

BOARD MEETING DATE: May 1, 2020

AGENDA NO. 16

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, April 10, 2020. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

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Committee Members

Present: Dr. William A. Burke/Chair (videoconference)
Council Member Ben Benoit/Vice Chair (videoconference)
Council Member Judith Mitchell (videoconference)
Council Member Michael Cacciotti (videoconference)

Absent: None

Call to Order

Chair Burke called the meeting to order at 10:04 a.m.

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Council Member Mitchell will attend the CARB Board meeting by teleconference rather than participating in Sacramento, April 23, 2020.

3. **Report of Approved Out-of-Country Travel:** Dr. Burke inquired how will the Coronavirus affect the relationship with China with respect to the ports issue. Wayne Nastri responded there have been phone discussions, but China is currently focused on the pandemic and are putting the ports issue on hold. Dr. Burke indicated there may be some political concern with relationships with China.
4. **Review May 1, 2020 Governing Board Agenda:** None to report.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Board Member Gideon Kracov has selected Ross Zelen as his Board Consultant.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

Ayes: Burke, Benoit, Mitchell, Cacciotti
Noes: None
Absent: None

6. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information Management reported that 400 laptops were secured to enable staff to telework from home, and to participate in Zoom meetings. The enhanced Rule 1180 monitoring website recently went live. Council Member Benoit commended Mr. Moskowitz and his staff for work well-done and asked if Zoom has been provided with a feature recommendation list. Mr. Moskowitz responded that he has been working with Zoom and has provided feedback. Council Member Mitchell also acknowledged the great work by both Information Management and Council Member Benoit. Council Member Cacciotti asked how security with Zoom meetings is being maintained. Mr. Moskowitz responded that a security document was created on how to perform Zoom meetings and everything is under control.

ACTION ITEMS:

7. **Authorize Purchase of OnBase Software Support:** Mr. Moskowitz reported that this is a standard annual request to authorize funds to purchase an OnBase software subscription for one year which supports many critical web applications. Funds are available in the budget.

Moved by Cacciotti; seconded by Mitchell, unanimously approved.

Ayes: Burke, Benoit, Mitchell, Cacciotti
Noes: None
Absent: None

8. **Adopt Executive Officer's FY 2020-21 Proposed Goals and Priority Objectives, and Proposed Budget:** The presentation for this item has been deferred to the proceeding Governing Board Budget Workshop. Council Member Mitchell inquired, due to the foreseeable change in the economy, what is projected for revenue reductions in permit fees. Mr. Nastri responded there is currently a 20-40% reduction in permit applications and the impacts are being closely monitored. Council Member Mitchell asked if there is a backup plan. Ms. Jain responded the backup plan consists of reserves, the vacancy rate, and a hiring freeze. Dr. Burke inquired about stimulus funding and Mr. Nastri responded that every effort is being made to acquire those funds if necessary. Council Member Mitchell requested that staff report back on revenues at upcoming Administrative committees and the committee has decided that this report will occur monthly.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

Ayes: Burke, Benoit, Mitchell, Cacciotti
Noes: None
Absent: None

9. **Approve Compensation Adjustments for Board Member Assistants and Board Member Consultants for FY 2020-21:** Sujata Jain, Deputy Executive Officer/Chief Financial Officer reported that this item is to approve compensation for Board Member Consultants and Assistants for FY 2020-21.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

Ayes: Burke, Benoit, Mitchell, Cacciotti
Noes: None
Absent: None

OTHER MATTERS:

10. **Other Business:** None.
11. **Public Comment:** None to report.
12. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for May 8, 2020 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:29 a.m.