

DLBA Board of Directors Meeting

December 15, 2021

Zoom Teleconferencing



Mission: Cultivate, preserve and promote a healthy, safe and prosperous Downtown

1. Call to Order and Introductions

Loara Cadavona

CONSENT CALENDAR

2. SECRETARY REPORT

- Minutes from October 7, 2021, Meeting & November 18, 2021, Special Meeting

3. FINANCIAL REPORT

- Year-To-Date Financials through October 31, 2021

All matters listed under the Consent Calendar are to be considered routine by the Board and will be enacted by one motion.

ACTION: Approve consent calendar items unless otherwise removed for discussion.

4. Chairperson's Report

Loara Cadavona

4A. Executive Committee Report - Cadavona

4Ai. President/CEO Search Committee

Downtown Long Beach Alliance

President/CEO
Search Committee
Composition & Member
Recommendations

Search Committee Roles & Responsibilities

Potentially, in partnership with the search firm or recruiter, the search committee should:

- Define the position, including the required experience, skills, and characteristics to be successful in the role, as well as the responsibilities and expectations for meeting goals
- Take part in an assessment process at the start of the search, in order to ensure agreement on the profile and priorities for the position
- Endorse a search process, which includes detailing who will be involved with the interviews, the decision-making process, and the anticipated timeline of the search
- Review, interview and assess candidates
- Ensure an inclusive and consistent interview process – all while maintaining the highest level of confidentiality
- Reach internal alignment around the selection of a new leader
- Determine how staff and other key stakeholders (who are not on the committee) will be engaged and updated on the progress of the search at appropriate touch points along the way
- Note: While the search firm can provide counsel regarding how to select the finalist and navigate negotiations, the committee will always be the one to extend the offer after board approval.

Member Qualifications

- Typically, executive search committees are comprised of 5 – 7 members but no more than 9.
- Represents the organization. An impressive and sophisticated search committee leaves a lasting first impression on candidates and stakeholders.
- Crucial for the committee composition to reflect the diversity of the organization.
- Demonstrate sharp business acumen representative of a high-performing board and organization.
- Committee members should have expertise, thorough knowledge of the organization and the ability to evaluate candidates objectively.
- Understanding of executive level responsibilities and, familiarity with executive level searches preferred
- Consider a core group of board leaders composed of the immediate past board chairperson, current chairperson and chairperson-elect.
- Some boards consider having senior-level executives and/or organization stakeholders on the committee who have very detailed knowledge of the inner workings of the organizational culture.

Committee Composition

No	Type	Description
1	BID Expert/Council of Business Associations (COBA)	<ul style="list-style-type: none"> - Unified voice for advocacy, acts as an effective communication conduit between business communities, and is a simplified business resource center. - Members are representatives from official Business Improvement Districts (BIDs) and associations from across the city. The BIDs include: Downtown Long Beach Alliance, Belmont Shore Business Association, Bixby Knolls Business Improvement Association, 4th Street Retro Row, and East Anaheim Business Association. The associations include Long Beach Area Chamber of Commerce, Naples Improvement Association, Cambodia Town, East Spring Street, and On Broadway.
2	Business Owner	Owner of a business in Downtown Long Beach
3	City of Long Beach Representative	Representative of the City Manager's Office
4	Commercial Property Owner	Owner of commercial property in Downtown Long Beach
5	Residential Property Owner	Resident and home owner in Downtown Long Beach
6	Long Beach Center for Economic Inclusion (LBCEI)	LBCEI is a community development corporation that expands inclusive economic opportunities to build and sustain wealth for all communities in Long Beach.
7	Incoming Chair	Incoming Chair with term starting October 1, 2022
8	Other: Partner	Key partner organization
9	Other: (Board)	Non-Executive Committee Board Member

Membership

*Search Committee Co-Chairs

No	Type	Member
1	BID Expert/Council of Business Associations (COBA)	Blair Cohen , Executive Director, Bixby Knolls Improvement Association
2	Business Owner	Alan Pullman* , Senior Principal, studio one eleven (Immediate Past Chair)
3	City of Long Beach Representative	Linda Tatum , Assistant City Manager, City of Long Beach
4	Commercial Property Owner	Sean Rawson , Co-Founder Waterford Property Company (Board Member)
5	Residential Property Owner	Denise Carter , Resident (Executive Committee Member)
6	Long Beach Center for Economic Inclusion (LBCEI)	Suny Lay Chang , President and Chief Operating Officer (COO) of Linc Housing
7	Incoming Chair	Debra Fixen* , General Manager at Pacific Ocean Management/Shoreline Village Enterprises (Incoming Chair)
8	Other: Partner	Key partner organization
9	Other: (Board)	Graham Gill , Senior Associate, Lee & Associates (Board Member)

4A. Executive Committee Report - Cadavona

4Ai. President/CEO Search Committee

ACTION: Approve recommended composition and candidates for President/CEO Search Committee

4B. Governance Committee Report - Fixen

4Bi. Board Seat Vacancies

- PBID Standard (1)
- PBID Premium (1)
- Advisory (1)

5. Staff Report

Broc Coward, COO

5A. Audit Committee Report – Jeremy Ancalade & Windes

5A. Audit Committee Report – Jeremy Ancalade & Windes

ACTION: Approve or amend 2020-21 Annual Audit of Consolidated Year-End Financials as recommended by DLBA Audit Committee

5A. Audit Committee Report – Jeremy Ancalade & Windes

ACTION: Approve or amend 2020-21 Form 990 as recommended by
DLBA Audit Committee

5B. 401K Plan Document Renewal – Jeremy Ancalade

ACTION: Review to approve or revise the resolutions regarding DLBA's 401(k) plan.

5C. DEIA Update – Ishmael Nunez, BDS Planning

ACTION: Amend the Strategic Plan to include the DEIA Equity Statement.

5D. PBID Renewal Update – Brad Segal, PUMA

5E. Brown Act & Assembly Bill 361 Compliance

ACTION: Vote to authorize DLBA Board and its committees to conduct business via teleconferencing for the next 30 days in compliance with AB 361.

5F. Miscellaneous Updates



6. Old Business
7. New Business
8. Public Comments (three minutes on all non-agenda items)
9. Adjournment