



Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
December 1, 2021

MINUTES OF THE MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
WEDNESDAY, NOVEMBER 3, 2021

THE FOLLOWING MINUTES IS A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). A VIDEO AND AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT: <http://scag.iqm2.com/Citizens/>.

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its regular 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. Clint Lorimore, President	<i>Eastvale</i>	District 4
Hon. Jan Harnik, 1st Vice President		RCTC
Hon. Carmen Ramirez, 2nd Vice President		Ventura County
Hon. Frank Yokoyama, Vice Chair, CEHD	<i>Cerritos</i>	District 23
Hon. David Pollock, Chair, EEC	<i>Moorpark</i>	District 46
Hon. Sean Ashton, Chair, TC	<i>Downey</i>	District 25
Hon. Art Brown, Vice Chair, TC	<i>Buena Park</i>	District 21
Hon. Kathryn Barger, President’s Appt.		Los Angeles County
Hon. Alan D. Wapner, Chair, LCMC		SBCTA
Hon. Peggy Huang, Vice Chair, LCMC		TCA
Hon. Larry McCallon, President’s Appt.	<i>Highland</i>	District 7
Hon. Cheryl Viegas-Walker, President’s Appt.	<i>El Centro</i>	District 1
Hon. Donald P. Wagner, President’s Appt.		Orange County
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRP Representative
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

Members Not Present

Hon. Rex Richardson, Imm. Past President	<i>Long Beach</i>	District 29
Hon. Jorge Marquez, Chair, CEHD	<i>Covina</i>	District 33
Hon. Deborah Robertson, Vice Chair, EEC	<i>Rialto</i>	District 8

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
Carmen Fujimori, Human Resources Director
Javiera Cartagena, Director of Government and Public Affairs
Julie Shroyer, Chief Information Officer
Michael Houston, Chief Counsel, Director of Legal Services
Jeffery Elder, Deputy Legal Counsel
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 Clint Lorimore called the meeting to order at 3:01 p.m. President Lorimore asked Larry McCallon, Highland, District 7, to lead the Pledge of Allegiance.

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), President Lorimore announced the meeting was being held both in person and virtually (telephonically and electronically).

PUBLIC COMMENT PERIOD

President Lorimore opened the Public Comment Period and outlined instructions for public comments. He noted the total time period for all public comments related to items on the agenda and any other matter within the agency's subject matter jurisdiction was five minutes and the public comment period would be held open for at least five minutes to afford the public the ability to comment on all items on this agenda.

He reminded the public to submit comments via email to ePublicComment@scag.ca.gov. Board Counsel Ruben Duran acknowledged there were no written public comments received by email before or after the deadline. The Public Comment period was open for five minutes and the Clerk announced when the time elapsed.

Seeing no public comment speakers, President Lorimore 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

Board Counsel Duran reported that AB 361 mandated each legislative body to make findings every 30 days in compliance with the statute. He outlined the necessary findings as follows: 1) that the EAC and RC reconsider the circumstances of the state of emergency given that the vaccination status of meeting participants was not known, and that it was prudent to use caution in protecting the health of the public, SCAG's employees and its members where there were virtual means to continue meeting; and 2) the state and local officials continue to impose or recommend measures to promote social distancing.

Regional Councilmember Peggy Huang, TCA, asked if Board Counsel Duran and Chief Counsel Michael Houston could revisit the public comment period and check with other agencies to see what they were doing. Board Counsel Duran acknowledged the request.

Regional Councilmember Carmen Ramirez, Ventura County, expressed support for the emergency findings so they could continue to meet virtually.

