



## DRAFT MINUTES

7a

### OC LAFCO REGULAR MEETING AGENDA

Wednesday, May 13, 2020  
8:15 a.m.

*Due to COVID-19, this meeting was conducted by teleconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act.*

#### 1. CALL TO ORDER

**Chair Brothers** called the meeting of the Orange County Local Agency Formation Commission (OC LAFCO) to order at 8:20 a.m., announced that the Commission meeting is being conducted by teleconference, and participation by Commissioners and staff are from remote locations.

#### 2. ROLL CALL

The following Commissioners and Alternates were present:

- **Chair Cheryl Brothers**
- **Vice Chair Douglass Davert**
- **Commissioner Lisa Bartlett**
- **Commissioner Derek J. McGregor**
- **Commissioner Donald Wagner**
- **Alternate Commissioner Wendy Bucknum**
- **Alternate Commissioner Kathryn Freshley**
- **Alternate Commissioner Lou Penrose**

The following Commissioners and Alternates were absent:

- **Commissioner Allan Bernstein**
- **Commissioner James Fisler**
- **Alternate Commissioner Michelle Steel**

The following OC LAFCO staff members were present:

- **Executive Officer Carolyn Emery**
- **Policy Analyst Luis Tapia**

- Policy Analyst Gavin Centeno
- Commission Clerk Cheryl Carter-Benjamin
- Legal Counsel Scott Smith

**3. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION  
(Received After Agenda Distribution)**

Commission Clerk Cheryl Carter-Benjamin noted that no supplemental correspondence was received.

**4. PUBLIC COMMENT**

**Chair Brothers** requested public comments on any non-agenda items.

Commission Clerk Cheryl Carter-Benjamin noted no public comments were received by email. **Chair Brothers** closed the public comments.

**5. CONSENT CALENDAR**

**Chair Brothers** called for a motion on the consent calendar. The Commission Clerk conducted a roll call vote on the item.

**5a. – Approval of Minutes - April 8, 2020 Regular Commission Meeting**

**MOTION:** Approve the Consent Calendar. (Douglass Davert)  
**SECOND:** Kathryn Freshley  
**FOR:** Douglass Davert, Kathryn Freshley, Lisa Bartlett,  
Wendy Bucknum, Derek J. McGregor, Donald Wagner,  
Cheryl Brothers  
**AGAINST:** None  
**ABSTAIN:** None

**MOTION PASSED:** 7-0.

**6. PUBLIC HEARING**

**6a. – Fiscal Year 2020-21 OC LAFCO Final Budget**

Executive Officer Carolyn Emery presented the staff report on the final budget for FY 2020-21. The Executive Officer summarized the areas that have been reduced in response to the expected impacts of the pandemic on the Commission's funding agencies and stated that the final budget proposes that the funding apportionment for the County, cities and special districts remain the same as the funding level for current fiscal year.

**Chair Brothers** opened the public hearing. Commission Clerk Cheryl Carter-Benjamin noted no public comments were received by email on this item. **Chair Brothers** closed the public hearing and asked for discussion by the Commission.

**Vice Chair Davert** recognized staff for being proactive by proposing reductions to the budget in response to the expected impacts of the pandemic to the funding agencies.

**Chair Brothers** called for a motion on the item. The Commission Clerk conducted a roll call vote on the item.

**MOTION:** Adopt the OC LAFCO Final Budget for Fiscal Year 2020-21.  
(Derek J. McGregor)

**SECOND:** Douglass Davert

**FOR:** Derek J. McGregor, Douglass Davert, Lisa Bartlett,  
Wendy Bucknum, Kathryn Freshley, Donald Wagner,  
Cheryl Brothers

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED:** 7-0.

## 7. COMMISSION DISCUSSION AND ACTION

### 7a. - Memorandum of Understanding with California State University, Fullerton Auxiliary Services Corporation

Executive Officer Carolyn Emery presented the staff report on the proposed MOU with CSU Fullerton Auxiliary Services for services provided by the Center for Demographic Research. The Executive Officer acknowledged the participation of Deborah Diep, CDR Director in the meeting and her availability to answer questions of the Commission.

**Chair Brothers** called for Commission discussion and public comments. Commission Clerk Cheryl Carter-Benjamin noted no public comments were received by email on this item. **Chair Brothers** called for a motion on the item. The Commission Clerk conducted a roll call vote on the item.

**MOTION:** Approve the three-year (Fiscal Years 2020-23) Memorandum of Understanding with CSU Fullerton Auxiliary Services Corporation for the Continued Operation of the Center for Demographic Research at California State University, Fullerton. (Douglass Davert)

**SECOND:** Lisa Bartlett

**FOR:** Douglass Davert, Lisa Bartlett, Wendy Bucknum,  
Kathryn Freshley, Derek J. McGregor, Donald Wagner,

**Cheryl Brothers**

**AGAINST: None**

**ABSTAIN: None**

**MOTION PASSED: 7-0**

**7b. - OC LAFCO Policy for the Emergency Family and Medical Leave Act and Emergency Paid Sick Leave**

Executive Officer Carolyn Emery presented the staff report on the OC LAFCO Policy for Emergency Family and Medical Leave Act and Emergency Paid Sick Leave. The Executive Officer stated that the policy provides provisions for OC LAFCO employees affected by specific circumstances of the COVID-19 pandemic through protected leave and emergency paid leave. The Executive Officer acknowledged the participation of Scott Smith, Legal Counsel in the meeting and availability with staff to answer any questions.

**Chair Brothers** called for Commission discussion and public comments. There were general comments from the Commission on the item. The Commission Clerk noted no public comments were received by email on this item.

**Chair Brothers** called for a motion on the item. The Commission Clerk conducted a roll call vote on the item.

**MOTION: Approve the OC LAFCO Policy for the Emergency Family and Medical Leave Act and Emergency Paid Sick Leave. (Douglass Davert)**

**SECOND: Wendy Bucknum**

**FOR: Douglass Davert, Wendy Bucknum, Lisa Bartlett, Kathryn Freshley, Derek J. McGregor, Donald Wagner, Cheryl Brothers**

**AGAINST: None**

**ABSTAIN: None**

**MOTION PASSED: 7-0.**

**8. COMMISSIONER COMMENTS**

General comments were made by Commissioners.

**Chair Brothers** noted there were no items requiring Commission action next month and recommended cancellation of the June meeting if there was no opposition from the Commission. There was no opposition.

**9. EXECUTIVE OFFICER'S REPORT**

The Executive Officer briefly informed the Commission of staff's transition back to the office.

**10. INFORMATIONAL ITEMS & ANNOUNCEMENTS**

**Chair Brothers** stated that there were no informational items or announcements.

**11. CLOSED SESSION**

The Commission adjourned to closed session at 8:52 a.m.

**Chair Brothers** reconvened the regular meeting at 9:45 a.m. and stated that there were no reportable actions of the closed session.

**12. NOTICE OF ADJOURNMENT OF THE REGULAR COMMISSION MEETING**

**Chair Brothers** adjourned the Regular Commission Meeting at 9:45 a.m. to the next regular OC LAFCO meeting scheduled for Wednesday, July 8, 2020 at 8:15 a.m. The location of the meeting will be determined at a later date.

Cheryl Brothers, Chair  
Orange County Local Agency Formation Commission

By: \_\_\_\_\_  
Cheryl Carter-Benjamin  
Commission Clerk