

**BOARD OF DIRECTORS  
2021-2022 MEETING MINUTES  
December 15, 2021  
8 AM**

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Meeting ID: 841 0961 3643

Passcode: 252743

**Voting Present:** Loara Cadavona, Debra Fixen, Allison Kripp, Sheva Hosseinzadeh, Alan Pullman, John Keisler, Alan Burks, Bob Kelton, Cheryl Roberts, Graham Gill, Isidro Panuco, Laurie Gray, Michael Vitug, Mike Gold, Pat Welch, Sam Pierzina, Sean Rawson

**Voting Absent:** Denise Carter, Rhonda Love

**Non-Voting Present:** Council District 1 (Councilmember Zendejas), Amy Chambers, Cameron Andrews, Griselda Suarez, Jeremy Harris, Scott Apel

**Non-Voting Absent:** Council District 2, Monica Garrett, Diane Arnold, Don Darnauer

**DLBA Staff:** Broc Coward, Jeremy Ancalade, Kelsey Mader, Morris Mills, Austin Metoyer, Steve Be Cotte, Michael Berman, Amanda Barrera, Stephanie Gonzalez, Justine Nevarez

**Guests:** Lisa Carrick, Windes; Donita Joseph, Windes; Daniel Tran, Windes; Aaron Phillips, Windes; Ishmael Nuñez, BDS Planning; Brad Segal, PUMA; Amanda Kannard, PUMA

1. CALL TO ORDER and INTRODUCTIONS – Loara Cadavona

[Meeting presentation](#). Called to order at 8:02 AM.

- Cadavona acknowledged the departure of Steve Be Cotte, DLBA Community Outreach Manager, thanking him for the work he has done for the organization over the years.
- Cadavona added that Keisler will be transitioning off the Board with Eric Lopez, Director of Public Works, replacing him in the new calendar year. Keisler assured the group that Lopez will make an excellent addition to the Board, as his work largely overlaps with the efforts associated with the DLBA Clean & Safe Team.
- Lastly, Cadavona announced the addition of Amanda Barrera, DLBA Administrative Assistant, and Cheryl Robert, newest DLBA Board member.

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](#)

**ACTION: Approve Consent Calendar Items**

**MOTION: 1<sup>st</sup>: Burks; 2<sup>nd</sup>: Welch.**

**VOTE: None opposed. Keisler abstained. Motion passes.**

4. CHAIRPERSON'S REPORT - Cadavona

A. Executive Committee Report

i. [President/CEO Search Committee](#)

- Cadavona provided background on this Committee, reviewing the general roles & responsibilities and qualifications as mentioned on slides 6-10.
- Updates will likely come through the Executive Committee, though this ultimately will be determined by the Committee after its composition



**DOWNTOWN  
LONG BEACH  
ALLIANCE**

- Welch asked what the timeframe for this search looks like. Cadavona advised that this should take around 6 months.
- Suarez asked if DLBA will hire a recruiter. Cadavona answered that the Committee will look at the budget first to help determine the feasibility of this. Suarez requested that if a firm is chosen, that DEIA be incorporated into this.
- Gold asked who will represent the partnerships within the community. Cadavona said this will be developed in the executive profile which is one of the early steps in the search. There will be a specific focus on non-profit partners.
- Pullman reminded the group that, though there is a separate committee responsible for the search for a new President/CEO, the full Board bears the ultimate responsibility of approving the candidate.

**ACTION: Approve recommended composition and potential candidates for President/CEO Search Committee as follows:**

- Blair Cohn
- Alan Pullman, Co-Chair
- Linda Tatum
- Sean Rawson
- Denise Carter
- Suny Lay Chang
- Debra Fixe, Co-Chair
- Graham Gill
- Key Partner Organization – Candidate TBD

**MOTION: 1<sup>st</sup>: Hosseinzadeh; 2<sup>nd</sup>: Pierzina.**

**VOTE: None opposed. Motion passes.**

B. Governance Committee Report – Fixen

- Fixen shared that Governance Committee did not meet last month, so there are no new updates for the Board. The Committee continues to look for candidates to fill the vacancies listed below.
  - Board Seat Vacancies
    - PBID Standard (1)
    - PBID Premium (1)
    - Advisory (1)

5. STAFF REPORT – Broc Coward, COO

A. Audit Committee Report – Jeremy Ancalade

- Ancalade introduced Windes. Lisa Carrick reviewed the Annual Audit, overall sharing that DLBA will be issued an unmodified opinion which is the cleanest opinion an agency can receive.
- Donita Joseph reviewed the Form 990, highlighting the changes year-over-year. The main changes are as follows:
  - Addition of “for all” to the end of the mission statement.
  - A Schedule B was added because of Government funding received (Paycheck Protection Program (PPP) and Coronavirus Aid, Relief, and Economic Security (CARES) Act funds).
  - Ancalade was added.
  - Extra Directors were added.
  - Legal expenses were considerably higher than last year.

