

**MINUTES OF A SPECIAL JOINT MEETING
OF THE EXECUTIVE COMMITTEE
AND THE USER COMMITTEE**

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a special joint session at 2:20 PM on Tuesday, August 21, 2018, in the second floor conference room of the South Bay Regional Public communications Authority.

ROLL CALL

Present: City Manager Edward Medrano
City Manager Bruce Moe
Interim City Manager Arnie Shadbeh
Chief Derrick Abell, Manhattan Beach Police Department
Captain Uiki Niko, Gardena Police Department

Absent: Chief Bob Fager, Hawthorne Police Department
Chief Sharon Papa, Hermosa Beach Police Department

Also Present: Executive Director Erick Lee
Operations Manager Shannon Kauffman
Administration Manager John Krok
Finance Manager Scott Arbuckle
Laura Kalty, Liebert, Cassidy, Whitmore
Executive Secretary Wendy Weeks

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Agenda Item No. 7, Closed Session, was considered out of order at this time.

7. **CLOSED SESSION**

At 2:25 PM, the Executive Committee entered into a closed session pursuant to the Government code sections and conference matters as shown below:

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy
Whitmore Re: Communications Workers of America)

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy
Whitmore Re: Teamsters Local 9-1-1)

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy
Whitmore Re: Management & Confidential Employees)

At 2:53 PM, the meeting returned to open session, with no action taken in closed session.
The Board of Directors departed the meeting.

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Discussion returned to regular agenda order at this time.

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

- 3a. Minutes of the Regular Joint Meeting of the Executive Committee
and the User Committee - July 17, 2018

MOTION: City Manager Moe moved to approve the minutes of the regular joint
meeting of the Executive and User Committee on July 17, 2018. The motion was
seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

- 3b. Check Register for July 2018

Executive Director Lee clarified for City Manager Moe that the Authority's credit
card charges are shown by vendor.

MOTION: City Manager Moe moved to approve the check register for July 2018.
The motion was seconded by Interim City Manager Shadbehr and passed by unanimous
voice vote.

- 3c. Authorize the Executive Director to Execute an Agreement between with Hydrex
Pest Control Company for Pest Control Services

MOTION: City Manager Moe moved to authorize the Executive Director to execute
an agreement with Hydrex Pest Control Company for pest control services. The motion
was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

- 3d. Authorize the Executive Director to Execute an Agreement with Liebert Cassidy
Whitmore for Special Services Relating to the South Bay Employment Relations
Consortium

At the request of City Manager Medrano, Administration Manager Krok and
Operations Manager Kauffman provided input on Authority staff's utilization of the vendor's
services.

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MOTION: City Manager Moe moved to authorize the Executive Director to execute an agreement with Liebert Cassidy Whitmore for special services relating to the South Bay Employment Relations Consortium. The motion was seconded by Interim City Manager Shadbahr and passed by unanimous voice vote.

- 3e. Resolution No. 315 of the Executive Committee of the South Bay Regional Public Communications Authority Amending Resolution No. 41 Revising the Job Description for Executive Secretary and Changing the Position Title to Executive Assistant

MOTION: City Manager Moe moved to approve the revision to the Executive Secretary job description and adopt Resolution No. 315 amending Resolution No. 41 to revise the position title to Executive Assistant. The motion was seconded by Interim City Manager Shadbahr and passed by unanimous voice vote.

