# GOVERNING BOARD MEETING MINUTES

*South Bay Regional Public Safety Training Consortium*

**Thursday, September 18, 2025**
**10:00 a.m. – South Bay Regional Public Safety Training**

**Coyote Valley Campus Room E107 / Zoom Conference**

## I. Call to Order

Dr. Jon Knolle called the meeting to order at 10:02 a.m.

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| Present: | Dr. Jon Knolle (Chair) | Monterey Peninsula College |
| | Ms. Leslie DeRose | Monterey Peninsula College |
| | Mr. Brad Deeds (Vice-Chair) | Lake Tahoe Community College |
| | Dr. Pedro Avila | Gavilan College |
| | Mr. Vins Chacko | Gavilan College |
| | Mr. Paul Harvell | Cabrillo College |
| | Ms. Heidi Weber | Cabrillo College |
| | Mr. Graciano Mendoza | Hartnell College |
| | Dr. Raymond Gamba | Ohlone College |
| | Mr. Gerardo Ramirez | College of San Mateo |
| Staff | Mr. Lanny Brown | SBRPSTC |
| | Mr. Edward Flores | SBRPSTC |
| | Mr. Steve Geraci | SBRPSTC |
| | Mr. Ernie Smedlund | SBRPSTC |
| | Mr. Alan Soroka | SBRPSTC |
| | Mr. Michael Manning | SBRPSTC |
| | | SBRPSTC |
| Absent: | Mr. Jeff DeFranco | Lake Tahoe Community College |
| | Ms. Marilyn Morikang | Gavilan College |
| | Ms. Danni Redding-Lapuz | College of San Mateo |
| | Ms. Wrenna Finche | Ohlone College |

## II. Approval of Agenda (A)

Motion: Mr. Paul Harvell 2nd: Dr. Jon Knolle

Motion passes unanimously

**III. Recess to Closed Session**

**A. Public Employee Performance Evaluation**
**Position Title of Employee Being Reviewed: JPA Interim President**

**IV. Reconvene to Open Session**

**A. Report of Action Taken in Closed Session**
No Report from Closed Session.

**V. Public Comment**
No Public comment

**VI. Consent Agenda**

**A. Approval of June 26, 2025 Board Meeting Minutes (A)**

**B. Ms. Heidi Weber to replace Dr. Travaris Harris with Cabrillo College as their alternate representative (A)**

Motion: Mr. Paul Harvell 2nd: Dr. Raymond Gamba

Motion passes unanimously

**VII. New Business**

**A. Vacant Positions/Staffing Update (D)**
Mr. Ed Flores reported to the Board that SoBay currently holds 40 permanent and part-time funded positions. During the June 26th, 2025 meeting they reported one full time vacancy and two pending resignations. Since then all three positions have been filled:

- Steve Geraci, Director of Administrative Services
- James Cardenas, ICI Program Coordinator
- Alexis Pinedo, Human Relations and Payroll Specialist

SoBay still holds 3.5 previously frozen and unfunded positions since 2021.

**B. Update on Strategic Plan Priority Implementation (D)**
Mr. Lanny Brown shared with the Board that in May 2024, the SoBay staff participated in S.W.O.T. (Strengths, Weaknesses, Opportunities and Threats) process as part of the initial assessment phase in the development of a Strategic Plan and establishing goals. They came up with the following six categories:

1. Communication
2. Facilities and Equipment
3. Finances and Funding
4. Investing in Staff
5. Organizational/Structural Model
6. Partnerships

The SoBay Executive Team has facilitated additional related conversations with various individuals and workgroups seeking input to be used in the development of specific strategic goals. Per the direction of the Board, the heading of all future Board agenda summary documents will include a new line identifying the Strategic Areas addressed.

**C. Program Compliance: Police, Paramedic & Fire (D)**

The Consortium provides courses in various disciplines, including; Police, Fire, Dispatch, EMT and Paramedic Programs. Each of these disciplines is periodically assessed for compliance by local, state or federal governing organizations.

Mr. Flores reported that the Basic Police Academies, Fire Program and Paramedic Programs were recently audited and were found to be in compliance for certification or recertification by California Peace Officers Standards and Training (POST), Office of the State Fire Marshal (SFT) and the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP). These audits were completed within the last 5 months and resulted in positive reports and reaccreditation.

Mr. Brad Deeds shared that their (LTCC) Fire Program was also reaccredited shortly after South Bay's was completed.

