

South Bay Cities Council of Governments

**Steering Committee
Monday, March 9, 2026
SBCCOG Office**

**In person and virtually via Zoom
357 Van Ness Way #90
Torrance, CA 90501**

PUBLIC COMMENTS:

The Public Comment portion of the meeting is the Public's opportunity to provide comments on non-agenda items within the jurisdiction of the SBCCOG/cities and each speaker is limited to three (3) minutes. Comments on agenda items may be made following the staff report on the item and each speaker is limited to three (3) minutes per item. Time allotments may be reduced due to time constraints at the discretion of the Chair. When called on, please state: Your name and residence and the organization you represent, if appropriate. Written comments are also accepted by 11:00 am the day of the meeting via e-mail to natalie@southbaycities.org Both written and oral comments will be part of the official record.

SBCCOG Board Members:

Pursuant to the end of the State's COVID-19 emergency declaration, your attendance is required to be in-person or follow the provisions of AB 2449 available [here](#)

If unable to attend in person but want to vote virtually, let SBCCOG staff know using the form: <https://forms.office.com/r/47wQggsvf9?origin=IprLink>

ACCESSING THE MEETING:

For the public and guests, receive Zoom meeting credentials in advance by using the below link to RSVP: https://us06web.zoom.us/meeting/register/tZcsce6orD0pGda5p_4pKbh3J1EqKDIJgaSY#/registration
OR visit <https://zoom.us/join> or dial (669) 444-9171 and use Meeting ID: 831 6702 6332; Passcode: 505171

REVISED AGENDA

- I. CONFIRM THE QUORUM – 12:00 noon
- II. REPORT OF POSTING OF THE AGENDA
 - ACTION: Receive and file
- III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA - **ADD H.1 MODIFICATIONS TO INGLEWOOD'S MEASURE A MOU WITH THE SBCCOG**
- IV. PUBLIC COMMENT – 12:05 pm
- V. CONSENT CALENDAR – action items noted, remainder are receive & file – 12:10 pm
 - A. February 9, 2026 Steering Committee meeting minutes – attached (Pages 5-9)
 - ACTION: Approve
 - B. Employee Manual 2026 Revision
 - Memo and Revised Manual – attached (Pages 11-58)

- **ACTION:** Approvel
- C. Pending Grants
 - Biodiversity Grant – expecting to hear any day now
 - Caltrans Sustainable Grant – application submitted in November
- D. Monthly Reports – Receive and File
 - City Attendance at SBCCOG Meetings – attached (Page 59)
 - Client Aid Recap Report – attached (Page 61)
 - Time Limited Subsidy Recap Report – attached (Page 63)

VI. ACTION ITEMS

- E. Board Meeting Agenda Development – **12:15 pm**
 - March – **GENERAL ASSEMBLY**
 - April
 - LA Air Force Base update – tentative confirmation
 - South Bay Fiber Network Transfer of Ownership - unconfirmed
 - Classification and Compensation Study Results
 - Metro Board Composition Ad Hoc Committee Update
 - EE Recognition Status report for Q1
 - Steering Committee time critical actions
 - Local Solutions Fund Budget for 26-27
 - Members of the Board of Directors of the Housing Trust
 - **ACTION:** Provide direction and approve delegation of critical actions to the April Steering Committee to be reported out at the April Board meeting
- F. Possible Tour to West Harbor Entertainment complex – **12:25 pm**
 - **ACTION:** Provide direction
- G. Legislation – **12:30 pm**
 - Legislative Briefing – April 3 – questions to ask?
 - Legislative Matrix – attached (Pages 65-69)
 - Hiring a lobbyist for SB 799 - an update will be provided at the meeting with possible recommendation
 - **ACTION:** Recommend Board positions on:
 - Support: AB 1421, AB 1942, AB 2002, SB 1087
 - Oppose: SB 677
 - **ACTION:** Provide questions to ask legislators and/or their staff for April 3
- H. RHNA Renewal??? – **12:30 pm**
 - Wally Siembab will lead a discussion on the future of the Regional Housing Needs Assessment
 - RHNA Perspective article attached (Pages 71-72)
 - **ACTION:** Provide direction

H.1 MODIFICATIONS TO INGLEWOOD’S MEASURE A MOU WITH THE SBCCOG

- Memo attached (Pages 73-90)
- **ACTION:** Approve

- I. Approval of Invoices – to be sent separately – **12:50 pm**
 - **ACTION:** Approve invoices for payment

VII. INFORMATION ITEMS

- J. Homeless Services – **12:55 pm**

- Update on program implementation

- K. Housing Trust status – **1:10 pm**

- City managers appointing 2 housing experts in March
 - As of March 2, 8 cities have approved joining the trust; 3 cities are still pending, and 4 cities are not planning to join at this time
 - Formation documents for the first meeting are being prepared for first meeting April 23
 - Legislation seeking non-elected alternates and moderate/workforce housing inclusion

- L. Land Use and Transportation and Digital Update – **1:20 pm**

- REAP
 - Commercial Redevelopment
 - Mobility Hubs
 - Update on the Local Travel Network & E-Bike Safety Issues
 - SBFN

- M. South Bay Environmental Services Center Activities – attached (Pages 91-96) – **1:30 pm**

- Accreditation Pilot: LEED GA and AP for your city staff

- N. Update on Senior Services – **1:40 pm**

- O. General Assembly Update – **1:45 pm**

- A full program – plan to attend

- P. Opportunities to Serve – **1:55 pm**

- Deadline for nominations for SCAG Regional Council, Metro Service Council, SCAG Energy and Environment Policy Committee, and League LA Division Regional Director is March 20

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES – 1:58 pm

IX. NEXT STEERING COMMITTEE – Monday, April 13, 2026 @ 12:00 noon – SBCCOG office

X. ADJOURNMENT

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South Bay Cities Council of Governments

Steering Committee Monday, February 9, 2026 Minutes

ATTENDEES: Bernadette Suarez, Chair (Lawndale); Bill Uphoff, 1st Vice Chair (Lomita); Rodney Tanaka (Gardena); Alex Monteiro (Hawthorne); Rob Saemann – left at 1:20pm & Dean Francois (Hermosa Beach); Jim Butts – left at 12:53pm (Inglewood); Nina Tarnay – non-voting (Manhattan Beach); Brad Waller (Redondo Beach); Britt Huff – 12:20 arrival (Rolling Hills Estates); Jon Kaji (Torrance); Jacki Bacharach, Kim Fuentes, David Leger, Wally Siembab, Natalie Champion, Ronson Chu, Jake Romoff, Kevin Umana (SBCCOG); Holly Osborne (Public)

- I. **CONFIRM THE QUORUM – 12:00 noon**
- II. **REPORT OF POSTING OF THE AGENDA**
 - **ACTION:** Received and filed
- III. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA - MOVED SBWIB CONTRACT TO ACTION ITEMS**
- IV. **PUBLIC COMMENT – 12:05 pm - NONE**
- V. **CONSENT CALENDAR – action items noted, remainder are receive & file – 12:10 pm**
 - A. January 12, 2026 Steering Committee meeting minutes – attached (Pages 5-9)
 - **ACTION:** Approved **TANAKA/UPHOFF**
 - B. Progress re: JPA agreement approvals for LA City Non-Elected Alternate
 - **10 Approvals** – Hermosa Beach, **INGLEWOOD**, Lawndale, Lomita, Palos Verdes Estates, Rancho Palos Verdes, **REDONDO BEACH**, Rolling Hills, Rolling Hills Estates, Torrance
 - On 5 additional council agendas
 - 2/3 vote required for approval which is 12 members
 - C. Audit ending June, 2025
 - Letter attached (Pages 11-13)
 - Full audit report available @ https://cdn.southbaycities.org/wp-content/uploads/2026/02/02094508/2025_South-Bay-Cities-Council-of-Governments_BFS_FINAL-SECURED.pdf
 - D. Pending Grants
 - Biodiversity Grant –1st review complete, we have been asked to submit formal application
 - Caltrans Sustainable Grant - application submitted in November
 - E. Monthly Reports – Receive and File
 - City Attendance at SBCCOG Meetings – attached (Page 15)
 - Client Aid Recap Report – attached (Page 17)
 - Time Limited Subsidy Recap Report – attached (Page 19)

VI. ACTION ITEMS

F. Opportunities to Serve – 12:15 pm

- Defined Terms – **NOMINATIONS OPENED – DUE MARCH 20 – BOTH RESULTS NEEDED BY APRIL 17 (METRO) AND 9 (RC)**
 - Metro Election – incumbents all re-applying – David Mach, Melissa Molina, Bob Wolfe
 - SCAG Regional Council – Drew Boyles and Mark Henderson
- SBCCOG Policy Terms for 2 years
 - SCAG Policy Committees – Britt Huff – Energy and Environment
 - LCC Regional Director – Barry Waite
- **UPHOFF – KEEP TWO YEAR TERMS & SAEMANN – DON'T TAKE TO THE BOARD**
- **ACTION:** Recommended KEEPING THE SBCCOG policy of 2-year terms when they are undefined and open nominations

G. Homeless Services – 12:25 pm

- Update on program implementation
- LACAHA Representative Mirisch Capacity Support
 - Contract attached (Pages 21-28)
- South Bay Game Plan for EHV Crisis – memo attached (Pages 29-30) - **TENANT PROTECTIONS VOUCHERS JUST RELEASED BY FEDS – MIGHT HELP US WITH THIS CRISIS. STILL WILL BE EXPIRING VOUCHERS.**
- **UPHOFF – DO WE HAVE RAPID RESPONSE TO HOMELESS PERSON – RONSON – WE FOUND MOST OF CASE MANAGEMENT SINCE COUNTY HAS PULLED BACK.**
- **MARCH 4 CITY MEETING CONCERNING THE 2026-2027 BUDGET**
- **ACTION:** Recommended Board approve contract with LACAHA for support for John Mirisch MONTEIRO/UPHOFF

Q. Update on Senior Services – 1:50 pm – EMPLOYMENT OPPORTUNITIES AND WORKFORCE RE—ENTRY.

H. Board Meeting Agenda Development – 12:35 pm

- February draft agenda attached (Pages 31-33)
 - Housing Trust Update
 - Mid-Year Budget
 - Sanitation Districts – **PROPOSED FEE INCREASES FOR LATE SPRING – ASK THEM TO SPEAK TO THEIR RESERVES AND CASH ON HAND**
 - SBCCOG Annual media presentation by Colleen Farrell
 - Election of 2nd Vice Chair
- March – **GENERAL ASSEMBLY**
- April
 - LA Air Force Base update – tentative confirmation – **PRIVATIZATION PLAN FOR FORT MC ARTHUR – CONTRACTING OTHER FACILITIES**
 - South Bay Fiber Network Transfer of Ownership
 - Classification and Compensation Study Results

I. Legislation – 12:40 pm

- Next date of Legislative Briefing – April 2, 3, 9, 10? - **3 IS MOST POPULAR BUT POSSIBLE MEET AND GREET? 3 IS GOOD FRIDAY**
- Metro Board Composition update

- Legislative Matrix – attached (Pages 35-36)
- Consideration to hire a lobbyist – memo attached (Pages 37-38)
- **ACTION: Leg Briefing date – APRIL 3; direction re: lobbyist, support AB 1557 and SB 868 - APPROVED**
- **LOBBYIST – SUAREZ – WAIT FOR COUNTY? MONTEIRO - ?; UPHOFF – DON'T HIRE A LOBBYIST FOR ONE BILL. WAIT FOR LACAUSA TO SEE IF WE CAN USE THEM AND THEN SEE WHAT WE CAN GET FROM CITY LOBBYISTS**
- **OUR JPA AMENDMENT – 10 APPROVALS; 5 ON AGENDAS – IF GET TO 12 BEFORE THE BOARD MEETING AND WE GET A LETTER FROM LA, THE LA ALTERNATE CAN BE SEATED**

J. New Position – Data Analyst – 12:50 pm

- Memo attached (Pages 39-42)
- **ACTION: Recommended Board approval BUTTS/UPHOFF**

K. Executive Director Salary Adjustment for FY2025-2026 – 12:55 pm

- Memo attached (Pages 43-44)
- **ACTION: Recommended Board approval MONTEIRO/BUTTS**

L. Mid Year Budget – 1:00 pm

- To be sent separately – **KIM PRESENTED POWERPOINT, NO QUESTIONS ASKED**

M. Approval of Invoices – to be sent separately – 1:15 pm

- **ACTION: Approved invoices for payment TANAKA/MONTEIRO**

ADD SBWIB CONTRACT – KIM PRESENTED – WALLER/MONTEIRO APPROVED

- South Bay Workforce Investment Board (SBWIB) Apprenticeship Outreach Opportunity
 - Memo attached (Page 53)

VII. INFORMATION ITEMS

N. General Assembly Update – 1:20 pm

- Sponsors, Speakers, Site, Gift, Parking
- **QUESTIONS FOR SPEAKERS??**

Swietlana Cahill	General Manager, westdrift Hotel	Panel 1 - increase tourism, growth of business
Allen Sanford	Entrepreneur, Restaurateur and Founder of BeachLife Festival	Panel 1 - arts
Elizabeth Hause	Redondo Beach Community Services Director	Panel 2 or 1 - local facilities
Dan Rodman	LA City Olympics and Paralympics liaison Senior VP Facility & Campus Ops at Sofi Stadium & Ho Park	Panel 3?
Otto Benedict	Economics	Panel 2 or 1 - logistics
Larry Kosmont	Metro - transportation	Keynote
Joe Forgiarini	Metro - transportation	Panel 3 - how to move people

Eric Johnson
Mayors' Panel -
confirmations

Geo. Chen, Torr; Chris
Pimentel, El Seg.

Mayor's panel
moderator - meeting
to see if possible
emcee 2/24

Mark Rogondino Fox 11 sports newscaster

O. Land Use and Transportation and Digital Update – 1:25 pm

■ REAP

○ Housing Trust

■ Progress on the Approvals

- **6 AGREE TO JOIN – EL SEGUNDO, Hawthorne, INGLEWOOD, Lawndale, RANCHO PALOS VERDES, REDONDO BEACH**
- **APPROVALS OF JPA – INGLEWOOD AND LAWDALE**
- Council presentations scheduled for remaining cities except Carson, Palos Verdes Estates and Rolling Hills - **(ADD GARDENA) 4 CITIES WILL NOT BE CONSIDERING THIS BEFORE THE MARCH 31 DEADLINE**
- Cities have been asked to consider the issue by March 31 so they can attend the first meeting currently planned for April 23

■ JPA document out for city attorney review again

- All cities will need to approve final revised document – **SENT FINALTODAY**

■ Legislation

- SB799 currently in the Assembly – plans to add ability to fund moderate/workforce housing and remove alternate restrictions

○ Commercial Redevelopment – **STILL WORKING ON METRICS. GIS BETA TOOL AVAILABLE SHOWING EVERY PROPERTY IN THE SOUTH BAY. TO BE SENT TO CITIES AT CONCLUSION OF THE PROJECT. CAN BE UPDATED BY SBCCOG STAFF. SCHEDULING DEVELOPER MEETINGS TO GET THEIR INSIGHT. THEN WILL BRING FIT AND FEASIBILITY TESTS TO EACH CITY INVOLVED.**

○ Mobility Hubs **HCD REQUIRED METRICS SUBMITTED. MEETINGS COORDINATED WITH MERCHANTS OF AMENITIES FOR HUBS. FEHR AND PEERS HAS INVITED US TO BE ON A PANEL AT THE APA SEPT. CONF – JAKE TO SPEAK**

○ **THESE PROJECTS WORK WITH LTN AND SBFN – WE ARE TRYING TO INTEGRATE ALL. - NOT SILOS**

○ **UPHOFF – WHEN READY, TAKE BETA TOOL TO CITY MANAGERS AND COMMUNITY DEVELOPMENT DIRECTORS**

■ Update on the Local Travel Network & E-Bike Safety Issues

■ SBFN – plan is to go to City Managers with new purchase arrangement in March

P. South Bay Environmental Services Center Activities – attached (Pages 45-51) – 1:40 pm

■ **LOCAL GOVERNMENT CLIMATE ALLIANCE – PRESENTED INFORMATION ON JOINING MONTEIRO/UPHOFF - JOIN - UPHOFF SOMEWHAT SKEPTICAL. WAIVE FEE FOR FIRST YEAR? WALLER – WE SHOULD JOIN. TRY FOR ONE YEAR. LET'S US KNOW IF WE SHOULD BE INTERESTED.**

■ **KAJI – SBCCOG INTERESTED IN MICROGRID – WE ARE INTERESTED.**

■ **MONTEIRO – CPA INTERESTED IN MICROGRIDS – CPUC AND SCE ARE AGAINST.**

■ **Energy Efficiency Awards Criteria for 2026-2027 – WENT THROUGH SUMMARY OF CHANGES IN CRITERIA**

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES – 1:55 pm

IX. NEXT STEERING COMMITTEE – Monday, March 9, 2026 @ 12:00 noon – SBCCOG office

X. ADJOURNMENT

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South Bay Cities Council of Governments

March 9, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Employee Manual 2026 Revision

BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) Employee Manual serves as a guide for the organization's personnel policies. It was reviewed and updated by SBCCOG legal counsel (Jackson Lewis P.C.), to comply with current laws and best practices including laws that went into effect January 1, 2026. **These changes should not impact SBCCOG costs.**

SUMMARY OF REVISIONS

The revisions are primarily clarifications and additions to existing policies as well as additional language to comply with new state laws. The revisions are provided on a redline document attached and summarized below:

1. *Credited Vacation Leave* (revised): clarified hours credited for regularly scheduled 9/80 Fridays off that fall on a paid holiday still adhere to SBCCOG's vacation and holiday accrual policies – section 5.1.2 (pg 18)
2. *Holiday Pay for Part-Time Employees* (removed): removed as part-time employees would not have regularly worked on any holiday – section 5.1.3 (pg 18)
3. *Sick Leave Accrual* (revised) – revised full-time to 30 hours to be consistent with section 2.1.2 – section 5.1.5 (pg 20)
4. *Deferred Compensation* (revised) – clarification language on employer contribution– section 5.1.9 (pg 22)
5. *Paid Family Leave* (revised) – adding legal language to comply with new state law regarding expanded definition for a designated person – section 5.4.3 (pg 23)
6. *Leave Related to Domestic Violence, Sexual Assault or Stalking* (revised) – adding legal language for additional leave qualifying reasons to comply with new state law section 5.6.10 (pg 29)

RECOMMENDATION

Approve the Employee Manual revisions as presented on the attachment.



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

SBCCOG Employee Policy Manual

Revised 3-11-2025

Letter from the Executive Director

Welcome to South Bay Cities Council of Governments (SBCCOG).

We are pleased to have you as an employee of SBCCOG and hope that you find your association with our organization to be an enriching and engaging work experience.

This manual is your guide to our policies. Of course, this manual cannot cover every eventuality that may arise. Its purpose is to summarize or highlight current policies and practices for staff members. The policies and procedures in this manual are not intended to be contractual commitments by SBCCOG, and employees shall not construe them as such. No policy is intended as a guarantee of continuity of benefits or rights. No employment for any term is intended or can be implied from any statements in this Manual. SBCCOG reserves the right to revise or rescind any portion of the Employee Policy Manual at any time.

