



Draft Minutes

Board of Directors Meeting

Wednesday, November 7, 2018

6:00 pm

City of Hayward

Council Chambers

777 B Street,

Hayward, CA 94544

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1. Welcome & Roll Call

Present: Directors: Pilch (Albany), Hernandez (Dublin), Martinez (Emeryville), Bacon (Fremont), Mendall (Hayward), Carling (Livermore); Hernandez (San Leandro); Dutra-Vernaci (Union City), O'Neil (Community Advisory), Vice-chair Kalb (Oakland) and Chair Haggerty (Alameda County)

Excused: Directors: Arreguin (Berkeley) and Rood (Piedmont)

2. Pledge of Allegiance

3. Public Comment

This item is reserved for persons wishing to address the Committee on any EBCE-related matters that are not otherwise on this meeting agenda. Public comments on matters listed on the agenda shall be heard at the time the matter is called. As with all public comment, members of the public who wish to address the Committee are customarily limited to three minutes per speaker. The Committee Chair may increase or decrease the time allotted to each speaker.

CONSENT AGENDA

4. **Approval of Minutes from October 17, 2018**
5. **Contracts entered into (Informational Item)**
Director Hernandez (Dublin) motioned to approve the Consent Agenda. Director Mendall seconded the motion which carried 8/0; Excused: Directors: Arreguin, Pilch, Rood and Vice-chair Kalb.

REGULAR AGENDA

6. **CEO REPORT**
 - A. Executive Committee Meeting;
 - B. Marketing and Outreach update;
 - C. Local Development Business Plan Update; and
 - D. Update on Opt-out

Director Pilch in at 6:12pm

7. **Community Advisory Committee Report**
8. **Adopt Resolution Amending the Conflict of Interest Code to Update the Conflict of Interest Code (Action Item)**
Adopt Resolution amending the EBCE Conflict of Interest Code to add 1 current and six new positions:
 1. Director of Public Affairs;
 2. Senior Director of Public Affairs;
 3. Vice-President of Technology and Data Analytics;
 4. Director of Government and Community Affairs;
 5. Finance Manager;
 6. Deputy General Counsel; and
 7. Clerk of the Board

Director Mendall motioned to approve staff recommendation. Director Dutra-Vernaci seconded the motion which carried 9/0; Excused: Directors Arreguin, Rood and Vice-chair Kalb

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9. **Formation of Two Board of Directors Sub-Committees (Action item)**
Form two additional Sub-Committees to the Board of Directors:
 - A. Sub-Committee on Marketing, Regulatory and Legislative Matters
 - B. Sub-Committee on Finance, Administration and Procurement

The committee discussed:

- Need for additional Board committees
- Meeting schedule - will defer to committees once seated
- Potential to have Board Alternates serve on Sub-committees

- Board member participation in sub-committees

Vice-Chair Kalb in at 6:17pm

Barbara Stebbins - Spoke regarding local advocacy groups ability to attend and participate in EBCE meetings and requested the meetings be scheduled in a manner to allow for constituent participation.

Jessica Tovar - Reiterated the importance of transparency and community involvement in the subcommittees. Ms. Tovar also congratulated EBCE on its residential launch.

Director Mendall motioned to approve as amended:

- A. Include Board alternates for sub-Committee membership.

Director Pilch seconded the motion

Director Pilch withdrew second after further discussion

Director Mendall motioned to approve staff recommendation. Director Bacon seconded the motion which carried 10/0; Excused: Directors: Arreguin and Rood

10. New Office Space (Action item)

Approve staff recommendation to pursue negotiation of an office space lease agreement to bring to the Board for approval in the first quarter of 2019. EBCE office space selection will be based on the following five criteria:

1. Adjacent to a BART station;
2. Centrally located in Alameda County (Emeryville, Oakland, San Leandro, Hayward, Castro Valley);
3. Class A office space able to accommodate 30 to 40 staff;
4. Large enough conference room to host Community Advisory Committee, Executive Committee and Sub-Committee meetings; and
5. 2019 lease cost within EBCE's approved budget

The Board disused:

- Staff location preferences
- Removing criteria two and consider full JPA membership for potential office location
- Class B office space

Director Hernandez (SL) motioned to approve as amended

- A. **Remove criteria two and consider all member cities for potential office location.**

Director Kalb seconded the motion which carried 10/2; excused: Directors: Arreguin and Rood.

11. Board Member and Staff Announcements including requests to place items on future Board Agendas

12. Adjourned