



Bylaws Committee Meeting

September 21, 2023 at 5:30 p.m.

Fresno EOC Board Room

1920 Mariposa Street, Suite 310

Fresno, CA, 93721

Join By Zoom:

<https://fresnoeoc.zoom.us/meeting/register/tZltf-6tpjMuHt0d4sfC-XnR-Y3Hbv13eheX>



BYLAWS COMMITTEE MEETING AGENDA

SEPTEMBER 21, 2023 AT 5:30 PM

1. CALL TO ORDER

2. ROLL CALL

| | | |
|------------------------------|--|---|
| A. Monthly Attendance Record | | 3 |
|------------------------------|--|---|

3. APPROVAL OF MARCH 16, 2023 MEETING MINUTES

| | | |
|--|----------------|---|
| A. March 16, 2023, By-Laws Committee Meeting Minutes | Approve | 4 |
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4. BOARD POLICIES AND PROCEDURES

| | | |
|----------------------------------|----------------|---|
| A. Board Policies and Procedures | Approve | 6 |
|----------------------------------|----------------|---|

5. TARGET AREA VOTER REGISTRATION FORM & SCREENING COMMITTEE MEMBER APPOINTMENT

| | | |
|---|----------------|---|
| A. Target Area Voter Registration Form & Screening Committee Member Appointment | Approve | 8 |
|---|----------------|---|

6. HUMAN RESOURCES/PENSION COMMITTEE STRUCTURE

| | | |
|--|-------------------|----|
| A. Human Resources/Pension Committee Structure | Discussion | 29 |
|--|-------------------|----|

7. COMMISSIONERS ATTENDANCE RECORD

| | | |
|------------------------------------|--------------------|----|
| A. Commissioners Attendance Record | Information | 30 |
|------------------------------------|--------------------|----|

8. 2024 BOARD MEETING SCHEDULE

| | | |
|--------------------------------|-------------------|----|
| A. 2024 Board Meeting Schedule | Discussion | 31 |
|--------------------------------|-------------------|----|

9. OTHER BUSINESS

10. PUBLIC COMMENTS

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

11. ADJOURNMENT

Bylaws Committee Meeting Monthly Attendance Record 2023

Jimi Rodgers
Oliver Baines
Lupe Jaime-Mileham
Bruce McAlister
Linda Hayes
Lisa Mitchell

| Jan. | 2-Feb | 16-Mar | April | May | 15-Jun | July | Aug. | 21-Sep | Oct. | Nov. | Dec. | Attended |
|------|----------|--------|-------|-----|---------------------|------|------|--------|------|------|------|----------|
| | Postpone | O | | | Cancelled No Quorum | | | | | | | 1/3 |
| | | X | | | | | | | | | | 0/3 |
| | | O | | | | | | | | | | 1/3 |
| | | O | | | | | | | | | | 1/3 |
| | | X | | | | | | | | | | 0/3 |
| | | T | | | | | | | | | | 1/3 |

O-Present X-Absent T-Teleconference



BYLAWS COMMITTEE
Boardroom
1920 Mariposa Street, Suite 310
Thursday, March 16, 2023 at 5:30 PM

MINUTES

1. CALL TO ORDER

Jimi Rodgers, Chair, called the meeting to order at 5:40 PM.

2. ROLL CALL

A. Monthly Attendance Record

Present: Jimi Rodgers, Bruce McAlister, and Lupe Jaime-Mileham

Teleconference: Lisa Mitchell

Absent: Linda Hayes, and Oliver Baines.

3. APPROVAL OF NOVEMBER 2, 2022 MEETING MINUTES

A. November 2, 2022 By-Laws Committee Meeting Minutes

Public Comment: None heard.

Motion by: McAlister **Second by:** Jaime-Mileham

Ayes: All in favor.

Nays: None heard

4. ELECTION MATERIALS

Karina Perez, Chief of Staff, provide an overview of the election materials for 2023. Commissioner Jimi Rodgers inquired on the Internal Audit verification process on the Target Area Voter Registration Forms.

Bylaws Committee Members motion to approve the 2023 Election Materials with the exception of tabling the Target Area Voter Registration Form to allow staff to find out from Internal audit their process for admitting registration form.

The appointment of Screening Committee Members to Interview Community Sector candidates will also be discussed at the next Committee Meeting.

Public Comment: None heard.

Motion by: McAlister **Second by:** Jaime-Mileham

Ayes: All in favor.

Nays: None heard

5. BOARD SELF-ASSESSMENT

A. Board Self-Assessment Questionnaire

Commissioner Jimi Rodgers inquired to include a reminder on the CEO Report for the Board Self-Assessment Survey to ensure Commissioners complete the questionnaire survey.

Commissioner Lisa Mitchell recommend allocating a time in the August Board Meeting for Commissioners to complete the questionnaire survey.

Public Comment: None heard.

Motion by: McAlister **Second by:** Mitchell

Ayes:. All in favor.

Nayes: None heard

6. BYLAWS CHARTER UPDATE

Perez provided an overview of the Bylaws Charter red line revisions with recommended changes.

Public Comment: None heard.

Motion by: Jaime-Mileham **Second by:** Mitchell

Ayes:. All in favor.

Nayes: None heard

7. 2023 EXPIRING TERMS

Perez provided a brief overview of the Commissioners 2023 expiring terms.

Public Comment: None heard.

No action required.

8. 2023 BOARD RETREAT SURVEY RESULTS

Perez provided an overview of the Board Retreat Survey results.

Public Comment: None heard.

No action required.

9. OTHER BUSINESS

The next meeting is scheduled on Thursday, June 15, 2023, at 5:30 p.m.

Commissioner Jimi Rodgers requested the 2023 Meeting Scheduled to be emailed to all Commissioners.

10. PUBLIC COMMENTS

Public Comment: None heard.

No action required.

11. ADJOURNMENT



BYLAWS COMMITTEE MEETING

| | |
|---|------------------------------|
| Date: September 21, 2023 | Program: N/A |
| Agenda Item #: 4 | Director: N/A |
| Subject: Board Policies and Procedures | Officer: Emilia Reyes |

Recommended Action

Staff recommends Committee review and approval for full Board consideration of the updated Board's Policies and Procedures.

Background

In a redline version, attached for review and approval is the Board's Policies and Procedures for Committee Appointments, where staff is recommending the removal of Fresno EOC representatives from the Community Development Financial Institution (CDFI) Board.

Fiscal Impact

None.

Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the October 5, 2023 Board Meeting.

POLICIES AND PROCEDURES FOR COMMITTEE APPOINTMENTS

These Policies and Procedures for Committee Appointments are intended to provide for an orderly, fair, and open Board of Commissioner's Committee Appointment process.

STANDING COMMITTEES

The following standing committees are established by the Fresno EOC by-laws, which specify each committee's composition:

Audit, Bylaws, Executive, Finance, Human Resources, and Program Planning and Evaluation.

AD-HOC COMMITTEES AND ADVISORY BOARDS

The following additional committees and advisory boards have also been established that have the designated number of representatives from the board:

Facilities/Infrastructure – 5 board members
Community Action Fund – 7 board members
EPlus – 5 board members
~~Community Development Financial Institution (CDFI) – 1 board member,~~
Foster Grandparents Community Advisory Group – 3 board members
Head Start Policy Council – 3 board members
LCC Advisory Committee – 3 board members
Sanctuary Advisory Committee – 3 board members
SOUL Governing Council – 3 board members

The board may, at its leisure, form and disband ad-hoc committees and advisory boards.

APPOINTMENT

In January, the Board Chair through the CEO shall send a request to all commissioners for his/her/their committee preferences. Commissioners are strongly encouraged to participate by being on at least two committees or advisory boards. The standing committees shall have a representative from each of the three sectors.

The Board Chair will make the appointments to the committees as well as designate the Committee Chairs.

The committee assignments will be approved by the full board during a board meeting in either February or March.