**D. Review of All Programs and Courses – Profit, Loss & Opportunities (D)**

Mr. Brown shared that operating all programs and courses that SoBay offers in the most cost-effective manner is an ongoing goal that is constantly being paid attention to by all involved. SoBay's Exec. Team has started a methodical process to assess all programs and courses for:

- Profit;
- Loss; and
- Opportunities

The Consortium continues looking for ways to increase revenue while lowering expenses. Additionally, they will inventory which programs and courses produce a net:

- Profit;
- Loss; or
- Breakeven-cost net zero

Mr. Brown added that in the process of his review, and previous Board meeting minutes, there was some discussions with the Board looking for a more cost-effective location for South Bay to do business. His intentions are to look further into this and gather more information for the Board to make a decision. Dr. Knolle pointed out that SoBay does have an expired agreement with Gavilan to operate out of the COY facility. There is also an outstanding Board agenda item that includes a subcommittee to review and negotiate a new partnership agreement. He expressed the importance for the subcommittee to meet and review the agreement before the Consortium starts to look for other location options to continue to do business.

While he appreciates the transparency of these conversations, Dr. Pedro Avila expressed that if the Consortium were to relocate, Gavilan would need to reassess their partnership with the Consortium and the impact of the implications this kind of decision would make.

Dr. Knolle asked that the next JPA meeting include an agenda item to reconstitute the subcommittee supporting the conversations to move forward with renegotiating the rental agreement between the Consortium and Gavilan college at the COY Facility, MPC and CSM.

**E. HVAC System Upgrade (D)**

Mr. Brown shared with the Board that since moving into the Coyote Valley Campus on Bailey, about 8 years ago, the HVAC system in Building A (Admin building) has not worked properly. The air temperature, throughout the building, can vary greatly and be inappropriate for what's needed. Over the years thousands of dollars have been spent trying to fix and stabilize the HVAC system.

Additionally, he shared that, SoBay Operations Coordinator, Al Padron and Gavilan College Director of facilities, Eddy Medal have been working collaboratively to assess the source(s) of the disfunction and come up with a long-term solution. The problem lies within the technology that controls the mechanical systems. This technology needs to be replaced at a cost of $114,000. The cost will be absorbed by Gavilan College.

**F. Fiscal Updates:**

**1. Fiscal Condition Overview**

Mr. Brown shared with the board that after a thorough review of both relevant and current fiscal documents, it was determined that the Consortium enjoys a positive fiscal status. Per their CPA, audit reports as well as internal reports, South Bay's fiscal status has increased over the past 3-years.:

- FY22/23 by 8.1% with revenues exceeding expenses by $224,171
- FY23/24 by 18.7% with revenues exceeding expenses by $558,196
- FY24/25 by 20.9% with revenue exceeding expenses by $740,839
- **A three-year total of $1,523,206**

Mr. Brown introduced South Bay's new CPA, Jeff Woods.

Mr. Brown explained to the Board that while the Preliminary Budget for FY25/26 presented to the Board on June 26th projected a deficit spending budget; after a thorough and detailed analysis, SoBay staff constructed a proposed amended FY25/26 operating budget. Even with giving a 3% COLA increase, the proposed amended FY25/26 budget will generate a probable further enhancement of SoBay's financial status by over $250,000 at the end of the fiscal year. Additionally, he added that an operational funding stream from the Board needs to be reconsidered as a future JPA agenda item.

Mr. Graciano Mendoza shared that he would like to hear more about the "actuals" vs. the "budget" and how was the alignment was achieved in more detail.

Dr. Avila agrees with Mr. Mendoza's comments and added that SoBay should be sharing their audit reports with the Board. This may have been a previous practice that could have been forgotten.

Mr. Deeds shared that the last audit report (6/30/24) was shared with the Board in November of 2024. He also shared that on Page #4, he found that the "Reserves" were referred to as "Deferred Maintenance" and it seems that the Board has been under the assumption that SoBay has been deficit spending when in fact they have been revenue generating.

2. **Amended FY25/26 Budget**
   Mr. Brown shared that after a thorough review of both relevant and current fiscal documents, it was determined that SoBay enjoys a positive fiscal status. All indicators point to another positive fiscal trend line for this current FY25/26 where they anticipate revenues to again exceed expenses by over $250,000 at years end. The Preliminary Budget proposed at the June 2025 meeting was updated and amended. A side by side report was presented to the Board to reflect the Preliminary Budget FY25/26 from June, Actuals from FY24/25 and Amended Budget for FY25/26.

