

# MINUTES of a Special MEETING

Wednesday, September 13, 2023. 3pm-5pm

Held IN-PERSON for board members and guests at  
2926 G Street, Board Room, 2<sup>nd</sup> floor, Merced CA 95340,



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## REGULAR RCD Board Meeting 3:00 PM - Called to order at 3:05 PM

**In Person:** Reyn Akiona, Jean Okuye, Shirish Shah, Lynn Sullivan, Ursula Stock, Trevor Hutton, Trina Walley

**Zoom Attendees:** N/A

### Welcome and Introductions:

**Public's right to speak:** Public may address any item on Agenda before & during consideration of it. Limited to 6 min/ person

### Oral Communications:

Public may address any item not on the Agenda. Please state your name & address for the record. Limited to 6 min/ person.

### Testimony Corrections and/or additions to the Agenda:

The EMRCD board may take action on items of business not appearing on posted Agenda under any of the following:

1. Upon determination by a majority vote that an emergency situation exists
2. The item was posted for a prior meeting of the EMRCD board occurring not more than 5 days prior to the date action is taken on the item and at the prior meeting the item was continued to the meeting at which action is being taken.
3. Upon determination by a unanimous vote that the need to take action arose subsequent to the Agenda being posted.

*To receive documents provided to those in attendance at the board meeting for review, please email [managers@eastmercedrhd.org](mailto:managers@eastmercedrhd.org) with your request no later than 24amhours prior to the meeting. Items provided to directors prior to the meeting will be emailed with the agenda to all recipients requested to be on the distribution list.*

## Special RCD Board Meeting Called to order 3:06 PM

### 1. Board Discussion and Evaluation Items

#### a. Employee Retirement Plans

- i. Reyn gave an intro for this discussion style meeting and asked for respect.
- ii. Trina and Ursula reviewed 5 yr plan adopted prior to Ursula's arrival.
  - a. In 2018/19 RCD got funding for capacity building from DOC and CARCD. This is when the 5 year strategic plan (2020-2025) was developed
  - b. EMRCD plan focuses on capacity building, growing staff, budget, employee retention
  - c. Hire TA for grant work (Trevor) and FT DM,
  - d. U sent minutes of June 22, when board discussed following ESRCD benefits including Retirement. However, Retirement could not start for 1 year from time of employment, and Trevor was hired in July 2022. Ursula had told Trevor about this benefit at that time, although no details were worked out and no definitive plan agreed upon. Ursula had/has been copying Trina's plan for the most part, for the sake of efficiency.

#### b. Ursula and Trina Reviewed the SIMPLE IRA used by ESRCD

- i. Simple IRA. Owned by employee, with contributions from employee and/or employer. One option is 2% wages paid in by employer. Other option is match contribution: i.e. employee contributes 3%, employer contributes 3%. Can be canceled.
- ii. Public entities cannot use financial brokers. Must use banking institution. Trina uses Bank of Stockton
- iii. Ursula had spoken with Bank of Stockton and BOA, and County auditor, Janey Cabral
- iv. Can EMRCD afford to offer this? Board members concerned about the responsibility and capacity to manage an employer contribution to a simple IRA.

- v. Shirish:
  - a. Can EMRCD manage an IRA match / contribution.
  - b. Can EMRCD make it a bonus or performance based question? Mark,
  - c. What is coming in, can and can EMRCD handle it
  - d. Add to agenda for board meeting on 9/20.
    - Postpone adoption of a retirement plan in the annual plan.
    - Possibility of a 3% stipend.
    - Postpone October. Board meeting to October 25<sup>th</sup>
- vi. Lynn:
  - a. Understands that ERMCD is liable in perpetuity
- vii. Trina:
  - a. Prior to retirement 1 yr income needed for projected annual deposit per
  - b. Suggests board wait till new hire
- viii. Trevor asks if EMRCD is committed to creating a ret benefit.
- ix. **Add Action prp 3% for Trevor in lieu raise in spirit of** original hire communication

c. Transition Planning

- i. Update on Ursula's status. Sean has an offer, but has not signed. U has asked not to leave Merced until the end of October at the earliest. U would like to offer advice/guidance/training to new director, if possible. Some depends on timeline of new director hire, funding.
- ii.
- iii. Reyn asks how much gen funds- for transition, Trina will determine.
- iv. Requests this be added to Agenda of Oct 25 board meeting**
- d. Reyn requests that Ursula give drive to Shirish, board secretary, as transfer precaution
- e. Transfer SAMS to new ED
- f. Reyn suggests that EMRCD employees U as contract for 1099
  - i. Add action to agenda after Action, county council, do we need more of a plan first?
  - ii. Ursula estimates she will be in Merced through October, and will give update next meeting. She offered to work longer /remote to support new DC transition if helpful.
- g. Hiring Review
  - i. Hiring committee is Reyn, Lynn and Trevor.
  - ii. Reyn and Lynn think all candidates in the YES file and, 2 in the qualify for initial interview
  - iii. About 10 candidates
  - iv. Jean suggested we add an outsider to the hiring committee from CARCD or other partner organizations for the final round of interviews
  - v. Reyn offered to organize first interviews in next couple of weeks with hiring committee
  - vi. goal of handing a candidate "in pocket" for the October board meeting.
- h. Diego Espanoza, Vernetta Doty's (UC Merced) 150 hour volunteer offer (now till April) for \$1500 stipend
  - i. Discussion of adding Diego our team, Available Thursdays and weekends
    - a. Help water trees with Jean, Assist on WETA evals with Trevor, Work with U on computer, Perhaps organize paper files in office

- b. Is liability/workers comp/insurance covered by UC Merced.
- c. Does EMRCD have hours and capacity to direct and fill this persons time without general funds.

ii. Add action for next week.

2. Adjournment 4:56 PM

1. Signature \_\_\_\_\_ Date \_\_\_\_\_

Rehn Akiona, EMRCD Board President

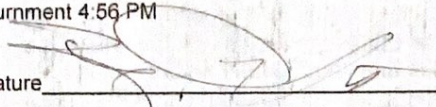
**NEXT MEETING: will be a special meeting on October 25, 2023, 3:00pm-5:00**

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- c. Does EMRCD have hours and capacity to direct and fill this persons time without general funds.

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2. Adjournment 4:56 PM

1. Signature



Date

9/20/23

Rehn Akiona, EMRCD Board President

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