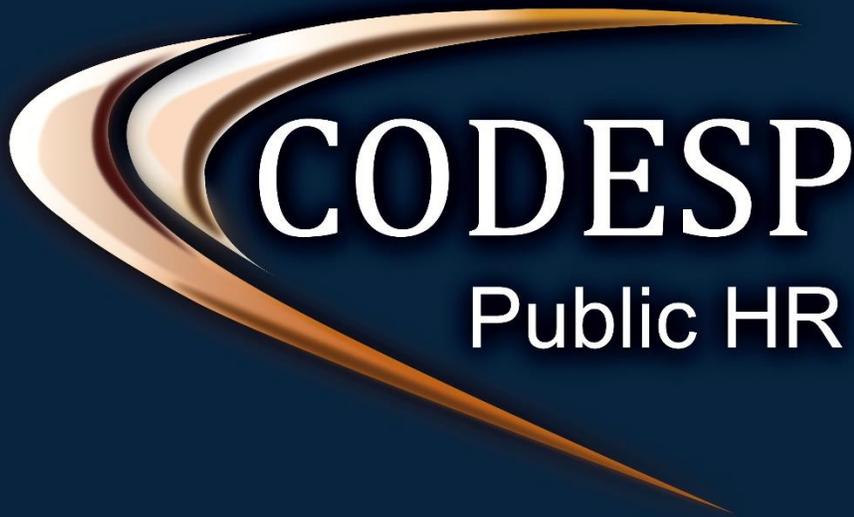


CODESP

20422 Beach Blvd. Suite 325 • Huntington Beach, CA 92648 • 714/374-8644
Teleconference Locations Listed On Following Page



BOARD OF DIRECTORS

Officers

Darlene Avalos, President
Eliana Ceja, Vice President

Board Members

Danelle Bautista
Charlie Castillo
Paul Deines
Jessica Glover
Jode Howard
John Linke
Jolie Napier-Vea
Brandon Tietze

REGULAR BOARD MEETING

November 17, 2023

9:30 A.M.

NOTE: In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the CODESP office at least two days before the meeting date.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that has been submitted to the Executive Director may be obtained from the CODESP office, 20422 Beach Blvd. #325, Huntington Beach CA 92648

Location and Time	<p>Members of the public may attend the meeting at the date and time posted in-person at any of the following locations:</p> <p>CODESP 20422 Beach Blvd. Suite 325 Huntington Beach, CA 92648</p> <p>Anaheim Union High School District 501 N Crescent Way – Human Resources (Classified) Dept. Anaheim, CA 92801</p> <p>Berkeley Unified School District 2020 Bonar Street, Suite 206 – Personnel Commission Dept. Berkeley, CA 94702</p> <p>Garden Grove Unified School District 10331 Stanford Avenue – Personnel Commission Dept. Garden Grove, CA 92840</p> <p>Fullerton School District 1401 W. Valencia Drive – Personnel Commission Dept. Fullerton, CA 92833</p> <p>La Habra City School District 500 N. Walnut Street – Human Resources (Classified) Dept. La Habra, California 90631</p> <p>Lynwood Unified School District 11321 Bullis Road – Personnel Commission Dept. Lynwood, CA 90262</p> <p>Oceanside Unified School District 2111 Mission Avenue – Human Resources (Classified) Dept. Oceanside, CA 92058</p> <p>San Diego County Office of Education 6401 Linda Vista Road – Personnel Commission Dept. San Diego, CA 92111</p> <p>San Rafael City Schools 310 Nova Albion Way – Human Resources (Classified) Dept. San Rafael, CA 94903</p> <p>Santa Monica Community College District 1900 Pico Boulevard – Personnel Commission Dept. Santa Monica, CA 90405</p>
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Members of the public may attend the meeting at the date and time posted online or via phone via the Zoom meeting platform using the information below:

Join Zoom Meeting

<https://us06web.zoom.us/j/83510359053?pwd=jVlyO70Rnj7Y6jRV1I4boTTTrqfsWaY.1>

Meeting ID: 835 1035 9053

Passcode: 439528

One tap mobile

+16694449171,,83510359053#,,,,*439528# US

+13462487799,,83510359053#,,,,*439528# US (Houston)

Dial by your location

- +1 669 444 9171 US
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US

Meeting ID: 835 1035 9053

Passcode: 439528

Find your local number: <https://us06web.zoom.us/j/83510359053?pwd=jVlyO70Rnj7Y6jRV1I4boTTTrqfsWaY.1>

