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/tZItf-6tpjMuHt0d4sfC-XnR-Y3Hbv13eheX
1. CALL TO ORDER

2. ROLL CALL
   A. Monthly Attendance Record

3. APPROVAL OF MARCH 16, 2023 MEETING MINUTES
   A. March 16, 2023, By-Laws Committee Meeting Minutes  Approve

4. BOARD POLICIES AND PROCEDURES
   A. Board Policies and Procedures  Approve

5. TARGET AREA VOTER REGISTRATION FORM & SCREENING COMMITTEE MEMBER APPOINTMENT
   A. Target Area Voter Registration Form & Screening Committee Member Appointment  Approve

6. HUMAN RESOURCES/PENSION COMMITTEE STRUCTURE
   A. Human Resources/Pension Committee Structure  Discussion

7. COMMISSIONERS ATTENDANCE RECORD
   A. Commissioners Attendance Record  Information

8. 2024 BOARD MEETING SCHEDULE
   A. 2024 Board Meeting Schedule  Discussion

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
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O-Present  X-Absent  T-Teleconference
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.
      Nayes: 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.
      Nayes: 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**
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

<table>
<thead>
<tr>
<th>Date: September 21, 2023</th>
<th>Program: N/A</th>
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<tr>
<td>Agenda Item #: 5</td>
<td>Director: N/A</td>
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<tr>
<td>Subject: Target Area Voter Registration Form &amp; Screening Committee Member Appointment</td>
<td>Officer: Emilia Reyes</td>
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**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.
TARGET AREA VOTER REGISTRATION FORM

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.

**Voter Information**

Full Name: ____________________________________________

Last           First           M.I.

Home Address: ____________________________________________

Street Address: ____________________________________________

City: ___________________________ State: __________ Postal Code: ___________

Primary Phone: ___________________________ Alternate Phone: ___________________________

Email: ___________________________________________ Date of Birth: ___________________________

Target Area: □ A □ B □ C □ D □ E □ F □ G □ H

See Target Area Map, if you aren’t certain which Target Area you live in.

This signed nomination form may be submitted in the following ways:

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<th>By Mail:</th>
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Fresno EOC Elections Office
Post Office Box 992
Fresno, CA 93714

Elections@Fresnoeoc.org
1920 Mariposa Street, Suite 300
Fresno, CA 93721

This election will be by mail-in or in-person paper ballot only. Once the registration form is received and validated, eligible voters will be mailed ballots with a return envelope to their mailing address. The ballot must be returned sealed, in the self-addressed envelope no later than 5:00pm or postmarked by NOVEMBER 30, 2023.

**Disclaimer and Signature**

I certify under penalty of perjury that the above is true. I hereby register to vote in the Fresno Economic Opportunities Commission Target Area Election and that:

• I am or will be 18 years of age or older by the date of the election;

• I reside in the Target Area for which I am registering to vote.

Signature: ___________________________________________ Date: ___________________________
FRESNO ECONOMIC OPPORTUNITIES COMMISSION

ELECTION AND SELECTION OF COMMISSIONERS

MODIFIED JANUARY 2017
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 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:
   - Observing the Internal Audit Office during the count
   - 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.
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

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<tr>
<th>Date: September 21, 2023</th>
<th>Program: N/A</th>
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<tr>
<td>Agenda Item #: 6</td>
<td>Director: N/A</td>
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<tr>
<td>Subject: Human Resources/Pension Committee Structure</td>
<td>Officer: Emilia Reyes</td>
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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 appraised 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.

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<th>Name</th>
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<th>29-Jun</th>
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O-Present  X-Absent  Cancelled Due To No Quorum
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

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<td>March</td>
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<td>April</td>
<td>Thursday, April 4, 2024</td>
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<tr>
<td>May</td>
<td>Thursday, May 2, 2024</td>
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<tr>
<td>June</td>
<td>Thursday, June 6-8, 2024***</td>
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<tr>
<td>July</td>
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<tr>
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<tr>
<td>September</td>
<td>Thursday, September 5, 2024</td>
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<tr>
<td>October</td>
<td>Thursday, October 3, 2024</td>
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<tr>
<td>November</td>
<td>Thursday, November 7, 2024</td>
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<td>December</td>
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***Board Training

Option 2: Bimonthly Schedule

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<tr>
<td>May</td>
<td>Thursday, May 2, 2024</td>
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<tr>
<td>June</td>
<td>Thursday, June 6-8, 2024***</td>
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<tr>
<td>July</td>
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<td>August</td>
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<td>Thursday, November 7, 2024</td>
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<tr>
<td>December</td>
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***Board Training