We invite you to share with us your questions and thoughts about work life at SBCCOG. Please feel free to call upon me or the SBCCOG Deputy Executive Director Kim Fuentes, to assist you in any matter that concerns you or your job at SBCCOG.

Sincerely,



Jacki Bacharach
Executive Director

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Section 1: Introduction

1.1 Terms of Employment

Employment at the South Bay Cities Council of Governments (SBCCOG) is employment at-will. As such, either the employee or the SBCCOG may terminate the employment relationship at any time. Nothing in this Employee Policy Manual or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor, or employee of the SBCCOG has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.

1.2 Integration Clause and the Right to Revise

This Employee Policy Manual contains the employment policies and practices of SBCCOG in effect at the time of publication. All previously issued Employee Policy Manuals and any inconsistent policy statements or memoranda are superseded.

SBCCOG reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Employee Policy Manual or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Executive Director. No oral statement of representations can in any way change or alter the provisions of this Employee Policy Manual. Further, any amendment or modification to the Employee Policy Manual that increases costs or employee compensation, or benefits will take effect upon approval by the Governing Board.

Nothing in this Employee Policy Manual, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

1.3 Immigration Law Compliance

The SBCCOG is committed to full compliance with federal immigration laws. Therefore, the agency is required to verify the identity and legal ability to work of all individuals before they can begin work. In keeping with this obligation, each applicant must produce documentation that shows his or her identity and legal authority to work. Each applicant must also attest to his or her legal authority to work and identity on an I-9 form provided by the federal government. This verification form will be distributed by the agency and must be completed as soon as possible after an offer of employment is made. In no event can the form be completed and returned to the SBCCOG more than three (3) business days after an individual is hired.

If an employee has provided right to work documentation that has an expiration date, updated documentation must be given to the SBCCOG before this expiration date. All offers of hire and continued employment are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

Section 2: Employment Policies and Practices

2.1 Employment Categories

In order to determine eligibility for various benefits, the following employment categories have been established:

2.1.1 New Hires/Trial Period

The first 90 days of continuous employment at SBCCOG is considered a trial period. During this time an employee will learn responsibilities, get acquainted with fellow employees, and determine whether he or she is content with the position. Also, during this time, the supervisor will closely monitor work and review performance. Upon completion of the trial period, or at any time, SBCCOG reserves the right to extend the duration of the trial periods, as it deems appropriate.

Completion of the trial period does not entitle an employee to remain employed by SBCCOG for any definite period of time.

2.1.2 Regular Full-Time Employees

Regular full-time employees are those who are normally scheduled to work and who work a minimum of 30 hours per week.

2.1.3 Part-Time Employees

Part-time employees are those who typically are scheduled to work and who work less than 30 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are not eligible for employee benefits except where mandated by applicable law.

2.1.4 Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments will generally be periods of three months or less. However, such assignments may be extended for up to one (1) year. Temporary employees are not eligible for employee benefits except where mandated by applicable law.

Since all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specified length of time. Employment is at the mutual consent of the employee and the SBCCOG.

2.2 Job Duties

The employee's supervisor will explain job responsibilities and performance standards expected of the employee. Job responsibilities may change at any time during employment. From time to time, an employee may be asked to work on special projects or to assist with other work necessary

to the operation of the organization. The cooperation and assistance of the employee in performing such work is expected.

SBCCOG reserves the right at any time, with or without notice, to alter or change job responsibilities, reassign, or transfer job positions or assign additional job responsibilities.

2.3 Standard Work Schedules

The standard workday (a consecutive 24-hour period) begins at 12:01 p.m. and ends at 12:00 p.m. (noon). The standard workweek begins on Friday at 12:01 p.m. and ends on Friday at 12:00 pm and consists of 30-40 hours.

2.3.1 Compressed Work Week Program

A 9/80 schedule went into effect May 16, 2018 and will remain until further notice. A 9/80 schedule is defined as a schedule where an employee works eight 9-hour days and one 8-hour day in a two-week period with one Friday off every other week that corresponds with the 8-hour day. In the event of a critical business event, employees are expected to report to work/attend, regardless of scheduled day off. Participation in the 9/80 schedule continues until/unless employee requests to work a different schedule and the Deputy Executive Director or Executive Director approves. Any employee whose regularly scheduled day off falls on a paid assigned holiday, shall be credited with 8 hours vacation leave.

2.3.2 Meal and Rest Periods

Employees who work five or more hours in a workday are provided with an unpaid one-hour meal period, to be taken approximately in the middle of the workday. Employees may elect a 30-minute meal period instead of one hour. Employees that work more than 10 hours but less than 12 hours per day receive a second 30-minute meal period. The second meal period may be waived by mutual consent of supervisor and employee. Employees are allowed ten-minute rest periods for every four hours of work, or major portion thereof, which should occur at or close to the middle of those hours. Meal periods cannot be combined with rest periods. Rest periods cannot be taken at the beginning or end of a workday.

Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

2.3.3 Timekeeping Requirements

For billing, tracking and/or payroll purposes, all employees are required to record their own time accurately and completely every day in the required format and timekeeping system. It is solely the employee's responsibility to review their timecards for accuracy, request adjustments, corrections, obtain approval, and approve the timecard electronically. To ensure the accuracy of all time-recording, employees may be asked to sign and date a statement similar to the following at the conclusion of each pay period:

“This information is accurate and was entered daily.”

Any errors in your timecard must be reported immediately in writing to your manager, who will attempt to correct legitimate errors.

Under no circumstances may any employee punch or record another employee's timecard. The time recorded must reflect the actual hours worked and meal periods taken. Altering, falsifying, and tampering time records, or recording time on another employee's time record is prohibited and subject to disciplinary action, up to and including termination of employment. Time recording must be submitted to the supervisor in a timely manner.

2.4 Payment of Wages

SBCCOG employees are paid semi-monthly. If payday falls on a Saturday, Sunday or bank holiday then payday will be the last business day prior to the regular payday. An employee may enroll in a direct deposit program if one is offered.

2.4.1 Overtime

An employee may be deemed non-exempt. Non-exempt employees are paid either a salary or on an hourly basis and might be entitled to receive overtime pay for time worked in excess of 40 hours per week under the Fair Labor Standards Act (FLSA). Such employees must have prior, written approval from their supervisor before any overtime can be worked. The employee should provide a written memorandum stating the reasons for an overtime request, the maximum hours requested and the dates that overtime shall be worked. New hires are advised of their employee and exemption status at the time of hire or promotion.

Exempt employees may have to work hours beyond their normal schedule, but do not qualify for overtime pay. The monthly salary shall be the full compensation for all hours worked by exempt employees.

2.4.2 Exempt Employees and Flex Scheduling

SBCCOG exempt full-time employees are paid an annual salary to fulfill the duties of their position regardless of hours worked while meeting the basic work requirement of 80 hours every two weeks. Exempt status places a greater emphasis on meeting the responsibilities assigned to the position than on working a specified number of hours. Exempt employees are expected to be present at work during their scheduled work times in order to perform work that is essential to the organization's operations. Employees are also expected to arrive at a certain time in order to ensure that workplace is properly staffed for business. For the SBCCOG office functions, the schedule is 8 am to 5 pm. For SBCCOG meeting support functions, the schedule varies to include early morning and evening meetings. For SBCCOG event functions, the schedule varies to include early morning, evening, weekend, and holiday events. Understanding that job functions require flexibility, there is also a need for staff to be in the office to perform team functions. Team functions are typically conducted between 9 a.m. and 5 p.m.

Flex scheduling can be used to adjust employee start and departure time to help address variations in schedules needed to ensure that the duties of the positions are fulfilled. Employees may request a flextime arrangement in advance. Flextime schedules must be approved by the Executive Director or Deputy Executive Director.

In addition, because of the exempt status criteria that work hours are not accounted for on a one-to-one basis, there may be times when employees are not at work during some hours of a typical workday. Employees are required to obtain approval from the Executive Director or Deputy Executive Director before they are absent during typical work hours. Notification can be e-mail or verbal. It is not only common courtesy, but it is necessary so that others who need to be coordinated with can be informed of the change in work schedule for the day. All time out of the office during typical core work hours must be recorded on the internal office calendar.

In addition, the SBCCOG has approved Telework Procedures and Employee Agreement that set guidelines for working at home or remotely instead of in the office that is available for review.

2.5 Personnel Records

An employee has a right to inspect certain documents in his or her personnel file, as provided by law, in the presence of a SBCCOG representative at a mutually convenient time. If copies of an employee's performance records or any grievance concerning the employee are requested, employees will be responsible for costs incurred as a result of copying. An employee may add his or her version of any disputed issue to the file.

SBCCOG will attempt to restrict disclosure of personnel files only to authorized individuals within SBCCOG. Any request for information from personnel files must be directed to the Executive Director. Disclosure of personnel information to outside sources will be limited. However, SBCCOG will cooperate with requests from authorized law enforcement of local, state, or federal agencies conducting official investigations and as otherwise legally required.

SBCCOG is required by law to keep current all employees' names and addresses. Employees are responsible for providing updated and accurate information for their personnel files.

2.6 Performance Evaluations

Employees will receive periodic performance reviews. Supervisors conduct the review and discuss it with the employee. The first performance evaluation will be after completion of the trial period. After that review, performance evaluations will be conducted, at a minimum, annually.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, attitude, and behavior toward others. Evaluations are intended to help the employee become aware of areas for progress and improvement, as well as objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in salary or promotions or continued employment. Salary increases and promotions are solely within the discretion of SBCCOG and depend upon many factors in addition to performance. After the review, employees are required to sign an evaluation report simply to acknowledge that it has been presented and discussed, and to indicate that they are aware of its contents. Employees will have the opportunity to add comments to their reviews.

2.7 Employee References

All requests for references must be directed to the Deputy Executive Director. A manager, supervisor, or employee must be authorized by the Executive Director or Deputy Executive

Director before releasing references for current or former employees. SBCCOG policy regarding references for employees who have left SBCCOG is to disclose only the dates of employment and the title of the last position held. If the employee authorizes disclosure in writing, SBCCOG will also provide a prospective employer with information on the amount of salary or wage last earned.

2.8 Resignation and Voluntary Termination

An employee may voluntarily resign his or her employment. If an employee fails to report to work, absent a bona fide emergency which prevents him or her from contacting the Executive Director or Deputy Executive Director for three consecutively scheduled workdays, and without notice to or approval by the Executive Director or Deputy Executive Director that employee will voluntarily terminate employment with SBCCOG. All organizational property including keys, equipment, computers, peripherals, cellular phones, credit cards, access cards, files and records must be returned on or before the employee's last day worked or upon termination of employment.

Employees who wish to amicably leave their employment with the SBCCOG should give at least two (2) weeks written notice. This two (2) week notice period cannot be satisfied by using any accrued time-off, paid or unpaid, without the express written permission of the Executive Director or Deputy Executive Director.

Employees in good standing who resign, return all agency property, and give proper written notice to the Executive Director or Deputy Executive Director will receive due consideration as a new hire if they later become applicants for re-employment.

2.8.1 Reductions in Force

Under some circumstances, SBCCOG may need to restructure or reduce its workforce. Employees who are hired pursuant to funding-assisted programs are subject to termination when program funding terminates. If it becomes necessary to restructure operations or reduce the number of employees, SBCCOG will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, SBCCOG will take into account, among other things, business operations and requirements, the skill, productivity, ability and past performance of those employees involved and, where feasible, each employee's length of service.

2.9 Involuntary Terminations and Progressive Discipline

Violation of SBCCOG policies and rules may warrant disciplinary action. SBCCOG has established a system of progressive discipline that includes verbal warnings, written warnings and suspension. The system is not formal and SBCCOG may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. The SBCCOG policy of progressive discipline in no way limits or alters the at-will employment relationship. Terminations are to be treated in a confidential, professional manner by all concerned.

Circumstances may exist where the agency will exercise its right to immediately accept an employee's resignation and to accelerate the final date of employment.

Section 3: Standards of Conduct

3.1 Prohibited Conduct

The following conduct is prohibited and will not be tolerated by SBCCOG. This list of prohibited conduct is illustrative only. Other types of conduct injurious to security, personal safety, employee welfare, and operations may also be prohibited. The following are prohibited:

1. Falsification of employment records, employment information, expense report or other SBCCOG records
2. Allowing falsification of any time recording, either the employee's own time or that of another employee
3. Theft, damage or destruction of any SBCCOG property or the property of any employee, vendor or customer
4. Removing or borrowing SBCCOG property without prior authorization
5. Unauthorized use of SBCCOG equipment, time, materials or facilities
6. Threats or acts of physical violence towards others during working hours or on SBCCOG property
7. Carrying a firearm or any other dangerous weapon on SBCCOG premises at any time
8. Engaging in felonious criminal conduct whether or not related to job performance
9. Causing, creating, or participating in a disruption of any kind during working hours on SBCCOG property
10. Insubordination including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor using abusive language at any time on SBCCOG premises
11. Failure to notify the Executive Director or Deputy Executive Director or designee when unable to report to work
12. Unreported absence of three (3) consecutive scheduled workdays absent a bona fide emergency which prevents employee from contacting their supervisor
13. Failure to observe working schedules, including meal periods
14. Failure to provide a physician's certificate when requested or required to do so
15. Sleeping or malingering on the job
16. Making or accepting lengthy or numerous personal telephone calls during working hours, except in cases of emergency or extreme circumstances
17. Working overtime without authorization or refusing to work assigned overtime
18. Wearing unprofessional or inappropriate styles of dress, jewelry or hair while working
19. Violation of any law or SBCCOG safety, health, or security policy, rule or procedure
20. Committing a fraudulent act under any circumstances
21. Unlawful harassment, discrimination, or retaliation.

3.2 Punctuality and Attendance

Employees of SBCCOG are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for fellow employees and others, such as contractors. When an employee is absent, others must carry added workloads, just as each employee must assume the workload of others who are absent.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized SBCCOG business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

If an employee is unable to report for work on any particular day, that employee must call his or her supervisor before the time he or she is scheduled to begin working that day, or at least as soon as practicable. In all cases of absence or tardiness, employees must provide supervisor with honest reasons or explanations. An employee must inform his or her supervisor of the expected duration of any absence. Unless there are extenuating circumstances, an employee must call in on any day he or she is scheduled to work and will not report to work.

If an employee is absent or tardy because he or she was eligible for and used their initial 40 hours of accrued Paid Sick Leave, the employee will receive no disciplinary action for that absence or tardiness, nor will the employee be deemed to have voluntarily resigned.

3.3 Confidentiality

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of work, an employee may have access to confidential information regarding SBCCOG, its partners, its member cities, or perhaps even fellow employees. It is the responsibility of the employee to, in no way, reveal or divulge any such information unless it is necessary to do so in the performance of duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the Executive Director or Deputy Executive Director. Any breach of this policy will not be tolerated and legal action may be taken by SBCCOG.

3.4 Harassment, Discrimination and Defamation

Employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. SBCCOG does not tolerate discrimination, harassment or retaliation on any basis, as specified in the Harassment, Discrimination and Retaliation Reporting Policy, as found below. Under no circumstances may employees use the organization's information technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes, cartoons).

3.5 Communication

All employees should make every attempt to communicate respectfully, professionally, accurately and clearly in all forms of communication including, but not limited to, those via e-mail and written communication. Employees should use the same due care in drafting e-mail as they would for any other SBCCOG communication.

3.6 Dress Code

The manner in which employees of the SBCCOG present themselves contributes to the corporate culture and reputation of the organization; this includes the South Bay Environmental Services Center. A professional appearance is essential to make a favorable impression with those who employees interact with, including elected officials, city and county staff, contractors, and members of the community.

Good grooming and appropriate dress reflect personal pride in our jobs and inspire confidence in others. A basic essential of appropriate dress includes the need for clothing to be neat and clean. Business casual is the appropriate attire for most days. Depending on the occasion, for more formal meetings, business attire should be worn.

Section 4: Operational Considerations/Policies

4.1 Management Access to Technology Resources

4.1.1 Information Assets are SBCCOG Property

All messages sent and received, including personal messages, and all data and information stored on the organization's electronic mail system, voicemail system, or computer systems, including Public Files, are SBCCOG property regardless of the content. All employees have a responsibility to protect and adhere to policies and procedures regarding this content. SBCCOG reserves the right to access all of its information technology resources including its computers, voicemail, and electronic mail systems, at any time, at its sole discretion.

4.1.2 Employee Privacy

Although SBCCOG does not wish to examine personal information of its employees, on occasion, it may need to access its information technology resources including computer files, electronic mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the organization's technology resources, including personal information or messages. The information technology system belongs to the organization. Users expressly waive any right of privacy in anything they create, store, send, or receive on SBCCOG information technology systems.

SBCCOG may, at its discretion, inspect all files or messages on its information technology resources at any time for any reason. The organization may also monitor its information technology resources at any time in order to determine compliance with these policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

In addition, no user should view, copy, alter, or destroy another's personal electronic files without permission (unless authorized or required to do so by law or regulation).

Employees should assume that any communication - whether business related or personal - that they create, send, receive, or store on the organization's information technology resources may be read or heard by someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through e-mail, or the Internet.

The organization reserves the right to keep an employee's e-mail address active for a reasonable period of time following an employee's departure from the organization to ensure that important business communications reach the agency. SBCCOG will review such communications and send any appropriate personal communications to the former employee if forwarding information is provided at termination.

4.3 E-Policies

4.3.1 General Principles

This policy makes it clear that SBCCOG owns and controls all workplace technology and therefore all communications and activity conducted over it. Authorized use of SBCCOG- owned or operated computing and network resources shall be consistent with the mission of SBCCOG and consistent with this policy. Underlying this policy is the idea that each employee has a responsibility to use the agency's information technology resources in a manner that increases productivity, enhances the agency's public image, and is respectful of other employees.

4.3.2 Information Technology Resources Defined

Information technology resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives (local and portable), USB flash drives, and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; projection equipment; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cellular phones; pagers; handheld computing devices; PDAs; Smartphones; USB devices; and voicemail systems.

4.3.3 Permitted General Access

Generally, employees are given access to the organization's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the organization's information technology resources will be given access to the necessary technology. Authorized users of SBCCOG computing and network resources include those who may not work for SBCCOG, but whose access has been authorized by management. Access, passwords, and e-mail accounts are granted by management of SBCCOG and therefore access to the systems can also be denied by management.

This policy defines in detail the acceptable use of the information technology resources of the organization by its employees. Generally, the resources should be used for business related functions; however, there are a few exceptions:

- To send and receive necessary and occasional personal communications
- To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner
- To use the telephone system for brief and necessary personal calls
- To access the Internet for brief personal searches and inquiries during mealtimes, or outside of work hours, provided that employees adhere to all other usage policies.

In subsequent sections, this policy defines unacceptable uses of the information technology resources of the organization in more detail. SBCCOG reserves the right, upon reasonable cause for suspicion, to access all aspects of its computing systems and networks, including individual login sessions to determine if a user is violating this policy, state or federal laws.

4.3.4 Prohibited Uses

Abuse of SBCCOG computer resources is prohibited. Employees may not use any of the organization's information technology resources for any illegal purpose, violation of any policy, in a manner contrary to the best interests of SBCCOG, in any way that discloses confidential or proprietary information of the organization or third parties, or for personal gain. Abuse includes, but is not limited to:

4.3.4.1 Gambling or Game Playing

The use of SBCCOG computers and networks to gamble is strictly prohibited. Computing and network services are not to be used for recreational game playing.

