



Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
November 30, 2022

**MINUTES OF THE MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
WEDNESDAY, NOVEMBER 2, 2022**

THE FOLLOWING MINUTES IS A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). AN AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT: <http://scag.ig2.com/Citizens/>.

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its special meeting both in person and virtually (telephonically and electronically), given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A). A quorum was present.

Members Present

Hon. Jan Harnik, President

Hon. Art Brown, 2nd Vice President

Hon. Clint Lorimore, Imm. Past President

Hon. Frank Yokoyama, Chair, CEHD

Hon. David J. Shapiro, Vice Chair, CEHD

Hon. Deborah Robertson, Chair, EEC

Hon. Luis Plancarte, Vice Chair, EEC

Hon. Ray Marquez, Chair, TC

Hon. Peggy Huang, Chair, LCMC

Hon. Kathleen Kelly, President’s Appt.

Hon. Larry McCallon, President’s Appt.

Hon. Margaret Finlay, President’s Appt.

Hon. Nithya Raman, President’s Appt.

Hon. Lucy Dunn

Buena Park

Eastvale

Cerritos

Calabasas

Rialto

Chino Hills

Palm Desert

Highland

Duarte

Los Angeles

RCTC

District 21

District 4

District 23

District 44

District 8

Imperial County

District 10

TCA

District 2

District 7

District 35

District 51

Business Representative

Members Not Present

Hon. Tim Sandoval, Vice Chair, TC

Hon. Jose Luis Solache, Vice Chair, LCMC

Hon. Andrew Masiel, Sr.

Pomona

Lynwood

Pechanga Dev. Corp.

District 38

District 26

TGRP Representative

Staff Present

Kome Ajise, Executive Director
Darin Chidsey, Chief Operating Officer
Debbie Dillon, Chief Strategy Officer
Cindy Giraldo, Chief Financial Officer
Sarah Jepson, Director of Planning
Javiera Cartagena, Director of Government and Public Affairs
Julie Shroyer, Chief Information Officer
Michael Houston, Chief Counsel, Director of Legal Services
Ruben Duran, Board Counsel
Maggie Aguilar, Clerk of the Board
Cecilia Pulido, Deputy Clerk of the Board

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Honorable Jan Harnik called the meeting to order at 3:00 p.m. President Harnik asked Regional Council Member Margaret Finlay, Duarte, District 35, to lead the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

President Harnik opened the Public Comment Period and outlined instructions for public comments. She noted this was the time for persons to comment on any matter pertinent to SCAG's jurisdiction that were not listed on the agenda. She reminded the public to submit comments via email to ePublicComment@scag.ca.gov.

Ruben Duran, Board Counsel, acknowledged there no written public comments received before or after the deadline.

Seeing no public comment speakers, President Harnik closed the Public Comment Period.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no prioritization of agenda items.

ACTION ITEM

1. Findings to Continue Holding Virtual Regional Council and Committee Meetings under AB 361

There were no public comments on this item.

A MOTION was made (Finlay) that the Executive Administration Committee (EAC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees, subcommittees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e). Motion was SECONDED (McCallon) and passed by the following votes:

AYES: Brown, Finlay, Hagman, Harnik, Huang, Kelly, Lorimore, Marquez, McCallon, Plancarte, Raman, Robertson, Shapiro, and Yokoyama (14)

NOES: None (0)

ABSTAIN: None (0)

2. Consideration of RC, EAC, and Policy Committee Meeting Schedule and Options

Michael Houston, Chief Counsel/Director of Legal Services, provided a presentation on the Regional Council (RC), Executive/Administration Committee (EAC) and Policy Committees meeting schedule and options which included information on:

- prior EAC discussions, current structure and process improvements, and historical structure;
- the governing structure overview of the RC, EAC and Policy Committees;
- survey of the RC Membership and summary of results;
- the return to in-person member and public participation;
- staff recommendations for discussion and direction, which included:
 - recommend not to move the Policy Committee meetings to a different day/week from the RC meeting date;
 - recommend extending RC meetings by ½ hour and run from 12:00 p.m.-2:00 p.m., stay within the same current meeting timeframe of 9:30 a.m.-2:00 p.m. on the first Thursday of the month, and Policy Committee starting time to remain at 9:30 a.m.; and
 - recommend emphasizing in-person member participation at RC, EAC and Policy Committee meetings and in-person public participation beginning in January and the Brown Act's "normal" requirements would apply to any remote participation allowed by President once AB 361 findings end.

Members of the EAC and staff engaged in discussions regarding: 1) an earlier start time, 2) travel distances by members, 3) AB 2449, which allows for continued virtual participation without notice of locations so long as a quorum of the body is present in person, 4) whether virtual participation had improved member attendance at meetings, and 5) flexibility on when members are expected to return in-person.