TERM

Committee members will serve a one-year term from March to March. Should a committee member leave the board in December after the end of his/her term, the remaining members of the committee remain empowered to carry out the work of the committee.



BYLAWS COMMITTEE MEETING

| | |
|--|------------------------------|
| Date: September 21, 2023 | Program: N/A |
| Agenda Item #: 5 | Director: N/A |
| Subject: Target Area Voter Registration Form & Screening Committee Member Appointment | Officer: Emilia Reyes |

Recommended Action

Staff recommends Committee review and approval for full Board consideration of the Target Area Voter Registration Form and appoint Screening Committee Members to Interview Community Sector candidates.

Background

This item was tabled from the March 16, 2023 Bylaws Committee Meeting due to uncertainty of the Internal Audit Process with the Target Voter Registration Forms.

Attached is the election Policies and Procedures process along with an internal audit voter registration form process for reference.

Fiscal Impact

None.

Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the October 5, 2023, Board Meeting.



In order to vote in the Fresno EOC Target Area election, you must register, be 18 years or older and be a resident of the designated Target Area. Voters may register to vote at any time during the year. If registering to vote in this year's election your paperwork must be in by **NOVEMBER 8, 2023**.

Full Name: _____
Last First M.I.

Home Address: _____
Street Address Apartment/Unit #

City State Postal Code

Primary Phone: _____ Alternate Phone: _____

Email: _____ Date of Birth: _____

See [Target Area Map](#), if you aren't certain which Target Area you live in.

| | | |
|--|--|---|
| By Mail: Postmarked by due date | By E-Mail: By 11:59 PM on the due date | Hand Delivered: By 5:00 PM on the due date |
| Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714 | Elections@Fresnoeoc.org | Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721 |

Disclaimer and Signature

Signature: _____ Date: _____

FRESNO ECONOMIC OPPORTUNITIES COMMISSION

POLICIES AND PROCEDURES

FRESNO ECONOMIC OPPORTUNITIES COMMISSION

ELECTION AND SELECTION OF COMMISSIONERS

MODIFIED JANUARY 2017



PROCEDURES FOR SELECTION OF COMMUNITY SECTOR COMMISSIONERS

COMMUNITY SECTOR COMMISSIONERS

Community Sector Commissioners may be representatives of business, youth, industry, labor, religious, law enforcement, education, social services, and/or multicultural organizations that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and must be supportive of the mission and objectives of the Agency.

NOTIFICATION

- A. The Board Secretary shall develop a general timetable that allows adequate time for each stage of the selection process.
- B. The Agency shall make reasonable efforts to provide the public with notice of the vacancy, nomination and election process,
- C. Candidate Nomination period shall be open for a period of one month.
- D. Nomination packets will include a Commissioner Job Description, Public Notice and nomination form.

NOMINATIONS

- A. A person may only have their name put forward as a nominee for one organization/group or Target Area.
- B. Community Sector nomination forms must be filled out completely and returned to Fresno EOC Community Sector Nominations, c/o Board Secretary, PO Box 992, Fresno, CA 93714-0992
- C. Community Sector Nomination forms must have attached an original Board or Governing Body resolution (or if public entity, a letter from an authorized official) from an organization, agency, or group s/he is representing to be considered complete.
- D. The Internal Audit Office will be responsible for verifying completeness of each Community Sector Nomination packet submitted.
- E. Copies of the Nomination packets received from each nominee will be distributed to the Community Sector Screening Committee members.

SCREENING AND SELECTION

- A. The Community Sector Screening Committee will convene and meet during this process and applicants may be interviewed.



1. The Selection Committee shall have 5 members and be comprised of Bylaws Committee members that are not Community Sector Representatives up for reappointment that year.
 2. If needed, the Board Chair will appoint Commissioners that are not Community Sector Representatives up for reappointment that year to the Selection Committee for a total of 5.
- B. The Community Sector Screening Committee shall recommend the candidates that will be most supportive of the mission and objectives of the Agency.
- C. The Community Sector Screening Committee recommendations will be brought to the full Board for their ratification.
- D. The Community Sector representative will be seated at the regularly scheduled monthly January Board meeting.

PROCEDURES FOR ELECTION OF TARGET AREA COMMISSIONERS

These policies and procedures are intended as a guide to an orderly, fair, and open Board of Commissioner's nominations and election process for Fresno Economic Opportunities Commission.

TARGET AREA COMMISSIONERS

Target Area Commissioners shall be elected by members of the respective areas hereinafter "Target Area", under elections which are supervised by staff. Emphasis should be given to providing maximum participation of low income persons in the election process of Target Area Commissioners, who shall be duly elected from areas shown in the Target Area Maps adopted by the Commission. In all cases, attention should be given to the fair representation of significant minority groups.

TARGET AREAS

Target Area maps will be produced every ten years as new census data is available. The maps will be approved by the Bylaws Committee and subsequently the full board. If, due to the updating of the maps, a current Target Area Commissioner is put into a different target area, the Commissioner may choose to run in their new target area or serve out the rest of their term, whichever comes first.

NOTIFICATION

It is the Agency's intent to recruit qualified low-income candidates and provide low-income residents the opportunity to fully participate in the election process. There will be a focus on grass roots, strategic recruitment of candidates and voters.

- A. The Board Secretary shall develop a general timetable that allows adequate time for each stage of the election process.
- B. The Agency shall make reasonable efforts to provide the public with notice of the vacancy, nomination and election process.
- C. Flyers and public notices will be distributed at a variety of community meetings. Posters and information will be distributed at Fresno EOC sites, including Head Start classrooms and WIC offices; libraries, churches and community centers and upon request.
- D. Social Media will be used to communicate the process to both potential candidates and voters.
- E. Election packets shall include Public Notice, nomination form, voter registration form, and target area map.

NOMINATIONS

- A. A person can only put their name forward as a nominee under one Target Area or Community sector.
- B. Candidate nominations shall begin in September and continue through the month of October.



- C. Target Area nomination forms should be filled out completely and returned by mail to Fresno EOC, Target Area Nominations, c/o Board Secretary, PO Box 992, Fresno, CA 93714-0992, in person at Fresno EOC 1920 Mariposa Mall Suite 300, Fresno CA 93721 or by email to elections@fresnoeoc.org. Faxes will not be accepted.
- D. Target Area nominations must be either hand delivered, emailed or postmarked by the designated deadline date.
- E. The Internal Audit Office will be responsible for verifying the completeness of each Candidate Nomination packet submitted.
- F. Disqualified nominees shall be notified of his/her disqualification by mail.
- G. At the end of the candidate nomination period, the Internal Audit Office will determine the qualified candidates.
- H. If there is only one qualified candidate in a Target Area, that candidate is considered the elected representative for that Target Area and is forwarded to the Board for approval. An election will not take place.

CANDIDATE REQUIREMENTS

- A. Resident of the Target Area in which seeking election
- B. Low income or representative of low income residents
- C. Be at least 18 years of age
- D. Neither be an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC.
- E. Must submit valid candidate nomination form

VOTER REGISTRATION

- A. Recruitment for registered voters shall be ongoing. Voters wishing to vote in the current year's election must submit their registration form before the deadline, at least 2 weeks before the election.
- B. Voters must reside in the Target Area for which they are registering and be at least 18 years of age.
- C. Voter registration forms must be filled out completely and returned by mail to Fresno EOC Target Area Registration, c/o Board Secretary, PO Box 992, Fresno, CA. 93714-0992, in person at Fresno EOC 1920 Mariposa Mall Suite 300, Fresno CA 93721 or by email to elections@fresnoeoc.org.
- D. Voter registrations must be either hand delivered to the Fresno EOC Executive Office, emailed or postmarked by the due date.