4.3.4.2 Chain Letters

The propagation of chain letters is considered an unacceptable practice by SBCCOG and is prohibited. If a chain letter is received by an employee, SBCCOG prohibits the forwarding of the email to anyone.

4.3.4.3 Faxing

Using the organization computer faxing capabilities for non-work-related activities is strictly prohibited. SBCCOG prohibits the use of any facsimile machine, computer, or other device to send an unsolicited advertisement to a facsimile machine unless authorized by management.

4.3.4.4 Online Shopping

The use of SBCCOG computers and the Internet to conduct personal online shopping is prohibited.

4.3.4.5 Unauthorized Monitoring

A user may not use computing resources for unauthorized monitoring of electronic communications. However, the agency has the right, but not the duty, to monitor any aspects of its computer system including monitoring sites visited by employees, chat groups, newsgroups, and downloading and uploading files.

4.3.4.6 Flooding, Spamming and Internal Spam

Posting a message to multiple list servers, news groups, websites, or email addresses with the intention of reaching as many users as possible is prohibited. This restriction does not apply to approved marketing, or meeting and informational notices, designed to reach users who have elected to receive messages which are acceptable. Employees are also prohibited from sending

organization-wide e-mail messages, which are not for organizational purposes, to all employees without the approval of the Executive Director or Deputy Executive Director.

4.3.4.7 Software Piracy

Access to the Internet enables users to download a wide variety of software products for a fee as shareware or for free. All software downloads must be approved by the Executive Director or Deputy Executive Director. Employees are required to fulfill all license and copyright obligations of software approved to be used. Furthermore, employees must record and document all desktop downloads, upgrades, and migrations to the best of their ability for IT administration purposes. Software is the property of the SBCCOG.

4.3.4.8 Use of Unlicensed Software

The use of unlicensed software on SBCCOG computers is strictly prohibited. All software in use on the organization's information technology resources must be officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is intended. No employee may load any software on SBCCOG computers, by any means of transmission, unless authorized in advance by the Executive Director or the Deputy Executive Director. Authorization for loading software onto the organization's computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

4.3.4.9 Pornography

Employees are not allowed to visit sites that are considered "obscene". This restriction applies to all the 4.2.2 Information Technology Resources Defined, including personal laptops and mobile devices used in the workplace, at work-related external events, work-related meetings, and any other job function or activity. The agency may maintain a system to monitor Internet usage. In the event that an employee disregards this policy and visits "unauthorized" sites, it will be grounds for termination. The organization has the right to view private files that have been downloaded to determine the propriety of these downloads. SBCCOG also prohibits using computer resources to send sexually oriented images or messages.

4.3.5 Confidential and Sensitive Information via E-mail

Sending proprietary information or confidential information of or about the organization via e-mail is strictly prohibited. This type of information is a valuable asset of the organization. Unauthorized dissemination of this type of information may result in civil liability as well as criminal penalties. E-mail messages are like paper documents. Client-related e-mail messages should be carefully guarded and protected. Before sending e-mail messages every employee should consider how a third party might interpret the message.

4.3.6 Blind "Carbon Copies"

Due care must be exercised when sending BCC (blind cc) e-mail messages. BCCs are discouraged as consideration must be taken to ensure that an addressee's privacy is not violated.

4.3.7 Artificial Intelligence Policy

Employees may use artificial intelligence (AI) tools to enhance productivity, creativity, and efficiency in their work; however, AI-generated content must be verified for accuracy, compliance, and ethical considerations before use. Employees are responsible for ensuring that AI does not compromise data security, confidentiality, or any existing company policy. Employees must not include any SBCCOG or client identifying or confidential information when using AI, including:

- Client's names or other information that could identify the client;
- Confidential or proprietary information;
- SBCCOG's name or identifying information; and
- SBCCOG confidential or proprietary information.

Any use of AI should align with company values and standard industry regulations. If uncertain about AI usage, employees should seek guidance from the Executive Director or Deputy Executive Director.

Section 5: Employee Benefits

5.1 Employee Benefits

5.1.1 Mileage Reimbursement

SBCCOG provides mileage reimbursement at the IRS rate to employees when they are traveling for work related activities. Mileage reimbursement is calculated on the distance from the worksite to and from the location. For employees who are teleworking on a day that they have to travel for work related activities, mileage is calculated based on the shortest distance either their telework location or the office location.

5.1.2 Holidays

SBCCOG provides twelve (12) paid holidays each year and a Floating Holiday all of which must be used in the calendar year received. The office is officially closed on these days:

- New Year's Day
Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
Labor Day
Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas
- Winter Break – December 26 – December 29
- Floating Holiday (office open – employee must submit time off request and used within the calendar year it is received)

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday, respectively. However, SBCCOG may close on another day or grant compensating time off instead of closing. Holiday observance will be posted at the beginning of each calendar year.

Note: Any employee whose regularly scheduled day off falls on a paid assigned holiday shall be credited with 8 hours vacation leave.

¹

Employees shall not receive compensation for the balance of unused holidays including Floating Holiday upon separation, retirement, or indefinite layoff.

5.1.3 Eligibility for Holiday Pay

Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been excused with Vacation Leave or Admin Leave. Only regular full-time employees are eligible for full holiday pay. Temporary employees are not eligible for holiday pay.

Employees on unpaid leave are not eligible for holiday pay.

Employees may take religious holidays not designated as an agency holiday either as PTO, floating holiday or without pay. Prior approval in advance must be obtained from the Executive Director or Deputy Executive Director.

5.1.4 Vacation Leave

The SBCCOG provides vacation leave to eligible employees for personal use, such as rest, relaxation, and renewal. Consistent with this objective, the SBCCOG encourages employees to use their accrued vacation leave each year.

The SBCCOG provides vacation leave to employees who are hired at full-time status (at least 30 hours per week) for three or more consecutive months. An employee in such an appointment begins to accrue vacation leave at the start of his/her appointment.

Accrual of Vacation Leave: SBCCOG regular full-time employees accrue vacation leave based on years of qualifying service. During the first year of employment, employees accrue 104 hours of vacation time, at the rate of 8.67 hours per month. The number of hours will increase in subsequent years per the schedule below. The rate of accrual will not increase after 12 years of employment.

The schedule is as follows:

Years of Service	Monthly Accrual Hours
Year 1	8.67
Year 2	9.33
Year 3	10.00
Year 4	10.67
Year 5	11.33
Year 6	12.00
Year 7	12.67
Year 8	13.33
Year 9	14.00

¹ Any credited hours shall still adhere to SBCCOG's vacation and holiday accrual policies.

Year 10	14.67
Year 11	15.33
Year 12 and beyond	16.00 (max)

Those employees hired by the SBCCOG at the Executive level (defined as over 10 years of related experience) may start with additional paid vacation hours as may be negotiated with the employee. New employees become eligible to take paid vacation time after they have worked three consecutive months. Part-time employees are not entitled to paid vacation.

The Executive Director or Deputy Executive Director are responsible for approving vacation leave. Employees are responsible for planning ahead for vacation leave and working out their schedule with their Supervisor. Advanced notice and an approved time off request are expected and necessary to ensure appropriate scheduling of work.

Use of Accrued Vacation Leave

An employee may not use vacation leave before it is accrued and the accrual rate for the first year of employment is 8.67 hours per month. For instance, if a new employee has worked six months and wants to take a vacation, 52 hours would have been accrued and available to use. As stated above, a new employee must have worked a minimum of three consecutive months in order to be eligible to use accrued vacation leave.

Employees will coordinate their vacation leave in advance with their department or unit to ensure that their absence does not conflict with the needs of the department or unit. Vacation leave must be approved by the Executive Director or Deputy Executive Director.

Although the primary purpose of vacation leave is rest and relaxation, employees may use accrued vacation for personal or family illness or injury, or for other personal reasons.

Maximum Vacation Leave Accrual Limit

Vacation leave may be accrued up to a maximum of two (2) times an employee’s annual accrual. For example, an employee who has 2 or more years of qualifying service and accrues 112 vacation hours on an annual basis may accrue up to a maximum of 224 hours of vacation leave. Once an employee reaches the maximum accrual, no additional vacation leave may be accrued until the employee’s vacation leave balance falls below the maximum.

However, if an employee cannot schedule vacation within 60 working days of reaching the maximum accrual limit due to SBCCOG operational considerations, with the approval of the Executive Director or Deputy Executive Director, the employee will be provided an additional four months within which to take vacation leave in order to bring the employee’s accrual below the maximum. The employee continues to accrue vacation leave during these additional four months.

Vacation Leave Pay

Pay during a vacation leave is at the employee’s rate of pay in effect at the time the leave is taken, not the rate of pay in effect when the vacation leave was accrued.

An employee shall be paid for any unused vacation leave accrued through their last day on pay status upon separation of employment from the SBCCOG (resignation, termination, retirement, indefinite layoff, or medical separation).

5.1.5 Sick Leave

SBCCOG provides paid sick leave to continue the salary of eligible employees who are absent from work because of illness, injury, medical appointments, for parental bonding or family illness as outlined within this policy.

Eligibility

Sick leave is provided to eligible employees that work for SBCCOG for 30 or more days.

Sick Leave Accrual

An employee accrues sick leave based on hours on employee classification. An employee who is classified as full-time (30 hours a week) accrues 8 hours of sick leave per month, which equates to 96 hours of sick leave per year. Employees classified as part-time employees accrue sick leave at a rate of one hour per 30 hours worked. Accrual starts on the first date of employment for part-time employees and is capped at 48 hours annually. Sick leave accruals shall not be paid out upon employee separation. An employee may accrue no more than 120 hours of sick leave. Overtime hours are not included for purposes of computing the amount of sick leave accrued.

Grace Period: Employees that have sick leave accruals over the 120 hour cap as of 9-28-2023 will not earn additional hours until their accrual comes under the 120 hour cap. In no case will this extended period last longer than three years to 9-30-2026, at which time all employees will have a 120 hour cap.

Sick time will not accrue during leaves of absence.

Use of Sick Leave

- 1) An employee who becomes ill while on vacation shall be permitted to use sick leave based upon satisfactory verification of illness or injury.
- 1) To use sick leave for an extended period, an employee shall be required: to give at least 30 days advanced notice, to the extent practicable of foreseeable medical needs (e.g., a planned medical treatment) whenever possible or, if 30 days is not possible, reasonable notice; and
- 2) To the extent that any employee is unable to work for more than three consecutive days, submit documentation to substantiate their inability to work due to illness. Please note that this provision shall not apply in instances where employees exercise their right to use their initial 40 hours, or 5 days, of paid sick leave for a qualifying reason.

Sick leave shall not be used:

- 1) prior to its accrual;
- 2) beyond a predetermined date of separation, retirement, or indefinite layoff;
- 3) in excess of the employee's scheduled hours of work; or

- 4) during a temporary layoff, furlough, or leave without pay, except for a qualifying reason as indicated below.

Sick leave may be taken for the below prescribed purposes:

- 1) The diagnosis, care, or treatment of an existing health condition of, or prevention care for, an employee or an employee's family member; or
- 2) To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking; or
- 3) For an employee who is a victim or whose family member is a victim, as defined in subdivision (j) of Section 12945.8 of the Government Code, the purposes described in paragraph (3) of subdivision (a), or subdivision (b), of Section 12945.8 of the Government Code.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling, or a designated person identified by the employee at the time the employee requests paid sick leave. SBCCOG reserves the right to limit an employee to one designated person per 12-month period for paid sick leave.

Family Illness

An employee shall be permitted to use not more than 30 days of accrued sick leave in any calendar year when required to be in attendance or to provide care because of the illness of the employee's spouse, domestic partner, parent, child (including the child of a domestic partner), sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed also are covered. The provision also covers other persons residing in the employee's household. The SBCCOG Executive Director may authorize exceptions beyond the 30 days limit, including the exhaustion of all sick leave in the event of catastrophic illness in the employee's family or household.

The employee shall not receive compensation for the balance of accrued but unused sick leave upon separation, retirement, or indefinite layoff.

Catastrophic Leave Donation Program

An employee may voluntarily donate a portion of his/her accrued vacation leave to be used by other SBCCOG employees (who have exhausted all of their own accrued paid leave benefits) to address circumstances such as: a catastrophic injury or illness of an employee; caring for a catastrophically ill or injured family member or household member; to deal with the death of a family or household member; or to address a catastrophic casualty loss suffered due to a terrorist attack, fire, or natural disaster. An employee cannot bring his/her personal vacation leave balance below 40 hours as a result of donating accrued vacation leave to another employee.

5.1.6 Management Leave

Full-time exempt employees will receive 40 hours annually of Management Leave as time off from work. New employees receive a prorated portion of the annual 40-hour leave allocation based on their start date. The leave is calculated by multiplying 40 hours by the percentage of the calendar year remaining from the employee's start date. The prorated amount is rounded up to the nearest quarter-hour.

Management Leave must be requested in advance, be approved by the Executive Director or Deputy Executive Director or his or her designee and not interfere with work operations. Management Leave must be used within the calendar year and does not carry over into the ensuing year. Unused balances at the end of the calendar year are lost. The employee shall not receive compensation for the balance of unused Management Leave upon separation, retirement, or indefinite layoff.

5.1.7 Life Insurance

SBCCOG provides eligible employees with \$50,000 of life insurance coverage. Employees aged 65, 70, 75, and 80 will experience a coverage amount reduction of 35%, 60%, 75%, and 85%, respectively.

5.1.8 Employee Assistance Program

An Employee Assistance Program (EAP) is available to all SBCCOG employees. The EAP is called Work-Life Matters and is a confidential support service that provides a 24/7 toll free phone number that connects the employee to a counselor. You can reach Work-Life Matters at (800) 386-7055.

5.1.9 Deferred Compensation

Regular, active full-time employees are eligible to participate in the Deferred Compensation Plan on the first of the month following their date of hire. Eligible employees receive \$200 per month applied directly to their 457 deferred compensation account.²

5.2 Illness

If you are absent longer than three days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work may be required.

5.3 Eligibility for Health Benefits

Regular full-time employees are eligible for health benefits (medical, dental and vision) once they have satisfied the waiting period from their date of employment specified in their chosen health plan. Eligible employees receive \$500 per month to apply towards health benefits. Any unused amounts will be applied to deferred compensation.

² In order to participate in this plan, an employee must be actively working full-time hours as defined in section 2.1.2. If any employee does not meet this threshold or is out on a leave of absence for any reason, SBCCOG reserves the right to pause its contributions during the pay period affected.

5.4 Payroll Deductions

State and federal laws require the SBCCOG to make the proper deductions on your behalf. Amounts withheld vary according to an employee's earnings, marital status, and the number of exemptions. Required deductions include: (1) Social Security (FICA); (2) Medicare; (3) federal income tax; (4) state income tax; and (5) state disability insurance (SDI).

5.4.1 Social Security and Medicare

Social Security and Medicare are important parts of every employee's retirement benefit. SBCCOG contributes to each employee's Social Security and Medicare taxes in accordance with legal requirements.

5.4.2 State Disability Insurance (SDI)

Each employee contributes to the State of California for short-term disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at SBCCOG or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available.

5.4.3 Paid Family Leave

The State of California extends disability coverage for individuals who take time off work to care for a seriously ill child, spouse, parent or domestic partner, to bond with a new child or to care for a designated person (any care recipient related by blood or whose association with the employee is the equivalent of a family relationship)³. The State Disability Insurance (SDI) program will administer this insurance. This insurance is funded by payroll deductions from each employee's paycheck.

5.4.4 Unemployment Compensation

SBCCOG contributes to the state and federal Unemployment Insurance Funds on behalf of our employees. If your employment terminates, you may be eligible to receive unemployment insurance. In most cases, you must file a claim to receive this benefit.

5.5 Workers' Compensation Insurance

SBCCOG insures all employees against accidental injuries occurring on the job, in accordance with the California Workers' Compensation Law. Coverage begins on the date of employment and covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. An employee must report an accident to the Executive Director or Deputy Executive Director or his or her designee within 24 hours.

³ Employees may identify one designated person per 12-month period.

5.6 Leaves of Absence

A leave of absence is an unpaid leave lasting longer than two weeks. SBCCOG may grant leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible, to keep in touch with the Executive Director or Deputy Executive Director or his or her designee during the leave and to give prompt notice if there is any change to the return date. If an employee's leave expires and he or she has not contacted the Executive Director or Deputy Executive Director or his or her designee or the SBCCOG, it will be assumed that the employee does not plan to return and employment will be terminated.

Upon returning from leave, an employee will be offered the same position held at the time of leaving, if available. If this position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, the employee's return to work will depend on job openings existing at the time of the scheduled return. There are no guarantees of reinstatement and an employee's return and salary will depend on qualifications for existing openings.

Vacation and sick time will not accrue during the leave and no holiday pay will be paid.

5.6.1 Medical Leaves

A medical leave of absence may be granted for non-work-related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to four months with a physician's certificate. Requests for leave should be made in writing as far in advance as possible.

A medical leave begins on the first day a doctor certifies that an employee is unable to work and ends when the doctor certifies that the employee is able to return to work or after a total of four months of leave, whichever occurs first. An employee returning from a medical disability leave must present a physician's certificate showing fitness to return to work.

Upon returning from a non-work-related medical leave, an employee will be offered the same position held at the time of leaving, if available. If this position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, the employee's return to work will depend on job openings existing at the time of the scheduled return. There are no guarantees of reinstatement and an employee's return and salary will depend on qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth and related medical conditions. The SBCCOG intends to fully comply with these laws.

5.6.2 California Family Rights Act

The California Family Rights Act (CFRA) authorizes eligible employees to take up to a total of 12 weeks of paid or unpaid job-protected leave during a 12-month period. While on leave, employees keep the same employer-paid health benefits they had while working. Eligible employees can take the leave for one or more of the following reasons:

- The birth of a child (including the child of a domestic partner) or adoption or foster care placement of a child.
- To care for an immediate family member (spouse, domestic partner, child of any age, parent, sibling, grandparent, or grandchild), or designated person (a designated person, means any individual related by blood or whose association with the employee is the equivalent of a family relationship. A designated person may be identified by the employee at the time the employee requests paid sick days) with a serious health condition.
- When the employee is unable to work because of a serious health condition (excluding pregnancy)
- A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age), or parent in the United States Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.

Employees must notify SBCCOG as soon as they are aware of the need for such leave. For foreseeable leave, the employee must provide 30 calendar days' advance notice. For events not foreseeable 30 days in advance, the employee must give notice as soon as is practicable, and generally must comply with SBCCOG's normal call-in or notice procedures. All requests for CFRA Leave should include enough information to make SBCCOG aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. If an employee fails to provide the requisite 30-day advance notice for foreseeable events without a reasonable excuse for the delay, SBCCOG reserves the right to delay the start of the leave until at least 30 days after the date on which the employee does provide such notice. Once aware the employee needs leave, SBCCOG will inform the employee as to whether the employee is eligible under CFRA for such leave. SBCCOG may request documentation evidencing the need for such leave as permitted by law.

Eligible employees who take CFRA Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

If SBCCOG employs both parents who are entitled to CFRA Leave, both employees are entitled to 12 weeks of leave each.