A MOTION was made (Ramirez) that the Executive Administration Committee (EAC), on behalf of the Regional Council (RC): (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 and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings for a period of thirty (30) days pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e). Motion was SECONDED (Brown) and passed by the following votes:

AYES: Ashton, Barger, Brown, Harnik, Huang, Lorimore, McCallon, Pollock, Ramirez, Viegas-Walker, Wagner, Wapner and Yokoyama (13)

NOES: None (0)

ABSTAIN: None (0)

ACTION ITEM

2. Resolution No. 21-637-1 Authorizing Acceptance One-Time Funds from the CA Workforce Development Board for Implementation of the Inclusive Economic Recovery Strategy

Cindy Giraldo, Chief Financial Officer, reported staff was seeking the EAC’s recommendation to the Regional Council to approve Resolution No. 21-637-1 authorizing SCAG to accept a \$3.5 million one-time grant award from the California Workforce Development Board to support the implementation of the recommendations in the Inclusive Economic Recovery Strategy (IERS). She reminded the EAC that the IERS was adopted by the Regional Council earlier this year (July 1, 2021), and in support of this action and with the approval of the Regional Council, these grant funds would be used by SCAG to implement identified strategies aimed at helping ensure inclusive economic recovery for low-income communities and communities of color.

A MOTION was made (Brown) that the Regional Council approve Resolution No. 21-637-1 authorizing SCAG to accept one-time funds from the California Workforce Development Board in the amount of \$3,500,000 to support implementation of recommendations in the Inclusive Economic Recovery Strategy. Motion was SECONDED (Barger) and passed by the following votes:

AYES: Ashton, Barger, Brown, Harnik, Huang, Lorimore, McCallon, Pollock, Ramirez, Viegas-Walker, Wagner, Wapner and Yokoyama (13)

NOES: None (0)

ABSTAIN: None (0)

CONSENT CALENDAR

Approval Items

3. Minutes of the Regular Meeting – October 6, 2021
4. Amending Contract Greater Than \$75,000 and 30% of the Contract’s Original Value: Bench Contract No. 19-052-C01 through C10 Information Technology (IT) Application Development and Support

5. Amending Contract Greater Than 30% of the Contract's Original Value and \$75,000: Contract No. 20-002-C01, with Best Best & Krieger LLP for Board Counsel Services and as Needed Litigation Services

Receive and File

6. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
7. CFO Monthly Report

Board Counsel Duran noted for the record that he had recused himself from any involvement on Agenda Item No. 5 on the Consent Calendar and had not been involved in any of the staff work leading up to the placement of this agenda item.

A MOTION was made (McCallon) to approve Consent Calendar, Items 2 through 7; Receive and File Item 8 through 10. Motion was SECONDED (Pollock) and passed by the following votes:

AYES: Ashton, Barger, Brown, Harnik, Huang, Lorimore, McCallon, Pollock, Ramirez, Viegas-Walker, Wagner, Wapner and Yokoyama (13)

NOES: None (0)

ABSTAIN: None (0)

Board Counsel Duran further explained that the reason for his recusal was because he was a partner at Best Best & Krieger LLP.

INFORMATION ITEM

8. 2022 RC/EAC/Committee Meeting Options

Mr. Darin Chidsey, Chief Operating Officer, provided a report on the potential meeting options as outlined in the staff report for the eventual return to in-person meetings in 2022 and sought feedback from the EAC. He asked the Committee to think about when they wanted to come back to the office and what this looked like, what the interest was by members, and what other agencies were doing. Lastly, he requested feedback from the Committee on what made sense and what the interest was in reworking the schedule so that staff could come back with solid options.

President Lorimore clarified they were seeking feedback and would not be acting on the item.

Regional Councilmember Cheryl Viegas-Walker, El Centro, District 1, stated she liked the idea of separating the Policy Committee meetings from the Regional Council as it gave them a better opportunity to utilize the input coming from their Policy Committees and gave staff an opportunity to make any adjustments or gather additional information before issues were acted upon. She further stated that from a logistical standpoint, it would give them greater opportunity to streamline the same presentations to multiple Policy Committee groups. She expressed that to the extent that they do standalone committee meetings on one day followed by a combined EAC and Regional Council meeting day, she would be fully in support of this. She indicated she wanted to hear feedback from staff as to how would it work best for them.

Executive Director Kome Ajise stated they would adjust to the will of the EAC and Regional Council. He indicated that if the meetings were further separated, one could see where maybe the workload would be a little bit dispersed and not all concentrated, but it would still be the same amount of work. He indicated they would have to see what made sense, what would allow for the most participation by members.

