



Board of Directors Meeting Agenda

March 10, 2022 7:00 PM / Virtual Meeting via Zoom

Register for Zoom webinar [\[HERE\]](#) | Meeting also livestreamed on YouTube [\[LINK\]](#)

More info on public comment and accessibility given at the end of the agenda

Discussion & action may be taken on any of the items below. Times are approximate.

WELCOME AND ROLL CALL (Jones, 7:00-7:03 PM)

PUBLIC COMMENT

CLOSED SESSION (7:03-7:33 PM)

1. Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (e) (3) of Government Code Section 54956.9: (1 potential case – allegations of harassment, discrimination and retaliation)

OPEN SESSION (7:33-8:58 PM)

1. Consent Agenda (7:33-7:35 PM)
1a. Approval of February Board of Directors Meeting Minutes Attachment: Draft Minutes

1b.	Adoption of Resolution to Continue Meeting Exclusively Over Zoom Attachment: Resolution
1c.	Receive financial management report for the period ending February 28, 2022 Attachment: Report
2.	Board Priority Racial Justice: Report/Recommendations on the Hate Prevention and Inclusion Task Force (7:35-8:00 PM)
	Presentation by Supervisor Cindy Chavez
3.	Board Priority Local Control Items of Interest: LifeMoves/Service-Enriched Shelter Loan Program (8:00-8:25 PM)
	Presentation by Supervisor Joe Simitian on program which is working to identify additional partnerships with cities to advance additional sites in the County.
4.	Legislative Committee Update (Fligor, 8:25-8:35 PM)
5.	Santa Clara County City Managers Association Update (Zarate, 8:35-8:45 PM)
6.	Executive Director Update (Joanne, 8:45-8:48 PM)
7.	Joys and Challenges (Board Members, 8:48-8:58 PM)

ADJOURNMENT

PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to audin@citiesassociation.org
 - Emails will be forwarded to the Board of Directors
 - **IMPORTANT:** identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.
2. Provide oral public comments during the meeting:
 - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
 - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
 - Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public. Those requiring accommodations to participate in this meeting may contact our Office Assistant at audin@citiesassociation.org. Notification at least three business days prior to the meeting will allow us to best meet your needs.



Board of Directors Meeting Minutes

**Virtual Meeting via Zoom
February 10, 2022 7:00 PM**

Meeting recording available [\[HERE\]](#)

WELCOME AND ROLL CALL (Jones)

Members present (14):

Campbell	Bybee
Cupertino	Paul
Gilroy	Blankley
Los Altos	Fligor
Los Gatos	Rennie
Milpitas	Montano
Monte Sereno	Ellahie
Morgan Hill	Constantine
Mountain View	Abe-Koga
Palo Alto	Kou
San José	Jones
Santa Clara	Watanabe
Saratoga	Walia
Sunnyvale	Klein

Members absent (1):

Los Altos Hills	Mok
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Others in attendance:

- Joanne Benjamin, Acting Executive Director
- Gary Baum, Counsel
- Audin Leung, Board Clerk
- Steve Preminger, County of Santa Clara
- Jovita Mendoza, Councilmember, Brentwood
- Liz Gibbons, Councilmember, Campbell
- Tara Sreekrishnan, Deputy Chief of Staff, SD-15
- Erica Manuel, Institute for Local Government
- Drew Penner, News Reporter
- Barry Smith, Member of the Public
- Anita Enander, Mayor, Los Altos
- Raania Mohsen, Office of Vice Mayor Chappie Jones, San José
- Ashwini Kanta, Asst. City Manager, Milpitas
- John Heath, United Homeowners Association II
- Mark Wolfe, Stanford University Urban Studies
- Lydia Kou, Councilmember, Palo Alto

1. Consent Agenda

Item 1d held from consent at request of Watanabe.

Motion to approve consent agenda except for item 1d by Fligor. Seconded by Abe-Koga. Motion adopted 14-0-0-1.

Bybee	AYE
Paul	AYE
Blankley	AYE
Fligor	AYE
Mok	ABSENT
Rennie	AYE
Montano	AYE
Ellahie	AYE
Constantine	AYE

Abe-Koga	AYE
Kou	AYE
Jones	AYE
Watanabe	AYE
Walia	AYE
Klein	AYE

Motion to approve item 1d by Watanabe. Seconded by Klein. Motion adopted 14-0-0-1.

