

Melissa Hernandez, **Chair**
City of Dublin

Susan Wengraf, **Vice Chair**
City of Berkeley

David Haubert, County of Alameda

Jennifer Hansen-Romero, City of Albany

Dave Sadoff, Castro Valley Sanitary District

Jenny Kassar, City of Fremont

Francisco Zermeño, City of Hayward

Mike Hannon, City of Newark

Shelia Young, Oro Loma Sanitary District

Jen Cavanaugh, City of Piedmont

Jack Balch, City of Pleasanton

Jeff Wang, City of Union City

Timothy Burroughs, Executive Director

AGENDA
ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE

Thursday, February 9, 2023

9:00 A.M.

TELECONFERENCE MEETING

Teleconference/Public Participation Information to Mitigate the Spread of COVID-19:

This meeting will be held entirely by teleconference. All Board members, staff, and the public will only participate via the Zoom platform using the process described below. The meeting is being conducted in compliance with the Brown Act, which was amended by AB 361, suspending certain teleconference rules due to the ongoing state of emergency and state and local health officials' recommendations to maintain social distancing. The purpose of these amendments was to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

Members of the public may attend and participate in the meeting by:

1. Calling US: +1 669 900 6833 and using the webinar id 835 8252 9005
2. Using the [Zoom](#) website or App and entering meeting code 835 8252 9005

Board members and any other individuals scheduled to speak at the meeting will be sent a unique link via email to access the meeting as a panelist. All Board members **MUST** use their unique link to attend the meeting. During the meeting the chair will explain the process for members of the public to be recognized to offer public comment. Public comment is generally limited to three minutes per person for each agenda item. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than Wednesday, February 8, 2023 at 5:00 p.m. The public may also comment by sending an e-mail to publiccomment@stopwaste.org. Written public comment will be accepted until 3:00 p.m. on the day prior to the scheduled meeting. Copies of all written comments submitted by the deadline above will be provided to each Board Member and will be added to the official record. Comments will not be read into the record.

In accordance with the Americans with Disabilities Act and Brown Act, if you need assistance to participate in this meeting due to a disability, please contact the Clerk of the Board at (510) 891-6517. Notification 24 hours prior to the meeting will enable the agency to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

I. CONVENE MEETING

II. ROLL CALL OF ATTENDANCE

III. PUBLIC COMMENTS

Open public discussion from the floor is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Programs & Administration Committee, but not listed on the agenda.

Page

IV. CONSENT CALENDAR

1 **1. Approval of the Draft Minutes of January 12, 2023**

3 **2. 2023 Meeting Schedule**

That the Programs and Administration Committee approve the 2023 meeting schedule.

5 **3. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**

Adopt Resolution #PA 2023-02.

V. REGULAR CALENDAR

9 **1. Waste Prevention Grants Update and Grantee Presentations (Meri Soll & Cassie Bartholomew)**

This item is for information only.

VI. MEMBER COMMENTS

VII. ADJOURNMENT – to March 9, 2023 at 9:00 a.m.

The Programs & Administration Committee is a Committee that contains more than a quorum of the Board. However, all items considered by the Committee requiring approval of the Board will be forwarded to the Board for consideration at a regularly noticed Board meeting.

DRAFT

**MINUTES OF THE ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE**

Thursday, January 12, 2023

9:00 A.M.

TELECONFERENCE MEETING

Members Present:

County of Alameda
City of Alameda
City of Albany
City of Berkeley
Castro Valley Sanitary District
City of Dublin
City of Fremont
City of Newark
Oro Loma Sanitary District
City of Piedmont
City of Pleasanton
City of San Leandro
City of Union City

David Haubert
Tracy Jensen
Jennifer Hansen-Romero
Susan Wengraf
Dave Sadoff
Melissa Hernandez, Chair
Jenny Kassan
Mike Hannon
Shelia Young
Jen Cavanaugh
Jack Balch
Fred Simon
Jeff Wang

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Justin Lehrer, Operations Manager
Alma Freeman, Communications Manager
Jennifer Luong, Finance Services Manager
Adrienne Ramirez, Assistant Clerk of the Board
Arliss Dunn, Clerk of the Board

Others Participating:

Samo Michel, Badawi & Associates

I. Convene Meeting

Chair Melissa Hernandez called the meeting to order at 9:00 a.m. and welcomed the new Board members. Timothy Burroughs explained the process that would be utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#).

Mr. Burroughs gave an overview of the Programs & Administration (P&A) Committee. Mr. Burroughs added that the staff would provide an orientation for the new members soon. Each member introduced themselves to the Committee. The new members are Tracy Jensen, City of Alameda; Jennifer Hansen-Romero, City of Albany; Fred Simon, City of San Leandro; and Jeff Wang, City of Union City. Mr. Burroughs announced that the February 9 meeting is the final meeting under AB 361 and starting in March, in-person meetings will resume in a hybrid format.