- E. Upon receipt, the voter registration will be date stamped and entered into a Voter Registration Master List. The Master List contains the name, address, date of receipt and designated target area of all voter registrations received.
- F. A voter may indicate if he/she would like to be permanently registered for future elections by checking the appropriate box on the registration form. Failure to vote in three consecutive elections will cancel the permanent voting status.
- G. After the Voter Registration has been entered into the master list, the voter registration form will be kept in a locked filing cabinet. Voter Registrations that are illegible or do not contain addresses will not be entered into the master list, but they will be retained by the Internal Audit Office.
- H. The Internal Audit Office will verify that the address provided on each voter registration form is within the boundaries of the Target Area for which the voter has registered.
- I. Disqualified voters will be notified by the Internal Audit Office of his/her disqualification by mail.
- J. The Internal Audit Office will be responsible for receiving and housing all voter registration forms.

BALLOTS

- A. Ballots will be printed on Fresno EOC letterhead and marked with the official Fresno EOC seal.
- B. Qualified candidates will be placed on the ballot in alphabetical order. Incumbent candidates will have the word "Incumbent" in parentheses after his/her name on the ballot.
- C. Each ballot packet includes the correct ballot and inserts for the Target Area in which the voter resides and a stamped return envelope. The "Candidate Statement of Qualifications" will be transferred verbatim from the nomination form to the Statement insert and placed in the same alphabetical order as on the ballot

VOTING PROCESS

- A. When a voter registration form is received by the Fresno EOC Internal Audit office and voter information is verified, a ballot packet will be sent to the voter. Ballot packets will be automatically mailed to all permanent registered voters in the applicable target area.
- B. Once a voter has received the ballot packet in the mail, they can vote their ballot and return it by mail or in person to the Fresno EOC Internal Audit office. The return envelopes will be addressed to Fresno EOC, PO Box 992, Fresno, CA 93714-0992. In order to be counted, ballot must be **postmarked** no later than the deadline.
- C. Voter must print and sign his/her name on the outside of the provided, stamped envelope where indicated. The Internal Audit Department will verify the signature against the voter's registration form. In order to ensure votes are anonymous, the ballot and envelope are separated for counting. This process and the processing and counting of ballots shall be performed by the Fresno EOC Internal Audit office and shall be open to the public.



- D. A ballot that is marked or signed by the voter in such a way that it can be identified from other ballots must be voided and none of its votes counted. Examples of such markings include, but are not limited to: voter signature, initials, voter name, voter address, messages or unusual markings not related to indication of the vote of choice. Generic text meant to clarify the voter's choice regarding a contest, such as the word "yes" or "no," shall not be sufficient cause to void a ballot.
- E. If two valid ballot envelopes (signature verified against voter registration form) are received from the same person, the ballot arriving first will be counted.
- F. The Fresno EOC Internal Audit office keeps a data entry record of each registration form received and of each ballot sent and received.
- G. A provisional ballot will be issued when a person wants to (register and) vote and the voter's eligibility has not yet been verified. The Internal Audit office will verify the voter's eligibility and if determined to be eligible then the ballot will be opened and counted as a regular ballot.

COLLECTING BALLOTS

- A. During the election, a member of the Internal Audit staff will pick up the mail from the post office box and sort out all the envelopes that contain election ballots, thus ensuring the proper chain of custody.
- B. All ballots will be stamped with a date stamp on the day that they are received.
- C. All envelopes will remain unopened and kept secure (in a locked drawer or cabinet) until the time of the count.
- D. Ballots must be either hand delivered to the Fresno EOC Executive Office or postmarked by deadline date.

BALLOT COUNTING

- A. Counting of the ballots will take place during the week following the voting deadline in the Fresno EOC Board Room.
- B. The Internal Audit Office will be responsible for counting the election ballots.
- C. On the day of the count, all ballots (envelopes) will be opened, and the ballots will be separated from the envelopes. At this time, the Internal Audit Office will verify that each voter ballot contains the Fresno EOC seal; thereby ensuring that the ballot is indeed a legitimate ballot.
- D. Once all ballots have been separated, the ballots will be tallied by hand. The count will be recorded on tally sheets.
- E. A ballot will be voided if the voter intent is not clear or if too many candidates have been selected for an office.



- F. At least two people will be involved in the count. The ballots for each target area will be counted twice; the second count will be performed by someone other than the person who performed the first count. Once ballots for all target areas have been counted twice, the results of the two counts will be compared to ensure that they match. All tally sheets will be given to the Board of Commissioners' Secretary, so that they can be recorded on a master tally sheet.
- G. The Board of Commissioners' Secretary and a representative from Fresno EOC's External Auditor will be present during the count and will be responsible for the following:
 - o Observing the Internal Audit Office during the count
 - o Verifying the tally counts completed by the Internal Audit Office
- H. At the completion of the count, the Internal Audit Office will ensure that there are not more total votes than the number of ballots that were mailed out.
- I. The candidate with the most votes will be elected to represent that Target Area. In the event of a tie, the Selection Committee will make a recommendation to the Board amongst the candidates on the ballot. The Board will then choose the representative.
- J. Preliminary results will be posted in the reception area of the Executive Office and on the Fresno EOC website.
- K. Resolution of any challenged ballots will be made by the Internal Audit Department.
- L. Presence of observers will be allowed but observers may not handle any envelopes or ballots.
- M. Internal Audit will return to the post office at a later date and pick up any ballots received after the deadline. Internal Audit will void (but not open) any ballots received after the ballot return deadline, marking the ballot envelopes with "Void – Received after Deadline." Voided ballots will be retained with other election records.
- N. Internal Audit Office will be responsible for housing the ballots and election materials for a minimum of six months following the election.

ELECTION RESULTS

Election results will be presented to the Bylaws committee and subsequently to the Board of Commissioners for approval. A letter to the candidates will be sent informing them of the election results. New board members will be seated at the January board meeting.

