



MINUTES OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS REGULAR MEETING

WEDNESDAY, SEPTEMBER 19, 2018

ROLL CALL

The Board of Directors (Board) meeting was called to order at 6:08 PM in the San Pablo Economic Development Corporation (San Pablo EDC) Offices at 13830 San Pablo Avenue, Suite D, San Pablo, California. Present were Chair Adam Novickas, Director Genoveva Calloway and Director Kanwar Singh. Vice Chair Xavier Abrams arrived at 6:13 PM. Director Kathy Chao Rothberg had an excused absence. Also present were Executive Director Leslay Choy, Controller Bradley Ward and Program Technician and Economic Development Analyst Elliot Grossman.

PUBLIC COMMENTS

There were no members of the public present.

EXECUTIVE DIRECTOR DIRECTOR/GENERAL MANAGER REMARKS

Executive Director Choy opened the meeting by expressing her appreciation to the Board. She then updated the Board on the timing of the fiscal year 2017-18 audit, the Contra Costa Workforce Collaborative contract, and progress with businesses at the newly acquired Mission Plaza. She also touched on participation in the Culture of Health Prize event in October, as well as executive training by Inner City Capital Advisors at the end of September.

CONSENT AGENDA

Items on the consent agenda:

1. Minutes of the August 7, 2018 regular meeting
Recommendation: Approve
2. SPEDC FY18-19 FYE Financial Statements through August 30, 2018
Recommendation: Receive and file

It was moved by Director Calloway, seconded by Chair Novickas, and passed by a vote of those present to adopt the items on the Consent Agenda. The motion passed as follows:

AYES: Calloway, Novickas, Singh
NOES: None
ABSTAIN: None
ABSENT: Abrams, Chao Rothberg

REGULAR AGENDA

SPEDC FY17-18 FYE Financial Statements through June 30, 2018

Executive Director Choy introduced the item and Controller Ward discussed with the Board important highlights in terms of expense management, which came in under budget, and revenue, which exceeded budget. The Board discussed, in particular, the return on investment Minutes for September 19, 2018

being realized from the strategic fund development plan, and how new market tax credits would be dealt with in the upcoming year. It was moved by Director Calloway, and seconded by Director Singh, to receive and file the report.

AYES: Abrams, Calloway, Novickas, Singh
NOES: None
ABSTAIN: None
ABSENT: Chao Rothberg

Resolution authorizing application for a Dean & Margaret Lesher Foundation grant not to exceed \$30,000

Executive Director Choy introduced the item and outlined the Lesher Foundation’s support of tattoo removal services for Contra Costa County residents who fit high needs categories. The Board was pleased that San Pablo EDC is furthering its relationship with the Foundation and that they had exceeded grant goals. It was moved by Chair Novickas, and seconded by Vice Chair/Treasurer Abrams, and passed by a vote of those present, to adopt **RESOLUTION SPEDC2018-023**, a resolution authorizing application for a Dean & Margaret Lesher Foundation grant not to exceed \$30,000.

AYES: Abrams, Calloway, Novickas, Singh
NOES: None
ABSTAIN: None
ABSENT: Chao Rothberg

Resolution nominating and electing Treasurer and Board Secretary

Executive Director Choy introduced the item. The Board reached consensus that Director Calloway should be Board Secretary and that Director Singh should be Treasurer, and that they should fill the positions until the next annual meeting. It was moved by Chair Novickas, and seconded by Vice Chair/Treasurer Abrams, and passed by a vote of those present, to adopt **RESOLUTION SPEDC2018-024**, a resolution nominating and electing Director Singh as Treasurer and Director Calloway as Board Secretary until the next annual meeting.

AYES: Abrams, Calloway, Novickas, Singh
NOES: None
ABSTAIN: None
ABSENT: Chao Rothberg

Resolution authorizing collaboration with the San Pablo Housing Successor Agency to develop affordable housing and housing rehabilitation programs

Executive Director Choy introduced the item, discussing the alignment with economic development strategy and potential diversification of revenue streams. It was moved by Director Genoveva Calloway, and seconded by Vice Chair Abrams, and passed by a vote of those present to adopt **RESOLUTION SPEDC2018-025**, a resolution authorizing collaboration with the San Pablo Housing Successor Agency to develop affordable housing and housing rehabilitation programs

AYES: Abrams, Calloway, Novickas, Singh
NOES: None

ABSTAIN: None
ABSENT: Chao Rothberg

ADJOURNMENT

It was moved by Vice Chair Abrams and seconded by Chair Novickas to adjourn the meeting at 6:36 PM until the next regular board meeting on October 17, 2018, at 6:00 PM.

Respectfully submitted,



Leslay C. Choy, Board Secretary



Adam Novickas, Chair