

SPECIAL MEETING  
EXECUTIVE COMMITTEE  
DRAFT MINUTES

April 28, 2021 at 1:00 PM

To Join Zoom Meeting: <https://us02web.zoom.us/j/86102370156>

I. CALL TO ORDER *at 1:04 by Chair C. Borba and ROLL CALL: C, Borba, J. Pye, M. Gialdini, M. Gonda, B. Kroonen, A. Wilson, M. Moran, J. Hayes joined at 1:09. Also present: L. De Lara*

II. APPROVAL OF THE AGENDA

In order to meet Brown Act requirements, items may be added to the agenda only upon decision by a majority of the Board of Directors to add the item because of a need for immediate action.

*Motion: Accept the Agenda with no changes J.Pye Second: M. Moran Approved: 7 Opposed: 0  
Abstention Name(s): 0*

III. PUBLIC COMMENT / PRESENTATIONS - *None*

IV. New Items – Action May Be Required

- A. Waive the rule relating to the maximum number of hours which can be cashed out for this fiscal year due to extenuating circumstances which made it difficult for key staff to take significant time off.

The 2021 Employee Handbook states “Employees are allowed to cash in no greater than 100 hours of PTO every fiscal year. However, the remaining balance may not be less than 24 hours.”

*Motion: J. Pye to waive this rule for this year. Second: B. Kroonen  
Approved: 7 Opposed: 1 Abstention Name(s): 0*

*Comment from Treasurer that next year’s Employee Handbook should include a change that the max. # of hours allowed to accumulate should be based on % of hours earned so it is not the same for all employees.*

- B. Update on the landscaping and lighting improvements planned by Renova in the parking lot common area space.

RAP staff was notified on March 24 by Renova’s commercial management company, Johnson Commercial that they were ready to initiate a plan to redo landscaping and lighting in the common area along Cook, Hovley and Eclectic. RAP’s share of the cost is \$53,858.32 (38.75%) and a 50% deposit of \$26,929.16 is due. The most recent notification from Matt Johnson was that they are reassessing the situation to “temporarily reduce the scope of work on the side of the property that faces the RAP property... agreed to allow the reduced scope and may front the costs associated with this work.” RAP is still waiting to get a response to our request for a meeting with Vince Battaglia.

Motion: *No Action Taken* Second: Approved: Opposed: Abstention Name(s):

*CEO will send the reciprocal agreement to committee members.*

V. BOARD MEMBER / STAFF COMMENTS: *M. Gonda indicated support for RAP to pay for a Compensation Study. Will explore this topic at the next meetings. CEO will seek cost and scope of services from one or two firms.*

*The Chair brought up the idea of having in-person meetings prior to and after June 15. A hybrid approach of some board members attending in person and some by zoom is planned for May.*

VI. CLOSED SESSION:

Personnel: Accountant Position, Grants Manager Position

VII. Convene Open Session:

*Report Out Motion by M. Moran to approve the increased funding for staffing changes, hiring a full-time Admin./Receptionist, and to support the CEO's plan to integrate the Accounting and Grants processes. Second B. Kroonen Yes: 7 No: 0 Abstains: 0 M. Gonda left the meeting before the vote was taken.*

VIII. SCHEDULE next meeting for May 10, 2021 at 9 MEETING

IX. ADJOURNMENT: *at 2:38*

*NO APPROVAL OF MINUTES due to Special Meeting.*