

**APPROVED**

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

**Thursday, February 8, 2024**

**9:00 A.M.**

***IN PERSON MEETING LOCATION:*  
STOPWASTE BOARD ROOM  
1537 WEBSTER STREET, OAKLAND, CA**

**Members Present:**

County of Alameda	David Haubert
City of Albany	Jennifer Hansen-Romero
City of Berkeley	Susan Wengraf, Chair
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Melissa Hernandez
City of Hayward	Daniel Goldstein
City of Livermore	Bob Carling
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Jen Cavanaugh

**Members Absent:**

City of Fremont	Yang Shao
City of Pleasanton	Jack Balch

**Staff Present:**

Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director  
Alma Freeman, Communications Manager  
Justin Lehrer, Operations Manager  
Meri Soll, Senior Program Manager  
Jennifer West, Program Manager  
Arliss Dunn, Clerk of the Board

**I. Convene Meeting**

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

**II. Public Comments**

There were none.

**III. CONSENT CALENDAR**

**1. Approval of the Draft Minutes of January 11, 2024**

There were no public comments for the Consent Calendar. Board member Sadoff moved for approval of the Consent Calendar. Board member Hannon seconded, and the motion carried 10-0. The Clerk called the roll.

(Ayes: Carling, Cavanaugh, Goldstein, Hannon, Hansen-Romero, Haubert, Hernandez, Sadoff, Wengraf, Young. Nays: None. Absent: Balch, Shao. Abstain: None)

## APPROVED

### IV. REGULAR CALENDAR

#### 1. Agency Holiday Information (Pat Cabrera)

This item is for information only.

Timothy Burroughs introduced and provided an overview of the staff report. A link to the report is available here: [Agency-Holiday-Information-memo](#). As requested by the WMA Board at the December 20, 2023, meeting, staff prepared additional information regarding Agency approved holidays, and particularly the purpose of floating holidays. Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Agency-Holiday-Information-Discussion](#).

Board members directed staff to include in the Agency's employee/benefits manual a clear statement regarding the purpose and use of floating holidays. In addition to approved holidays that the Agency has specifically identified (e.g., New Years Day, Labor Day, etc.), three floating holidays may be used by staff to celebrate or acknowledge additional days of cultural, historical, or religious significance of their choice. Additionally, the Board directed staff to avoid scheduling significant meetings on days of historical, cultural, or religious significance. There were no public comments on this item.

#### 2. Launch of New Grant Cycle (Meri Soll)

This item is for information only.

Meri Soll provided an overview of the staff report and presented a PowerPoint presentation. A link to the staff report and the presentation is available here: [Grants-Update-memo](#). Ms. Soll provided an overview of the upcoming grants solicitation which included details related to the different grant categories, implementation of a new web-based platform to improve accessibility for grant applicants and to streamline the reporting processes, steps to apply for grant funding, and the review and selection process. Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [Grants-Update-Discussion](#). Mr. Burroughs stated that following the meeting, staff would send an email to the Board containing a toolkit and information about the grants program that the Board can share with their networks.

There were no public comments on this item. Chair Wengraf thanked staff for a very informative and uplifting presentation.

### V. MEMBER COMMENTS

There were none.

### VI. ADJOURNMENT – TO MARCH 14, 2024, AT 9:00 A.M.

The meeting was adjourned at 10:05 a.m.