

P&A Committee Members

Susan Wengraf, **Chair**
City of Berkeley

Dave Sadoff, **Vice Chair**
Castro Valley Sanitary District

David Haubert, County of Alameda

Jennifer Hansen-Romero, City of Albany

Melissa Hernandez, City of Dublin

Yang Shao, City of Fremont

Francisco Zermeño, City of Hayward

Bob Carling, City of Livermore

Mike Hannon, City of Newark

Shelia Young, Oro Loma Sanitary District

Jen Cavanaugh, City of Piedmont

Jack Balch, City of Pleasanton

Timothy Burroughs, Executive Director

AGENDA

**MEETING OF THE
PROGRAMS AND ADMINISTRATION
COMMITTEE (P&A)**

THURSDAY, FEBRUARY 8, 2024

9:00 A.M.

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

This meeting will be conducted in a hybrid model with participation both in-person and via teleconference:

Teleconference Location #1 Scott Haggerty Heritage House, 4501 Pleasanton Ave., Pleasanton, CA

Teleconference Location #2 3300 Capitol Ave. Building A, Fremont, CA

Teleconference Location #3 14751 Pansy Street, San Leandro CA

Teleconference Location #4 30065 Skylark Ct, Hayward, CA

Teleconference Location #5 806 Pierce St. Albany, CA

Members of the public may attend in person at the addresses listed above or by:

1. Calling US+1 669 900 6833 and using the Webinar ID 811 8834 5230
2. Using the [Zoom](#) website or App and entering meeting code 811 8834 5230

During the meeting the chair will explain the process for members of the public to be recognized to offer public comment. The process will be described on the StopWaste website at <http://www.stopwaste.org/virtual-meetings> no later than noon, Wednesday, February 7, 2024.

The public may also comment by sending an e-mail to publiccomment@stopwaste.org. Written public comments 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, 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 P&A Minutes of January 11, 2024**

V. REGULAR CALENDAR

- 3 1. Agency Holiday Information (Pat Cabrera)**
This item is for information only.

- 7 2. Launch of New Grant Cycle (Meri Soll & Cassie Bartholomew)**
This item is for information only.

VI. MEMBER COMMENTS

VII ADJOURNMENT –TO P&A MEETING – MARCH 14, 2024 AT 9:00 A.M.

DRAFT

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

Thursday, January 11, 2024

9:00 A.M.

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

Members Present:

County of Alameda
City of Albany
City of Berkeley
Castro Valley Sanitary District
City of Dublin
City of Hayward
City of Livermore
City of Newark
Oro Loma Sanitary District
City of Piedmont

David Haubert
Jennifer Hansen-Romero
Susan Wengraf, Chair
Dave Sadoff
Melissa Hernandez
Daniel Goldstein
Bob Carling
Mike Hannon
Shelia Young
Jen Cavanaugh

Members Absent:

City of Fremont
City of Pleasanton

Yang Shao
Jack Balch

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Alma Freeman, Communications Manager
Justin Lehrer, Operations Manager
Jennifer Luong, Financial Services 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 December 14, 2023

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

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

IV. REGULAR CALENDAR

1. Fiscal Year 2022-23 Audit Report (Pat Cabrera & Jennifer Luong)

Staff recommends that the Programs and Administration Committee review and forward the FY 22-23 audit report to the Waste Management Authority Board for acceptance and filing.

Staff recommends that the Recycling Board accept and file the FY 22-23 audit report.

Timothy Burroughs introduced the item. Pat Cabrera provided an overview of the staff report. A link to the report is available here: [FY22-23-Audit-Report.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 finance staff is comprised of Jennifer Luong, Finance Services Manager; Soudy Abbasi, Accountant; Jenny O'Brien, Senior Administrative Assistant; and Nisha Patel, Management Analyst. Mitesh Desai and Samo Michel, from Badawi and Associates were available to answer any questions.

Additional time was provided to the Board for discussion and for clarifying questions. An audio link to the discussion is available here: [FY22-23-Audit-Discussion](#). There were no public comments for this item. Chair Wengraf commended staff for their efforts in managing the agency's finances and extended congratulations for a clean audit report.

Board member Haubert moved for approval that the P&A Committee review and forward the FY 22-23 audit report to the Waste Management Authority Board for acceptance and filing. Board member Sadoff 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).

V. MEMBER COMMENTS

There were none.

VI. ADJOURNMENT – TO FEBRUARY 8, 2024, AT 9:00 A.M.

The meeting was adjourned at 9:15 a.m.

DATE: February 8, 2024

TO: Programs and Administration Committee

FROM: Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director

SUBJECT: Agency Holiday Information

SUMMARY

As requested by the WMA Board at the December 20, 2023, meeting, staff prepared additional information regarding Agency approved holidays.