SBCCOG will not discriminate against an employee for exercising CFRA rights or giving information or testimony as to the employee's or another person's CFRA Leave; nor will SBCCOG interfere with or limit the exercise or attempted exercise of such rights.

5.6.3 Pregnancy Related Disability Leave

SBCCOG recognizes that employees may be unable to work for temporary but extended periods of time due to pregnancy, childbirth, or related medical conditions. Accordingly, for any employee who is disabled by pregnancy, childbirth, or related medical conditions, SBCCOG provides leave for the period of actual disability ("Pregnancy Disability Leave"), up to a maximum of four months. Pregnancy Disability Leave may be taken intermittently, or on a reduced-hours schedule, as medically advisable. An employee may also be entitled to reasonable accommodation for pregnancy, childbirth, or related medical conditions.

Whenever possible, an employee should submit a written request for Pregnancy Disability leave to SBCCOG's Executive Director or their designee as soon as she is aware of the need for such leave. If the leave is foreseeable, the employee must provide 30 calendar days' advance notice to SBCCOG of the need for Pregnancy Disability Leave. If it is not practicable to give 30 calendar days' advance notice of the need for such leave, the employee must notify SBCCOG as soon as practicable after she learns of the need for such leave. If an employee fails to provide the requisite 30 days' advance notice for a foreseeable need for leave, without any reasonable excuse for the delay, SBCCOG reserves the right to delay the taking of the leave until at least 30 days after the date that the employee does provide such notice.

A request for a Pregnancy Disability Leave must be supported by medical certification from a health care provider, which shall provide the following information: (a) the date on which the employee became disabled due to pregnancy; (b) the probable duration of the period or periods of disability; and (c) an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of her position without undue risk to herself, her pregnancy, or to other persons. Upon expiration of the time period for the leave estimated by the health care provider, SBCCOG may require the employee to provide another medical certification if additional leave time is requested.

An employee taking Pregnancy Disability Leave must substitute any accrued sick pay for her leave and may, at her option, substitute any accrued vacation time for her leave. Except to the extent that paid leave is substituted for Pregnancy Disability Leave, such leave will be unpaid. The substitution of paid leave for Pregnancy Disability Leave does not extend the total duration of the leave to which an employee is entitled.

During an employee's Pregnancy Disability Leave, SBCCOG will continue to pay for the employee's participation in SBCCOG's group health plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave. Thus, the employee must continue to pay her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with SBCCOG for the payment of such premiums.

All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee.

SBCCOG may recover from the employee the amount of premiums that SBCCOG paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired due to a reason other than: (i) the employee is taking (i.e., has transitioned over to) leave under the California Family Rights Act, unless the employee chooses later not to return after the CFRA leave, in which case SBCCOG can recover such premium amounts; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to Pregnancy Disability Leave, unless the employee chooses not to return after the Pregnancy Disability Leave, in which case SBCCOG can recover such premiums; (iii) non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following such leave, in which case SBCCOG can recover such premiums, or (iv) other circumstances beyond the employee's control.

Employees on Pregnancy Disability Leave will accrue employment benefits, such as sick leave, vacation, and seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. Employee benefits may be continued during the unpaid portion of the Pregnancy Disability Leave according to the provisions of SBCCOG's various employee benefit plans.

Unless SBCCOG and the employee have already agreed upon the employee's return date, an employee who has taken a Pregnancy Disability Leave must notify SBCCOG's Executive Director or their designee at least two business days before her scheduled return to work or, as applicable, transfer back to her former position. An employee who timely returns to work at the expiration of her Pregnancy Disability Leave will be reinstated to her former position, or a comparable position, whenever possible and consistent with applicable law.

Each employee who has taken a Pregnancy Disability Leave must be released by her doctor to return to work. The return-to-work release should be in writing and submitted to the Executive Director or their designee on or before the employee's return.

5.6.4 Bereavement Leave

In the event of a death in the immediate family, an employee may be granted a leave of absence for up to five (5) days in total. Three (3) of those days will be paid leave, and the remaining two (2) days will be unpaid. Employees may, at their option, elect to utilize any accrued vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. This is in addition to regular sick leave and vacation time. Certification may be required by the Executive Director or their designee.

The days of bereavement leave do not need to be taken consecutively, however, you must complete your bereavement leave within three months of your family member's death, at which time any remaining unused bereavement leave will expire.

For purposes of this policy an employee's immediate family is defined to include spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, domestic partner, or any other person who is a legal dependent of the employee. To the extent allowed by law, SBCCOG may request documentation from an employee availing themselves of this leave.

5.6.5 Personal Leave

A personal leave of absence without pay may be granted at the discretion of the SBCCOG. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay. Vacation Leave and Sick Leave will not accrue during a leave of absence and no holiday pay will be paid. Employees may not elect to utilize accrued sick leave while on a personal leave of absence.

5.6.6 Jury Duty or Witness Leave

Temporary and Part-time employees will not be paid by the organization while serving on a jury. Regular full-time employees who have completed their trial periods will receive full pay while serving up to five (5) days per year of jury duty wherein that employee is called on to a court case, or one (1) day wherein that employee is summoned to a juror holding area. An employee must notify the Executive Director or Deputy Executive Director or his or her designee of the need for potential time off for jury duty as soon as a notice or summons from the court is received. Employees will be requested to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty, the employee will be expected to return to work for the remainder of that day.

If desired, employees may use any available Administrative Leave or Vacation Leave while serving on a jury over the five (5) days of full pay. Employees may be required to pay SBCCOG any amount he or she received for jury fees. Mileage allowance may be retained by the employee.

5.6.7 Time Off to Vote

SBCCOG encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to reach a polling place during their non-working hours, SBCCOG will grant up to two hours of paid time off to vote.

Employees must request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

5.6.8 Military Leaves

SBCCOG will grant employees a military leave of absence to the extent required by applicable law.

5.6.9 Military Spouse Leave

Qualified California employees will be given up to 10 days leave during that time in which the employee's spouse or domestic partner is on leave from deployment in a combat zone with the active duty or reserve military or national guard during a period of military conflict. Employees may use accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay.

Qualifying employees are employees who work an average of 20 hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide SBCCOG with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written

documentation to SBCCOG certifying that the military member will be on military leave from deployment.

5.6.10 Leave Related to Domestic Violence, Sexual Assault or Stalking

SBCCOG will provide unpaid time off to an employee who has been the victim of domestic violence, sexual assault or stalking to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.

This includes time off for the following:

- To seek medical attention for injuries caused by domestic violence, sexual assault, stalking, crime or abuse;
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, stalking, crime, or abuse;
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, stalking, crime or abuse;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, stalking, crime, or abuse, including temporary or permanent relocation; or
- To obtain or attempt to obtain relief from the court, including but not limited to a temporary restraining order, a restraining order, or other court-ordered relief to help ensure the health, safety or welfare of the victim or his/her child; or
- To provide care for a family member recovering from injuries caused by the qualifying act of violence; or
- To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare. Leave for this reason is limited to a total of five (5) days; or
- If an employee is subpoenaed or ordered by a court to appear as a witness in a judicial proceeding related to a crime against the employee or another person.
- If an employee or employee's family member are a victim of certain crimes and are attending judicial proceedings related to that crime including, but not limited to, any delinquency proceeding, a post-arrest release decision, plea, sentencing, postconviction release decision, or any proceeding where a right of that person is an issue. A "victim" is a person against whom a violent felony, serious felony and/or felony theft or embezzlement is committed. Additionally, it includes a person who suffers a direct or threatened physical, psychological or financial harm due to the commission or attempted commission of the following crimes or delinquent acts: vehicular manslaughter while intoxicated; felony child abuse likely to produce great bodily harm or a death; assault resulting in the death of a child under eight years old; felony domestic violence; felony physical abuse of an elder or dependent adult; felony stalking; solicitation for murder; a serious felony; hit-and-run causing death or injury; felony driving under the influence causing injury; sexual assault.

SBCCOG requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide SBCCOG with

certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

Unless otherwise stated above, such leave is limited to a total of ten (10) days unless the employee's family member is deceased as a result of crime and the employee is also a victim.

This leave may run concurrently with CFRA leave. Employees eligible for paid sick leave benefits under California law may take any such available paid time off, consistent with such law, for the purposes set forth in this policy. For more information, please see the Sick Leave policy. In the event paid sick leave benefits are not available, employees taking leave under this policy may elect to apply accrued and unused vacation to such time.

SBCCOG will also provide a reasonable accommodation for an employee who is a victim of domestic violence, sexual assault, stalking, crime, or abuse, and who has disclosed that status to SBCCOG, if the employee requests an accommodation for his or her safety while at work. SBCCOG will engage, in good faith, in a timely and interactive process with the employee to determine an effective reasonable accommodation.

SBCCOG prohibits discrimination, discharge, or retaliation against an employee for taking time off or requesting an accommodation under this policy, or based on the employee's status as a victim of domestic violence, sexual assault, and/or stalking.

5.6.11 Crime Victims' Leave

SBCCOG will provide unpaid time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. SBCCOG requires that where feasible, in advance of taking leave, the employee provide a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide SBCCOG with a copy of the notice within a reasonable time.

No employee who is absent from work pursuant to this provision will be discharged or otherwise discriminated against in compensation or other terms, conditions or privileges of employment, because of such absence. Such leave is unpaid. Employees taking leave under this policy may elect to apply vacation time to such leave.

5.6.12 Leave for Organ and Bone Marrow Donation

SBCCOG will grant an employee the following leaves of absence:

- Bone Marrow Donation: A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- Organ Donation:
 - A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating the employee's organ to another person.
 - An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of the employee donating the employee's organ to another person.

For leaves of absence under this policy that are paid, if an employee has earned and unused sick or vacation time available, the employee is required to first use up to five days of such paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation prior to receiving paid leave benefits.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to SBCCOG's Executive Director or their designee that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, SBCCOG will maintain and pay for coverage under any group health plan, for the full duration of this leave.

Leave provided under this policy may be taken in one or more periods. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, SBCCOG will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. SBCCOG may decline to restore an employee because of reasons unrelated to the employee's exercise of rights under this policy.

5.6.13 School Activity Leave

School Activity Leave (SAL) applies to employers with twenty-five (25) employees at the same location. To the extent that SBCCOG has twenty-five (25) employees, this policy will apply.

An employee is eligible to take if the employee:

- Is the parent or guardian of a student;
- Is the parent, guardian, or custodial grandparent of a child in kindergarten, grade school, or licensed day care.

“Parent” for purposes of this policy, means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to, a child.

Qualification For Leave

To qualify for this leave, an employee must be a parent and:

- Find, enroll, or reenroll their child in a school or with a licensed childcare provider;
- Participate in activities of the school or licensed childcare provider of their child;
- Address a childcare provider or school emergency.

Please note, under California law, SBCCOG is prohibited from discharging or discriminating against an employee who both: is the parent or guardian of a student; and takes time off, with reasonable notice, to appear at school because the student was suspended.

Duration of Leave

An employee may take a maximum of up to 40 hours off per year, with reasonable notice to take SAL. The time off cannot exceed 8 hours in any calendar month of the year. An employee must elect to use paid accrued leaves concurrently (e.g. sick leave, vacation, etc.) in the same way they could for other qualifying purposes under SBCCOG's policies.

Notice Requirement

The employee is required to provide SBCCOG with reasonable notice of the need for SAL. SBCCOG may ask for proof that the employee utilized the time for child-related activities permitted under California law.

5.6.14 Kin Care Leave

Under California state law, employees who accrue sick leave are eligible for Kin Care Leave (KCL). An employee may use KCL for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of the employee, or preventive care for, an employee or an employee's covered family member;
- For obtaining relief if the employee is a victim of domestic violence, sexual assault, or stalking.
- If the employee is a victim of domestic violence, sexual assault, or stalking, the employee may take time off to: obtain medical treatment, counseling or other victims' services, obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order, or other injunctive relief.

The number of days the employee can take off is calculated as an amount not less than the sick leave that would be accrued during 6 months of the employee's then-current rate of entitlement. Employees are able to use up to half of their sick leave for KCL. But, no more than one-half of the employee's annual accrued sick leave benefits can be counted as KCL. For a full-time career employee, for example, this would mean no more than 48 hours of sick leave can be counted as KCL.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.

A "family member" for the purposes of this policy is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling,

Please note, leave under this statute runs concurrently with paid sick leave, and CFRA leave.

5.6.15 Volunteer Firefighter and Reserve Police Leave

Under California state law, employees are eligible for leave under Volunteer Firefighter and Reserve Police Leave (VFRPL) if the employee is a volunteer firefighter, reserve peace officer, or emergency rescue personnel, and the employee requires time off to perform emergency services.

Employees may take temporary leave up to 14 days per calendar year in the aggregate for fire, law enforcement, or emergency rescue training. This leave does not run concurrently with other leave laws.

5.6.16 Alcohol and Drug Rehabilitation Leave

Under California state law, employees who seek time off to voluntarily complete a rehabilitation program are eligible for this leave under this policy.

Employees may take reasonable unpaid leave as long as the leave does not cause SBCCOG an undue hardship. Employees may choose to use available sick leave concurrently with rehabilitation leave.

5.6.17 Reproductive Leave Loss

All employees who have been employed with SBCCOG for at least 30 days are entitled to an unpaid leave of absence up to five (5) days in total following a reproductive loss event. Such leave must be taken within three (3) months of the reproductive loss event. If an employee experiences more than one reproductive loss event within a 12-month period, SBCCOG will grant the employee a cumulative total of up to of 20 (twenty) unpaid days of leave; subject to the limitation that each unpaid leave of absence shall not exceed five (5) days.

A reproductive loss event is defined as: failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. If the employee would have been recognized as a parent if the aforementioned events were successful, the employee will be covered under this definition. This includes the employee, the employee's current spouse or domestic partner, or another individual if the person would have been a parent of a child as a result of the event.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

The leave of absence following a reproductive loss event is unpaid, though an employee may elect to utilize any accrued and available paid time off (including sick, administrative leave, and vacation) that is otherwise available to the employee.

Any information provided to related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

5.7 Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds one month will be placed on inactive status. During the time the employee is on inactive status, no benefits (e.g., vacation leave, sick leave, holiday pay) will be earned and seniority will not continue to accrue.

Section 6: Employee Relations Policies

6.1 Reasonable Accommodations

To carry out SBCCOG’s commitment to providing equal opportunity for all applicants and employees, SBCCOG will provide reasonable accommodations, including as required under applicable laws, in accordance with this policy.

Reasonable Accommodations Related to Disability and Religion

SBCCOG will provide reasonable accommodations for applicants and employees with disabilities in accordance with the Americans with Disabilities Act (the “ADA”) and California law, and for applicants and employees based on their sincerely-held religious beliefs, practices, or observance under state and federal law. Employees seeking such accommodations should promptly notify SBCCOG’s Executive Director or their designee.

Reasonable Accommodations Relating to Pregnancy

SBCCOG will provide reasonable accommodations to employees who are affected by a pregnancy, childbirth, or related medical conditions, as medically advisable. Such accommodations may consist of:

- Modified work duties or a modified schedule to permit earlier or later hours or more frequent breaks; stools, chairs or other furniture; modified or acquired equipment or devices; reduced work hours; or other accommodations,
- Temporary transfers to a less strenuous or less hazardous position, if such transfer can be reasonably accommodated, or
- A “Pregnancy-Related Disability Leave” if the employee is disabled by pregnancy, as described in SBCCOG’s leave of absence policy.

Employees seeking a pregnancy-related accommodation, including transfer under this policy, should notify SBCCOG’s Executive Director or their designee. This notice must be timely and be provided by employees in advance when the need for reasonable accommodation is foreseeable; in all other circumstances, notice must be provided as soon as practicable. Failure to give advance

notice when the need is foreseeable may delay the reasonable accommodation or transfer until 30 days after the date the employee provides notice (unless such delay would endanger the health of the employee, her pregnancy or her coworkers).

Reasonable Accommodations for Victims of Domestic Violence, Stalking, or Sexual Assault

SBCCOG will also provide reasonable accommodations for an employee who is the victim of domestic violence, stalking or sexual assault if: (i) the employee has disclosed that status to SBCCOG, and (ii) the employee requests an accommodation for the employee's safety while at work.

In such circumstances, SBCCOG will engage, in good faith, in a timely and interactive process with the employee to determine an effective reasonable accommodation. In this process, the employee may be asked to provide: (i) a written statement, signed by the employee or someone acting on the employee's behalf, certifying that the accommodation is for the purposes stated above, and (ii) a certification confirming the employee's status as a victim of domestic violence, sexual assault or stalking. Six months after the date of each previous certification, SBCCOG may request a recertification of such status. SBCCOG will maintain any such certification as confidential if it identifies the employee as a victim of domestic violence, sexual assault or stalking, disclosing such information only as required by law, or as needed to protect the employee's workplace safety, and with prior notice of such disclosure to the employee.

Retaliation and Discrimination Prohibited

SBCCOG prohibits discrimination, discharge, retaliation, or any other unlawful acts against an individual because such person requests or receives an accommodation under this (or another applicable) policy, or because such individual engaged in any other conduct protected by the law. Additionally, as addressed in SBCCOG's separate policy on harassment, discrimination and retaliation, SBCCOG prohibits unlawful harassment, discrimination or retaliation against any employee on the basis of an individual's disability, religion, religious creed, sex (including pregnancy, childbirth and related medical conditions), status as a victim of domestic violence, sexual assault or stalking, or any other status as protected by law.

6.2 Lactation Policy

SBCCOG provides accommodations to lactating employees who need to express breastmilk during work hours in accordance with applicable law. SBCCOG will provide a room or other location (not a bathroom) for employees to express breastmilk in private. SBCCOG will ensure that the lactation room or location will:

- Be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk;
- Be clean, safe, and free of hazardous materials;
- Contain a surface to place a breast pump and other personal items;
- Contain a place to sit; and

- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery powered breast pump.

In addition, SBCCOG will provide access to a sink with running water and a refrigerator suitable for storing milk (or other cooling device suitable for storing milk) in close proximity to an employee's workspace. In the event that more than one employee needs use of the lactation room, SBCCOG will discuss alternative options with the employees to determine what arrangement addresses their needs, such as finding an alternative space or creating a schedule for such use.

SBCCOG shall also provide a reasonable amount of break time for an employee to express any breast milk each time that she needs to do so. The break time, if possible, should run concurrently with any break time already provided to the employee. Break time for a nonexempt employee that does not run concurrently with rest time already authorized for the employee is unpaid. However, if the employee performs any work during such break, she must accurately record all time worked and SBCCOG will compensate her for such time.

Employees who are nursing have a right to request lactation accommodation. Such requests may be made verbally or in writing, should indicate the need for an accommodation in order to express breastmilk at work, and should be directed to SBCCOG's Executive Director or their designee. SBCCOG shall respond to such requests in a reasonable manner, not exceeding five business days. If SBCCOG cannot provide break time, location, or other reasonable accommodations in accordance with this policy, it will inform the requesting employee in writing. Because lactation accommodation needs may change over time, employees may request changes to existing accommodations by a written request to SBCCOG's Executive Director or their designee that describes the nature of the change that is requested.

