



BOARD MEETING AGENDA

January 21, 2021 | 10:00 a.m. - 12:00 p.m.

REMOTE ACCESS ONLY MEETING

By Video: <https://us02web.zoom.us/j/83269256318?pwd=Q3o0Z0Y4eVdjajVLU1JBc01HWUJ1Zz09>

By Phone: Dial In: 1 (669) 900-9128 | Meeting ID: 832 692 56318 | Password: 815290

*****GOVERNOR'S EXECUTIVE ORDER N-25-20*****

*****GOVERNOR'S EXECUTIVE ORDER N-29-20*****

****RE CORONAVIRUS COVID-19****

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, MEMBERS OF THE BOARD OF DIRECTORS WILL BE PARTICIPATING BY TELECONFERENCE INTO THE BOARD OF DIRECTORS MEETING FOR JANUARY 21, 2021.

Should you want to submit public comment, do so by email before the Board Meeting is called to order. Please state the agenda item number that you are commenting on and limit written comments to three hundred (300) words or less. Comments can be sent to calvin.sandeen@sonoma-county.org. Written comments received prior to the meeting you wish to comment on will be read into the record.

1) CALL TO ORDER

2) ROLL CALL Mendocino: Mary Anne Petrillo (Here) Brent Schultz Jon Frech (Here) Sonoma: Mike Nicholls (Here) Robin Bartholow Lisa Badenfort (Here) Jeff Kelly (Here) Board Appointed: Paul Castro (Here)

Staff: Sonoma EDB: Calvin Sandeen Ethan Brown Bradley Johnson

Mendocino: Diann Simmons

3) OPEN TIME FOR PUBLIC EXPRESSION

No Public Comments

4) AGENDA ADJUSTMENTS – DISCUSSION/ACTION

Moving the monthly financial reports to item number six following the Statement of Conflict of Interest. The reason to do this is to ensure our financial analyst has time to speak.

Motion by: Lisa Badenfort

Seconded by: Jeff Kelly

Public Comment: None

Roll-call: Mary Anne Petrillo (Absent), Brent Schultz (Absent), Jon Frech (I), Mike Nichols (I), Robin Bartholow (Absent), Lisa Badenfort (I), Jeff Kelly (I), Paul Castro (Absent)

Vote: 4-0-0

Motion passed



5) STATEMENT OF CONFLICT OF INTEREST

This is the time for the Board of Directors to indicate any statements of conflict of interest for any item listed on this agenda.

None indicated.

6) CONSENT ITEMS – DISCUSSION/ACTION (5 min)

- Approval of December 18th, 2020 Board Meeting Minutes

Motion by: Mary Anne Patrillo

Seconded by: Jon Frech

Public Comment: None

Roll-call: Mary Anne Petrillo (I), Brent Schultz (Absent), Jon Frech (I), Mike Nichols (I), Robin Bartholow (Absent), Lisa Badenfort (I), Jeff Kelly (I), Paul Castro (I)

Vote: 6-0

Motion passed

7) MONTHLY FINANCIAL REPORT – DISCUSSION/Action (10 min)

For the December financials we have \$18,091.66 which covers the staffing for Calvin and Rebekah from July through September. The board will see the October- December staffing hit when the January financials are presented. As well as the first two quarter payments of consulting services. The board has \$112 in interest income. Rebekah has turned in the approved budget for the (other grant) to the auditor's office. That grant is in the "Pooled Investment" fund and interest is apportioned quarterly, will check into the interest rate of return. The fiscal year runs from July 1st through June 30th. Motion to accept the financials.

Motion by: Jeff Kelly

Seconded by: Jon Frech

Public Comment: None

Roll-call: Mary Anne Petrillo (I), Brent Schultz (Absent), Jon Frech (I), Mike Nichols (I), Robin Bartholow (Absent), Lisa Badenfort (I), Jeff Kelly (I), Paul Castro (Absent)

Vote: 5-0-0

Motion passed

8) 2021 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY UPDATE – DISCUSSION/ACTION (20 min)

Staff is currently going through the RFP process and working with purchasing to work it through. Brainstorming how to go about project management. Split the funds between Mendocino and Sonoma counties for representation from both counties. Staff is also brainstorming the creation of an Ad-hoc of board members to serve on the review committee for consultants and staff support through the 2021 CEDS project. The RFP is a standard item for the creation of a CEDS and we feel that the staff has captured the board's interests from previous projects and works. Staff has to work with purchasing due to the budget being greater than \$50,000. The RFP is currently on pace to release for public view on the 25th. However,



there is a small amount of flex around that date because of working back and forth with purchasing. The board would like an attachment of the RFP and expected to have review before finalization. The RFP is typically a project executed by staff with the board's desires incorporated. The Fiduciary requirement was fulfilled in approving the budget. Mike, Lisa and Mary-Anne volunteered to be part of the Ad Hoc. This will be a temporary Ad Hoc for no longer than one year and should be expected to be done by Dec. 2021. Motion to approve the, "Comprehensive Economic Development Strategy-2021 Ad Hoc"