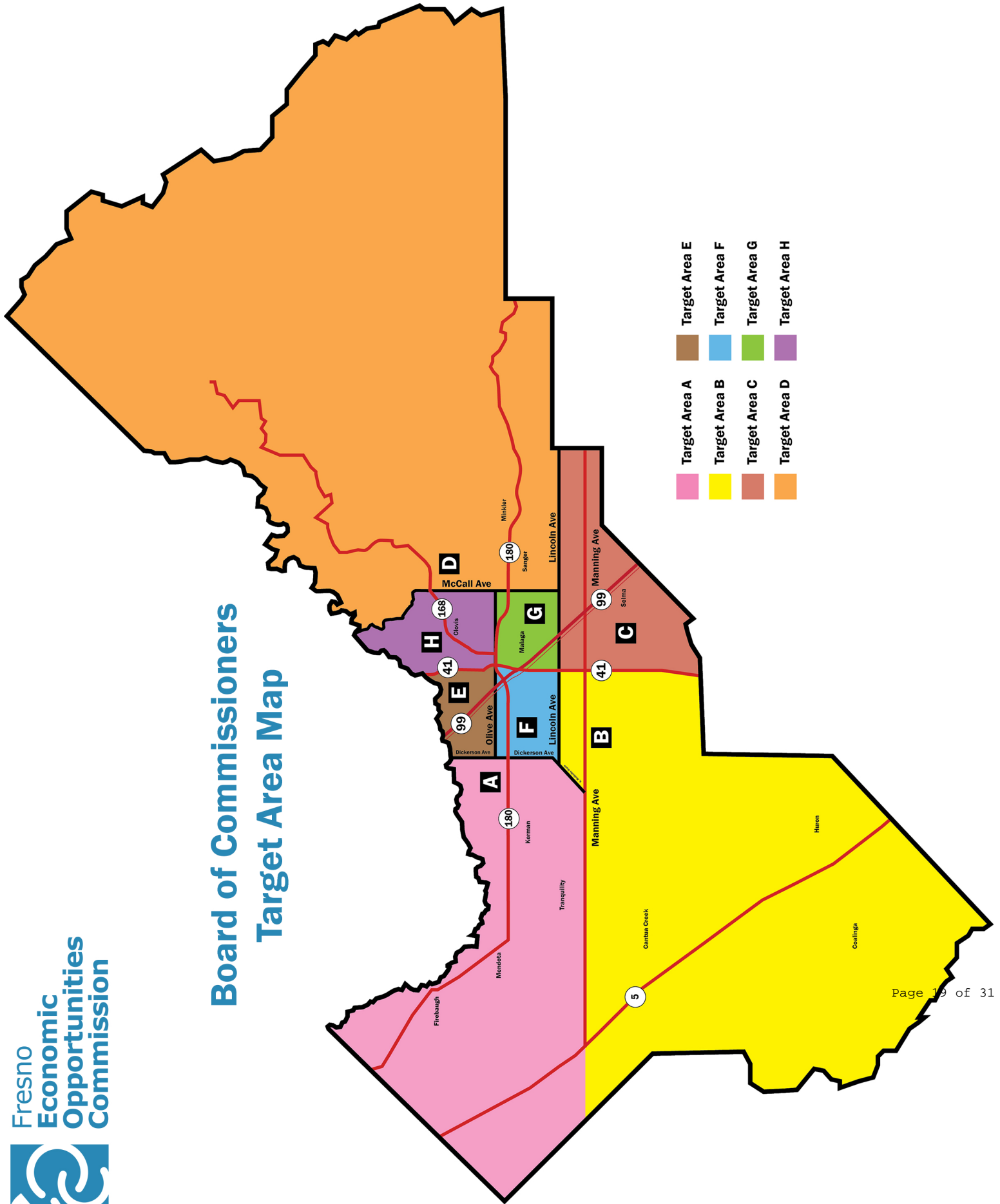
SPECIAL ELECTIONS

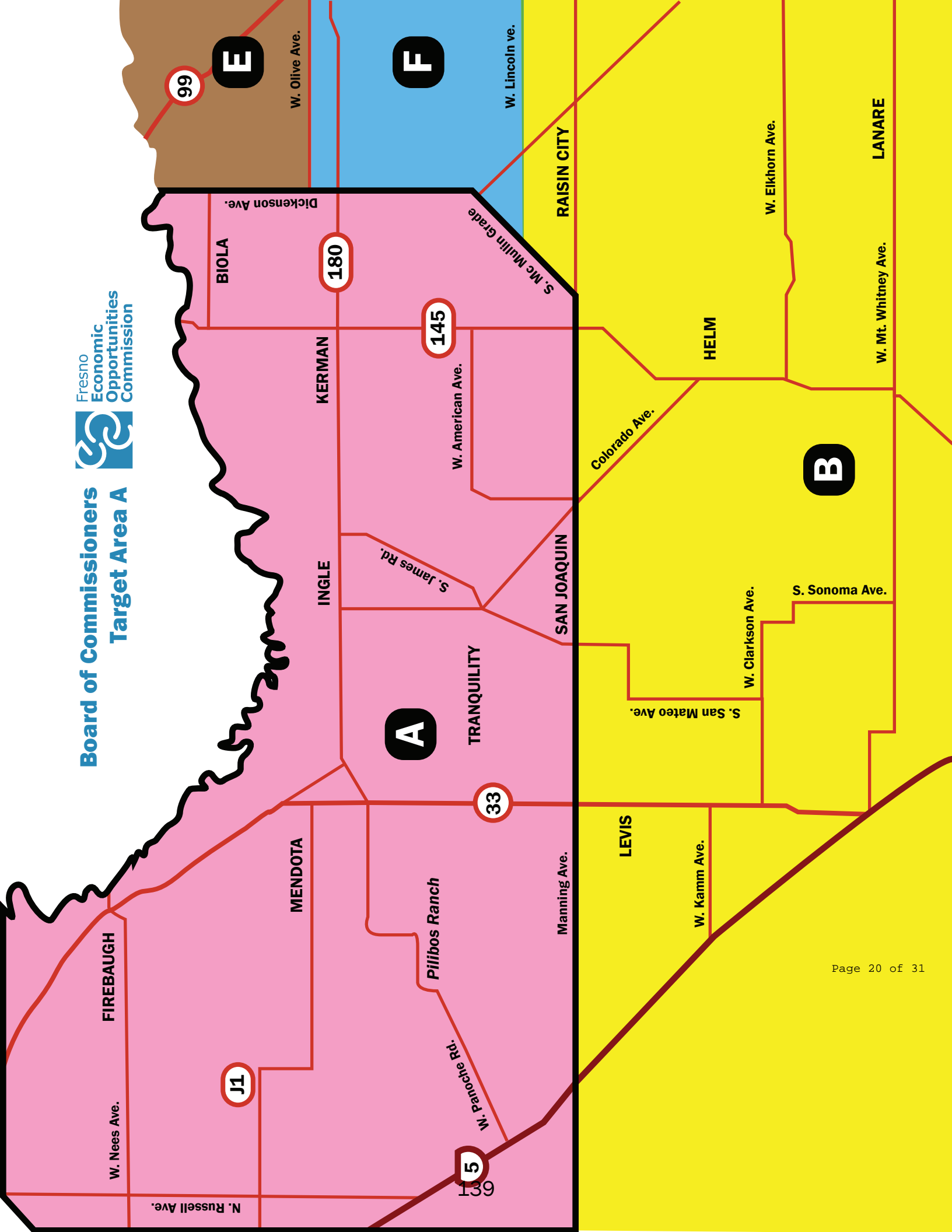
A Target Area special election may be called when a vacancy occurs during the term of office or if no nominations are received during the candidate nomination timeframe. Should the special election be called due to a vacancy, the special election term would be for the remainder of the current term.

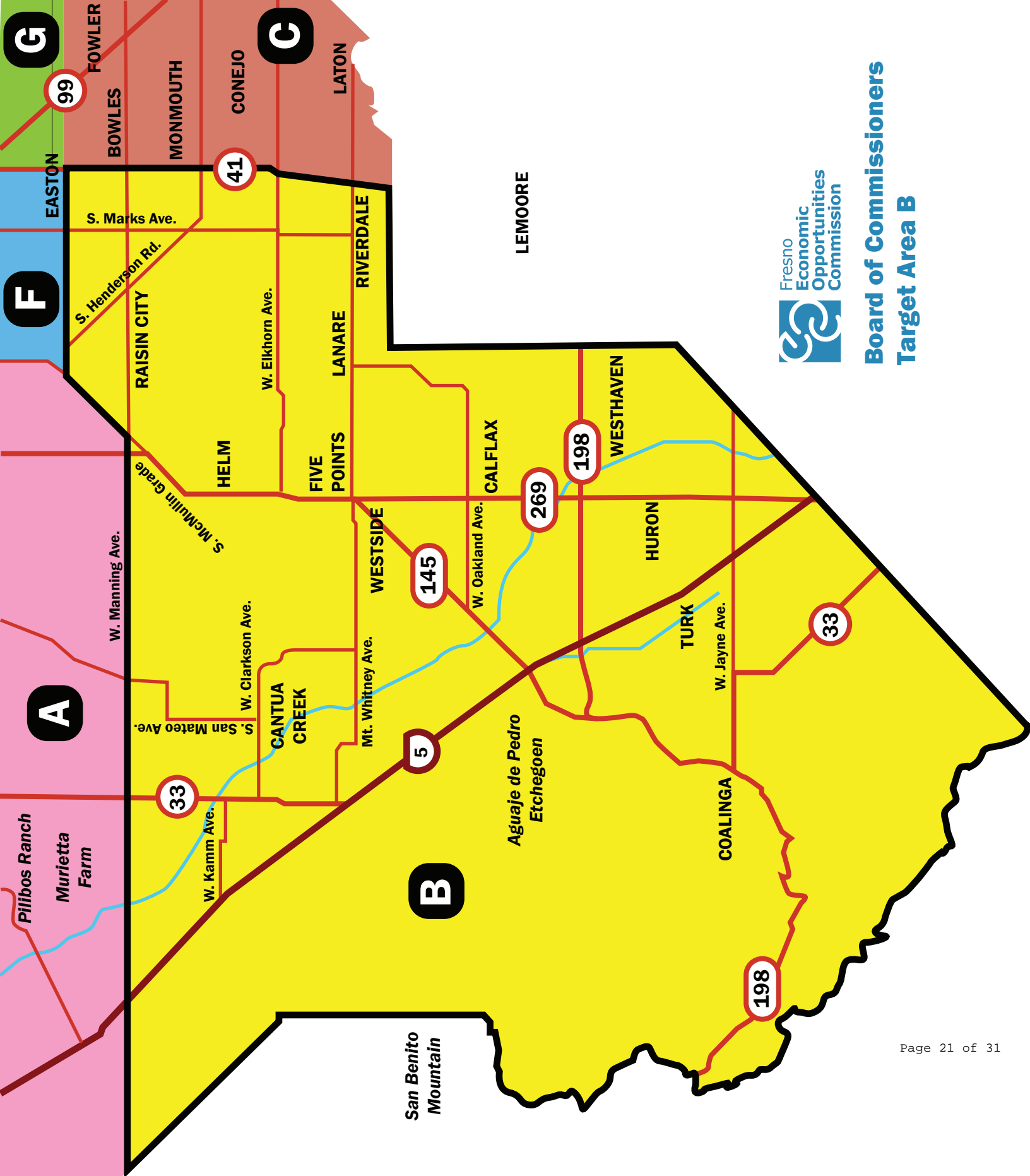
All forms can be found at www.fresnoeoc.org/board.