DISCUSSION

On December 20, 2023, the WMA Board unanimously approved Juneteenth as an Agency holiday. The Board agreed that given Juneteenth's historical significance it should be observed as a standing holiday. The Board further requested that information be presented to the P&A committee regarding the Agency's approach to considering holidays moving forward. With the addition of Juneteenth to the other standing holidays (See Attachment 2), staff does not anticipate recommending any additional holidays. Further, the three floating holidays provide staff with the flexibility to observe other cultural or religious events at their discretion.

Staff considered multiple criteria when determining if it was appropriate to recommend changes to the Agency's paid holidays by adding Juneteenth. One, as mentioned, is the unique historical significance of Juneteenth. Another criterion was a comparison to our member agencies. Staff conducted a survey to assess how many member agencies recognize Juneteenth as a holiday and the total number of paid holidays member agencies offer. As noted in Attachment 1, approximately half the member agencies acknowledge Juneteenth as a standing holiday. With the addition of Juneteenth, StopWaste has 16 paid holidays including floating holidays, which is in the upper middle range of paid holidays compared to our member agencies.

Finally, staff also consider the "productivity cost" (measured as salary and applicable benefits) of the additional holiday, which is approximately \$27,000. Each holiday does have a productivity cost, so it's essential to consider cost along with other criteria mentioned above.

RECOMMENDATION

Information only, no action required.

Attachment 1: Survey of member agencies' paid holidays
Attachment 2: Current StopWaste holidays

ATTACHMENT 1

Member Agency Holiday Survey

	Paid Holiday for Juneteenth?	# of observed holidays	# of Floating Holidays	Total Holidays
StopWaste	Yes	12	3	16
City of Alameda	Yes	11	3.5 - 5.5*	14.5 - 16.5*
Alameda County	Yes	12	4	16
Albany	Yes	11	4	15
Berkeley	Yes	14	3	17
Castro Valley	No	12	0	12
Dublin	additional floating holiday for cultural or religious observance	12	2 current, 4 in 2024	16 in 2024
Emeryville	No	11	3	14
Fremont	Yes	13-14*	Note: Management gets a holiday "bank of 112 hours (14 days)	13-14
Hayward	No	14.5	0	14.5
Livermore	No	12		12
Newark	No	11	2	13
Oakland	Yes	14	1	15
Oro Loma	No	9	7	16
Piedmont	No	12	1	13
Pleasanton	No	11	4-7*	15-18*
San Leandro	Yes	14	1	15
Union City	Yes	12	3	15

* depending on bargaining unit / classification

2024 HOLIDAY SCHEDULE

Monday January 01	New Years Day	
Monday January 15	Martin Luther King, Jr. Birthday	
Monday February 19	President's Day	
Monday May 27	Memorial Day	
Wednesday June 19	Juneteenth Day	
Thursday July 4	Independence Day	
Monday September 2	Labor Day	
Monday October 14	Indigenous People's Day	
Monday November 11	Veterans Day	
Thursday November 28 & Friday November 29	Thanksgiving Day & Day After Thanksgiving	
Tuesday December 24 & Wednesday December 25	Christmas Eve & Christmas Day	

****Three Floating Holidays are granted on July 1st to be used by end of fiscal year
(for eligible employees)**

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DATE: February 8, 2024

TO: Planning Committee/Recycling Board

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

SUBJECT: Waste Prevention Grants Program Update

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. For the Waste Prevention Grant 2024 Solicitation round, we are offering \$1.1 million in funding for local nonprofits, businesses, and institutions for innovative projects focused on waste prevention and building upstream infrastructure through repair, reuse, redistribution, food waste prevention and recovery, and food donation equipment. The program engages businesses, school districts, and community-based organizations to reduce waste in Alameda County while helping to address some of the County's most pressing environmental and equity issues. In addition, these grant projects help member agencies advance their sustainability goals. Since 1996, StopWaste has provided more than \$10 million in grant funding.

DISCUSSION

Local community-based organizations, school districts, and businesses have a critical role in preventing waste and shaping a more circular, resilient, inclusive economy. The grants program offers entities an opportunity to jump start an idea or advance concepts that prioritize upstream source reduction and reuse measures over recycling, composting, and landfilling. Funding priorities are reviewed yearly, and shift depending on Agency priorities and needs in the community.

Over the years, the Agency has also increased funding and assistance to entities helping to meet requirements in state laws such as SB 1383 and the Plastics Pollution Prevention and Producer Responsibility Act (SB 54). For example, an increase in funding for food recovery helps build organizational capacity to recover and distribute donated food to meet SB 1383 mandates, while the boost in funding for reusable foodware implementation reduces reliance on single-use packaging and builds infrastructure ahead of SB 54.

Staff will provide an overview of the upcoming grants solicitation which will include 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.

RECOMMENDATION

This item is for information only.