Mr. Chidsey further explained there were some logistical benefits to spreading out the meetings and were certainly open to exploring the different benefits to different meeting structures.

Regional Councilmember Art Brown, Buena Park, District 21, concurred with Regional Councilmember Viegas-Walker's comments. He indicated when he first started, they met on different days and that it was too rushed to have it all in one day.

Regional Councilmember Carmen Ramirez, Ventura County, indicated she wanted to hear from staff with respect to the workload as she thought it was a grind for staff to get it all done in one day.

Regional Councilmember Larry McCallon, Highland, District 7, expressed concurrence with comments about moving the Policy Committees to a different day. He suggested they be mindful of the fact that all of them had schedules and finding a time when everyone could meet was going to be an issue. He also expressed support for the hybrid option.

President Lorimore stated staff was looking for direction and asked the members to provide their feedback about coming back in person as he had heard different opinions on the issue.

Regional Councilmember Huang expressed support for the hybrid approach and stated it seemed to promote better attendance. She stated she concurred with the prior comments about having the Policy Committee meetings on different days.

Regional Councilmember David Pollock, Moorpark, District 46, stated he agreed with Regional Councilmember Viegas-Walker. He expressed he liked the idea of putting EAC on Thursdays before Regional Council and having the committee meetings on different days, either having the Policy Committees all at once or spread out for the benefit of staff. He further stated that he liked having hybrid meetings.

President Lorimore stated that one of the things they collectively discussed previously, was they wanted more time for policy discussion by moving these [the Policy Committees] meetings to a separate meeting day and thought that would be helpful. He indicated the hybrid approach seemed to be the consensus along with moving the meeting days.

Regional Councilmember Ramirez stated that before they made the decision to come back in person, they should see how the next month's go given that the wintertime was approaching, and the history had been there tended to be a surge in the virus. She suggested they hold off for a while in terms of getting back together in person.

President Lorimore stated that whatever they decided to do, whether in person or hybrid, there needed to be some lead time for staff [to prepare].

Regional Councilmember Sean Ashton, Downey, District 25, expressed he liked having the meetings all in one day because it was the one day that he scheduled off work. He hoped they could continue this hybrid process with the zoom platform and thought it would be the best way to go as it provided more flexibility for people and helped with better attendance.

Regional Councilmember Alan Wapner, SBCTA, expressed that meeting in a hybrid format was the way to go. He noted they were looking for some adjustments in the Brown Act that would allow technology to allow them to do electronic voting but that did not exist yet.

President Lorimore noted he was hearing a lot of consensus amongst the members. He indicated that staff was going to continue to look at this and asked staff of their understanding of the discussion. Mr. Chidsey acknowledged that the general consensus was that the hybrid meeting approach had been very effective. He indicated they would continue their current path through January and then come back with an update on options.

CFO REPORT

Cindy Giraldo, Chief Financial Officer, reported that SCAG was victim to email fraud, which resulted in an unrecovered loss of \$22,538. She indicated the details, and a timeline of the events were included in the staff report, but as a result staff had implemented a new procedure requiring the completion of an updated vendor change form. She indicated that the incident was also reported by

Chief Counsel to both the Los Angeles Police Department and the Federal Bureau of Investigation. She also informed the EAC that staff implemented a new labor budgeting, monitoring and charging policy and that the new policy clearly outlined the responsibilities of each staff member for the accurate reporting of time worked on projects, as well as management's responsibility for proper project budgeting and monitoring. She noted that all staff had been trained on this new policy. Lastly, she noted that in October, staff submitted four grant proposals under the Caltrans sustainable transportation planning grant program that, if successful, would bring \$1,745,000 of additional funding to our region.