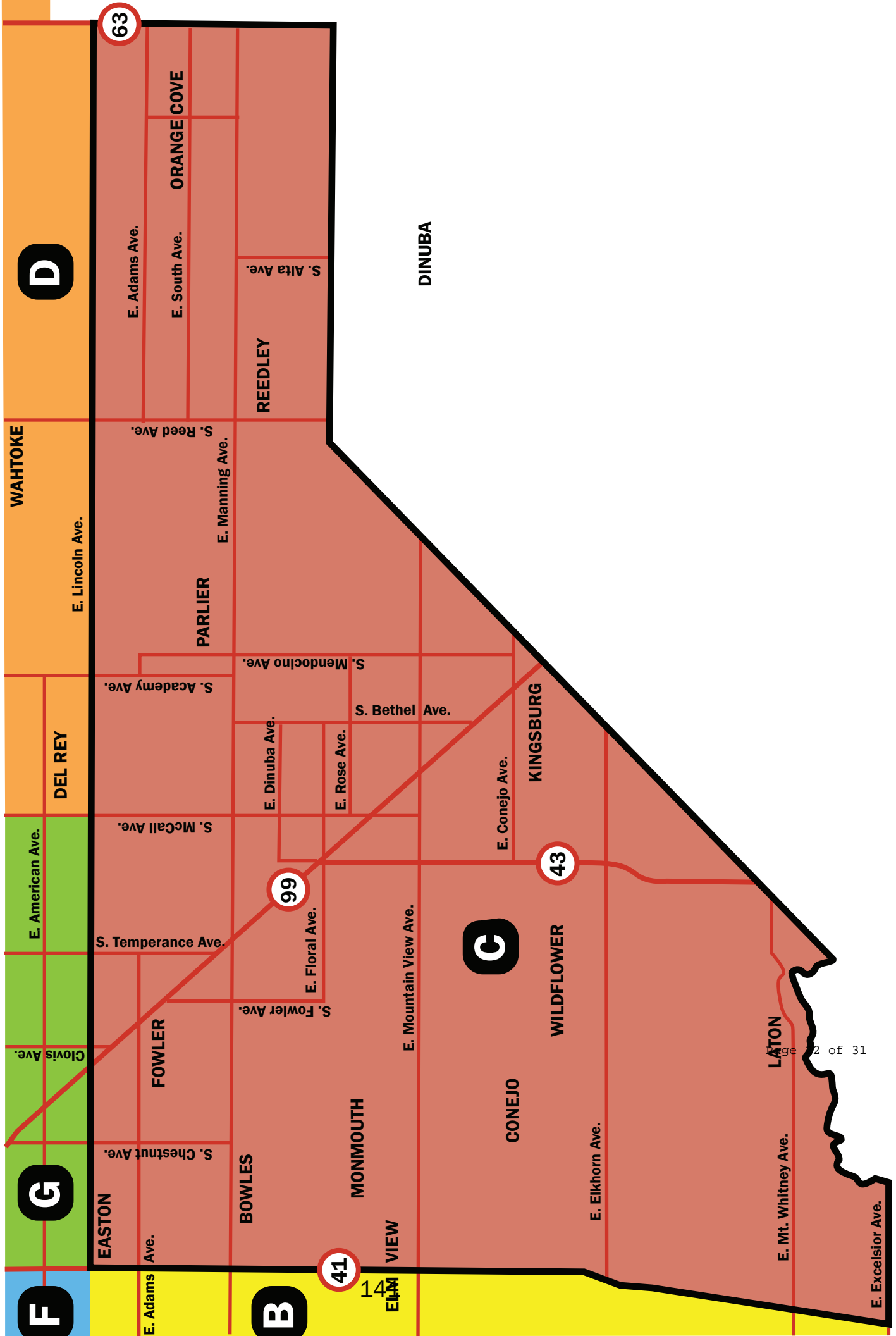
Board of Commissioners Target Area Map

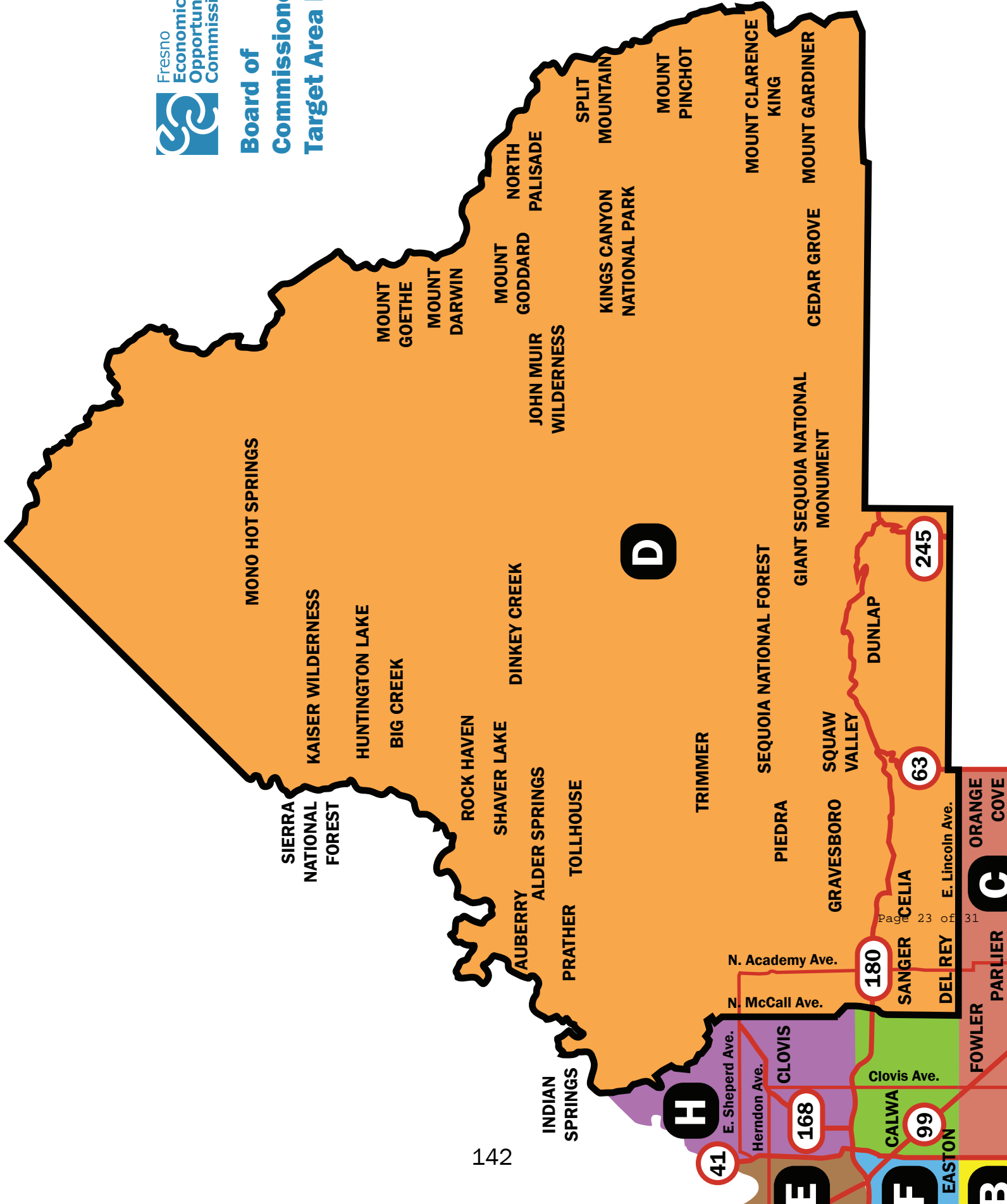


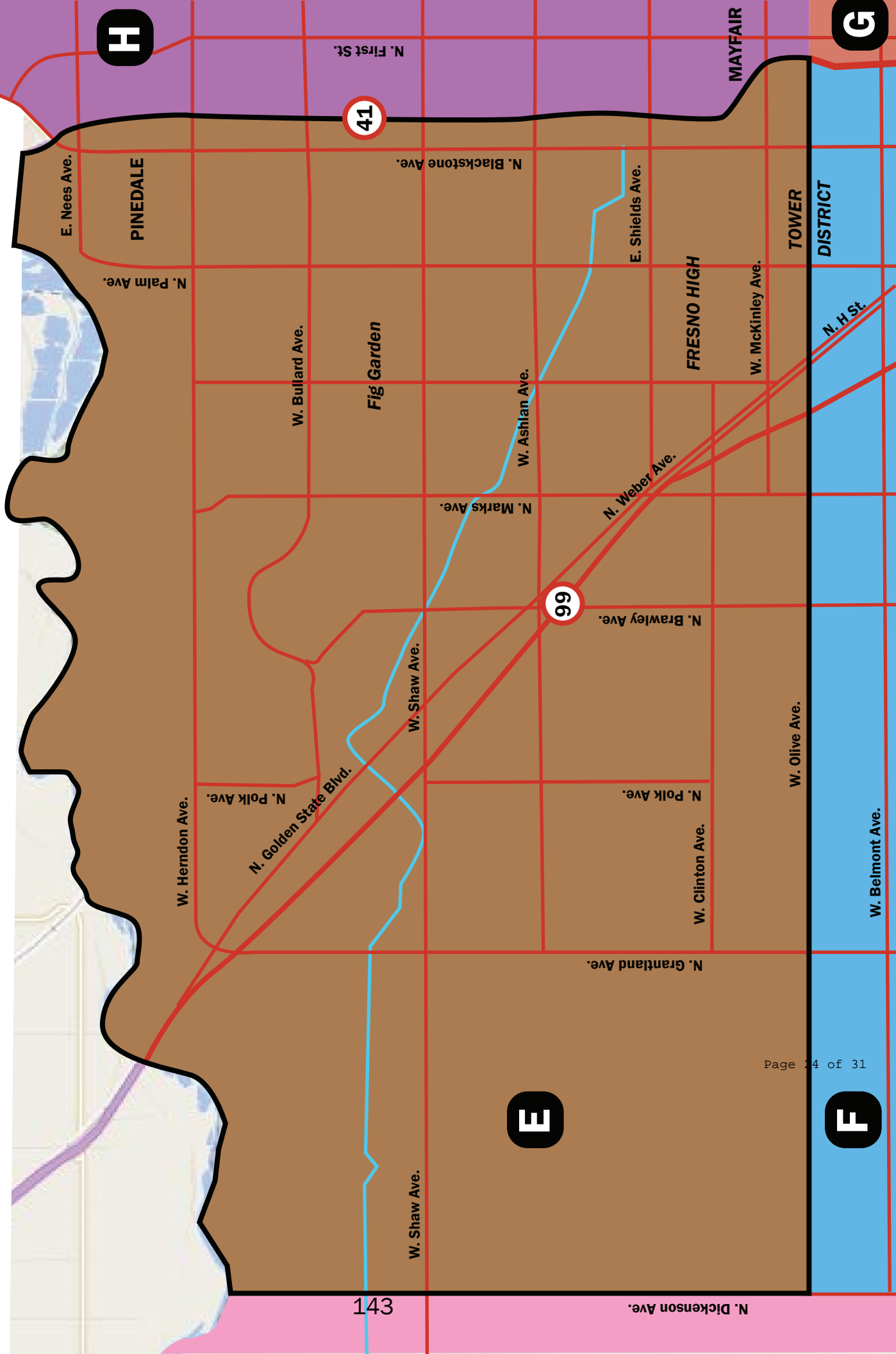