Bybee	AYE
Paul	AYE
Blankley	AYE
Fligor	AYE
Mok	ABSENT
Rennie	AYE
Montano	AYE
Ellahie	AYE
Constantine	AYE
Abe-Koga	AYE
Kou	AYE
Jones	AYE
Watanabe	AYE
Walia	AYE
Klein	AYE

- 1a. Approval of January Board of Directors Meeting Minutes
- 1b. Adoption of Resolution to Continue Meeting Exclusively Over Zoom
- 1c. Receive financial management report for the period ended January 31, 2022.
- 1d. Approval of invoices to be paid:
 - i. Environmental Science Associates \$2,270.17 (Dec.)

ii.	Logan & Powell LLP \$165.00 (Dec.)
iii.	Kramer Investigations \$1,175 (Oct.)
1e.	Consideration of ratification of the acceptance of Regional Early Planning (REAP) Grant of \$615,175 from Association of Bay Area Governments (ABAG) for the Planning Collaborative for the Cities Association of Santa Clara County (CASCC)
2.	Informational Overview of “Our Neighborhood Voices Initiative (7:05-7:25)
	Presentation by Mark Wolfe, Stanford University Urban Studies
3.	Presentation: How to Be an Effective Board Member
	Presented by Erica L. Manuel, Institute for Local Government
4.	Legislative Action Committee Update (Fligor)
6.	Santa Clara County City Managers Association Update (Zarate)
7.	Executive Director Update (Benjamin)
8.	Joys and Challenges

PUBLIC COMMENT

There were no speakers from the public.

ADJOURNMENT

Respectfully submitted,



Audin Leung
Board Clerk



RESOLUTION NO. 2022-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY RECOGNIZING A STATE OF EMERGENCY AND THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020 AND AUTHORIZING REMOTE TELECONFERENCED PUBLIC MEETINGS OF THE BOARD OF DIRECTORS AND SUBSIDIARY BODIES TO ALLOW THEM TO CONTINUE TO HOLD PUBLIC MEETINGS SOLELY BY TELECONFERENCE OR OTHERWISE ELECTRONICALLY PURSUANT TO AB 361

WHEREAS, all public meetings of the Board of Directors and subsidiary bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch them conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, as a result of Executive Order N-29-20, the Board of Directors and subsidiary bodies held remote teleconferenced remote meetings for their meetings via Zoom, and for purposes of Brown Act teleconferenced meetings the term “legislative body” includes the Board of Directors, and advisory bodies; and

WHEREAS, since the issuance of Executive Order N-92-20, the Delta variant has emerged followed by the Omicron variant causing a spike in COVID-19 cases throughout the state; and

WHEREAS, on August 2, 2021, in response to the Delta variant of COVID-19, the Santa Clara County Health Department ordered a mask mandate for indoor public settings; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions, including that the Board of Directors make specified findings; and

WHEREAS, on September 21, 2021, the Santa Clara County Health Officer issued the “Recommendation Regarding Continued Remote Public Meetings of Governmental Entities,”

basing the recommendation on: 1) the continued threat of COVID-19 to the community, 2) the unique characteristics of public governmental meetings (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings), and 3) the continued increased safety protection that social distancing provides as one means by which to reduce the risk of COVID-19 transmission; and

WHEREAS, for the reasons set forth in the Santa Clara County Health Officer's recommendation, the Authority is concerned about the health and safety of all individuals who attend open and public meetings of the Board of Directors and Working Committee; and

WHEREAS, the California Department of Public Health has ordered an indoor mask mandate to remain in effect from December 15, 2021 through January 15, 2022; and

WHEREAS, the Board of Directors does hereby find that the existence of the March 4, 2020 Proclamation of a State Emergency, and the described conditions, including the spread of the Omicron variant, pose an imminent risk to health and safety of meeting attendees; and

WHEREAS, Government Code Section 54953(e)(3) requires that the Board of Directors review the need and make findings for continuing the teleconferencing without complying with the agenda posting and public comment requirements at least once every thirty (30) days until Governor terminates the state of emergency; and,

WHEREAS, for the reasons set forth herein, the Board of Directors does hereby find that the Board of Directors and subsidiary bodies shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the associated emergency conditions are ongoing and there is a need to continue teleconferencing for public meetings without posting the teleconferencing locations on the agenda and without requiring the teleconference locations to be accessible to the public during the current Governor-proclaimed COVID-19 state of emergency and this Resolution if approved, will be in effect for 30 days and will expire on February 7, 2022; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY AS FOLLOWS:

1. The Board of Directors hereby recognizes the Governor of the State of California's March 4, 2020 Proclamation of a State of Emergency.

