



## **TELECONFERENCE BOARD MEETING MINUTES**

**February 14, 2025**

### **Board Members Present**

Beata Morcos – Board President  
Christine Wietlisbach – Board Vice President  
Richard Bookwalter – Board Secretary  
Lynna Do  
Hector Cabrera

### **Board Staff**

Marc Mason – Executive Officer  
Rachel Hutchinson - Manager  
Jody Quesada-Novey - Manager  
Austin Porter – Analyst  
Helen Geoffroy – Board Attorney

**Friday, February 14, 2025**

**12:45 pm - Board Meeting**

1. Call to order, roll call, establishment of a quorum.

The meeting was called to order at 12:47 p.m., roll was called by Board Secretary Richard Bookwalter and a quorum was established. All offered teleconference sites were verified to have a Board member or staff present. The Peninsula Center Library hosted President Beata Morcos as well as Board member Hector Cabrera. All sites reported that no members of the public were present.

2. President's Remarks – Informational only; no Board Action to be taken.

Board President Beata Morcos welcomed all in attendance, thanked them for their willingness to attend the meeting on short notice and wished everyone a happy Valentine's Day. President Morcos explained that the impetus for the meeting was to discuss the Executive Officer recruitment that was needed due to the resignation of Marc Mason.

3. Board Member Remarks – Informational only; no Board Action to be taken.

Hector Cabrera announced that a student who attended a previous Board meeting was accepted to Keck School of Medicine at the University of Southern California to study occupational therapy.

The Board members extended their congratulations.

4. Public Comment for Items Not on the Agenda.

*Please note: The Board may not discuss or take action on this agenda item except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125 and 11125.7(a)]*

There were no public comments. All teleconference locations were polled for attendance and there were no public attendees.

5. Executive Officer Recruitment and Selection Process
  - a. Presentation from DCA, Office of Human Resources on Executive Officer Recruitment and Selection Process.
  - b. Discussion and Possible Action on Process for Recruitment and Selection of an Executive Officer.
  - c. Review and Possible Action on Revised Executive Officer Duty Statement and Recruitment Announcement.
  - d. Discussion and Possible Action on Appointment of an Executive Officer Search Committee.

President Beata Morcos welcomed Catherine Bachiller, Recruitment Specialist from the Department of Consumer Affairs' Human Resources office.

Ms. Bachiller gave a verbal overview of the Executive Officer (EO) recruitment and selection process as outlined in sections a – d above.

The Board members had no changes to the EO duty statement nor recruitment announcement. The board members agreed on posting the vacancy as soon as possible and that the selection committee would consist of President Morcos and Vice President Wietlisbach.

There were no public comments.

#### **CONVENE CLOSED SESSION**

The Board convened in closed session at 12:58 p.m.

#### **RECONVENE IN OPEN SESSION**

The Board reconvened in open session at 1:25 p.m.

#### **MEETING ADJOURNMENT.**

The meeting adjourned at 1:26 p.m.