The comprehensive staff report and PowerPoint presentation were included in the agenda packet and posted on the SCAG website. The meeting video is also available on the SCAG website.

There were no public comments on this item.

A MOTION was made (Shapiro) to approve staff recommendation and extend the Regional Council meeting by a half hour starting from 12:00 p.m. to 2:00 p.m., move forward with the staff recommendation to emphasize in person attendance starting in January but not mandating it, and allowing for some flexibility as to how and when the membership would feel most comfortable returning, recognizing that AB 361 is likely to go away March 1st. Motion was SECONDED (Hagman) and passed by the following votes:

AYES: Brown, Finlay, Hagman, Harnik, Huang, Kelly, Lorimore, Marquez, McCallon, Plancarte, Raman, Robertson, Shapiro, and Yokoyama (14)

NOES: None (0)

ABSTAIN: None (0)

3. Resolution No. 22-648-1 Approving Amendment 2 to the FY 2022-23 Overall Work Program (OWP) Budget, an amendment to the Indirect Cost Budget, an amendment to FTA Discretionary and Formula Grant Budget and a New Classification Structure and Salary Schedule

Cindy Giraldo, Chief Financial Officer, provided a presentation on Budget Amendment 2 (BA2), which, if approved, would place SCAG's total comprehensive budget at just under \$150 million, an increase of \$24.6 million. This includes an increase in the Overall Work Program of \$11 million, Indirect cost budget of \$749k, FTA Grant Budget of \$12.9 million, and \$194k as a result of a comprehensive classification and compensation study which includes an updated salary schedule, that incorporates an updated classification structure. Ms. Giraldo provided a brief overview of the proposed changes which were outlined in staff report.

The comprehensive staff report and PowerPoint presentation were included in the agenda packet and posted on the SCAG website. The meeting video is also available on the SCAG website.

There were no public comments on this item.

A MOTION was made (Hagman) that the Executive/Administration Committee (EAC) recommend that the Regional Council adopt Resolution No. 22-648-1 approving a second amendment to the Fiscal Year 2022-23 (FY 2022-23) Overall Work Program (OWP) budget, an amendment to the Indirect Cost Budget, an amendment to the FTA Discretionary and Formula Grant Budget, and the new classification structure and salary schedule developed from the Classification and Compensation Study. Motion was SECONDED (Finlay) and passed by the following votes:

AYES: Brown, Finlay, Hagman, Harnik, Huang, Kelly, Lorimore, Marquez, McCallon, Plancarte, Raman, Shapiro, and Yokoyama (13)

NOES: None (0)

ABSTAIN: None (0)

4. Consideration of Increase to Regional Council Contract and Contract Amendments Approval Thresholds

Cindy Giraldo, Chief Financial Officer, provided a presentation on the proposed amendment to the Regional Council Policy Manual to increase the Regional Council's contract approval threshold to \$500,000 and the approval threshold for contract amendments to \$150,000 and 30%, which received the unanimous support of the Audit Committee. She explained that at the July Audit Committee meeting, Mr. David James, SCAG's Internal Auditor, presented the Audit committee with the findings and recommendations of his completed internal audit on procurement. As part of that report, Mr. James recommended that the Audit Committee consider recommending to the Regional Council an increase to the threshold to improve operating efficiency and reduce the average time required to execute a procurement contract. She noted that in support of this recommendation, the Audit Committee directed staff to return to the audit committee with a recommendation and supporting data for their consideration. Ms. Giraldo provided a brief overview of the supporting data for this recommendation which was outlined in staff report and as presented to the Audit Committee.

Regional Council Member Larry McCallon, Highland, District 7, expressed concern over the recommended contract threshold of \$500,000 without coming to the government body and stated he would oppose this item.

The comprehensive staff report and PowerPoint presentation were included in the agenda packet and posted on the SCAG website. The meeting video is also available on the SCAG website.

There were no public comments on this item.

A MOTION was made (Hagman) that the Executive/Administration Committee (EAC) recommend to the Regional Council to approve the proposed amendment to the Regional Council Policy Manual, increasing the Regional Council's contract approval threshold to \$500,000 and the approval threshold for contract amendments to \$150,000 and 30%. Motion was SECONDED (Brown) and passed by the following votes:

AYES: Brown, Finlay, Hagman, Harnik, Huang, Kelly, Marquez, Plancarte, Raman, Robertson, Shapiro, and Yokoyama (12)

NOES: Lorimore and McCallon (2)

ABSTAIN: None (0)

CONSENT CALENDAR

There were no public comments on the Consent Calendar.