2. The Board of Directors authorizes and directs the Acting Executive Director, to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
3. This Resolution shall take effect immediately upon adoption and shall be effective until the earlier of thirty (30) days from the date of adoption of this Resolution, or such time as the Board of Directors votes, by majority vote in accordance with Government Code section 54953(e)(3), whether to extend the time during which the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Chappie Jones
Board President
Vice Mayor of the City of San Jose

Joanne Benjamin
Acting Executive Director

Motion to approve by:

Seconded by:

AYES:	
NOES:	
ABSTENTION:	
ABSENT:	

About the Cities Association of Santa Clara County:

The Cities Association of Santa Clara County is an association of the fifteen cities of the county and the elected representatives of more than 1.9 million Bay-Area residents. Since 1990, the city representatives have been gathering to discuss and find consensus and solutions for regional issues. The cities of our association are diverse and include cities of a few thousand people and a city of a million people.

Management Report

Cities Association of Santa Clara County
For the period ended February 28, 2022



Prepared by
Bestbooks4u Bookkeeping excellence

Prepared on
March 8, 2022

Table of Contents

Profit and Loss3

Balance Sheet.....5

Profit and Loss by Class6

Monthly Reports:Monthly Summary VENDOR Expenses8

Statement of Cash Flows.....9

A/R Aging Summary10

Profit and Loss

July 2021 - February 2022

	Jul 2021 - Feb 2022	Jul 2020 - Feb 2021 (PY)	Total
INCOME			
4000 INCOME			
4010 Membership Dues	236,363.42		309,957.07
4020 Roundtable Income			187,597.78
4060 LAIF INCOME	249.08		909.11
Total 4000 INCOME	236,612.50		498,463.96
4999 Uncategorized Income			25.00
Total Income	236,612.50		498,488.96
GROSS PROFIT			
	236,612.50		498,488.96
EXPENSES			
6000 GENERAL OFFICE			
6112 Advertising/Promotional			
6115 Website Update	600.00		
Total 6112 Advertising/Promotional	600.00		
6120 Bank Service Charges	24.00		24.00
6125 Directory Production			300.00
6162 Hospitality	-150.17		
6180 Insurance	900.99		900.99
6190 Website SOS			600.00
6220 Dues and Subscriptions			400.00
6550 Supplies and Equipment			2,199.25
6610 Postage and Delivery	297.13		136.50
6615 Office/General Administrative Expenses	856.00		146.97
6620 Software Licenses	2,750.47		1,844.84
6665 Printing and Copying			113.52
6670 Recognition			586.35
Total 6000 GENERAL OFFICE	5,278.42		7,252.42
6700 Reimbursable Expense			437.50
EVENT EXPENSES			
6400 General Meeting - catering			2,068.00
Total EVENT EXPENSES			2,068.00
Office			
6880 Telephone	242.40		136.20
Total Office	242.40		136.20
OFFICE PERSONNEL_CONSULTANTS			
6153 Contractors	23,147.50		24,975.00
6300 Legal & Professional Fees			
6310 Accounting Services	7,656.00		8,782.50
6320 Attorney Services	53,796.99		27,799.00
6350 Roundtable consultant and technical services	103,210.17		105,279.25
Total 6300 Legal & Professional Fees	164,663.16		141,860.75

	Total	
	Jul 2021 - Feb 2022	Jul 2020 - Feb 2021 (PY)
6565 Payroll Service Fees	780.00	522.00
6568 Workers Compensation	110.85	492.64
6575 Payroll Wages/Salary	58,816.47	81,948.03
6580 Payroll Taxes	4,562.99	6,789.77
Total OFFICE PERSONNEL_CONSULTANTS	252,080.97	256,588.19
Total Expenses	257,601.79	266,482.31
NET OPERATING INCOME	-20,989.29	232,006.65
NET INCOME	\$ -20,989.29	\$232,006.65