Motion by: Jeff Kelly

Seconded by: Jon Frech

Public Comment: None

Roll-call: Mary Anne Petrillo (I), Brent Schultz (Absent), Jon Frech (I), Mike Nichols (I), Robin Bartholow (I), Lisa Badenfort (I), Jeff Kelly (I), Paul Castro (I)

Vote: 7-0--0

Motion passed

Part of the job should be for the consultant to go through the plans and pull out work to build on.

9) SMEDD ONBOARDING PROCESS – DISCUSSION/ACTION (20 min) 10:25

We (staff & board) have been trying to figure out how to organize the process to bring on new members. Calvin is currently working with the county's process and EDB's process as a guide. Seeing if we can use the county resources because that is where it is traditional to go. Calvin used Mary Anne's idea to create a tracking system. A small look into the tracking system: Trainings needed, Staff contacts, etc. Ethics, form 700, and Sexual harassment is required by law. Our funds from EDA do not allow for use of funds for legal counsel. We would need to use other form of funding and need to get an estimated cost. What is reflected on that sheet is what HR has given us. We can compare it to what is required of the Sonoma County Board. What is on that form is what all of the boards across the county have been required to turn in. All public board member is required to take an ethics class. As of 2019 Sexual harassment is required of all county board members. These are available on the county website. Trainings done for other boards are viable for this board. A list of board packets sent out over time is available on the Sonoma County website. No motion made to propose an ad-hoc for the on boarding process.

10) DISASTER WORKFORCE AND SITE IDENTIFICATION COMMITTEE UPDATE – DISCUSSION (20 min) 10:46

There is a grant of \$960k to help with recovery in Sonoma County for fire affected regions. Paul has contacted parks, public works, Windsor and Healdsburg and no one has work sites. We need to have 31 enrollments to accomplish step one and move funds. Program is supposed to work until December 2022. Participants may work 800 hours or \$12K whatever comes first with prevailing wage. Patti do you have any creative solutions to help us gain 31 participants by June 30th, which will result in job placement? We don't want to roll money back. Mendocino is not eligible for this, considering this is a Sonoma oriented grant, how do we help? Working together is essential here because we are all well connected with people who may be connected to those who can use the funds. A worksite is a public space or a non-profit. That is the limits of the work. Need outreach to be able to get participants. Employment, from this grant, prioritizes dislocated workers.

11) SMEDD BOARD RETREAT – DISCUSSION (20 min) 11:00 am



Last board meeting discussed a retreat to help bind the board. There are some board vacancies for Mendocino County, proposing we should have some preliminary planning of this, but wait for the seats to be filled before setting a date. In the meantime let us provide some input on a virtual retreat, ex (no more than 3 hours at any time). Provide a facilitator with what our mission and goals are. The key to a good retreat is having a good facilitator. Mary-Anne knows a couple of facilitators who have an estimated cost of \$2,000-\$5,000. One of the things board members talked about is getting to know each other better. Board members should prepare a short power point to get to know each other. This will help us know where our influences are. The idea of creating introductory presentations will be moved forward and they will take place during standard board meetings. The retreat and introductions will help bind the board and create a more solid foundation of what the board's common goals and interests are.

12) SUGGESTED AGENDA ITEMS FOR NEXT BOARD MEETING – DISCUSSION

Have a time to discuss our shared issues during our recovery process. How to deal with funding and strategies that we have moved forward. Any other items or comments should be forwarded to Calvin to add to the agenda.

13) MEETING ADJOURNMENT - ACTION

Motion by: Paul Castro

Seconded by: Robin Bartholow

Public Comment: None

Roll-call: Mary Anne Petrillo (I), Brent Schultz (Absent), Jon Frech (I), Mike Nichols (I), Robin Bartholow (I), Lisa Badenfort (I), Jeff Kelly (I), Paul Castro (I)

Vote: 7-0-0

Motion passed

SMEDD BOARD PACKET ATTACHMENTS

- A. DECEMBER 2020 SMEDD BOARD MEETING MINUTES**
- B. DECEMBER 2020 SMEDD FINANCIAL REPORT**