RESOLUTION NO. 315

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AMENDING RESOLUTION NO. 41 REVISING THE JOB DESCRIPTION FOR EXECUTIVE SECRETARY AND CHANGING THE POSITION TITLE TO EXECUTIVE ASSISTANT

- 3f. Resolution No. 316 of the Executive Committee of the South Bay Regional Public Communications Authority Establishing a Purchasing Policy and Repealing Resolution No. 259

MOTION: Interim City Manager Shadbahr moved to approve the establishment of a purchasing policy, repeal Resolution No. 259, and adopt Resolution No. 316. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

RESOLUTION NO. 316

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A PURCHASING POLICY AND REPEALING RESOLUTION NO. 259

- 3g. Resolution No. 314 of the Executive Committee of the South Bay Regional Public Communications Authority Clarifying Its Acceptance of a Subaward under the FY 2016 Urban Area Security Initiative (UASI) Grant Program from the City of Los Angeles for the Interoperability Network of the South Bay Project

Executive Director Lee presented the staff report. He explained that Resolution No. 314 clarifies the Authority's acceptance of a subaward under the FY 2016 Urban Area Security Initiative (UASI) Grant Program from the City of Los Angeles for the Interoperability Network of the South Bay (INSB) Project.

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MOTION: City Manager Medrano moved to accept a subaward under the FY 2016 Urban Area Security Initiative (UASI) Grant Program from the City of Los Angeles for the Interoperability Network of the South Bay (INSB) Project and adopt Resolution No. 314. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3h. Scope of Work for Comprehensive Cost of Service and Allocation Study

Executive Director Lee presented the staff report.

MOTION: City Manager Moe moved to approve the scope of work for the comprehensive cost of service and allocation study. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3i. Determination of Need to Take Action on an Item Not Appearing on the Posted Agenda Relating to the Authority's Finance Department; and

Authorize the Executive Director to Execute an Agreement with a Financial Management Consulting Firm, or Temporary Employment or Staffing Agency, for Finance and Accounting Services in an Amount Not to Exceed \$50,000 and Approve a Purchase Order for These Services; and

Authorize the Executive Director to Execute an Operating Budget Transfer in an Amount Not to Exceed \$50,000 from the Salaries & Benefits Category to the Supplies and Services Category of the Adopted Fiscal Year 2018/2019 Budget to Fund These Services

City Manager Medrano read aloud the title of Agenda Item No. 3i. He advised that, per Government Code Section 54954.2(b)(2), it was added to the agenda at the last minute due to the need to take immediate action on an item related to the Authority's Finance Department and that the need for this action came to the attention of the Authority subsequent to the agenda of this meeting being posted, as specified in Government Code Section 54954.2(a).

FIRST MOTION: City Manager Moe moved to determine that there is a need to take immediate action on an item related to the Authority's Finance Department and that the need for this action came to the attention of the Authority subsequent to the agenda of this meeting being posted as specified in Government Code Section 54954.2 (a). The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

Executive Director Lee presented the staff report. He explained that Finance Manager Scott Arbuckle tendered his resignation on August 19, 2018. His last day of employment with the Authority will be on September 7, 2018. He further advised that the Authority will attempt to hire a qualified interim Finance Manager. However, if that is not feasible within the next 1-2 weeks, Executive Director Lee recommended that the Executive Committee authorize him to enter into an agreement with a financial

management consulting firm or temporary employment or staffing agency for finance and accounting services in order to ensure the continuity of Authority operations.

SECOND MOTION: City Manager Moe moved to (1) authorize the Executive Director to execute an agreement with a financial management consulting firm or temporary employment or staffing agency for finance and accounting services in an amount not to exceed \$50,000 and approve a purchase order for these services; and (2) authorize the Executive Director to execute an Operating Budget transfer in an amount not to exceed \$50,000 from the Salaries and Benefits category to the Supplies and Services category of the adopted Fiscal Year 2018/2019 Budget to fund these services. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

4. **INFORMATION ITEMS**

None.

5. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee shared information on the following topics: the status of filling the vacant Communications Operator positions; the success of the Outreach at National Night Out events; and the tour by agencies considering the SBRPCA's model.

6. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

7. **CLOSED SESSION**

Agenda Item No. 7, Closed Session, was considered earlier in the meeting (see Page Nos. 1 -2).

8. **ADJOURNMENT**

The meeting was adjourned at 3:10 PM.