DRAFT

II. Public Comments

There were no public comments on the remote call and no public comments were received via the public comments email address.

III. CONSENT CALENDAR

1. Approval of the Draft Minutes of November 10, 2022

2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

Adopt Resolution PA #2023-01.

There were no public comments for the Consent Calendar. Board member Haubert moved approval of the Consent Calendar and Board member Wengraf seconded, and the motion carried 8-0-5. The Clerk called the roll:

(Ayes: Balch, Cavanaugh, Hannon, Haubert, Hernandez, Kassan, Wengraf, Young. Nays: None. Abstain: Jensen, Hansen-Romero, Sadoff, Simon, Wang. Absent: None)

IV. REGULAR CALENDAR

1. Fiscal Year 2021-22 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommends that the Programs and Administration Committee review and forward the FY 21-22 audit report to the Waste Management Authority Board for acceptance and filing.

Timothy Burroughs introduced the item and Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY21-22-Audit-Report-Memo.pdf](#)

Ms. Cabrera acknowledged Agency staff for their efforts in managing the Agency's finances to ensure a clean audit with no exceptions or recommendations for improvements in internal controls. The audited financial statements also verified that the Agency is in a solid financial position as of FY 21-22. The finance staff is comprised of Jennifer Luong, Finance Services Manager; Soudy Abbasi, Accountant; Jenny O'Brien, Senior Administrative Assistant; and Nisha Patel, Management Analyst. Samo Michel from Badawi and Associates, was available to answer any questions.

Additional time was provided to the Board for discussion and clarifying questions. An audio link to the discussion is available here: [FY21-22-Audit-Discussion](#). Board member Hannon commended staff on their outstanding work and asked that staff continue to advocate for State funding to address unfunded state mandates. Board member Young commended staff as well.

There were no public comments on this item. Board member Hannon moved approval of the staff recommendation that the Programs and Administration Committee review and forward the FY 21-22 audit report to the Waste Management Authority Board for acceptance and filing. Board member Young seconded, and the motion carried 13-0. The Clerk call the roll:

(Ayes: Balch, Cavanaugh, Hannon, Haubert, Hernandez, Jensen, Hansen-Romero, Kassan, Sadoff, Simon, Wang, Wengraf, Young. Nays: None. Abstain: None. Absent: None)

V. MEMBER COMMENTS

There were none.

VI. ADJOURNMENT – to February 9, 2023 at 9:00 a.m.

The meeting adjourned at 9:23 a.m.



POROGAMS & ADMINISTRATION COMMITTEE

2023 MEETING SCHEDULE

The regular meeting schedule for the Programs & Administration Committee is held on the second Thursday of each month at 9:00 a.m. Meetings are held at StopWaste, 1537 Webster Street, Oakland, CA, unless noted otherwise.

All meetings held at an in-person location will also include hybrid meeting access, e.g., via Zoom or telephone.

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 12	9:00 a.m.	Teleconference
February 9	9:00 a.m.	Teleconference
March 9	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
April 13	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
May 11	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
June 8	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
July 13	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
August – NO MEETING	RECESS	
September 14	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
October 12	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
November 9	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland
December 14	9:00 a.m.	StopWaste, 1537 Webster Street, Oakland

RECOMMENDATION

That the Programs and Administration Committee approve the 2023 meeting schedule.

This page intentionally left blank



DATE: February 9, 2023

TO: Programs & Administration Committee

FROM: Timothy Burroughs, Executive Director

SUBJECT: Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361

SUMMARY

On September 16, 2021, the Governor signed into law as an urgency measure, AB 361 (Rivas), which allows local legislative bodies to continue to meet by teleconference in order to promote public health and safety, subject to certain conditions, which must be reconsidered every 30 days. At its February 9, 2023 meeting, the Programs & Administration Committee will consider a resolution to approve and direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed.

DISCUSSION

In light of the continued state of emergency declared by the Governor related to COVID-19, state and local officials have imposed or recommended measures to promote social distancing. This direction from state and local health officials is based on the increased safety protection that social distancing provides as one method to reduce the risk of COVID-19 transmission.

The state of emergency and associated direction from state and local health officials to promote social distancing continues to impact the ability for the Programs & Administration Committee to meet safely in person. The direction from public health officials that informs the findings in the attached resolution has not changed. Therefore, staff recommends that the Committee approve the attached resolution to direct the continued use of teleconferencing for its public meetings to enable social distancing, as long as the findings required by AB 361 are met and other provisions of the Brown Act are followed. The Committee will need to revisit the need to conduct meetings remotely at least every 30 days following adoption of the attached resolution.

RECOMMENDATION

Adopt resolution #PA 2023-02.