Balance Sheet

As of February 28, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	69,903.49
Total Bank Accounts	69,903.49
Accounts Receivable	
1200 Accounts Receivable	13,224.85
Total Accounts Receivable	13,224.85
Other Current Assets	
1300 LAIF Funds	124,642.44
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	125,687.04
Total Current Assets	208,815.38
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$209,092.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	11,725.00
Total Accounts Payable	11,725.00
Credit Cards	
2200 First National Bank of Omaha	337.27
FNBO_2nd	214.00
Total Credit Cards	551.27
Total Current Liabilities	12,276.27
Total Liabilities	12,276.27
Equity	
1110 Unrestricted Fund Balance	182,837.30
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	35,001.92
Net Income	-20,989.29
Total Equity	196,815.93
TOTAL LIABILITIES AND EQUITY	\$209,092.20

Profit and Loss by Class

July 2021 - February 2022

	CASCC	PC	Roundtable	TOTAL
INCOME				
4000 INCOME				0.00
4010 Membership Dues	149,957.07		86,406.35	236,363.42
4060 LAIF INCOME	249.08			249.08
Total 4000 INCOME	150,206.15		86,406.35	236,612.50
Total Income	150,206.15	0.00	86,406.35	236,612.50
GROSS PROFIT				
	150,206.15	0.00	86,406.35	236,612.50
EXPENSES				
6000 GENERAL OFFICE				0.00
6112 Advertising/Promotional				0.00
6115 Website Update	600.00			600.00
Total 6112 Advertising/Promotional	600.00			600.00
6120 Bank Service Charges	24.00			24.00
6162 Hospitality	-150.17			-150.17
6180 Insurance	900.99			900.99
6610 Postage and Delivery	297.13			297.13
6615 Office/General Administrative Expenses	856.00			856.00
6620 Software Licenses	2,750.47			2,750.47
Total 6000 GENERAL OFFICE	5,278.42			5,278.42
Office				0.00
6880 Telephone	242.40			242.40
Total Office	242.40			242.40
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors	10,012.50	13,135.00		23,147.50
6300 Legal & Professional Fees				0.00
6310 Accounting Services	7,656.00			7,656.00
6320 Attorney Services	28,400.49		25,396.50	53,796.99
6350 Roundtable consultant and technical services	23,431.00		79,779.17	103,210.17
Total 6300 Legal & Professional Fees	59,487.49		105,175.67	164,663.16
6565 Payroll Service Fees	780.00			780.00

	CASCC	PC	Roundtable	TOTAL
6568 Workers Compensation	110.85			110.85
6575 Payroll Wages/Salary	8,816.47		50,000.00	58,816.47
6580 Payroll Taxes	4,562.99			4,562.99
Total OFFICE PERSONNEL_CONSULTANTS	83,770.30	13,135.00	155,175.67	252,080.97
Total Expenses	89,291.12	13,135.00	155,175.67	257,601.79
NET OPERATING INCOME	60,915.03	-13,135.00	-68,769.32	-20,989.29
NET INCOME	\$60,915.03	\$ -13,135.00	\$ -68,769.32	\$ -20,989.29

Monthly Reports:Monthly Summary VENDOR Expenses

February 2022

	Total
Adobe	33.98
Aiden - Kristen Leung	2,190.99
AP Intego	0.46
Bestbooks4U	540.00
Canva	12.95
Gusto	330.14
Intuit	105.00
Joanne Benjamin	10,012.50
Kramer Workplace Investigations	1,175.00
Law Office of Gary M Baum	7,560.00
Logan & Powell LLP	165.00
Microsoft	41.54
Peninsula Storage Center	107.00
Union Bank	3.00
Verizon	30.30
Zoom.us	113.50
TOTAL	\$22,421.36

Statement of Cash Flows

July 2021 - February 2022

	Total
OPERATING ACTIVITIES	
Net Income	-20,989.29
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-13,224.85
1300 LAIF Funds	-249.08
2000 Accounts Payable	-4,549.00
2200 First National Bank of Omaha	6.37
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-18,016.56
Net cash provided by operating activities	-39,005.85
NET CASH INCREASE FOR PERIOD	-39,005.85
Cash at beginning of period	108,909.34
CASH AT END OF PERIOD	\$69,903.49

A/R Aging Summary

As of February 28, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Los Altos, CA					4,103.74	4,103.74
Palo Alto City					9,121.11	9,121.11
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$13,224.85	\$13,224.85