   Mr. Mendoza thanked SoBay for their work on the reports provided and asked some questions for clarification:
   - Benefits Line item: What categories of the benefits were originally deemed to be budgeted incorrectly and what was the source of the assumption?
   - What was the process used to obtain the accuracy and reliability of the number's reported?

   Mr. Brown responded and shared that he and the rest of the Exec. Team had the same questions while they were reviewing the budget. Mr. Brown provided a summary of the process used by then President Jensen, to construct the Preliminary FY25/26 Budget. In May 2025, when constructed, many factual numbers were not known and estimates had to be used. The revised FY25/26 Budget and estimates had to be used. The revised FY25/26 Budget was built using known and actual numbers. Additionally, Mr. Ernie Smedlund shared that at the time of constructing the preliminary budget for FY25/26, they also lacked actual numbers from their benefits people. His recollection is that they anticipated a larger increase than what the actual number was.

   It was requested by the Board for SoBay to present quarterly fiscal updates to show how expenses are tracking with the budget.

3. **FY25/26 FTES Status**

The Consortium provides updates on the organizations FTES allotments and goals for member colleges on a regular basis. Mr. Flores shared with the Board that the Agenda item cover sheet shows a base of 2365, but needs to be corrected to 2355 with a max of 2465 FTES allocations from the colleges for FY25/26. As of September 11th, they project on generating 2315 FTES which is approximately 98.32% of the base allocations and 93.93% of the maximum.

Mr. Flores thanked Mr. Deeds with Lake Tahoe. Earlier this week, Mr. Deeds reached out to see if SoBay can take on an additional 30 FTES. The increased allocation is greatly appreciated.

To provide more accurate FTES projections to the Board, they requested that for future meetings SoBay to provide more clarification on the FTES report to maybe include 3 scenarios (projected, actuals and where they stand currently); to include what's behind each assumption.

**G. Pay Scales (D)**

Mr. Brown reported that during the recent recruitments for the position of Director of Administrative Services, potential applicants commented that given the scope and complexity of duties described in the job description, the pay rate seemed fairly low. In light of this, the executive team has observed that many job classifications are being paid at rates lower than regional standards for like work.

Additionally, Mr. Brown shared that the current low pay rate for the President/CEO vacancy could possibly have a negative affect on the Board's ability to recruit top quality applicants. SoBay is requesting that the Executive Team will conduct a salary survey and will report back to the Board at the next meeting in November 2025 for future consideration.

## VIII. Action Item(s)

**A. Ratify Contract for Interim President (A)**

Dr. Knolle shared that after formal recruitment facilitated by Gavilan College, Mr. Lanny Brown has been hired to serve as Interim President/CEO for SoBay effective August 1, 2025. The Contract now needs to be approved by the Board and signed by the Board President or designee.

Motion: Mr. Brad Deeds 2nd: Mr. Paul Harvell

Motion approved unanimously

**B. Approval of Amended FY25/26 Budget – to include 3% COLA (A)**

The proposed amended FY25/26 operating budget has been updated to align with actual CPA constructed and provided financial documents, two formal audits along with confirming internal end of the year "ACTUAL" Income and Expense reports.

The amended budget includes a 3% COLA increase (built into the budget), and will generate a probable further enhancement of SoBay's status by over $250,000 at the end of FY25/26.

Motion: Mr. Paul Harvell 2nd: Dr. Jon Knolle

Motion approved unanimously

**C. South Bay President Employee Recruitment (A)**
Dr. Knolle reported that at the June 2025 JPA meeting, Board members formed a President Selection Committee to recruit and hire a long-term replacement for former President Kevin Jensen. The Selection Committee needs to develop an action plan to accomplish the recruitment.

Motion: Gavilan to add Mr. Vins Chacko to the Subcommittee. Schedule a special board meeting 2 weeks from now with the Board and Subcommittee members to come to an agreement on a hiring plan, review possible changes to new President salary range, and to review recommended changes to the job description.

Motion: Mr. Paul Harvell 2nd: Mr. Brad Deeds

Motion approved unanimously

**D. Approve 2025-2026 Meeting Schedule (A)**
Board members were asked to approve the following dates for meetings in 2026:

- March 19, 2026
- June 18, 2026
- September 17, 2026
- November 19, 2026

Proposed dates will be provided at the next meeting. Vote tabled for next meeting.

**IX. Announcements**
None

**X. Advanced Planning**

**A. Board Members Request Future Meeting topics**
No input received

**B. Next Meeting scheduled November 20, 2025**

**XI. Adjournment**
Meeting adjourned at 12:29 pm