Approval Items

5. Minutes of the Special Meeting – October 6, 2022
6. 2023 Meeting Schedule of the Executive Administration Committee, Policy Committees, and Regional Council
7. Contracts \$200,000 or Greater: Contract No. 21-048-MRFP 12, Connect SoCal 2024 Technical Support
8. Contracts \$200,000 or Greater: Contract No. 22-051-C01, Konica Reprographics & Multi-Function Printer Equipment Lease and Maintenance

Receive and File

9. Final 2022 Federal Certification Review
10. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
11. CFO Monthly Report



A MOTION was made (Plancarte) to approve Consent Calendar, Items 5 through 8; Receive and File Item 9-11. Motion was SECONDED (Finlay) and passed by the following votes:

AYES: Brown, Finlay, Hagman, Harnik, Huang, Kelly, Lorimore, Marquez, McCallon, Plancarte, Raman, Robertson, Shapiro, and Yokoyama (14)

NOES: None (0)

ABSTAIN: None (0)

CFO REPORT

Cindy Giraldo, Chief Financial Officer, reported the semiannually SCAG was required to report to Caltrans the progress it was making in contracting with Disadvantaged Business Enterprises (DBE), and that for the 6-month period ending September 30, SCAG had awarded 19% of the contract values to DBE's, exceeding Caltrans's 17% DBE goal.

PRESIDENT'S REPORT

President Harnik provided updates on the State of the State event at the Lakewood Chamber of Commerce, CoMotion LA which was taking place in downtown LA at the Japanese American National Museum on November 15-17, SCAG's 13th Annual Economic Summit which was scheduled for December 1 at the Sheraton Grand in Downtown LA, and the establishment of the Carmen Ramirez Legacy Scholarship Fund for Public Service. Lastly, she announced that the next EAC meeting would be on Wednesday, November 30 at 3:00 p.m.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Ajise provided updates on the REAP program, the permanent Local Housing Allocation Grant, the Connect SoCal Program Environmental Impact Report Notice of Preparation, and the RAMP/Greenprint Public Sector Stakeholder Workshop. He also announced that there were several Regional Councilmember who would have their last Regional Council meeting the next day and they would be formally recognizing them at the General Assembly next spring.

FUTURE AGENDA ITEMS

There were no future agenda items.



ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

There being no further business, President Harnik adjourned the Special Meeting of the Executive Administration Committee at 4:16 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

//

Executive / Administration Committee Attendance Report

MEMBERS	CITY	Representing	2022-23															Total Migs Attended To Date
			JUN	30-Jun	1-Jul	JULY	AUG	15-Aug	31-Aug	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Hon. Jan Harnik, Chair, President, Chair		RCTC	1	1	1	1	1	1	1	1	1	1						9
Hon. Art Brown, 1st Vice Chair	Buena Park	District 21	1	0	0	1	1	1	1	1	1	1						7
Hon. Curt Hagman		San Bernardino County											1					1
Hon. Clint Lorimore, Imm. Past President	Eastvale	District 4	1	0	1	1	1	1	0	1	1	1						7
Hon. Frank Yokoyama, Chair, CEHD	Cerritos	District 23	1	1	1	1	1	1	1	1	1	1						9
Hon. David J. Shapiro, Vice Chair, CEHD	Cerritos	District 44	1	1	1	1	1	1	1	1	1	1						9
Hon. Deborah Roberston, Chair, EEC	Rialto	District 8	0	1	1	1	1	1	1	1	1	1						8
Hon. Luis Plancarte, Vice Chair, EEC		Imperial County	1	1	1	1	1	1	1	1	1	1						9
Hon. Ray Marquez, Chair, TC	Chino Hills	District 10	1	1	1	1	0	1	1	1	1	1						8
Hon. Tim Sandoval, Vice Chair, TC	Pomona	District 38	0	1	0	0	0	0	0	0	0	0						1
Hon. Peggy Huang, Chair, LCMC		TCA	1	1	0	1	1	1	1	1	0	1						7
Hon. Jose Luis Solache, Vice Chair, LCMC	Lynwood	District 26	1	1	0	0	0	1	0	1	0							4
Hon. Margaret Finlay, President's Appt.	Duarte	District 35	1	1	1	1	1	1	1	1	0	1						8
Hon. Kathleen Kelly, President's Appt.	Palm Desert	District 2	1	1	1	1	1	1	1	1	1	1						9
Hon. Larry McCallon, President's Appt.	Highland	District 7	1	1	1	1	1	1	1	1	1	1						9
Hon. Nithya Ramen, President's Appt.	Los Angeles	District 51	1	1	1	1	1	0	1	0	1							7
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board	0	1	1	1	0	1	1	0	0							5
Ms. Lucy Dunn, Ex-Officio Member	Lucy Dunn Strategic Issues Mar	Business Representative	1	1	1	1	1	1	1	1	1	0						8
			14	15	13	15	13	14	15	12	14	0	0	0	0	0	0	125

Attachment: EAC Attendance Sheet 2022-23 (Minutes of the Meeting - November 2, 2022)