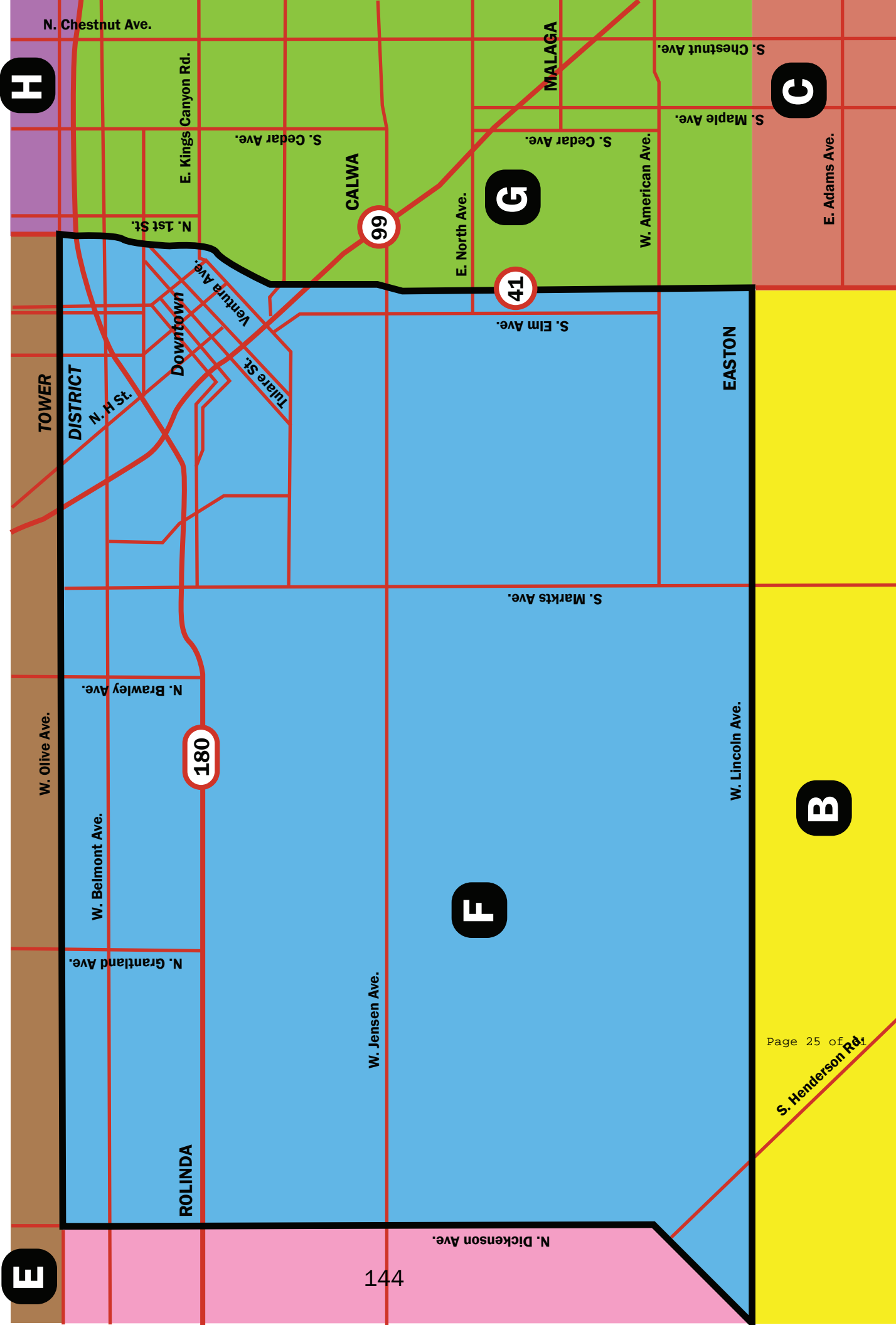


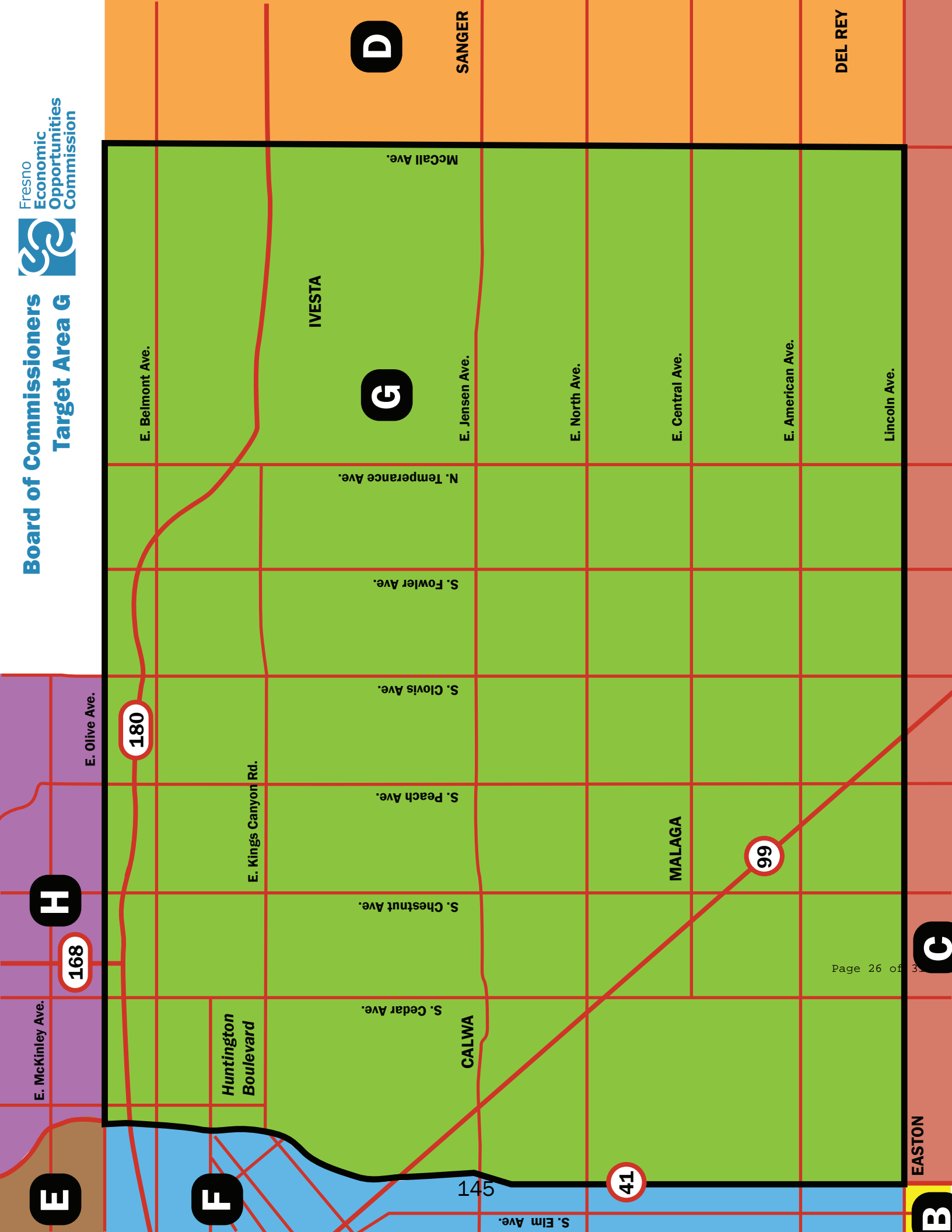
Board of Commissioners
Target Area C







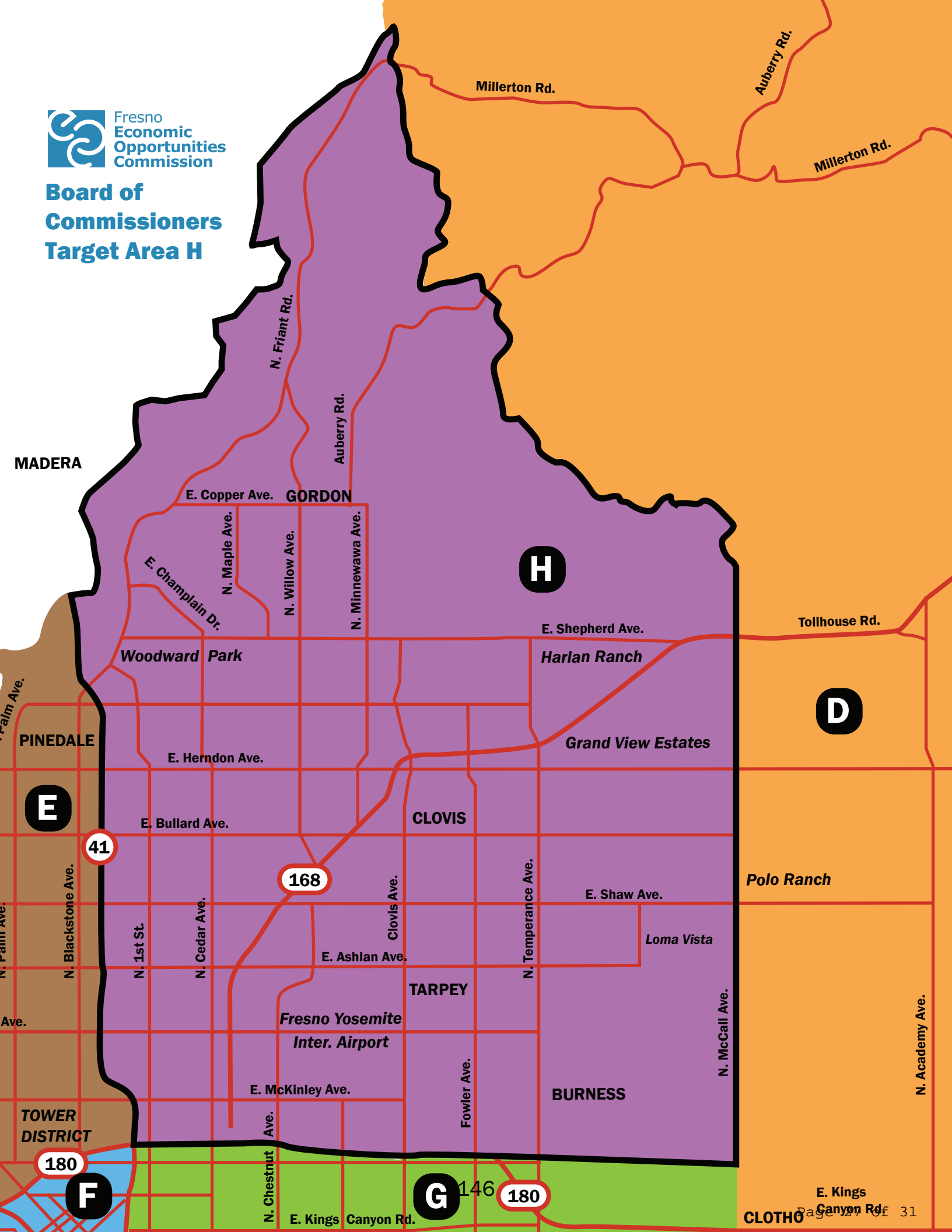






Fresno
Economic
Opportunities
Commission

**Board of
Commissioners
Target Area H**



Internal Audit Voter Registration Form Process

The processes below details how Internal Audit handles the voter registration forms.

