Board. The report was received and filed.

### **Resolution Authorizing the Agreement with Contra Costa College Bridge to Biotech Program**

Executive Director Matt Rodriguez introduced the item and General Manager Choy discussed details with the Board. After Board discussion, it was moved by Director Calloway, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-037**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize the Executive Director to execute the agreement with Contra Costa College and to ratify the approved budget allocation of \$2,500 (Measure Q). The motion passed as follows:

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

### **ADJOURNMENT**

The meeting adjourned at 8:03 PM to Wednesday, December 17, 2014 at 6:00 PM.

Respectfully submitted,

---

Leslay C. Choy, Board Secretary

---

Kathy Chao Rothberg, Board Chair