PRESIDENT'S REPORT

President Lorimore reported it had been a busy month visiting several jurisdictions in the SCAG region to highlight what SCAG was doing. He thanked SCAG staff and the jurisdictions for accommodating the visits. Jurisdiction visits included Placentia, Yorba Linda, Lakewood for a luncheon with the speaker, the San Pablo Corridor in Palm Desert, and the State of the Airport in Ontario. He noted that SCAG also hosted a housing forum discussion. He also highlighted the hearings hosted by the State Assembly throughout southern California. Lastly, he reported that the next EAC meeting was scheduled for Wednesday, December 1, 2021, at 3:00 p.m.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Ajise announced that Javiera Cartagena had been appointed as the new Director of Government and Public Affairs, who previously served as the Manager of Regional Services. He reported there was a Swiss Transportation Seminar in which there would be an opportunity for up to 15 Regional Council and Policy Committee members to participate in a virtual tour and class on the Swiss public transportation system. He noted that on November 1, both President Lorimore and him, welcomed an audience of almost 300 to SCAG's first Housing Policy Forum in which the focus was on federal and state funding legislation. He also announced that SCAG had formally launched applications for the Housing Policy Leadership Academy, an intensive 10-session training for local leaders, including electeds, business and community leaders, advocates, and others which would explore root causes of the housing crisis and advance equitable solutions. Lastly, he provided an update on Pedestrian Safety month and noted that staff revamped and relaunched SCAG's Go Human Traffic Safety Pledge, inviting jurisdictions, electeds, agency staff, community partners and individuals to commit to safety by implementing a variety of different safety strategies. He noted that the City of Palm Desert celebrated the completion of the San Pablo streetscape improvements with a ribbon cutting ceremony and that construction was the result of Go Human's Vision San Pablo, a temporary demonstration project in 2015.

Regional Councilmember Ramirez congratulated Ms. Cartagena on her appointment.



FUTURE AGENDA ITEMS

There were no future agenda items.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

There being no further business, President Lorimore adjourned the Regular Meeting of the Executive Administration Committee at 4:00 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

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Executive / Administration Committee Attendance Report

2021-22																
MEMBERS	CITY	Representing	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Total Mtgs Attended To Date	
Hon. Clint Lorimore, President	Eastvale	District 4	1	1	[REDACTED]	1	1	1							5	
Hon. Jan Harnik, Chair, 1st Vice Chair		RCTC	1	1		1	1	1								5
Sup. Carmen Ramirez, 2nd Vice Chair		Ventura County	1	1		1	1	1								5
Hon. Rex Richardson, Imm. Past President	Long Beach	District 29	1	0		0	1	0								2
Hon. Jorge Marquez, Chair, CEHD	Covina	District 33	1	0		D	1	1	0							3
Hon. Frank Yokoyama, Vice Chair, CEHD	Cerritos	District 23	1	1		1	1	1								5
Hon. David Pollock, Chair, EEC	Moorpark	District 46	1	1		1	1	1								5
Hon. Deborah Roberston, Vice Chair, EEC	Rialto	District 8	1	1		A	1	1	0							4
Hon. Sean Ashton, Chair, TC	Downey	District 25	1	0		1	1	1								4
Hon. Art Brown, Vice Chair, TC	Buena Park	District 21	1	1		1	1	1								5
Hon. Alan Wapner, Chair, LCMC		SBCTA	1	1		R	1	1	1							5
Hon. Peggy Huang, Vice Chair, LCMC		TCA	1	1		1	1	1								5
Sup. Kathryn Barger, President's Appt.		Los Angeles County	1	1		1	0	1								4
Hon. Larry McCallon, President's Appt.	Highland	District 7	1	1		K	1	1	1							5
Hon. Cheryl Viegas-Walker, President's Appt.	El Centro	District 1	1	1		1	1	1								5
Sup. Donald P. Wagner, President's Appt.		Orange County	1	1		1	0	1								4
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board	1	0	0	0	1								2	
Mr. Randall Lewis, Ex-Officio Member	Lewis Group of Companies	Business Representative	1	1	1	1	1								5	
			18	14	0	16	15	15	0	0	0	0	0	0	78	

Attachment: EAC Attendance Sheet 2021-22 (Minutes of the Meeting - November 3, 2021)