

**MCE EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, December 4, 2024**  
**12:00 P.M.**

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**Present:** Eli Beckman, Town of Corte Madera  
Cindy Darling, City of Walnut Creek, Acting Chair  
Maika Llorens Gulati, San Rafael  
Lisa Motoyama, Alternate, City of El Cerrito, joined at 12:28pm  
Devin Murphy, City of Pinole, joined at 12:22pm  
Laura Nakamura, City of Concord  
Mathew Salter, Town of Ross  
Sally Wilkinson, City of Belvedere

**Absent:** Eduardo Martinez, City of Richmond  
Max Perrey, City of Mill Valley, Chair  
Shanelle Scales-Preston, City of Pittsburg

**Staff  
& Others:** Jesica Brooks, Lead Board Clerk and Executive Assistant  
Vicken Kasarjian, Chief Operations Officer  
Shaheen Khan, VP of Human Resources, Diversity, and Inclusion  
Caroline Lavenue, Legal Counsel  
Tanya Lomas, Internal Operations Coordinator  
Lindsay Meehan, Manager of Human Resources  
Catalina Murphy, General Counsel  
Ashley Muth, Internal Operations Coordinator  
Justine Parmelee, VP of Internal Operations  
Enyonam Senyo-Mensah, Internal Operations Manager  
Dan Settlemyer, Internal Operations Associate  
Javier Montalbo, Customer Programs Manager  
Carol Dorsett, Human Resources Specialist, Talent, Diversity, & Inclusion  
Evelyn Reyes, Customer Programs Specialist  
Maira Strauss, Director of Finance  
Martin Bond, Senior Business Development Manager  
Sol Phua, Customer Programs Specialist II  
Nicole Busto, Director of Marketing  
Efren Oxlaj, Finance Manager  
Jackie Nunez, Senior Bilingual Communications Manager  
Shyna Deepak, Communications Manager  
Alice Havenar-Daughton, VP of Customer Programs  
Jenn Green, Manager of Customer Programs  
Jenna Tenney, Director of Communications & Community Engagement  
Alexandra McGee, VP of Strategic Initiatives  
Zena Meyer, Finance Analyst  
Jamie Tuckey, Chief Customer Officer  
Dawn Weisz, Chief Executive Officer

**1. Roll Call**

Acting Chair Darling called the regular Executive Committee meeting to order at 12:01 p.m. with quorum established by roll call.

**2. Board Announcements (Discussion)**

There were no comments.

**3. Public Open Time (Discussion)**

Acting Chair Darling opened the public comment period and there were no comments.

**4. Report from Chief Executive Officer (Discussion)**

CEO, Dawn Weisz, introduced this item and addressed questions from Committee members.

**5. Consent Calendar (Discussion/Action)**

C.1 Approval of 11.6.24 Meeting Minutes

C.2 Proposed Fifth Agreement with Strategic Energy Innovations

Acting Chair Darling opened the public comment period and there were no comments.

Action: It was M/S/C (Gulati/Beckman) to approve **Consent Calendar C.1 and C.2**. Motion carried by unanimous roll call vote. (Absent: Martinez, Motoyama, Murphy, Perrey, and Scales-Preston).

**6. Revisiting MCE's Committee Structure (Discussion/Action)**

Justine Parmelee, VP of Internal Operations, presented this item and addressed questions from Committee members.

Acting Chair Darling opened the public comment period and there were comments from member of the public Dan Segedin.

Action: It was M/S/C (Gulati/Nakamura) to approve Staff's recommendation of no change to the current Committee Structure. Motion carried by roll call vote. 6-Yay, 2-No. (No: Salter, Wilkinson; Absent: Martinez, Perrey, and Scales-Preston).

**7. Streamlined Executive Committee Meetings (Discussion/Action)**

Justine Parmelee, VP of Internal Operations, presented this item and addressed questions from Committee members.

Acting Chair Darling opened the public comment period and there were no comments.

Action 1: It was M/S/C (Beckman/Gulati) **to recommend to the Board of Directors:**

- i. **Require one year of Board membership prior to joining the Executive Committee.**
- ii. **Require one year of Executive Committee membership to be eligible to become Chair of the committee.**
- iii. **Remove any member if the member community representative is absent for more than two meetings annually.**

Motion does not carry. 4-yay, 4-no (No: Darling, Murphy, Motoyama, Murphy, Salter; Absent: Martinez, Perrey, and Scales-Preston).

Action 2: It was M/S/C (Salter/Motoyama) **to recommend to the Board of Directors:**

- i. **Require 6 months of Board membership prior to joining the Executive Committee.**
- ii. **Require one year of Executive Committee membership to be eligible to become Chair of the committee.**
- iii. **Remove any member if the member community representative is absent for more than two meetings annually.**

Motion carried by roll call vote. 7-yays, 1-no. (No: Murphy; Absent: Martinez, Perrey, and Scales-Preston).

Action 3: It was M/S/C (Darling/Wilkinson) **to hold two in-person meetings annually, alternating Primary Location between MCE's San Rafael and Concord offices for every meeting, and to establish recommended best practices for deliberations: to allow one round of questions from each committee member, one round of comments from each committee member, then a call for action.** Motion carried by roll call vote. 7-yays, 1-no. (No: Murphy; Absent: Martinez, Perrey, and Scales-Preston).

Action 4: It was M/S/C (Beckman/Wilkinson) **to limit the term of the Executive Committee Chair to two one-year terms and to forward a recommendation to the Board and Technical Committee to adopt the same.** Motion carried by unanimous roll call vote. (Absent: Martinez, Perrey, and Scales-Preston).

**8. Update on Attracting and Retaining MCE Staff (Discussion)**

Shaheen Khan, Vice President of Human Resources, Diversity, and Inclusion, presented this item and addressed questions from Committee members.

Acting Chair Darling opened the public comment period and there were no comments.

Action: No action required.

***After agenda item #08, Acting Chair Darling had to leave the meeting and passed facilitation to Director Beckman to continue the meeting.***

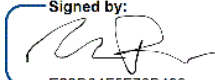
**9. Committee & Staff Matters (Discussion)**

There were no comments

**10. Adjournment**

Acting Chair Beckman adjourned the meeting at 2:34 p.m. to the next scheduled Executive Committee Meeting on January 1, 2025.

Signed by:



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**Cindy Darling, Acting Chair**

**Attest:**

Signed by:



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**Dawn Weisz, Secretary**