SECTION A: PRELIMINARY

Call to Order & Roll Call

Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___

Adopt Agenda	Adoption of the November 17, 2023 Agenda
Motion: Second:	
Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___	
Approve Minutes	Approve the Minutes of the Board Meeting held on August 18, 2023.
Motion: Second:	
Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___	
SECTION B: PUBLIC COMMENT/HEARINGS	
Public Comments	Public Comment provides the public an opportunity to address the Board of Directors (“Board”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Board shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Board may not deliberate or take any action on items raised during this portion of the meeting. Members of the public wishing to address the Board on an item listed on the agenda may make their comments at the time the item is under discussion.
	Members of the public present at any teleconference location may make comments in accordance with the above.
SECTION C: CONSENT AGENDA	
<u>CONSENT AGENDA</u>	All items specified as Consent Agenda are considered by the Board to be routine and will be acted upon in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless one or more members of the Board request specific items be discussed and/or removed from the Consent Agenda.
Motion: Second:	
	There is a total of six consent items.
Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___	
Business	
1. New Member / Subscriber Agencies	Information: Valley ROP has submitted all the necessary forms and payment to become CODESP 2023-24 full year members. North Monterey County USD has submitted all the necessary forms and payment to become CODESP 2023-24 less than full year members. RECOMMENDATION: Approve full year membership from July 1, 2023 through June 30, 2024 for Valley ROP. Approve less than full year memberships through June 30, 2024 for North Monterey County USD.
2. MeetingOne Adobe Connect Webinar System	Information: The annual contract for maintaining our webinar archive and system with MeetingOne Adobe Connect is up for renewal on February 10, 2024.

	<p>RECOMMENDATION: Approve payment for MeetingOne Adobe Connect renewal from February 10, 2024 to February 10, 2025 at an estimated cost of \$600.</p>
3. Conference Sponsorships	<p>Information: CODESP has been asked to sponsor the following conferences previously and is seeking approval to sponsor again this year in the event that the conferences are scheduled:</p> <ul style="list-style-type: none"> • February 21-23, 2024 – ACSA Classified Educational Leaders Institute – Orange County, CA • TBD Date, 2024 – SCPMA-HR Annual Conference – TBD Location • TBD Date, 2024 – WRIPMA-HR Annual Conference – TBD Location <p>Registration for one CODESP staff is normally included with sponsorship.</p> <p>RECOMMENDATION: Approve the sponsorship for the ACSA Classified Educational Leaders Institute at an estimated cost of \$2,000. Approve the sponsorship for the SCPMA-HR Annual Conference at an estimated cost of \$2,000. Approve the sponsorship of the WRIPMA-HR Annual Conference at an estimated cost of \$1,750.</p>
4. Conference Attendance	<p>Information: The following conferences have been scheduled for 2024:</p> <ul style="list-style-type: none"> • February 21-23, 2024 – ACSA Classified Educational Leaders Institute – Orange County, CA • TBD Date, 2024 – SCPMA-HR Annual Conference – TBD Location • TBD Date, 2024 – WRIPMA-HR Annual Conference – TBD Location <p>RECOMMENDATION: Approve travel costs of CODESP staff to the ACSA Classified Educational Leaders Institute at an estimated cost of \$1,500. Approve travel costs of CODESP staff to the SCPMA-HR Annual Conference at an estimated cost of \$200. Approve travel costs of CODESP staff to the WRIPMA-HR Annual Conference at an estimated cost of \$2,000.</p>
5. PTC-SC Conference Sponsorship Ratification	<p>Information: PTC-SC held a conference in Monterey Park, CA November 3, 2023. The approved conference sponsorship was \$400 but the actual cost to sponsor was \$675.</p> <p>RECOMMENDATION: Ratify the sponsorship of the PTC-SC Annual Conference at a cost of \$675.</p>
6. CODESP Budget Attachment 6	<p>Information: Proposed budget revisions through June 30, 2024 are provided.</p> <p>RECOMMENDATION: Approve the proposed budget revisions through June 30, 2024.</p>
<u>SECTION D: ACTION ITEMS</u>	
Business	
7. Service Agreements Attachment 7a-e	<p>Information: Revisions to the service and security agreements customers sign upon joining and using CODESP services will be presented.</p>

<p>Motion: Second:</p>	<p>RECOMMENDATION: Approve the proposed CODESP Agreements effective November 17, 2023.</p>
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	
<p>8. 2024-25 Fee Schedules Attachment 8a-g Motion: Second:</p>	<p>Information: The fee schedules for 2024-25 must be set by December 31, 2023. The 2024-25 CODESP Fee Schedules will be presented. RECOMMENDATION: Approve an increase of not less than 6% to CODESP fees and authorize the creation of CODESP 2024-25 fee schedules using rounded numbers based on the authorized percentage increase.</p>
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	
<p>SECTION E: CONCLUSION</p>	
<p>Announcements</p>	
<p>Next Board Meeting</p>	<p>The next Board meeting will be held on February 9, 2024.</p>
<p>9. ADJOURNMENT Motion: Second:</p>	
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	