Attachment: Programs & Administration Committee Resolution #PA 2023-02

**PROGRAMS & ADMINISTRATION COMMITTEE
RESOLUTION #PA 2023-02**

**MOVED:
SECONDED:**

AT THE MEETING HELD FEBRUARY 9, 2023

WHEREAS, in response to the COVID-19 pandemic, the Governor adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Brown Act were followed; and

WHEREAS, on September 16, 2021, the Governor signed into law as an urgency measure, AB 361, which allows for the continued use of remote meetings by local legislative bodies subject to certain conditions, which must be reconsidered every 30 days; and

WHEREAS, the Programs & Administration Committee has considered the current state of health guidance related to public meetings in Alameda County and finds it necessary to continue with remote meetings to promote public health and safety.

NOW THEREFORE BE IT RESOLVED, that the Programs & Administration Committee approves and directs the continued use of teleconferencing for its public meetings based on the following findings required by Government Code Section 54953(e), as amended by AB 361:

- The entire State of California remains under a proclaimed state of emergency as declared by the Governor of the State of California related to the COVID-19 pandemic.
- State and local officials have imposed or recommended measures to promote social distancing. For example, on September 23 the Alameda County Health Care Services Agency Director recommended social distancing at all meetings of the Board of Supervisors and its committees. This recommendation is consistent with the Division of Occupational Safety and Health of California's (Cal/OSHA) Emergency Temporary Standards, which require employers to train and instruct employees that the use of social distancing helps combat the spread of COVID-19 (8 Cal. Code Regs. 3205(c)(5)(D).).
- The state of emergency continues to directly impact the ability to meet safely in person. For example, given the constraints of the Program & Administration Committee's available meeting spaces, social distancing is difficult without severely limiting space for members of the public to attend.
- The Committee anticipates this resolution will appear on its consent calendar for review and ratification or update at each regular Committee meeting for as long as the Governor's proclaimed state of emergency related to the COVID-19 pandemic remains in effect and the Committee desires to continue remote public meetings.

BE IT FURTHER RESOLVED, that:

1. Programs & Administration Committee meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361, to better ensure the health and safety of the public.
2. The Programs & Administration Committee will reconsider the circumstances of the state of emergency and the need to conduct meetings remotely at least every 30 days following adoption of this resolution.
3. If the Committee determines the need still exists at each 30-day mark, the determination will be ratified by a vote of the Committee documented in the minutes of that meeting.

Passed and adopted this 9th day of February 2023 by the following vote:

AYES:

NOES:

ABTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board

This page intentionally left blank



DATE: February 9, 2023

TO: Programs and Administration Committee
Planning Committee/Recycling Board

FROM: Meri Soll, Senior Program Manager
Cassie Bartholomew, Program Manager

SUBJECT: Waste Prevention Grants Update and Grantee Presentations

SUMMARY

The Agency utilizes several approaches to support waste prevention and build upstream infrastructure in Alameda County. One such approach is our long-running waste prevention grants program. StopWaste is offering a total of \$1.1 million in funding for projects that focus on innovative approaches to preventing waste in Alameda County. Periodically we bring selected grantees to present to the board for a deeper understanding of how our funding not only supports the environment via waste prevention but our local communities as well. Presenters will provide the board with an overview of their organization and the communities they serve, how they have utilized grant funds, and the impacts made as a result of the funding support.

DISCUSSION

Staff will provide an overview of the upcoming grants program, and the board will hear presentations from the following grantees:

Loved Twice provides newborns in need with high-quality, reused baby clothing for the first year of life. Loved Twice provides the missing link between those who have perfectly good infant clothes that no longer serve them and new parents in desperate need. Gently used baby clothes are sorted into complete wardrobes-in-a-box for the first year of life and are distributed through social workers in clinics, shelters, and hospitals such as Alta Bates Summit Medical Center and Highland Hospital in Oakland. StopWaste grant funds have allowed Loved Twice to increase the amount of clothes collected and redistributed to Alameda County mothers and babies in need – 600 wardrobe boxes were distributed in Alameda County in 2022 as a result of our funding.

Berkeley Food Network (BFN) seeks to end hunger and poor nutrition by using innovative, community-centered solutions to build a more sustainable, resilient, and equitable food system. By partnering with farms, retailers, restaurants, and other businesses, BFN recovers over 60 thousand pounds of surplus edible food every month. This food goes to their distribution programs and Hub Meal Program, where it is turned into nutritious, individually packaged and frozen vegetarian meals. Last year, StopWaste funding allowed BFN to expand their Food Recovery Program (FRP) as well as establish new donor relationships to secure kitchen ingredients for use in their Hub Kitchen and with food recovery organizations who have hot meal cooking programs. This allowed BFN to recover and distribute over 353 thousand pounds of surplus edible food, serving the equivalent of 294 thousand nourishing meals.

RECOMMENDATION

This item is for information only.