



**Silicon Valley Clean Energy Authority
Executive Committee Meeting**

Thursday, July 7, 2016

3:00 pm

West Conference Room

456 W. Olive Ave.

Sunnyvale, CA

MEETING MINUTES

Call to Order

Andrea Pizano called the meeting to order at 3:04 p.m.

Roll Call

Present:

Director Daniel Harney, City of Gilroy
Director John McAlister, City of Mountain View
Director Howard Miller, City of Saratoga
Director Rob Rennie, Town of Los Gatos
Director Rod Sinks, City of Cupertino

Absent:

Director Liz Gibbons, City of Campbell

Public Comment on Matters Not Listed on the Agenda

Bruce Karney, Carbon Free Mountain View, voiced his interest in early enrollment as an incentive for people to choose the 100% renewable option.

Regular Calendar

1) Regular Meeting Time and Date for Executive Committee

By consensus the Board decided future meeting dates to be the 4th Wednesday of the month from 2-4pm; current meetings scheduled for July 21 and August 4 will also move to 2-4pm.

2) Executive Committee Chair and Vice Chair (Action)

CEO Habashi recommended that Director Sinks serve as Chair and Director Rennie serve as Vice Chair of the Executive Committee.

By consensus, Director Sinks was selected as Chair and Director Rennie selected as Vice Chair.

3) Office Space Criteria

CEO Habashi presented the staff report and responded to Board questions.

The Board discussed the size of the space needed as well as short term vs. long term needs.

CEO Habashi reported that staff will present a monthly cash flow report in August.

4) Staffing Plan

Operations Manager Melody Tovar presented the staff report and responded to Board questions.

The Board discussed using contracted staff (Human Resources, general counsel, etc.) and reviewed the recommended org charts and staff plan.

Operations Manager Tovar asked for clarification on if the Board was focused on the approval of the first group of staff, specific to the timing of the positions, and not the positions themselves. Director Miller confirmed that they are happy with the overall plan and would request that there is check-in as time progresses.

Chair Sinks opened public comment.

No speakers.

Chair Sinks closed public comment.

5) Job Classifications for Initial Hiring (September – December 2016)

CEO Habashi opened discussion on the job classifications and responded to Board questions.

Chair Sinks opened public comment.

No speakers.

Chair Sinks closed public comment.

6) Benefit Package

CEO Habashi presented the proposed benefit package and responded to Board questions.

The Board discussed health coverage options and the purpose of the package.

Chair Sinks and Director Miller spoke of their experience in working with third party human resources contractors and requested staff to research services offered by these companies.

Staff will contact human resources companies and see what is offered.

Chair Sinks opened public comment.

Bruce Karney, Carbon Free Mountain View, spoke about the need for a rewarding benefits package for potential SVCE talent.

Chair Sinks closed public comment.

Board Member Announcements

Chair Sinks reported that he would like to give a presentation summarizing the content of the Silicon Valley Energy & Sustainability Summit at the next BOD meeting.

Adjournment

Chair Sinks adjourned the meeting at 4:41 p.m.