SBCCOG prohibits any form of retaliation or discrimination against an employee for exercising or attempting to exercise any rights provided under the above policies. Any such conduct or violations of the above-referenced policies should be reported to the Executive Director or their designee. Employees also have the right to file a complaint with the California Labor Commissioner for violation of a lactation accommodation right described in the policy above.

6.3 Equal Employment Opportunity

South Bay Cities Council of Governments is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. SBCCOG policy prohibits unlawful discrimination based on race (including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship status, age (40 years and older), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity and expression (including transgender identity and expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning (or is perceived to be transitioning), sexual orientation, sex stereotyping, reproductive health decision making (protected under section 12920 of the Government Code in California) marital status, domestic partner status, military service and veteran status, physical and/or mental disability (including HIV and AIDS), legally protected medical condition or information (including genetic information,) protected medical leaves

(requesting or approved), status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other basis protected by local, state or federal laws. All such discrimination will not be tolerated. SBCCOG is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the SBCCOG and prohibits unlawful discrimination by any employee of SBCCOG, including supervisors and co-workers.

6.4 Harassment, Discrimination and Retaliation Reporting

SBCCOG is committed to providing a professional workplace in which individuals are treated with respect and in a manner consistent with SBCCOG's high expectations of ethical conduct. This necessarily means that SBCCOG prohibits unlawful harassment, discrimination, and retaliation in accordance with applicable laws. This includes harassment based on sex (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, and related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race (including hair texture, protective hairstyles (including, but not limited to, such hairstyles as braids, locs, and twists), and other traits associated with race), color, religion and religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned or is (or is perceived to be) transitioning, sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the National Labor Relations Act or California Fair Pay Act, requesting a reasonable accommodation on a protected basis such as disability or sincerely-held religious belief, practice, or observance, or any other characteristic protected by federal, state, or local laws.

SBCCOG prohibits unlawful harassment, discrimination, and retaliation based on:

- Any combination of the above characteristics;
- A perception that the person has any of the above characteristics or any combination of those characteristics;
- A perception that the person is associated with a person who has, or is perceived to have, any of those characteristics of any combination of the above characteristics.

SBCCOG strongly disapproves of and will not tolerate harassment, discrimination, or retaliation against applicants, employees, unpaid interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact, consistent with applicable law. Similarly, SBCCOG will not tolerate harassment, discrimination, or retaliation by its employees directed

toward non-employees with whom SBCCOG employees have a business, service, or professional relationship (such as independent contractors, vendors, clients, volunteers, or interns).

Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment, or that interferes with an employee's work performance, and that is based on a protected status. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

As the definition above shows, harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, noises, unwanted or offensive letters or poems, offensive emails, texts, gifs, memes, or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. For example, sexual harassment can be:

- Verbal: sexual innuendoes, sexually suggestive or degrading comments, text messages, gifs, memes, sexual jokes or slurs, graphic commentaries about a person's body, or repeated sexual advances or invitations.
- Nonverbal: displaying sexually suggestive objects, pictures, cartoons, magazines, calendars or posters, or making suggestive or insulting sounds, leering, whistling, or obscene gestures.
- Physical: offensive touching, brushing against a person's body, unwanted hugging or kissing, or impeding or blocking a person's normal movement. Sexually harassing conduct may arise if a reasonable person subjected to the conduct would find that the harassment so altered working conditions as to make it more difficult to do that person's job. Sexually harassing conduct can occur regardless of the sex, sexual orientation, or gender identity of the harasser or of the person being harassed. Sexually harassing conduct need not be motivated by sexual desire to be violate of this policy.

Sexual Harassment Training

All non-managerial employees must attend a one-hour Sexual Harassment Prevention Training, and all managerial employees must attend a two-hour Sexual Harassment Prevent Training. All SBCCOG employees will be required to attend a sexual harassment training every two years as assigned by Administration. Managers will receive two hours of training every two years as assigned by Administration. Staff may be required to attend additional anti-harassment or other sensitivity training regarding any protected class. Company employees may refer to the Department of Civil Rights (CRD) sexual harassment prevention online training course

appropriate for their position. You may also visit <https://calcivilrights.ca.gov> to access the online training courses.

Internal Reporting

All employees, independent contractors, interns, and volunteers of SBCCOG must promptly report any incidents of harassment, discrimination, and retaliation so that SBCCOG can take appropriate action. It is the responsibility of all of us to contribute to a work environment that is free of unlawful bias, discrimination, harassment, and retaliation. Failure to bring forth a complaint prevents SBCCOG from having the opportunity to correct the situation.

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any SBCCOG personnel or any other person, or any conduct believed to violate this policy, must be reported immediately to the SBCCOG's Executive Director or their designee, who is responsible for investigating harassment complaints. An individual is not required to bring a complaint to the Executive Director or their designee if the individual is uncomfortable doing so for any reason. In that case, complaints should be reported to the Executive Director.

Managers and supervisors have a special responsibility under this policy. All levels of management and all supervisors are responsible for compliance with this Policy Against Harassment, Discrimination, and Retaliation and for ensuring that everyone in their department is aware of, understands and adheres to this policy. Supervisors and managers who receive complaints or who observe or learn of discriminatory, harassing, or retaliatory conduct must immediately inform the Executive Director or their designee or other appropriate SBCCOG official so that an investigation may be initiated.

Individuals making such complaints must report the facts as accurately and as completely as possible. Every reported complaint of harassment, discrimination, and retaliation is taken seriously by SBCCOG. Every reported complaint, including allegations of misconduct, will be investigated thoroughly and promptly by impartial and qualified personnel. Typically, the investigation will include the following steps: an interview of the employee who lodged the complaint to obtain complete details regarding the alleged harassment, discrimination, or retaliation; interviews of anyone who is alleged to have engaged in such conduct to respond to the claims; and interview of any employees who may have witnessed, or who may have knowledge of, the alleged conduct. The Human Resources Director or other SBCCOG official responsible for the investigation, will notify the employee who lodged the complaint of progress during the investigation, including documentation where applicable, and timely notification of the results of the investigation. The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation (e.g., parties will receive appropriate due process, SBCCOG will reach reasonable conclusions based on the evidence collected, etc.). Employees (or other complainants) making complaints are expected to cooperate fully with the person or persons designated to investigate the complaint.

SBCCOG prohibits conduct severe enough to be unlawful. Yet even more, SBCCOG's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate in the workplace. For example, SBCCOG prohibits abusive conduct in the workplace—whether or not it is based on a protected category. As a result, SBCCOG will take prompt, appropriate, and effective corrective action (e.g., remedial

measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law.

Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

External Reporting Procedure

In addition to SBCCOG’s internal complaint procedure, an employee may file a complaint by contacting the following:

Department of Civil Rights (CRD) at 800-884-1684 or visiting

<https://calcivilrights.ca.gov/contactus/>

Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or visiting

<https://www.eeoc.gov/contact-eeoc/>.

SBCCOG will not tolerate retaliation against an individual for good faith reports of harassment, discrimination, or retaliation; assisting another in making a report; cooperating in an investigation; filing an administrative complaint with a government agency; or engaging in other protected activity. Such retaliation is a separate violation of the law and of SBCCOG policy, and is subject to disciplinary action up to employment termination. Individuals who believe they have experienced or been threatened with such retaliation, and any manager or supervisor who learns of possible retaliation, must immediately report it using the same complaint reporting process.

6.5 Workplace Violence

SBCCOG recognizes that workplace violence is a concern among employers and employees across the country. SBCCOG is committed to providing a safe, violence-free workplace and has adopted a separate workplace violence prevention plan available for review.

Employees may request a copy of the workplace violence prevention plan from the Human Resources Director.

6.6 Smoking Prohibition

SBCCOG recognizes that smoking (defined to include any recreational inhalant, whether using tobacco or not) and tobacco use (including smokeless tobacco) in the workplace can adversely affect customers and co-workers. SBCCOG is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy, it is important that the workplace and office environment reflect SBCCOG’s concern for good health. Smoking and tobacco use, therefore, are not permitted inside SBCCOG facilities or vehicles or on any Company property. This prohibition includes but is not limited to cigarettes, pipes, smokeless tobacco, vaporizers, water pipes, e-cigarettes, marijuana (whether prescribed or not), and any other recreational inhalable.

Employees who wish to smoke or use tobacco products must limit their use to meal and rest periods when they are able to leave Company property. This policy relates to all Company areas at all times, including before and after normal working hours.

6.7 Drugs & Alcohol

SBCCOG will be firm in identifying and disciplining those employees who use, possess, or distribute illegal drugs or alcohol in violation of SBCCOG's policies. SBCCOG has a significant interest in ensuring the health and safety of its employees. In addition, SBCCOG has an obligation to ensure that its employees do not present a safety risk at work, or to the efficient performance of the employee's duties. The use of drugs, alcohol, or any other substance which alters an employee's behavior affects an employee's ability to perform his or her duties safely and effectively, and increase the potential for accidents, absenteeism, and substandard performance, cause poor employee morale, and can damage SBCCOG's reputation. Additional rules and procedures may be applicable to safety-sensitive positions.

At no time shall any employee be under the influence of any controlled drug or alcohol while on the job, including but not limited to marijuana (with, or without, prescription).

PLEASE NOTE: Despite Proposition 64's legalization of marijuana under California law, SBCCOG's still considers it a prohibited drug for purposes of this policy as it remains illegal under Federal law. Being under the influence of marijuana while on duty, at any level of intoxication, is prohibited. An employee will be considered under the influence if it is determined based on a drug test which detects the presence of Tetrahydrocannabinol (THC) that the employee is impaired while on duty. Employees shall not be tested for the presence of non-psychoactive cannabis metabolites. Use, possession, purchase, sale, or distribution of marijuana are grounds for discipline, mostly likely termination. Employee use of marijuana is not excused even when used as "medical marijuana."

Definitions. For the purposes of this policy, the following terms shall have the following meanings:

- A. "Alcohol" means any alcoholic beverage as defined in California Business and Professions Code Sections 23000, *et seq.*
- B. "Drug" means any drug, including but not limited to illegal drugs, prescription medications, and/or over-the-counter medications.
- C. "Illegal Drug" means any substance, drug, narcotic, or immediate precursor which may subject an individual to criminal penalties, or a legal drug which has not been legally obtained or is being used in a manner for which it was not prescribed or intended. Because marijuana is regulated on the federal level, it is considered an "Illegal Drug" under this policy, whether obtained legally under state law or not.
- D. "Legal Drug" means any "over-the-counter" drug or prescription drug which has been legally obtained and is being used in a manner, combination and quantity for which it was manufactured, prescribed, or intended.
- E. "Reasonable Suspicion" is defined as a good faith belief, based on articulated facts or evidence that a person may be under the influence of alcohol or drugs.

- F. "On Duty" means the span of time between the time the employee reports for work through the time an employee's period of work ends. It also includes any time an employee is on standby duty. Standby duty includes any time during which an Company employee is on notice that he or she may be called to duty.
- G. "Safety Sensitive Position" means a position that has job duties that may put the employee or others at risk of irremediable consequences if performed under the influence. Irremediable consequences result when an employee, due to the use of drugs or alcohol, is not able to rectify his or her mistake, and the co-workers of the employee have no opportunity to intervene, before harm occurs. A safety sensitive position would include, but not be limited to, those positions that as a normal course of business require SBCCOG's employees to operate vehicles, equipment, tools, and/or other devices or machinery that may cause bodily harm to themselves or other individuals.
- H. "Under the influence" means that a drug or alcohol is present in the employee's system in any detectable amount that may impair the employee's ability to work safely and efficiently.

Prohibitions. The following conduct is prohibited and may result in discipline, up to and including termination:

- 1) Using or possessing alcohol or other controlled substances while on duty.
- 2) Reporting for duty or remaining on duty when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle or otherwise perform the employee's job.
- 3) Reporting for duty or remaining on duty if the employee tests as having a blood alcohol concentration of 0.04 or greater.
- 4) The use or being under the influence of any legally obtained drug by an employee while performing Company business, while on Company property, is prohibited to the extent that such use or influence may affect the safety of the employee, co-workers, the employee's job performance; or the safe or efficient operation of SBCCOG's business. An employee shall notify his or her supervisor if the employee is using a legal drug which may impair the employee's ability to perform work safely and efficiently. The employee will not be required to disclose the type of drug or the reason for taking the drug, but the employee may be required to provide verification from his or her doctor or physician that he or she may continue working safely and efficiently while taking the drug. If the employee's doctor or physician cannot verify that the employee can work safely and efficiently while taking the drug, the employee may be placed in an alternative position, if available, or on a leave of absence until the employee is no longer taking the drug in question.
- 5) The use, being under the influence, manufacture, distribution, purchase, transfer, or possession of an illegal drug by an employee while on duty, on standby duty or while on Company property is strictly prohibited. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a

prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines. Marijuana, whether or not obtained legally under state law, is federally regulated and is therefore considered an “illegal drug” under this policy; there is no allowable level of influence for marijuana.

- 6) Reporting for duty or remaining on duty if the employee tests positive for controlled substances (including, but not limited to, marijuana, whether prescribed or not).
- 7) Refusing to submit to any alcohol or controlled substances test required by this Policy. An employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 or greater on a blood alcohol test or tested positively on a controlled substances test. A “refusal to submit” to an alcohol or controlled substances test required by this policy includes, but is not limited to:
 - A refusal to provide a urine sample for a drug test;
 - An inability to provide a urine sample without a valid medical explanation;
 - A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
 - An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
 - Tampering with or attempting to adulterate the urine specimen or collection procedure;
 - Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
 - Leaving the scene of an accident without a valid authorization.

Please note: SBCCOG reserves the right to search all places under the common control of SBCCOG and employees and to enlist the assistance of law enforcement personnel in connection with the enforcement of this policy.

Alcohol and Drug Testing

An applicant for a safety sensitive position with SBCCOG shall be required to participate in and successfully complete a drug screening as part of their pre-employment medical examination. Any offer of employment will be conditioned upon compliance with this policy. Failure or inability to successfully complete the drug screening process will constitute disqualification of the applicant for the position. The applicant will be requested to execute a consent form which includes a waiver and release. Refusal to do so will terminate consideration of the applicant for employment. A prior failed drug screening is grounds for denial of future employment applications. Applications received within one year of a failed drug screen will not be considered.

1. Reasonable Suspicion Testing

All employees may be required to submit to an alcohol or drug test if a supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. Reasonable suspicion alcohol and drug testing will generally be administered within two hours of the observation. If not, the supervisor should provide written documentation as to why the test was not promptly conducted.

SBCCOG may require a blood test, urinalysis, or other drug and/or alcohol test of employees reasonably suspected of using or being under the influence of a drug or alcohol when on duty or on Company property. The type of test to be performed shall be determined by the medical facility, laboratory or collection facility conducting the test. For marijuana, an employee will be considered under the influence if it is determined based on a drug test which detects the presence of Tetrahydrocannabinol (THC) that the employee is impaired while on duty. Employees shall not be tested for the presence of non-psychoactive cannabis metabolites. An employee's consent to submit to such a test is required as a condition of the employee's continued employment, and the employee's refusal to consent will be considered insubordination and may result in disciplinary action, up to and including termination of employment, for even a first refusal or any subsequent refusal.

Only the Executive Director or their designee or other designated individuals who have specific training with respect to recognizing potential substance abuse will have the authority to request a drug or alcohol test based on reasonable suspicion. Employees must report any perceived violation of this policy to their supervisors or the Human Resources for further assessment. The Executive Director or their designee Head or other designated individuals (as applicable) requesting an employee to submit to a drug or alcohol test based on a reasonable suspicion must document in writing the facts constituting reasonable suspicion that the employee in question is using or under the influence of drugs or alcohol.

Employees reasonably believed to be under the influence of drugs or alcohol shall not be permitted to engage in further work. In addition, such employees shall not depart from their assigned workplace without supervision. If it is reasonably suspected that an employee is under the influence of illegal drugs or alcohol, or if it is suspected the employee is being impaired from the use of a legal drug, SBCCOG shall arrange for transportation from the assigned workplace to a testing center and/or the employee's residence, as is deemed appropriate.

Any employee who has drugs or alcohol in his or her system that exceed the standards established by the Department of Transportation at the time a drug and alcohol test is performed based upon a reasonable suspicion shall be subject to disciplinary action, up to and including termination.

2. Procedures Used in All Testing

- Prior to any testing, an applicant or employee will be required to sign a consent and release form allowing SBCCOG to conduct or order the testing and receive the test results. The signing of a consent and release form is a condition of employment. An employee's refusal to sign a consent and release may be considered insubordination and will subject the employee to disciplinary action, up to and including termination of employment. An

applicant's refusal to sign a consent and release form will result in withdrawal of an offer of employment.

- The drug or alcohol testing will be conducted in such a manner as to reasonably provide the applicant or employee privacy.
- The test results will be kept on a need-to-know basis by SBCCOG. However, SBCCOG reserves the right to submit the test results as evidence in any legal or administrative action, including an action challenging disciplinary action taken by SBCCOG against the employee in question. A copy of the test results will be provided to the employee in question upon request.
- A portion of the biological sample taken in the drug or alcohol test will be provided to the employee or applicant, upon request, so that he or she may have the sample independently analyzed at his or her own expense.
- Biological samples taken in the drug or alcohol test will not be used for anything other than an analysis for drug or alcohol content.
- SBCCOG shall use specimen collection sites and laboratories certified for drug and alcohol testing by the U. S. Department of Health and Human Services.
- Testing of current employees will be conducted when the employee is in an on duty status.
- If an employee is tested for substance abuse and the test results are positive for drugs and/or alcohol, or if an employee admits to using drugs or alcohol that has affected their job performance, it is left to SBCCOG's management and Human Resource Department's discretion as to whether the employee shall be immediately terminated from their employment, or if they will be offered the opportunity to participate in a rehabilitation program which may be covered under SBCCOG's medical insurance coverage. If the employee is allowed to remain in the employment of SBCCOG and they elect to participate in a rehabilitation program, reinstatement to their position will be permitted only if the program was completed and they receive affirmation of their successful completion from the program provider. Before returning to work the employee must submit the results of a new drug and alcohol test which shows an absence of substances for which the test was originally given or any other substance which would be considered illegal, and which would cause impairment. This test will be performed at the same testing facility used by SBCCOG, or approved in advance by SBCCOG. Further, if an employee elects to participate in a rehabilitation program, they may be eligible to use their leave time, or request a leave of absence in order to enter into the program for a period of time to be determined prior to admittance into the program, not to exceed 30 days.
- Unless otherwise required by law, an employee will not be guaranteed reinstatement to the position they held at the time they were tested positively for drugs; following the successful completion of a rehabilitation program, reinstatement and the terms and conditions under which reinstatement will occur will be determined on a case-by-case basis, with the final

determination made by SBCCOG Manager. The terms and conditions for continued employment or reinstatement shall be contained in a written agreement.

3. Legal Drugs

An employee shall notify SBCCOG in writing of any legal drug (not including marijuana, whether obtained legally pursuant to state law or not) in his or her system which may show up as a positive result in a drug or alcohol test, prior to taking the test. (The employee will not be required to disclose the type of drug or the reason for taking the drug, but the employee may be required to provide verification from a doctor or physician that the employee's use of the drug is indeed legal and that he or she may continue working safely and efficiently while taking the drug.)