1. Voter registration forms may be hand-delivered to the executive office, mailed to Fresno EOC's election PO Box, or emailed to elections@fresnoeoc.org. All of these sources are checked periodically during the election period to ensure that voter registration forms are received. If voter registration forms are received through the elections email, recipient will receive an email confirmation of receipt. Any voter registration forms received after the due date will be late and disqualified.
2. Once Internal Audit receives the voter registration forms, they will be date stamped. Then, the voter registrations are scanned and saved into the Internal Audit – Commissioner Election folder.
3. Each voter registration form is then verified for qualification. Internal Audit reviews the form to ensure it is complete and signed. The address is then verified on Google Maps to ensure that the voter resides in the Target Area in which they are registering for. In the event that the voter's address *is not* within the boundaries of the Target Area in which they *registered* for:
 - a. they will be *disqualified* if the Target Area in which they reside *is not* up for election.
 - b. they will *qualify* for the Target Area in which they reside if it *is* up for election and a ballot will be sent out.

In the case that the form is illegible or that Internal Audit cannot confirm the address, it will be disqualified.

4. Once the voter registration form is verified, it will be entered into a Voter Registration Master List. The Master list contains the name, address, date of receipt and designated Target Area of all voters received.
5. If there were any disqualified voters, they will be notified with a letter of disqualification by mail.
6. All of the voter registration forms received are then locked up and housed in the Internal Audit Office.



BYLAWS COMMITTEE MEETING

| | |
|---|------------------------------|
| Date: September 21, 2023 | Program: N/A |
| Agenda Item #: 6 | Director: N/A |
| Subject: Human Resources/Pension Committee Structure | Officer: Emilia Reyes |

Background

The information below is intended to engage the Committee in a discussion regarding the Human Resources / Pension Committee structure.

At the October 27, 2021 the Board reviewed and approved the revised Agency's Bylaws and Articles of Incorporation where Article X: Pension and Human Resources were merged.

At the September 13, 2023 Finance Committee, the Committee members recommended for the Bylaws Committee to revisit the conversation regarding the Pension and Human Resources Committee's merging due to the lack of employee representation.

BYLAWS COMMITTEE MEETING

| | |
|---|------------------------------|
| Date: September 21, 2023 | Program: N/A |
| Agenda Item #: 7 | Director: N/A |
| Subject: Commissioners Attendance Record | Officer: Emilia Reyes |

Background

The information presented below is intended to keep the Board apprised of Commissioners Attendance Record.

As stated in our Bylaws and corresponding Policies and Procedures, Commissioners are expected to attend all Board meetings either in person or via conference call.

Commissioner are expected to notify the Board Chair and Secretary or designee regarding his/her inability to either attend a scheduled meeting or participate in a scheduled conference call meeting of the Board of Commissioners

Below is the 2023 Board Meeting Monthly Attendance Record.

| | 18-Jan | 18-Feb | 6-Apr | 4-May | 10-May | 29-Jun | 30-Aug | 5-Oct | 7-Dec | Attended | Total Absences |
|--------------------|--------|--------|-------|----------------------------|--------|--------|--------|-------|-------|----------|----------------|
| Amy Arambula | O | X | O | Cancelled Due To No Quorum | T | O | O | | | 5/8 | 1 |
| Oliver Baines | O | O | X | | O | X | O | | | 4/8 | 2 |
| Alysia Bonner | O | O | O | | X | O | O | | | 5/8 | 1 |
| Earl Brown | O | X | O | | O | O | O | | | 5/8 | 1 |
| Zina Brown-Jenkins | O | O | X | | O | O | O | | | 5/8 | 1 |
| Charles Garabedian | O | O | O | | X | X | X | | | 3/8 | 3 |
| Linda Hayes | O | O | O | | O | O | O | | | 6/8 | 0 |
| Lupe Jaime-Mileham | X | O | T | | O | T | X | | | 4/8 | 2 |
| Brian King | X | O | O | | X | O | O | | | 4/8 | 2 |
| Rey Leon | X | O | O | | X | X | X | | | 2/8 | 4 |
| Daniel Martinez | O | X | X | | O | O | O | | | 4/8 | 2 |
| James Martinez | O | O | O | | O | O | O | | | 6/8 | 0 |
| Bruce McAlister | O | X | O | | X | O | O | | | 4/8 | 2 |
| Barigye McCoy | X | O | O | | T | T | T | | | 5/8 | 1 |
| Lisa Mitchell | X | X | X | | X | X | O | | | 1/8 | 5 |
| Sherry Neil | O | O | X | | O | O | O | | | 5/8 | 1 |
| Alena Pacheco | O | O | O | | O | O | O | | | 6/8 | 0 |
| Daniel Parra | X | O | O | | X | X | X | | | 2/8 | 4 |
| Robert Pimentel | O | X | X | | X | O | O | | | 3/8 | 3 |
| Itzi Robles | O | O | O | | O | X | O | | | 5/8 | 1 |
| Jimi Rodgers | O | O | O | O | O | T | | | 6/8 | 0 | |
| David Ruiz | N/A | X | O | O | O | O | | | 4/7 | 1 | |
| Steven Taylor | O | X | O | O | O | O | | | 5/8 | 1 | |
| Ruben Zarate | O | X | T | O | X | X | | | 3/8 | 3 | |
| O-Present X-Absent | | | | | | | | | | | |



BYLAWS COMMITTEE MEETING

| | |
|---|----------------------------------|
| Date: September 21, 2023 | Program: Executive Office |
| Agenda Item #: 8 | Director: N/A |
| Subject: 2024 Board Meeting Schedule | Officer: Emilia Reyes |

Background

The information below is intended to engage the Committee in a discussion regarding the Board Meeting Schedule for calendar year 2024.

As stated in the agency's Bylaws, the regular meetings shall be scheduled for the convenience of Commission members and the public. The regular meeting schedule will be adopted periodically by the Board but not less than once per year. Regular meetings of the Board shall not exceed six (6) times per year.

Below are two options of the Board Meeting Schedule for calendar year 2024 to support the Committee's discussion.

Option 1: Monthly Schedule

| Month | Meeting Date |
|-----------|-----------------------------|
| January | Thursday, January 11, 2024 |
| February | Thursday, February 8, 2024 |
| March | Thursday, March 7, 2024 |
| April | Thursday, April 4, 2024 |
| May | Thursday, May 2, 2024 |
| June | Thursday, June 6-8, 2024*** |
| July | No Meeting |
| August | No Meeting |
| September | Thursday, September 5, 2024 |
| October | Thursday, October 3, 2024 |
| November | Thursday, November 7, 2024 |
| December | Thursday, December 5, 2024 |

***Board Training

Option 2: Bimonthly Schedule

| Month | Meeting Date |
|-----------|-----------------------------|
| January | Thursday, January 11, 2024 |
| February | No Meeting |
| March | Thursday, March 7, 2024 |
| April | No Meeting |
| May | Thursday, May 2, 2024 |
| June | Thursday, June 6-8, 2024*** |
| July | No Meeting |
| August | No Meeting |
| September | Thursday, September 5, 2024 |
| October | No Meeting |
| November | Thursday, November 7, 2024 |
| December | Thursday, December 5, 2024 |