Board of Directors Meeting Minutes
September 19, 2023
5:30 PM

Location: PCA Offices
205 Keller Street, Suite 203
Petaluma, CA 94952

BOARD OF DIRECTORS
X Cindy Thomas – Chair
X Ingrid Alverde – Vice-Chair, City of Petaluma Designate
Vacant – Secretary
X Randy Stewart – Treasurer
X Fred Carroll
X Tim Williamsen
Vacant Seat
Vacant Seat
Vacant - Petaluma School District Designate x2

1. **ROLL CALL – 5:39 PM**
X marks present above.

2. **PUBLIC COMMENT**
Public comment on issues not on the agenda. Time for comment on agenda items will be made available during discussion of those items. No action can be taken by the Board on issues raised in any comments; however, the Board may refer questions to PCA Management for review.
None.

3. **BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENTS**
Directors Comments, Announcements.
None

4. **AGENDA APPROVAL**
Requests for modifications, deletions
RS moved and TW second, unanimous.

5. **APPROVAL OF MINUTES**
Minutes for July 18, 2023 PCA Board of Directors Meeting
TW moved and RS second, unanimous

6. **TREASURER'S REPORT**
Report for July, August 2023 Financial Statements (Stewart)

7. **EXECUTIVE DIRECTOR'S REPORT**
Report for July, August 2023 (Thoummavong)

8. **CONSENT CALENDAR**

None.

9. **REPORTS OF COMMITTEES**

- Executive Committee (Thomas, Alverde, Stewart) None.
- Finance Committee (Stewart, Williamsen) None.
- Nominating Committee (Carroll, Alverde) None.
- Policies & Procedures (Thomas, Alverde, Williamsen) See Item 10-E on Agenda.
- Outreach Committee (Thoummavong, Carroll, Alverde) None.

10. **OLD BUSINESS**

A) Implementation Plan Review - Standing Item (All)
No action.
B) Development Calendar Review – Standing Item (All)
No action.
C) Update on PSA with City of Petaluma (Alverde)
Ingrid states the PSA was approved by the City Council on September 11.
No action.
D) Review/refresh employee handbook (P & P Committee)
Revised Employee Handbook was approved, effective immediately.
IA moved and RS second, unanimous

11. **NEW BUSINESS**

A) Appointment of Elections Inspector (Thomas)
Maureen McGuigan was elected to oversee the 2023 PCA Board Election results.
CT moved and RS second, unanimous
B) Endorse Board Candidate for Board of Directors Election
Randy Stewart will be the Board's endorsed candidate.
TW moved and IA second, unanimous
C) Review of Items 10-1 and 10-B
Tabled - Pon to make bullet points for Board to review.
No action.

12. **ADJOURN TO CLOSED SESSION**

A) Personnel matter.

13. **REPORT OUT OF CLOSED SESSION**.

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ADJOURN 6:53 PM

CT moved / TW second

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