Consequences of Failing an Alcohol or Drug Test

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, even for a first offense. SBCCOG also reserves the right to discipline or terminate an employee convicted of an offense which involves the use, distribution, or possession of illegal drugs. If an employee is not terminated, the employee:

1. Must be removed from performing any job function and immediately placed in an unpaid status.
2. Must submit to an examination by a substance abuse professional. Upon a determination by the substance abuse professional, the employee may be required to undergo treatment for his or her alcohol or drug abuse. SBCCOG is not required to pay for this treatment.
3. Shall not be returned to his or her former position until the employee submits to a return to duty controlled substance and/or blood alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 or a negative result on a controlled substance test.
4. Will be required to submit to unannounced follow up testing and, possibly other conditions if he or she has been returned to his or her position.

Compliance With State or Federal Law

At all times, SBCCOG will comply with current applicable state or federal law concerning drug and alcohol testing. Issues or inconsistencies that are not addressed in this policy will be determined by referring to state or federal law and regulations governing drug and alcohol testing. SBCCOG reserves the right to make changes to this policy at any time, for the purpose of complying with state or federal law or regulation as it exists now or as it may be amended.

Acknowledgement of Receipt

Employee Name: _____

I acknowledge that I have received a copy of the Employee Policy Manual, issued by **South Bay Cities Council of Governments' Employee Policy Manual** ("SBCCOG") on _____, _____. I have promptly read its contents. I agree to observe and abide by the conditions of employment, policies, and rules contained in this Manual. I understand that this Manual refers to current benefit plans maintained by SBCCOG and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

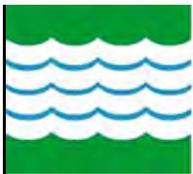
I understand and agree that nothing in the Manual creates or is intended to create a promise or representation of continued employment and that employment at SBCCOG is employment "at-will;" employment may be terminated at the will of either SBCCOG or myself with or without cause. I understand and agree that the terms of my at-will employment may not be modified or superseded except by a written agreement signed by me and the Executive Director of SBCCOG, that no other employee or representative of SBCCOG has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by me and the Executive Director of SBCCOG.

I acknowledge that the SBCCOG reserves the right to modify or amend its policies at any time, without prior notice. I also acknowledge receipt of SBCCOG's anti-harassment and discrimination policy set forth in this Manual, and I certify that I have read it, understand it, and agree to comply with its terms and conditions. Further, I acknowledge receipt of the Alcohol-Free and Drug-Free Workplace Policy set forth in this Handbook, and I certify that I have read it, understand it, and agree to comply with its terms and conditions.

My signature below certifies that I understand that the foregoing agreement on "at-will" status is the sole and entire agreement between SBCCOG and me concerning my employment and the circumstances under which my employment may be terminated. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. This Manual supersedes all prior agreements, understandings, and representations concerning my employment. I understand that if I have questions regarding the Manual that I can discuss with my management team or with the Executive Director or Deputy Executive Director.

Signature _____ Date _____

Print Name _____



City Attendance at Meetings

FEBRUARY 2026

Attendees

Monthly Meetings	City Managers Meeting	Energy Management Working Group	GIS	Homeless Service Task Force	Steering Committee	Transportation Committee
Carson		E. Carmona D. Felix		M. Natividad R. Munoz J. Vargas D. Frierson		
El Segundo	B. Voss	D. Pankau		C. Pimentel		C. Pimentel E. Sassoon
Gardena		H. Lee		R. Tanaka D. Espinoza	R. Tanaka	R. Tanaka
Hawthorne		S. English		A. Monteiro D. Medina	A. Monteiro	A. Monteiro
Hermosa Beach	S. Napolitano			S. Russo	R. Saemann D. Francois	R. Saemann
Inglewood			E. Moreno	L. Jones M. Daniel R. Chavez C. Eller	J. Butts	M. Bohlke
Lawndale		L. Rodriguez		S. Cuevas	B. Suarez	
Lomita	A. Vialpando	M. Gastelum		B. Uphoff	B. Uphoff	B. Uphoff
Manhattan Beach		K. Lecuyer	B. Shrewsbury		N. Tarnay	N. Tarnay
Palos Verdes Estates	K. Kallman					
Rancho Palos Verdes	A. Mihanian					
Redondo Beach	M. Witzansky				B. Waller	Z. Obagi Jr.
Rolling Hills	K. Banales	C. Horvath				
Rolling Hills Estates	A. Davis	C. Hall		J. Naughton	B. Huff	
Torrance	A. Chaparyan	S. Suh	S. Lai	Z. Gent V. Hernandez J. Smith N. Olvera R. Silva	J. Kaji	B. Overstreet D. Mach
County of LA				L. Colchado C. Vicencio V. Vargas C. Trotter		E. Garcia
Los Angeles			P. Tsai C. Thome (POLA)	K. Day		A. Palacios

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Client Aid Recap

Date Submitted	Why this aid is needed and why other options will not work	The Client Aid request best fits the following option	Amount Requested	Client	City in SPA 8	Agency/ City	Outcomes
2/5/26	This client was receiving disability, Medi-Cal, and SNAP benefits, all of which were abruptly cut off. She has an active eviction case with LASC and is working with an attorney to negotiate her stay in her Seasons affordable senior apartment. Any residual funds will need to go towards her back rent in excess of \$20,000. She currently does not have any funds to bring her utilities current; she has been doing the best she can. She recently signed up for BCHD CMP and is working with our care manager on other resource options. However, disruption of utilities would complicate her follow-up efforts with SSA, job leads, etc. Current income is being reinstated at \$2,612/mo. But she needs to avert utility shutoff and bring all bills current. Any disruption would negatively impact her progress with obtaining permanent disability, fighting eviction, obtaining medical documentation, and securing additional benefits. Once CalAIM is active with BCHD, pending CalAIM screening for ongoing stabilization. APS completed by BCHD, CM Jennefer Hernandez on 02/02/26, APS case # 1189555.	Bring Light, Gas, and Internet/Phone current paying all outstanding amounts. *If possible pay directly to each utility company.	\$1,16.51	Robin	BCHD	Redondo Beach	Utilities will not be turned off - client will be able to maintain bills going forward as her SSDI income has been restored
2/7/26	Client stated he wished to return to Miami where he had family. Case manager spoke with a family member who was anxious to have him return home. Case manager was able to purchase a amtrack ticket for later the same day and client was provided food and transported to Union Station.	Family Reunification	\$551.00	Damien	City of Torrance	City of Torrance	reunification - Miami
2/9/26	Old reunification submission; Hawthorne-SMC collab approved by COG	Family Reunification	\$258.49	Olonion	St. Margaret's Center / City of Hawthorne	Hawthorne	reunification - Washington D.C.
2/9/26	Client was living on the streets in Torrance. The outreach team was able to connect with his Aunt in Oklahoma who will be providing him housing assistance and a chance at stability in his hometown. Purchase of a greyhound bus ticket was provided for this client	Moving Assistance	\$147.97	Nathan	City of Torrance	Torrance	reunification - Oklahoma
2/9/26	Client was provided with 2 nights at a motel prior to scheduled onboarding at the 3290 pallet shelter.	1-5 day motel stay due to an immediate acute health, safety, weather related problem, or an after hours/weekend request prior to social worker engagement (approx. \$100/night)	\$219.78	Jason	City of Torrance	Torrance	Shelter - 3290 pallet
2/9/26	This client is a 74 year old senior and has been able to secure a unit within his budget he does not have the money to move in and has been unsuccessful in finding other means of assistance	Moving Assistance	\$1,750.00	Roger	San Pedro Recovery Alliance	San Pedro	Housed
		Client Aid Since 8/15	\$145,629				
		New Contract Measure A Budget	\$258,204				
		Remaining	\$112,575				
		Total Client Aid Cases	443				
		Total Housed or Relocated	321				
		Total Sheltered	61				
		Total Job Attainment	9				
		Total Successful Outcomes	391				
		Success Rate	88%				
		Average \$/Case	\$1,342				

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TLS Master List

KEY

Check-In Month	Projected Exit	Completed Check in/Exit
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partner_agency	status	pt_name	city_origin	projected_enrollment_date	exit_date	exit_reason	payment	payment	payment_status	notes	security_deposit	26-Feb	26-Mar	client_total
SMC	Enrolled	Cecilia Atta-Mensah	Lennox	6	9/1/2025		Kim West	New Contract	Signed		\$1,500.00			\$1,500.00
Torrance	Enrolled	Damian McCorvey	Torrance	6	9/1/2025		Blue Nile Properties	New Contract	Signed		\$1,600.00			\$1,600.00
Torrance	Enrolled	Idongest Chukwujindu	Torrance	6	4/5/2025		Victor Square, LLC (BF Properties Subsidy)	Change	Signed, including subsidy change		\$2,825.00	\$706.25		\$3,531.25
Torrance	Enrolled	Alexa Hale	Torrance	12	5/22/2025		Kensington Apartments	New Contract	Signed		\$1,750.00			\$1,750.00
Torrance	Exited	Joshua Couch	Torrance	3	4/24/2025	5/31/2025 Non-Compliant	BDVJ Investments	Not Applicable						\$-
WLCAC	Enrolled	Jermaine Williams	Harbor Gateway	3	6/27/2025		Sola Rentals	New Contract			\$1,895.00			\$1,895.00
WLCAC	Enrolled	Jonathan Root	San Pedro	3	6/30/2025		Swami International Property Management	New Contract			\$1,350.00			\$1,350.00
Torrance	Pending	Jaclyn Clark	Torrance	3			RCG Property Services Beach Front Property Management	Not Applicable						\$-
SMC	Enrolled	Joanna Lowery	Wilmington	6	7/3/2025		Sola Rentals	New Contract	Ronson Signed		\$1,450.00	\$725		\$2,175.00
Torrance	Enrolled	Stephanie Schroeder	Torrance	4	6/30/2025		Sola Rentals	New Contract	Signed		\$2,995.00			\$2,995.00
WLCAC	Enrolled	Tavonna LaFlora	Wilmington	4	7/16/2025		Sola Rentals	New Contract	Waiting for confirmation on the amounts to finalize the TLS Contract		\$1,850.00			\$1,850.00
WLCAC	Enrolled	Tyanna Redmond		4	7/17/2025		Sola Rentals	New Contract	Stepdown planned for month 2 to line up qualification for shallow subsidy		\$0.00			\$-
WLCAC	Enrolled	Hassan Brooks	LA City	4	7/17/2025		Sola Rentals	New Contract			\$1,850.00			\$1,850.00
WLCAC	Enrolled	Genesha Brown Keaton	LA City	4	7/30/2025		Sola Rentals	New Contract			\$2,450.00			\$2,450.00
WLCAC	Enrolled	Eric Washington	Wilmington	4	7/30/2025		Sola Rentals	New Contract			\$1,850.00			\$1,850.00
WLCAC	Approved	Angelo Reed	Carson	5	7/30/2025			New Contract	Initial plan is: (1) 100% rent and security; (2) 100% rent; (3-5) 35%. The 35% dropped is planned because Monique would like him to be eligible for shallow subsidy, however we will re-evaluate in month 2 to see if he needs the support brought up if anything happens with his employment. Waiting for documents to give final approval and will have Ronson sign contract execution.		\$0.00			\$0.00
Torrance	Approved	Lakesha Winters	Torrance	6	12/1/2025			New Contract			\$0	\$1,687.50		\$1,688
Torrance	Approved	Leonardo Fernandez	Torrance	6	12/1/2025			New Contract			\$0	\$1,687.50		\$1,688
SMC	Approved	Rose Watson	RPV	6	9/1/2025			New Contract			\$0	\$1,175	\$1,175	\$2,350
SMC	Approved	Astrid Hansen		6	9/1/2025			New Contract			\$0.00	\$700	\$700	\$1,400.00
WLCAC	Approved	Jameika Smith		6	10/1/2025			New Contract			\$0	\$2,100	\$2,100	\$4,200
											\$27,240.00	\$781.25	\$975	\$39,996.25

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South Bay Cities Council of Governments

March 9, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director
David Leger, Program Manager

RE: Bills to Monitor – Status as of March 2, 2026

NOTE: **BOLD recommendation & status** indicates bill added since last Board meeting

		Position	Bill status
ENVIRONMENT			
SB 868 (Wiener)	Electricity: portable solar generation devices. This bill would exempt a portable solar generation device from all interconnection requirements and prohibit an electrical company/local publicly owned utility from requiring a customer using a portable solar generation device to take specified actions, including among other things, paying any fee related to the device or the electricity the device feeds into a building’s electrical system. The bill would provide that the electrical company/local utility is not liable for any damage or injury caused by the device. This bill would also define what a portable solar energy device is as well as establish mandatory safety standards for those devices.	SUPPORT (2/26/26) LCC: MONITOR	2/11/26 Referred to Senate Committees on Energy, Utilities and Conveyance & Judiciary.
HOUSING			
AB 2002 (Solache)	Local government assistance: Regional Early Action Planning Fund. This bill would establish the Regional Early Action Planning Fund in the State Treasury for the purpose of providing councils of governments, regional entities, and jurisdictions with one-time funding, including grants for planning activities, to enable those entities to meet the 7th and subsequent cycles of the regional housing need assessment. The bill would require the department to allocate funds, upon appropriation by the Legislature, from the Regional Early Action Planning Fund to each council of governments or regional entity responsible for allocating regional housing need that applies and qualifies for those moneys, as	RECOMMEND SUPPORT LCC: PENDING	2/18/26 In Assembly. May be heard in committee March 20.

	specified. The bill would authorize a council of governments or regional entity to expend funds awarded for certain purposes, including for activities that support the development, improvement, or implementation of the methodology for the 7th and subsequent regional housing needs assessment cycles, and for providing jurisdictions with technical assistance, planning, temporary staffing, or consultant needs associated with updating local planning and zoning documents, as provided.		
SB 677 (Wiener)	Housing development: transit-oriented development. This bill would limit a local government’s ability to impose objective standards on SB 9 projects with 1,750 net habitable square feet in the floor area. It would also eliminate local agencies’ ability to provide setback requirements, height limits, lot coverage limits, floor area ratios, or any other standard that would limit development capacity for these projects. Finally, this measure would prohibit local governments from collecting impact fees for projects less than 1,750 square feet.	RECOMMEND OPPOSE LCC: OPPOSE UNLESS AMENDED	1/26/26 In Assembly. Read first time. Held at Desk.
SB 799 (Allen)	Joint powers authorities: South Bay Regional Housing Trust. This bill makes minor revisions to the South Bay Regional Housing Trust formation legislation, most notably the allowance for non-elected alternate board members. Non-elected alternate board members would be limited to serving as the voting delegate from a city to no more than 75% of meetings in a calendar year. Additional amendments are planned that would allow the trust to fund workforce/moderate-income housing programs.	SUPPORT (1/12/26) (letter sent 1/12/26) LCC: MONITOR	1/26/2026 In Assembly. Read first time. Held at Desk. SBCCOG is sponsoring this bill.
SB 908 (Wiener)	Housing development: transit-oriented development. This bill states the intent of the Legislature to enact subsequent legislation that would make technical and clarifying changes to those laws governing transit-oriented development, and to add a select set of San Francisco Bay area ferry terminals to the scope of those provisions.	MONITOR LCC: SEEKING AMENDMENTS	2/11/26 Referred to Senate Committee on Rules.

REVENUE & TAXATION			
AB 1768 (Bryan)	Transactions and use taxes: County of Los Angeles. This bill would authorize the County of Los Angeles, until December 31, 2031, to exceed the 2% sales tax limit for any county set by the Transactions and Use Tax Law.	OPPOSE (2/26/26) LCC: MONITOR	2/23/26 Referred to Assembly Committees on Local Government and Revenue & Taxation.
TRANSPORTATION			
AB 1421 (Wilson)	Vehicles: Road Usage Charge Technical Advisory Committee. This bill would require the California Transportation Commission, in consultation with the State Transportation Agency, to consolidate and prepare research and recommendations related to a road user charge or a mileage-based fee system as an alternative to the gas tax system. A report to the legislature would be required by no later than January 1, 2027.	RECOMMEND SUPPORT LCC: SUPPORT	1/29/26 In Senate. Read first time. To Committee on Rules for assignment.
AB 1557 (Papan)	Vehicles: electric bicycles. This bill would clarify existing e-bike law to specifically state an electric bicycle is a bicycle equipped with fully operable pedals and an electric motor not capable of exceeding 750 watts of peak power.	SUPPORT (2/26/26) LCC: MONITOR	2/2/26 Referred to Assembly Committee on Transportation.
AB 1942 (Bauer-Kahan)	Electric bicycles: registration and special license plates. This bill would require class 2 and class 3 e-bikes to be registered with the DMV and to display a special license plate to be issued by the DMV.	RECOMMEND SUPPORT LCC: MONITOR	2/14/26 In Assembly. May be heard in committee March 16.
AB 2059 (Wilson)	Suisun Marsh Preservation Act of 1977. The Suisun Marsh Preservation Act of 1977 requires the San Francisco Bay Conservation and Development Commission to have primary state responsibility for the implementation of the act, including the issuance of marsh development permits, as specified. This bill would make non-substantive changes to the provision of law that names the act.	MONITOR LCC: MONITOR	2/19/26 In Assembly. May be heard in committee March 21. Note: this bill is rumored to be a spot bill that will be amended to lessen the review of transportation impacts in CEQA.
SB 1087 (Cabaldon)	Transportation planning: sustainable communities strategies: Road Maintenance and Rehabilitation Program: local planning grants. Current law requires certain transportation planning	RECOMMEND SUPPORT	2/26/26

	<p>agencies to prepare and adopt every 4 years, except as provided, regional transportation plans directed at achieving a coordinated and balanced regional transportation system. Current law requires a regional transportation plan to include a policy element, a sustainable communities strategy prepared by a metropolitan planning organization, an action element, and a financial element, as provided. This bill would instead require, on and after January 1, 2027, every 2nd regional transportation plan prepared and adopted by those transportation planning agencies to include a sustainable communities strategy prepared by a metropolitan planning organization.</p>	<p>LCC: MONITOR</p>	<p>Referred to Senate Committees on Environmental Quality and Transportation.</p>
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2026 State Legislative Calendar

- March 26 – Spring Recess begins upon adjournment.
- April 6 – Legislature reconvenes from Spring Recess
- April 24 – Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house.
- May 1 – Last day for policy committees to hear and report to the Floor nonfiscal bills introduced in their house.
- May 8 – Last day for policy committees to meet prior to June 1.
- May 15 – Last day for fiscal committees to hear and report to the Floor bills introduced in their house. Last day for fiscal committees to meet prior to June 1.
- May 26-29 – Last day for each house to pass bills introduced in that house.
- June 1 – Committee meetings may resume.
- June 15 – Budget Bill must be passed by midnight.
- June 25 – Last day for a legislative measure to qualify for the Nov. 3 General Election ballot.
- July 2 – Last day for policy committees to meet and report bills. Summer Recess begins upon adjournment, provided Budget Bill has been passed.
- August 3 – Legislature reconvenes from Summer Recess.
- August 14 – Last day for fiscal committees to meet and report bills.
- August 17-31 – Floor Session only. No committee may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees.
- August 21 – Last day to amend bills on the Floor.
- August 31 – Last day for each house to pass bills. Final Recess begins upon adjournment.
- September 30 – Last day for Governor to sign or veto bills passed by the Legislature on or before September 1 and in the Governor’s possession after September 1.

