

APPROVED

MINUTES OF THE REGULAR MEETING OF THE
PLANNING COMMITTEE
AND
ALAMEDA COUNTY RECYCLING BOARD

Thursday, January 12, 2023

4:00 P.M.

TELECONFERENCE MEETING

I. CALL TO ORDER

President McKaughan called the meeting to order at 4:00 p.m. Timothy Burroughs explained the virtual meeting process being utilized during the meeting. A link to the process is available here: [Virtual-Meetings-Instructions](#). Mr. Burroughs announced that Board member Zermeño was attending his final meeting on the Recycling Board and thanked him for his service. Board member Zermeño will return to the Programs & Administration Committee. Mr. Burroughs announced that in-person/hybrid meetings would resume in March and provided an overview of the meeting process.

II. ROLL CALL OF ATTENDANCE

Bob Carling, ACWMA
Eric Havel, Environmental Educator
Darby Hoover, Environmental Organization
Dan Kalb, ACWMA
Chiman Lee, Recycling Programs
Grace Liao, Source Reduction Specialist
Laura McKaughan, Recycling Materials Processing Industry (President)
Talia Wise, Solid Waste Industry Representative
Francisco Zermeño, ACWMA

Staff Present:

Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director
Justin Lehrer, Operations Manager
Alma Freeman, Communications Manager
Jennifer Luong, Financial Services Manager
Arliiss Dunn, Clerk of the Board
Farand Kan, Deputy County Counsel

Others Present:

Samo Michel, Badawi & Associates

III. ANNOUNCEMENTS BY THE PRESIDENT

There were none.

IV. OPEN PUBLIC COMMENT

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

V. CONSENT CALENDAR

- 1. Approval of the Draft PC & RB Minutes of December 8, 2022**
- 2. Resolution regarding meeting via teleconference to promote social distancing, pursuant to AB 361**
Adopt Resolution #RB 2023-01.
- 3. Board Attendance Record**
- 4. Written Report of Ex Parte Communication**

There were no public comments for the Consent Calendar. Board member Lee moved approval of the Consent Calendar. Board member Wise seconded and the motion carried 9-0. The Clerk called the roll: (Ayes: Carling, Havel, Hoover, Kalb, Lee, Liao, McKaughan, Wise, Zermeño. Nays: None. Abstain: None. Absent: None).

VI. REGULAR CALENDAR

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

Staff recommends that the Recycling Board accept and file the FY 21-22 audit report.

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 of 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-Report-Discussion](#)

There were no public comments for this item. Board member Havel moved approval that the Recycling Board accept and file the FY 21-22 audit report. President McKaughan seconded and the motion carried 9-0. The Clerk called the roll:

(Ayes: Carling, Havel, Hoover, Kalb, Lee, Liao, McKaughan, Wise, Zermeño. Nays: None. Abstain: None. Absent: None).

VII. MEMBER COMMENTS AND COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Mr. Burroughs announced that the 2023 grant solicitation will begin on January 12, 2023. There is \$1.1 million available in multiple focus areas such as waste prevention and reuse; recovery of food, goods, and materials; and development, marketing, and use of recovered products. Staff will provide additional information to the Board as well as outreach tools to help spread the word.

In honor of the upcoming Martin Luther King Jr. holiday on Monday, January 16, President McKaughan encouraged board members to seek out opportunities to volunteer and give back to the community.

VIII. ADJOURNMENT – to February 9, 2023 at 6:00 pm.

The meeting adjourned at 4:25 p.m.