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

**MOTION: 1<sup>st</sup>: Gold; 2<sup>nd</sup>: Burks.**

**VOTE: None opposed. Keisler abstained. Motion passes.**

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

**MOTION: 1<sup>st</sup>: Burks; 2<sup>nd</sup>: Kripp.**

**VOTE: None opposed. Keisler abstained. Motion passes.**

B. [401K Plan Document Renewal](#) – Jeremy Ancalade

- The IRS requires every 6 years that DLBA amend or restate this plan. No changes to the plan details are being made. The Board is just renewing what is already in place. The only notable change is that Coward is now listed as the trustee with Kraig Kojian, previous DLBA President & CEO, being removed.

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

**MOTION: 1<sup>st</sup>: Fixen; 2<sup>nd</sup>: Gill.**

**VOTE: None opposed. Keisler abstained. Motion passes.**

C. DEIA Update – Ishmael Nuñez, BDS Planning

- Mills reviewed the equity statement, explaining that this is the culmination of the first portion of the Diversity, Equity, Inclusion, and Access (DEIA) initiative. By codifying DLBA’s commitment to these initiatives, the organization hopes to illustrate how/why this is beneficial for Downtown.
- Nuñez reviewed a timeline for what is still to come in this initiative. The next step is Outreach & Engagement and Relationship building. The organizational equity statement is the primary deliverable provided as a direct result of the Board leaders/staff training that was just completed.
- Welch and Cadavona clarified that the Board is being asked to approve the statement and its incorporation into the Strategic Plan. However, the Board requested more time to review the document. Cadavona suggested distributing the draft statement to the full Board for a final opportunity to provide feedback before the January 6 Executive Committee meeting.

**ACTION: Provide the full Board of Directors an opportunity to review the draft Organizational Equity Statement and provide feedback by December 29<sup>th</sup>. The Revised statement will be presented at the January 6 Executive Committee meeting.**

**MOTION: 1<sup>st</sup>: Welch; 2<sup>nd</sup>: Panuco.**

**VOTE: None opposed. Keisler abstained. Motion passes.**

D. PBID Renewal Update – Brad Segal, PUMA

- Segal gave the Board a status update on the renewal, advising of the heavy lift that is to come.
- This district needs to be renewed every 10 years. Segal worked with DLBA on the last two successful renewals in 2002 and 2012. The PBID renewal takes the guiding principles of the Strategic Plan and incorporates into the next plan for the PBID.
- Some proposed changes include adding more resources to the Clean & Safe Program, anticipating increases in labor costs, and retaining capacity in other areas such as placemaking, economic development, & marketing.
- A Steering Committee has been developed to help keep this project on track.
- Segal reviewed potential expansion areas of the district. Staff currently is talking to property owners in these areas.
- Metoyer stressed that DLBA will need to lean on the Board and its relationship with community members in the effort to get the district renewed.
- Pierzina and Segal discussed the Shoreline Village parcel. A portion of this will be included in the renewal, though it is yet to be determined exactly how much. Roberts expressed her support of the district expanding further into Shoreline Village and the waterfront area.

E. 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.**

**MOTION: 1<sup>st</sup>: Hosseinzadeh. 2<sup>nd</sup>: Kelton.**

**VOTE: None opposed. Keisler abstained. Motion passes.**

F. Misc. Updates

- Coward reminded the Board of “3<sup>rd</sup> Fridays on Pine” where the finalists for Unfiltered will be revealed along with the winners of each category. A fan favorite contest will open on Friday which will lead into January.
- Coward encouraged those attending the meeting to make reservations at restaurants in the area for New Year’s Eve. DLBA will be hosting a New Year’s Eve fireworks show at 12AM (midnight). Coward thanked Shoreline Village and the City of Long Beach for being sponsors for the event.

6. OLD BUSINESS

7. NEW BUSINESS

8. PUBLIC COMMENTS (three minutes on all non-agenda items)

9. ADJOURNMENT

Adjourned at 9:30 AM.

**NEXT SCHEDULED BOARD MEETING:**

**February 16, 2022**

**8AM**

**Location: TBD**

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

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