- October 2 – Bills enacted on or before this date take effect January 1, 2027.
- November 3 – General Election.
- December 7 – 2027-2028 Regular Session convenes for Organizational Session at 12pm.

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Perspective – The Regional Housing Needs Assessment: Time to Go

November 20, 2023

By Wally Siembab, Research Director, South Bay Cities Council of Governments

The Regional Housing Needs Assessment (RHNA) was introduced in 1969 during Ronald Reagan's first term as California's governor. It requires that every local jurisdiction ensure there will be enough sites appropriately zoned for affordable housing construction to accommodate projected growth as calculated by state bureaucracies every eight years.

This top-down, fair-share allocation of backroom calculated "need" looks like the "build, baby, build" growth policy that it is. The current shortage of affordable housing in dense suburbs within the metropolitan core is evidence of ineffective performance after 54 years of RHNA. RHNA's "accomplishments" are increased density and gentrification—not affordable housing.

RHNA may have been effective in the 1970s when economic expansion was driven by the growth of population and jobs, and especially land development to accommodate both. That party is over.

The worsening climate crisis now changes the priority to survival. NASA's Goddard Institute of Space announced summer of 2023 as Earth's hottest on record. Extreme heat brings public works and food harvesting to a stop; air conditioning threatens the grid; people die. No place in the world is safe from heat domes, forest fires, smoke, droughts, floods, water shortages or food insecurities.

When the United Nations declared that maintaining ecosystems hospitable to human habitat requires that institutions abandon "business as usual" and make sustainability (carbon reduction) and resilience (adaptations to extreme weather events) top priorities, it is directing Sacramento to scrap RHNA and replace it with housing and other policies that address the threat to human existence.

CORE PRIORITIES ARE:

- Housing proximity to destinations to cut greenhouse gas emissions.
- Planning dictated from the local level, not top down.
- Incentives for creating more compact local housing development patterns must replace mandates to indiscriminately build density at the developer's discretion.

HERE ARE SUGGESTIONS FOR STATE POLICIES:

- “Fair share” allocation should be scrapped immediately with 100% of housing construction directed to central business districts that need it: San Francisco, San Jose, Los Angeles, Sacramento and others, where the largest concentration of destinations and the best public transit service are located.
- Fund the assessment of whether there is enough water, open space, solid waste, etc. and potential climate threats in every subregion in California. Let that dictate what the growth areas can accommodate. As temperatures rise, portions of California will attract large numbers of climate migrants; locals need to know their region’s capacity.
- Invest in local planning capabilities to develop sustainable neighborhoods. State housing legislation has reduced local planning departments to arms of the state kept busy planning indiscriminate density. Centralized eight-year plans are incompatible with a turbulent future. Only locals can produce short-range plans essential for agility and adaptability.
- Offer models and incentives for developing “complete neighborhoods” and 20-minute subregions.* Incentivize mature suburban retrofits and construction of new outskirt communities. (*Regions that enable travel to any destination within 20 minutes)
- Fund robust “resilience centers” that offer digital hubs, mobility hubs and microgrids as an essential component of complete neighborhoods.
- Offer incentives for backyard gardens in single-family neighborhoods and community gardens on vacant parcels, public property and parking lots—food insecurity is around the corner.
- Incentivize short-range, inexpensive, small-battery electric personal mobility devices as the transportation component in complete neighborhoods.

South Bay Cities Council of Governments

March 9, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Modifications to Inglewood's Measure A MOU with the SBCCOG

BACKGROUND

The SBCCOG Board of Directors approved a MOU with the City of Inglewood for use of Measure A funds in December. Inglewood staff subsequently reviewed the agreement and requested minor revisions to the scope of work. The revisions detailed below have been reviewed and approved by the SBCCOG's homeless services team.

SUMMARY OF REVISIONS

The scope of work revisions are reflected in the attached MOU and summarized below:

- Weekly motel rate range (\$500-\$700) to align with existing daily and monthly rates.
- Extended/added a monthly motel rate range (\$1,800-\$2,500).
- Updated the **meal requirement language** so that the City “**should**” provide a suitable meal option rather than “**must**.”
- Updated the **scope language** to remove the specific reference to “**3 interim housing units**” and instead say “**interim housing units**”.

RECOMMENDATION

Approve the revised Measure A MOU with Inglewood as presented on the attachment.

Attachment: Revised Measure A MOU with Inglewood

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND THE
CITY OF INGLEWOOD REGARDING USE OF SBCCOG’S ALLOCATED COUNTY
OF LOS ANGELES MEASURE A FUNDS.**

This Memorandum of Understanding (“MOU”) is made as of January 22, 2026, between the South Bay Cities Council of Governments (“SBCCOG”), a joint powers authority, and the City of Inglewood (“City”), a chartered municipal corporation, (collectively, the “Parties”).

RECITALS

- A. As a regional administrator, the SBCCOG receives homelessness funding, including the November 5, 2024, Los Angeles County voter-approved Measure A half-cent sales tax which repealed and replaced Measure H. Measure A provides continuous funding to address homelessness with housing and services.
- B. On March 25, 2025, the Board of Supervisors adopted the Local Solutions Fund (LSF) funding formula as part of the Measure A requirements, which is based 90% on a region’s Point-in-Time Homeless Count (2-year average) and 10% on a region’s low-income population percentage. Based on this formula, the SBCCOG is projected to receive \$3,048,204 in the first year (FY25/26). Because the SBCCOG has outperformed most other regions in Los Angeles County in resolving instances of homelessness, the SBCCOG anticipates our region’s LSF funding will decrease over time due to the homeless count component of the funding formula.
- C. In addition, to LSF programming, the SBCCOG will receive funding from the Los Angeles County Affordable Housing Solutions Agency (LACAHS) as an eligible jurisdiction per Senate Bill (SB) 679. The SBCCOG anticipates roughly \$11 million annually in funding for (1) housing production, preservation, and ownership; (2) renter protection and homeless prevention; (3) technical assistance. With this programming, the SBCCOG expects to reduce the inflow of households into homelessness and make housing more affordable for vulnerable households.
- D. Due to the modest amount of homeless services funding it receives, the SBCCOG has budgeted the majority of its funds into programs that all of its member cities can participate in, including but not limited to:
 - a. Financial and Rental Assistance (application fees, security deposits, time limited subsidies, and other just-in-time funding)
 - b. SHARE! Housing to Employment (group homes)
 - c. Motel and SRO Bed Leasing
 - d. Housing Specialist (landlord engagement)
- E. In addition to these shared services, the SBCCOG Board of Directors will also approve City-specific program allocations using LSF, LACAHS, and other funding sources (“Funders”).

- F. The goals of these programs are to reduce street homelessness and stabilize housing insecurity.
- G. The Parties desire to enter this MOU to set forth and memorialize the obligations of the Parties with respect to program funding allocated solely to the City.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises herein contained, the SBCCOG and the City hereto agree as follows:

I. **TERM:**

This MOU shall be effective as of November 1, 2025, and shall remain in full force and effect until June 30, 2031 (“Term”), unless sooner terminated or extended, in whole or in part, as provided in the Los Angeles County Contract Number HI-25-018 (Exhibit 1 County Contract) and the LACAHSAs/SBCCOG Contract (Exhibit 2 LACAHSAs Contract). This MOU is contingent upon SBCCOG receiving funding from its Funders, and is subject to review during each funding year of the term. In the event that funding from the Funders is terminated, the termination of this Agreement shall be effective upon notice from SBCCOG.

Note, different Scope of Works (“SOW”) in the Exhibits may have different SOW Start Dates. The SOW’s Start Date will govern the commencement of that SOW’s activity and billing. No activity shall be billed prior to the Start Date.

II. **CITY RESPONSIBILITIES:**

- A. The City shall use the allocated funding in adherence with the Scope of Work in Exhibit 3, 4, and any subsequent added or amended Scope of Work.
- B. The City shall adhere to the budget specified in Exhibit 3 and 4.
- C. The City shall fulfill performance and reporting requirements to SBCCOG in accordance with Exhibit 3 and 4. Failure to comply with any invoicing and reporting requirements and deadlines may result in forfeiture of reimbursement claims.
- D. The City hereby warrants, represents, and covenants that it will comply with all applicable local, state, or federal guidelines, regulations, requirements, and statutes and/or as required under the laws or regulations relating to the source of the Measure A Funds to be transferred by the County/LACAHSAs to the SBCCOG to the City pursuant to this MOU, and will not use the Grant Funds for costs associated with activities in violation of any law or for any activity inconsistent with the requirements and purposes set forth in this MOU. Please see Exhibit 1 and 2 for County/LACAHSAs Measure A requirements.

- E. The City shall maintain records related to the program operation and use of Grant Funds for five (5) years following the expiration of this MOU. SBCCOG shall have access to the records upon request.

III. SBCCOG RESPONSIBILITIES:

- A. The SBCCOG will make available to the City the budget amount specified in Exhibits 3 and 4.
- B. The SBCCOG shall monitor the City's Programs for adherence to Exhibits 3 and 4.
- C. The SBCCOG shall provide the City with a reporting template format for the submission of monthly reports in accordance with Exhibits 3 and 4.
- D. The SBCCOG shall maintain records related to the program operation and use of Grant Funds for five (5) years following the expiration of this MOU.

IV. FUTURE PROGRAMS:

- A. The Parties may attach Amendments to this MOU to modify, subtract or add programs, subject to the Parties approval.

V. THIRD PARTY LIABILITY AND INDEMNIFICATION:

- A. The Parties agree to indemnify, defend, and hold harmless each other, including its elected and appointed officers, employees, agents, attorneys, and designated volunteers from and against any and all liability, including, but not limited to demands, claims, actions, fees, costs, and expenses (including reasonable attorney's and expert witness fees), arising from or connected with the respective acts of each entity arising from or related to this MOU. Neither entity shall indemnify the other entity for that other entity's own negligence or willful misconduct.
- B. In light of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement (as defined in Government Code Section 895), each of the entities parties hereto, pursuant to the authorization contained in Government Code Sections 895.4 and 895.6, shall assume the full liability imposed upon it or any of its officers, agents, or employees, by law for injury caused by any act or omission occurring in the performance of this MOU to the same extent such liability would be imposed in the absence of Section 895.2. To achieve the above stated purpose, each entity indemnifies, defends, and holds harmless each entity for any liability, cost, or expense that may be imposed upon such other entity solely by virtue of Section 895.2. The provision of Section 2778 of the California Civil Code is made a part hereof as if incorporated herein.

VI. **MISCELLANEOUS:**

- A. This MOU shall be binding upon, and shall be to the benefit of the respective successors, heirs, and assigns of each entity; provided, however, neither entity may assign its respective rights or obligations under this MOU without prior written consent of the other entity.
- B. This MOU (including for the purpose of clarity, the recitals, to this MOU), contains the entire agreement between the SBCCOG and the City with respect to the matters herein, and there are no restrictions, promises, warranties, or undertakings other than those set forth herein and referred to herein.
- C. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the authorized representative from each entity; no oral understanding or agreement not incorporated herein shall be binding on either of the entities.
- D. This MOU is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.
- E. Notices or other communications, which may be required or provided under the terms of this MOU, shall be given to the individuals identified for each entity. Any notices required to be given under this Agreement by either party to the other may be affected by any of the following means: by electronic correspondence (email), by personal delivery in writing by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first. Electronic notices are deemed communicated as of actual time and date of receipt. Any electronic notices must specify an automated reply function that the email was received.

South Bay Cities Council of Governments:
South Bay Cities Council of Governments
357 Van Ness Way, Suite 110
Torrance, CA 90501
Attn: Jacki Bacharach
Jacki@southbaycities.org

City of Inglewood:
City of Inglewood
One West Manchester Blvd., 9th Floor
Inglewood, CA 90301
Attn: Louis A. Atwell
latwell@cityofinglewood.org

- F. If a dispute arises under this Agreement, prior to instituting litigation, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in California. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties.
- G. The laws of the State of California and applicable local and federal laws, regulations, and guidelines shall govern this MOU. In the event of any legal action to enforce or interpret this MOU, the laws of the State of California shall apply, and the Venue shall be Los Angeles County.

- H. Either entity shall be excused from performing its obligations under this MOU during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to any incidence of fire or flood; acts of God; commandeering of material, products, plants, or facilities by the federal, state, or local government; national fuel shortage; or a material wrongful act or omission by the other Party; when satisfactory evidence of such cause is presented to the other entity, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the entity not performing.
- I. The City shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California and approved by the SBCCOG (1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$1,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by City, its officers, employees, agents, and independent contractors in performance of services under this Agreement; (2) property damage insurance with a minimum limit of \$1,000,000.00; (3) automotive liability insurance, with minimum combined single limits coverage of \$1,000,000.00; (4) worker's compensation insurance with a minimum limit of \$1,000,000.00 or the amount required by law, whichever is greater; and (5) comprehensive crime insurance with a minimum limit of \$1,000,000.00. SBCCOG and participating public agencies, their respective officers, employees, attorneys, staff consultants, and volunteers shall be named as additional insureds on the policies as to comprehensive general liability, property damage, and automotive liability. The policies as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the SBCCOG shall be excess insurance only.
- J. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving SBCCOG thirty (30) day's prior written notice thereof. The City agrees that it will not cancel, reduce or otherwise modify the insurance coverage.
- K. All policies of insurance shall cover the obligations of the City pursuant to the terms of this Agreement; shall be issued by an insurance company which is admitted to do business in the State of California or which is approved in writing by the SBCCOG; and shall be placed with a current A.M. Best's rating of no less than A VII.
- L. The City shall submit to SBCCOG (1) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (2) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on SBCCOG's appropriate standard forms entitled "Additional Insured Endorsement", or a substantially similar form which the SBCCOG has agreed in writing to accept.

M. Authority and Signatures: The individuals signing this MOU, and its exhibits, which are incorporated herein by reference, have the authority to commit the entity they represent to the terms of this MOU, and do so commit by signing.

(Signatures on Following Page)

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

By: _____
Bernadette Suarez, SBCCOG Chair

Date: _____

ATTEST:

By: _____
Jacki Bacharach, Executive Director/Board Secretary

APPROVED AS TO FORM:

By: _____
Michael Jenkins, Legal Counsel

CITY OF INGLEWOOD

By: _____
James T. Butts Jr., Mayor

Date: _____

ATTEST:

By: _____
City of Inglewood, City Clerk

APPROVED AS TO FORM:

By: _____
Authorized Signer, City Attorney

EXHIBIT 1: COUNTY CONTRACT

See attached.

EXHIBIT 2: LACAHSА CONTRACT

See attached.

EXHIBIT 3: INGLEWOOD HOMELESS SERVICES COORDINATOR SCOPE OF WORK

I. BUDGET AND START DATE

The total annual program budget is \$110,000; of which \$14,300 will go towards administrative costs defined as costs necessary to support the City’s case management and coordination program implementation, including meeting supplies, cellphone and internet/communication services, mileage reimbursement, office supplies, furniture, equipment, and office space rent. The Start Date begins November 1, 2025.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Inglewood Coordinator is designed to be a central resource for Inglewood residents experiencing homelessness or at risk of homelessness who need services in homelessness prevention, housing navigation, and/or housing retention. This program is aligned with Measure A, Goal 1 from the County, which aims to “increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness.” Specifically, this role will contribute to Objective 1a, written by the County as “decrease by 30% the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in 2030.”

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Inglewood Coordinator	<p>A homeless service coordinator (1) will help integrate Inglewood with homeless systems, better align resources, and increase housing placements. The Inglewood Coordinator encompasses supporting homeless prevention, housing navigation, and housing retention responsibilities. This includes the following:</p> <ul style="list-style-type: none">- Care Coordination with other mainstream LA County programs- Conducting housing navigation for people experiencing homelessness (PEH) to connect them with permanent housing- Providing case management services, such as problem-solving, enrolling PEH to social services, like General Relief or behavioral health services as needed, supporting PEH to become document ready, and placing PEH in interim shelter (IH) or permanent housing (PH)- Supporting individuals or households at risk of homelessness with housing retention, such as enrolling them in rental assistance programs or engaging in housing navigation to help them transition to affordable PH

The Provider will ensure that the following staff requirements for the coordinator are met:

1. Criminal Clearances and Background Investigations: Contractor shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
2. Language Ability: Contractor shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
3. Service Delivery: Contractor shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Contractor proposes to provide services.
4. Driver's License and Automobile Insurance: Contractor shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
5. Driving Record: Contractor shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
6. Experience: Contractor shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

III. INVOICES AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs as outlined in the County Contract and in Table 2 below. The City will report on these metrics monthly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH placed in IH	20	Annually
Number of PEH placed PH (including reunification)	16	Annually
Number of PEH linked to behavioral health services	12	Annually

The coordinator will manage a caseload of 48 unduplicated participants a year, having a minimum of 12 actively enrolled clients at any given time.

B. Supplemental Monthly Reporting Metrics

In addition, City’s Monthly Report will include additional metrics and outcomes (Table 3), including progress on behavioral health plans, participants’ housing timeline, including any anticipated housing dates. Other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program’s progress and aid the operations where needed to ensure that metrics are met.

Table 3. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Number of PEH on caseload	Unduplicated clients currently on case managers’ active caseload
Year to Date (YTD) number of PEH placed in IH	Cumulative number of individuals placed in available shelter, safe parking, motel and other IH to date (as of reporting)
Year to Date (YTD) number of PEH placed in PH	Cumulative number of individuals placed in a permanent housing situation, including reunification
Number of clients experiencing behavioral health challenges	Unduplicated clients with behavioral health services challenges per month. This includes substance use disorders/mental illness

Number of clients actively receiving behavioral health services	Unduplicated clients with behavioral health services per month. This includes services from DMH, and/or other services/treatment.
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

C. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - o Race/Ethnicity
 - o Income Levels
 - o Veteran Status
 - o Age
- Point of Contact
- Off-Street Housing Attainment
 - o Shelters
 - o Hotels/Motels
 - o Transitional Housing
 - o Shared or Bridge Housing
 - o Skilled Nursing Homes
 - o Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the City to gather this information in a flexible and not burdensome manner.

D. Co-Investments

As part of the County Local Solutions program, the County would like to know what co-investments cities have made to supplement the County's funding of each specific program. At the end of the annual program, please describe the co-investments the City has made. This could be in the form of funding, staffing, resources, land, local legislation, etc. Please include the budgeted costs incurred by the city, and the funding source if applicable.

Outside of this particular Local Solutions program, the County would like to know any additional investments the city has made to increase pathways to housing. Please describe these investments, the key metrics (i.e. 20 Project Homekey Beds), costs, and sources of funding.

EXHIBIT 4: Interim Housing /Motel Units

I. BUDGET

The total annual program budget is \$ 305,000 for interim housing units and a motel budget.

For interim units/beds, City will need to provide the memorandum of understanding and invoice from provider as back up. For Motel beds and other expenses, a receipt will be necessary. The room rent amounts serve as guidance. Any deviation from this guidance of more than 25% must be approved by SBCCOG.

