



Special Board of Directors – November 14th, 2023 – 10:00AM

Tracy Chamber Office
223 10th St, Tracy CA 95376

Allotted time for public comments at all TCCA meetings will be as follows: Consent Agenda - 10 mins. (divided among all speakers), Public Comments/Announcements - 16 mins. (divided among all speakers), Regular Agenda Items – 5 mins. per speaker

Present: Frank Grande, Greg Cose, Chris Hewitt, Lisa Aguilera, Karin Schnaider, Anna Cross, Dan Schack
Staff: Reza Kazemi, Katie Moreno

1) **Call to Order**

Frank Grand called the meeting to order at 10:02am.

2) **Public Comments and Announcements for Items Not Included on the Agenda**

This section of the agenda is provided so that the public may express comments on any item within the jurisdiction of TCCA not listed on the agenda. Board members may refer a matter to staff or a committee for review for future Board consideration. The public may also express comments on agenda items at this time for Board consideration.

Jenni Moore asked for more communication between the merchants and TCCA. Marcus Medina asked for an update on the election process. Reza Kazemi stated there is no update regarding the election.

3) **Executive Job Description - [Job Description](#)**

Reza Kazemi went over the job description and the process that he went through with an outside company to make sure the document was HR compliant. Karin Schnaider suggested modifying the education requirements. Greg Cose commented that it was a broad description and that it needs to offer flexibility. He also mentioned the requirement of attending all city council meetings was a large task and to modify the verbiage. Karin suggested that the verbiage state attend or watch pertinent topics related to downtown. She also wanted to see some references to event experience. Anna Cross stated that she could help get better language for some parts. Chris Hewitt suggested adding more departments that the applicant would need to collaborate with. He also wanted to include verbiage of other programming. Jenni Moore commented that this description seemed very artificial. She suggested combining some of the bullet points together. Marcus Medina asked about the logistics of time commitment. Karin made a motion to have an updated job description ready for the board to review at the next regularly scheduled board meeting. Chris Hewitt seconded the motion. All were in favor, none were opposed.

4) **Motion to Conduct Closed Session**

Action Item

Frank Grande motioned to go into closed session. Chris Hewitt seconded the motion. Chris Hewitt motioned to go into public session. Lisa Aguilera seconded the motion. The summary of the closed session was to be reviewing the extension at the next board meeting.

- a) Discussion with legal counsel regarding significant exposure to potential litigation – Gov't Code Section 54956.9(d)(2)
- b) Interim Executive Director performance review - Gov't Code Section 54957(b)(1)
- c) Executive Director contract review

5) **Adjournment**

- a) Motion to Adjourn

Chris Hewitt motioned to adjourn the meeting. Lisa Aguilera seconded the motion. The meeting adjourned at 11:40am.