



651 Commerce Drive
Roseville, CA 95678

phone (916) 781-3636
fax (916) 783-7693
web www.ncpa.com

Executive Committee Agenda

Date: December 2, 2021
Subject: NCPA Executive Committee Meeting
Location: NCPA, 651 Commerce Drive, Roseville, CA 95678
Time: 8:00 am

* In compliance with the Brown Act, you may participate via teleconference at one of the meeting locations listed below. In either case, please: 1) post this Agenda at a publicly accessible location at the **participation** location **no later than 72-hours before** the meeting begins, and 2) have a speaker phone available for any member of the public who may wish to attend at your location. *

CITY OF HEALDSBURG
401 Grove Street
Healdsburg, CA

CITY OF LODI
221 W. Pine Street
Lodi, CA

CITY OF LOMPOC
100 Civic Center Plaza
Lompoc, CA

NCPA
651 Commerce Drive
Roseville CA

The Committee may take action on any of the items listed on this Agenda regardless of whether the matter appears as a Discussion/Action Item or a Report or an Information Item. When this Agenda is supplemented by Staff Reports, they are available to the public upon request. Pursuant to California Government Code Section 54957.5, the following is the location at which the public can view Agendas and other public writings: NCPA Offices, 651 Commerce Drive, Roseville, California.

Persons requiring accommodation in accordance with the Americans with Disabilities Act in order to attend or participate in this meeting are requested to contact the NCPA Secretary at 916.781.3636 in advance of the meeting to arrange for such accommodations.

REVIEW SAFETY PROCEDURES

1. *Call Meeting to Order and Introductions*
2. *Approve minutes of the October 28, 2021, Regular Executive Committee Meeting, and the November 8, 2021, Special Committee Meeting.*

PUBLIC FORUM

Any member of the public who desires to address the Committee on any item considered by the Committee at this meeting before or during the Committee's consideration of that item shall so advise the Chair and shall thereupon be given an opportunity to do so. Any member of the public who desires to address the Committee on any item within the jurisdiction of the Committee and not listed on the Agenda may do so at this time.

INFORMATIONAL ITEMS

3. ***General Manager Report*** – update and monthly report
4. ***General Counsel Report*** – update and monthly report

CLOSED SESSION

5. **CONFERENCE WITH LABOR NEGOTIATORS AND PERFORMANCE EVALUATION** – a) Labor negotiations pursuant to Government Code section 54957.6: Agency representatives: NCPA Executive Committee Members and Human Resources Manager Elizabeth Gonzalez: Unrepresented Public Employee: General Manager; and b) Performance evaluation pursuant to Government Code Section 54957: Unrepresented Public Employee: One Category: General Manager.
6. **CONFERENCE WITH LABOR NEGOTIATORS AND PERFORMANCE EVALUATION** – a) Labor negotiations pursuant to Government Code section 54957.6: Agency representatives: NCPA Executive Committee Members and Human Resources Manager Elizabeth Gonzalez: Unrepresented Public Employee: General Counsel; and b) Performance evaluation pursuant to Government Code Section 54957: Unrepresented Public Employee: One Category: General Counsel.

OPEN SESSION

REPORT FROM CLOSED SESSION

DISCUSSION / ACTION ITEMS

7. ***Approval of Letter Agreement to Award Additional Paid Administrative Leave for Calendar Year 2022 to Randy S. Howard, General Manager*** – approve and recommend Commission authorize the Chair of the Commission to award the General Manager a Letter Agreement awarding additional leave that may not be cashed out for use in 2021 and approve the General Manager’s Performance Goals for 2022.
Fiscal Impact: Funds are available in the Executive Services – General Manager Salaries and Benefits account; there is no material change to the current fiscal year budget.
8. ***Approval of Fifth Amendment to Employment Agreement with Jane E. Luckhardt, General Counsel*** – approve and recommend Commission approval of the Fifth Amendment to Employment Agreement between NCPA and Jane E. Luckhardt; authorize the Chair of Commission to execute the Fifth Amendment to Employment Agreement; authorize the Chair of the Commission to award a Letter Agreement awarding additional leave that may not be cashed out for use in 2022; and approve the General Counsel’s Performance Goals for 2022.
Fiscal Impact: Funds are available in the Executive Services – Legal Salaries and Benefits account; there is no material change to the current fiscal year budget.
9. ***Approval of Revisions to NCPA’s Personnel Policies and Procedures Manual*** – approve and recommend Commission authorize the General Manager or his designee to implement the revisions to NCPA’s Personnel Policies and Procedures Manual.

NEW BUSINESS

ADJOURNMENT