Proposal	12 Months
Interim Unit Rent (\$7,584 for each Family/Flex unit per month)	\$270,000 - 290,000
Motel stay, Daily Rate: \$115 Weekly Rate: \$500 -700 Monthly Rate: \$1,800 – 2,500	\$15,000 - 35,000
Total \$305,000	

II. SCOPE OF WORK

Program Description: The program will provide interim shelter and services for those experiencing homelessness. This includes maintaining a safe, cleanly site as well as everyday operations. Included below is the expected Scope of Work (SOW) for the City as required by this MOU and the County Contract.

i. Program Guidelines

- a. **Reimbursement** – Program allows for cities to lease motel and interim units/beds and seek reimbursement using the SBCCOG Local Solutions Fund. Cities must have proper documentation including receipts, lease, and subcontractor agreements. Payments will be for reimbursements only. The SBCCOG will not have any direct relationship with the underlying IH, subcontractor, or motel partner.
- b. **Pricing** – Motel rates at roughly \$500-\$800 a week; Interim Units \$7,000-\$8,000/month
- c. **Eligibility** – Participants must be at an acuity level where they can be in the rooms unsupervised. The program is open to Adults, Families, Seniors, and Veterans. Participants must be in the Coordinated Entry System (CES) and must have a housing plan created by the case manager. Participants must be in the SBCCOG jurisdiction.
- d. **Duration** – For interim housing units, participants may enter into monthly, 6-month, or 12-month leases with the provider. Extensions will be granted on a case-by-case basis and only if the participant has made progress in their housing plan. For Motels, participants can stay in the rooms for up to 3 months. Additional 3-month extensions may be granted provided the participant is reaching their milestones and progressing on their housing plan. A maximum of 3 extensions may

be granted. SBCCOG reserves the right to approve eligibility and grant extensions after consultation with the case worker.

- e. **Meals** – Cities must have a meal plan in place for all participants. The meal plan can include participants’ income for meals (e.g. CalFresh). If the participant does not have the means to procure meals, the City should find a suitable option such as a local food pantry or non-profit food provider.
 - f. **Check-ins** – Cities and/or their non-profit partners are required to have at least 2 check-ins a week. One check-in must be in person.
 - g. **Services** – In recognition that a successful housing plan may entail wrap around services, Cities and partners shall provide the necessary behavioral health and/or physical health wrap around services. Other services that may be necessary include document services, transportation services, and legal services. The SBCCOG will receive monthly reports from Cities and partners to confirm that necessary interventions are being provided.
 - h. **Guests, Pets, and Program Rules** – Guests will be allowed, but no overnight stays. Motels generally do not allow pets without a fee. The Program will pay for service or comfort animals per the guidelines of the motel. Cities and partners will be required to have participants sign and acknowledge their understanding of the program rules. Suggested program rules can be found below.
- ii. **Program Rules**
- a. **No Violence:** Any hostile physical contact from Participant to other guest/resident, neighbors, staff, visitors, or others at the Property. No threat of violence: Any hostile or aggressive speech, body language, real or implied, that suggests inflicting harm or threat of harm to another at the Property.
 - b. **No Disrespectful or Aggressive Conduct or Language** toward staff, neighbors, or other guest/resident.
 - c. **No Drug & Criminal Activity:** Drug and criminal activity are prohibited on site of the Property.
 - d. **No Illegal Activity/Conduct:** Any violation of federal, state, or local laws whether witnessed directly or reasonably suspected
 - e. **Failure to maintain your unit in an acceptable condition:** There is to be no property damage, excessive trash, debris, or personal belongings, or missing unit furnishings
 - f. **Pest Control Service and Property Management Instructions:** Failure to comply with pest control services and Property Management instructions regarding the care of the unit may result in termination. Pest control service is a requirement to maintain the unit and Participants will comply with instructions from pest control and/or Property Management to maintain the habitability of the unit.
 - g. **Consistent Violation of the Rules:** Continuous disregard for any of the Program rules may result in termination.
 - h. **Public Intoxication:** Participants are prohibited from consuming alcohol in the common areas of the property, and actions related to such consumption cannot interfere with the safety or quiet enjoyment of others.
 - i. **Voluntary/Involuntary Exits:** Temporary absence without notifying management may result in permanent exit from the program.

- j. Guests/Visitors are allowed on the property or in your unit. However, no overnight stays.
- k. Property Common Areas: The balconies, patio area, entryways, stairways, and other common areas should be free of debris, trash, and clutter. Nothing will be stored in the halls, staircases, or lobby of the Property.
- l. No Smoking in the unit. Use designated outside smoking area.
- m. No Alterations to the Unit or the Property: Participants are NOT allowed to make ANY alterations, additions, or repairs of any kind to the room (i.e., nails, push pins, tape, etc.)
- n. No Excessive/Loud Noise that disrupts the quiet enjoyment of other Participants from your room, the parking lot, or any other location on the Property at any time.
- o. For motel properties, no car repairs are allowed on the property.
- p. No PETS unless authorized by Program Management in advance of bringing the pet to the Property or to your unit. Dogs must be leashed when outside your unit. Clean up after your pet(s).

III. INVOICES AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The Motel and Interim Housing Unit Program is classified under the County’s Eligible Use Grouping 1 of Measure A, as Interim Housing for People Experiencing Homelessness. Performance will be measured based on the following Table 1. Key Performance Indicators, approved by the County and SBCCOG Board of Directors. Progress on these KPIs must be reported every month of each Fiscal Year that this MOU is active.

Table 1. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of IH units created/secured	6	Annually
Number of PEH placed in IH	12	Annually
Number of PEH Placed in PH	4	Annually

B. Supplemental Monthly Reporting Metrics

In addition, City’s Monthly Report will include additional metrics and outcomes (Table 2), including progress on enrollment in supportive services, participants’ housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program’s progress and aid the operations where needed to ensure that metrics are met.

Table 2. Supplemental Quarterly Reporting Metrics

Monthly Reporting Data	Details
Number of IH units created/secured	How many units were brought on for use or maintained each month.
Number of new PEH placed in IH	Number of new, unique individuals placed in available Interim Housing and/or Motel units per month
Number of individuals graduated to permanent housing	Number of individuals who exit from Interim Housing/Motel Units to a permanent housing situation per quarter
Year to Date (YTD) number of PEH placed in IH	Cumulative number of individuals placed in available Interim Housing and/or Motel units to date (as of reporting)
Year to Date (YTD) number of PEH graduated to permanent housing	Cumulative number of individuals who exit from Interim Housing/Motel units to a permanent housing situation to date (as of reporting)
Notes and success stories	What action steps have you taken to ensure the program’s KPIs are achieved? What is working? What are 3 challenges?

C. Additional Data Needs

As part of SBCCOG’s Functional Zero program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes

- o Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the City/Service Provider to gather this information in a flexible and not burdensome manner.

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South Bay Cities Council of Governments

March 9, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director
Kim Fuentes, Deputy Executive Director

SUBJECT: Environmental Activities Report – February 2026

I. PROGRAMS - TECHNOLOGY, PLANNING, & RESEARCH

Energy Efficiency & Sustainability

Regional Energy Network (SoCalREN) AGENCY SUPPORT

Contract period is January 1, 2026 - December 31, 2026

Contract goal: Work Plan (including goals) underway for 2026

Energy Managers Working Group Meeting

SBCCOG staff hosted the first quarter Energy Management Working Group (EMWG) on February 26, 2026. The meeting was well attended with 10 cities (Carson, El Segundo, Gardena, Hawthorne, Lawndale, Lomita, Manhattan Beach, Rolling Hills, Rolling Hills Estates, and Torrance) and 1 school district (Lennox Elementary SD). Meeting topics included the cool roof feasibility study results, updates on SoCalREN and SoCalGas energy efficiency offerings, and a presentation on the guidelines for the South Bay Energy and Climate Recognition Program (SBECRP).

South Bay Cities Energy and Climate Recognition Program

2026 will be the fourth year of the South Bay Energy and Climate Recognition Program. The guidelines have been updated and sent out to city staff. For this program year, cities have more opportunities to earn points through new activities and activity point maximums. A new distinct Partners' Award has also been added, in which cities can earn special recognition from Water Replenishment District and West Basin Municipal Water District partners for water stewardship and conservation activities. The SBCCOG and city staff are excited to kick off the program year!

Energy Efficiency Project Status: SBCCOG and SoCalREN project managers are working with the following agencies to advance energy efficiency projects:

- City of Carson – Carson Park's water heater project has been finalized for a total incentive value of \$10,398. For the Community Center, the Heat Pump Water Heater project has been approved for 100% cost coverage and can be installed at the city's request. Also, HVAC units for Capture the Cold technology upgrades have been approved and the contractor is waiting on city notice to proceed.

- City of Hawthorne – The Police Department lighting project and Memorial Center HVAC project have completed construction. Final reporting is almost done, with the SoCalREN awaiting final city signatures. Once project paperwork is completed, savings numbers will be available.
- City of Inglewood – The City Hall lighting and pump project is under construction, to be completed by December 2026.
- City of Lawndale – The Capture of the Cold HVAC technology proposal was developed and delivered to the city. Project is currently waiting on city notice to proceed.
- City of Rancho Palos Verdes – Water heaters eligible for incentives for upgrades to Heat Pump Water Heaters have been identified and the city is deciding on pricing and timelines. The Interpretive Center unit is approved for 50% cost coverage, \$3,180 out-of-pocket to the city and \$1,667 in annual energy savings. The Ryan Park unit is approved for 17% cost coverage, \$7,107 out-of-pocket to the city and \$2,800 in annual energy savings.
- City of Torrance – The Capture of the Cold HVAC technology proposal has been developed and delivered to the city. The project is waiting on city notice to proceed.
- Lennox Elementary School District – Lighting upgrades and Heat Pump Water Heater replacements are in the data collection period under the Metered Savings Program. The agency is also enrolled in the Schools Strategic Energy Management Cohort which provides additional support for projects.
- Manhattan Beach Unified School District – The agency is working with Energy Systems Group to downsize a water heater at Mira Costa High School.
- West Basin Municipal Water District – 33 pumps are being vetted for overhauls with significant savings. The projects are moving forward with collaboration between the agency and SoCalREN. The agency is also enrolled in the Water District Strategic Energy Management Cohort.

Facility Equipment Inventory Program (FEI) – SBCCOG staff continue to work with agencies to update FEI workbooks to capture projects that have been completed and to add additional equipment replacement needs. To date, **59** facility audits across 15 South Bay cities, 1 school district, and 1 special district have been completed and resulted in identification of over **940,000** potential kWh savings from lighting retrofits and **112** HVAC units that are overdue for replacement. From this work, staff were able to quickly facilitate installation of almost 60 Heat Pump Water Heater replacements since 2023 with no costs to the agency. In addition, SBCCOG staff continue to facilitate installation of the Capture the Cold ductwork technology offering (as low as \$6,000 before financing with as much as 40% energy savings). The SBCCOG is also looking to audit new facilities. Please reach out to shawn@southbaycities.org if your agency is interested in completing a facility audit.

FDEEE & Commercial Direct Install

SBCCOG staff presented at the Association of Energy Services Professions annual conference on the strategies used to implement the SoCalREN's commercial program. The pilot program for the Food Desert Energy Efficiency Equity (FDEEE) and Commercial Direct Install programs in the City of Gardena was completed in 6 months and serves as an example of best practices working with cities and implementers. Over 100 individuals attended the session. In addition, SBCCOG has developed a story map that highlights program accomplishments that can be accessed on the SBCCOG website [here](#).

City Staff Accreditation Pilot: LEED GA and AP

The SBCCOG was approved for a pilot program with SoCalREN funds which will fund the LEED (Leadership in Energy and Environmental Design) certification of 2 staff members per member city. This program will support training, studying, and cover test registration fees for agency staff to earn a LEED Green Associate and/or Accredited Professional credential. The preparation for the credential will build agency expertise in sustainable building design related to energy efficiency and internal environmental quality at the agency level. LEED accredited staff can assist in city, commercial, and residential building development and design and provide expert information to the community that will lead to lower utility bills. As LEED v4 is being released in April, SBCCOG staff will promote this program to city staff next month.

Regional Energy Network (SoCalREN) Multifamily

Contract period is January 1, 2026 - December 31, 2026

Contract goals: Contact, track progress, and outreach to local community organizations; track number of virtual events held and attendees; distribute program collateral to local community organizations.

SoCalREN Multifamily and Hard-to-Reach-Direct-Install Energy Efficiency – The SBCCOG continues to identify multifamily property owner customers for the SoCalREN Multifamily program which enrolls eligible properties opportunities for energy- and cost-saving. Contacts are being identified through Chambers of Commerce and city business lists. SBCCOG continues to share co-branded materials at community outreach events and coordinate with other agencies to help identify opportunities. Promotion to property owners has been conducted with help from chambers and the Niles Foundation.

Southern California Gas Company Energy Pathways

Contract period is May 19, 2024 – December 31, 2027

The SBCCOG continues to work with SoCalGas to promote gas energy efficiency assistance program opportunities and financing support to cities, school districts, and residents. Program offerings were shared with businesses and residents at community events. Current day-to-day activities continue with the support from SoCalGas staff. Program offerings and related marketing materials have been shared with agencies to support outreach to residents and businesses.

- Restaurant Energy Efficiency Starter Kit: Kit includes energy- and water-saving tools such as a pre-rinse spray valve, faucet aerators, gas valve handles, a Turbo Pot aluminum frying pan for efficient cooking, and a pocket thermometer for food service businesses.
- Commercial Building Energy Solutions and Technologies (C-BEST) Program: Provides technical assistance and incentives for businesses to implement natural gas-saving measures in commercial buildings.

Water Conservation

West Basin Municipal Water District Programs (West Basin)

The contract period is July 1, 2025, through June 30, 2026

SBCCOG and West Basin met on February 2 and February 17, to discuss the implementation of ongoing programs. SBCCOG staff also continue to respond to phone inquiries on the dedicated West Basin line.

Educational Outreach Support - Exhibit Events

Contract goal: 100 exhibit events, presentations, workshops, networking opportunities, etc.

Status of goal: 73 exhibit events, presentations, workshops, networking opportunities, etc.

Support for Workshops & Webinars Educational Classes@

Contract goal: Up to 17 physical classes or virtual webinars

Status of goal: 8

Completed Workshops:

- *Wednesday, February 25, 2026 – 11:00 am – 12: 30 pm - Transforming Gardens, Rolling Hills*

Rain Barrel Giveaway

Contract goal: 6 Rain barrel distribution events.

Status of goal: 6 Rain barrel program distributions: All events have been completed

GIS maps were created that identify households that received the rain barrels in this program cycle.

Water Replenishment District of Southern California (WRD)

The contract period is January 1-December 31, 2026

Contract goal: promote WRD programs and support in-person events

Status of goal: ongoing

Ongoing promotion of WRD programs continues through SBCCOG's e-newsletters and social media channels. SBCCOG also posts WRD events on its website and sends e-blasts to help boost attendance. The SBCCOG staff attend events and distribute marketing materials to city halls, libraries, senior centers, and other community locations. In addition, WRD Eco-Gardening classes and workshops were promoted. SBCCOG staff coordinated with WRD staff to present at the SBCCOG volunteer training, which was held on Tuesday, February 24, from 4:30–6:00 pm in SBCCOG's Board Room.

Los Angeles County Sanitation Districts (LACSD)

The contract period is January 1-December 31, 2026

Educational Outreach Support - Exhibit Events

Contract goal: 100 exhibit events, presentations, workshops, networking opportunities, etc.

Status of goal: 74 exhibit events, presentations, workshops, networking opportunities, etc.

Ongoing promotion of LACSD programs continues through SBCCOG's e-newsletters and social media channels as well as website postings and coordinating LACSD upcoming 2026 events and sending e-

blasts to help boost attendance. SBCCOG staff attended events and distributed marketing materials to city halls, libraries, senior centers, and other community locations. SBCCOG staff coordinated with LACSD staff to present at the SBCCOG volunteer training, which was held on Tuesday, February 24 in SBCCOG's Board Room.

Task - Speakers Bureau

Contract goal: identify and coordinate up to 3 speaking opportunities.

Status of goal: 3/3 Identified and Scheduled

- Carson Gardena Dominguez Rotary Club – January 14, 2026 – Completed
- City of Gardena's Planning and Environmental Quality Commission – February 17, 2026 – Completed
- City of Torrance Environmental Quality and Energy Conservation Commission – Postponed to May

Waste Reduction

Rolling Hills Organic Waste

Contract period is April 8, 2024 – April 1, 2026

The SBCCOG continues to work with the City of Rolling Hills to provide residents with education on organic waste recycling and food waste prevention. Funded by a CalRecycle SB 1383 grant, the technical consultant, EcoNomics, Inc., completed three educational videos and conducted two workshops for Rolling Hills residents. As part of this program, interested residents also received a compost bin and kitchen pail for organic waste. Staff focus this month is to get more residents to sign up for compost equipment. This program will continue through Fall 2026.

Green Business

South Bay Green Business Assist Program (GBAP): Ongoing

GBAP – The SBCCOG continues to provide information to local businesses on opportunities to implement sustainability actions and West Basin programs. In addition, businesses also receive updates on resources from SBCCOG's utility partners. SBCCOG staff began conducting green certification outreach walks in January 2026 with the goal of certifying three businesses per city. LA County is covering the cost of membership for all South Bay cities in California Green Business Network program – the tool used to conduct the certifications. This work is in addition to the GBAP information program.

In February, SBCCOG staff completed one audit in the City of Carson and assisted businesses with information on available programs and resources. Information was also shared with the Chambers of Commerce for Carson and Hawthorne regarding \$550 mini grants available to businesses in those cities. Information regarding these grants is also being shared during staff outreach to businesses.

GBAP by city: Carson (18), El Segundo (55), Gardena (55), Hermosa Beach (12), Hawthorne (83), Inglewood (20), Lawndale (30), Lennox (10), Lomita (9), Manhattan Beach (10), Palos Verdes Estates (9), Rancho Palos Verdes (11), Redondo Beach (6), Rolling Hills Estates (6) Torrance (92), Los Angeles County – Community of Westmont (1) and District 15 (8) for a total of 435 businesses participating as of February 2026.

Climate Action

Greenhouse Gas Emissions Inventories: SBCCOG, with support from volunteers and prior CivicSpark Fellows, has finalized the city specific 2019-2020 greenhouse gas (GHG) emissions inventory reports and sent them to each jurisdiction. SBCCOG staff will be developing a sub-regional inventory by first of April.

Transportation

Metro Express Lanes (MEL) (Contract period January 23, 2026 – January 22, 2026)

The SBCCOG continues to prepare, update, and share the outreach calendar events to provide opportunities for Metro to share their Express Lane program. In February, the SBCCOG/SBESC distributed MEL materials at three events.

II. VOLUNTEERS

Status of Program: 52.5 hours for February 2026

In February, volunteer hours doubled compared to January. Volunteers supported several recurring projects, including office assistance, database research, and outreach events. In addition, volunteers attended a partner training to help them get familiarized with their programs. The partners that presented at the training were WRD and LACSD. The volunteer program also continues to grow, with new volunteers interviewed and beginning work on new projects.

III. MARKETING, OUTREACH, & IMPLEMENTATION

Outreach Events

In February 2026:

3 - Networking Event

3 - In Person Community Event

1 – Presentation

1 - Business Event

1 – Workshops Events