

<p><b>Chairperson</b> Tessa Rudnick</p> <p><b>Vice Chairperson</b> Carolyn Wysinger</p>	<p><b><i>El Cerrito</i></b></p> <p><b><i>Municipal Services Corporation</i></b></p>	<p><b>Boardmembers</b> Paul Fadelli Lisa Motoyama Karen Pinkos Gabe Quinto Alexandra Orologas</p>
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## MINUTES

TUESDAY, MARCH 19, 2024

<p><b>SPECIAL MUNICIPAL SERVICES CORPORATION MEETING (5:00 PM)</b> City Council Chambers - 10890 San Pablo Ave, El Cerrito</p> <p><b>Closed Captions available Via Zoom:</b> <a href="https://us06web.zoom.us/j/81314122723?pwd=PXskJYxFfZwOSefbdadNxbk2ZXiN31.1">https://us06web.zoom.us/j/81314122723?pwd=PXskJYxFfZwOSefbdadNxbk2ZXiN31.1</a> <b>Meeting ID:</b> 813 1412 2723 <b>Password:</b> 792028 <b>Dial in:</b> 1-408-638-0968</p>
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**View:**

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at [www.el-cerrito.org/CouncilMeetingMaterials](http://www.el-cerrito.org/CouncilMeetingMaterials)

**Accommodations:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary at 510-215-4305. Notification 48 hours prior to the meeting will enable the Board to make reasonable accommodations. Closed Captions available via zoom.

**Conduct:** This meeting shall be conducted pursuant to the El Cerrito [City Council Rules of Order and Procedure](#), including adjourning by 11:00 PM unless extended to a specific time determined by a majority of the Board.

**Public Comments:**

1. *In-person* by submitting a request to speak to the Board Secretary.
2. *By Email* to [cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us) identified in the subject line as **MSC Public Comments – Agenda Item #.**

Written comments received by **2:00 p.m. the day of the meeting** will be provided to the Board and posted [online](#) in advance of the meeting. Comments received after the deadline will be provided to the Board and will be posted **after the meeting.**

**5:00 P.M. ROLL CALL – CONVENE SPECIAL MUNICIPAL SERVICES CORPORATION MEETING**

Chairperson Rudnick called the meeting to order at 5:13 PM.  
**Present:** Chairperson Rudnick, Vice Chairperson Wysinger, Boardmember Fadelli, Boardmember Motoyama, Boardmember Orologas, Boardmember Pinkos **Absent:** Boardmember Quinto

1. **CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A BOARDMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449**

**2. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS**

**3. ADOPTION OF THE CONSENT CALENDAR**

*All items on the consent calendar shall be acted upon in one motion, unless a member of the Board or staff request separate consideration.*

**Moved/Seconded:** Boardmember Fadelli/Boardmember Motoyama

**Action:** Approved the consent calendar as indicated below.

**Ayes:** Chairperson Rudnick, Vice Chairperson Wysinger, Boardmember Fadelli, Boardmember Motoyama, Boardmember Orogas, Boardmember

Pinkos **Noes:** None **Absent:** Boardmember Quinto

**A. Approval of Minutes**

**Action Proposed:** Pass a motion to approve the meeting minutes from the November 7, 2023 meeting.

**Contact:** Holly M. Charléty, Board Secretary

**Action:** Approved minutes

**4. POLICY MATTERS**

**B. Adopt a Resolution authorizing the Executive Director to execute an agreement for Legal Services with Redwood Public Law LLP and naming Sky Woodruff to continue serving as General Counsel for the Municipal Services Corporation (MSC)**

**Action Proposed:** Adopt a resolution approving and authorizing the Executive Director to execute an agreement for legal services with Redwood Public Law LLP and naming Sky Woodruff to continue serving as General Counsel for MSC.

**Contact:** Holly M. Charléty, Board Secretary

**Moved/Seconded:** Boardmember Motoyama/Boardmember Pinkos

**Action:** Adopted MSC Resolution 2024-01 **Ayes:** Chairperson Rudnick, Vice Chairperson Wysinger, Boardmember Fadelli, Boardmember

Motoyama, Boardmember Orogas, Boardmember Pinkos **Noes:** None **Absent:** Boardmember Quinto

**C. Approval and Authorization of a contract to provide Coordinated Outreach Referral Engagement (C.O.R.E.) services and Housing Security Funds**

**Action Proposed:** Adopt a resolution authorizing the Executive Director to execute a contract with Contra Costa Health to provide Coordinated Outreach Referral Engagement (C.O.R.E.) services and Housing Security Funds as a pilot for Fiscal Year 2024-25 for an amount not to exceed \$108,822.

**Contact:** Aissia Ashoori, Housing-Economic Development Manager,

Community Development Department; Alexandra Orologas, Assistant City Manager, City Management

**Presentation and Discussion:** Presenters and staff responded to comments and questions raised by members of the Board regarding uses for housing fund allocation and management of funds, weekend versus weekday service, timeline for reporting back on program, consistency in staff assignments, addressing additional needs that may be identified for the housing fund, processing referrals, working hours for team, lifecycle of dispensary permits providing funding, data on utilization and frequency of contact, union representation of dedicated core staff.

**Moved/Seconded:** Boardmember Fadelli /Boardmember Motoyama  
**Action:** Adopted MSC Resolution 2024-02 **Ayes:** Chairperson Rudnick, Vice Chairperson Wysinger, Boardmember Fadelli, Boardmember Motoyama, Boardmember Orologas, Boardmember Pinkos **Noes:** None  
**Absent:** Boardmember Quinto

**5. ADJOURN SPECIAL MUNICIPAL SERVICES CORPORATION MEETING**

The special meeting adjourned at 5:54 PM

DocuSigned by:

*Tessa Rudnick*

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Tessa Rudnick, Chairperson

This is to certify that the foregoing is a true and correct copy of the minutes of the Municipal Services Corporation meeting of March 19, 2024 as approved by the El Cerrito Municipal Services Corporation.

DocuSigned by:

*HCharlety*

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Holly M. Charlety, MMC, Board Secretary