

South Bay Cities Council of Governments

May 10, 2021

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach

SUBJECT: Covid-19 – Office Operations & Reopening

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

STATUS

The South Bay Cities Council of Governments (SBCCOG) continues to follow direction from Governor Gavin Newsom's office and implement Los Angeles County guidance related to COVID-19. Staff is also following reopening guidelines as information becomes available to help ensure a seamless opening of the office at Park Del Amo once the Emergency Order is lifted. It is important to note that while Governor Gavin Newsom is potentially planning an economic re-opening in June 2021, this action is separate from the Emergency Declaration which remains in effect. The following are updates and discussion items:

- *Building Maintenance Covid-19 Required Actions* –The office and public spaces such as bathrooms continue to be cleaned, sanitized, and disinfected by building maintenance staff Monday through Saturday in accordance with LA County Department of Public Health. This regimen includes the cleaning, sanitizing, and disinfecting of general office hard surfaces such as all desks, telephones, door knobs, floors, along with office common areas including the kitchen, tables, chairs, sink, counters, copy machine, board room desks, and chair handles.
- *SBCCOG Covid-19 Required Cleaning and Additional Safety Measures* – The SBCCOG staff continues to conduct additional cleaning, sanitizing, disinfecting, and other safety measures when in the office. *LA County Department of Health Directive* recommended and required supplies have been purchased. Masks, tissues, and hand sanitizer are available for individuals throughout the office. Social distancing floor decals and required Covid19 office signage are posted.
- *Staff* – Staff continues to primarily conduct work remotely. There are a few staff that come into the office to perform tasks. It is anticipated that once a more normal work environment resumes, the SBCCOG will continue to have a significant number of employees working remotely. Administrative staff however will be scheduled to conduct their work in the office to help ensure smooth operations of the office and meeting functions once fully opened. These positions are the Administrative Assistant and Accountant.

- *Office Guests and Handling of the Public* – Currently, the office remains closed to the public and guests pending more information and direction from Governor Gavin Newson’s office and LA County. Mike Jenkins has also stated caution regarding reopening too soon.
- *Brown Act* –Governor Gavin Newson’s Executive Order also relaxed aspects of the Brown Act regarding public participation and methods to facilitate public meetings during the health emergency. The SBCCOG moved to the current Zoom meeting format as a result. As the State approaches the potential June full economic re-opening, State public agency staff are working to determine public meeting requirements going forward. Currently there is no expected change to SBCCOG meeting format. SBCCOG staff continues to coordinate with California Cities who are communicating with the Governor and State Department of Health about the timing of the end of the Emergency Declaration. At this time, California Cities has not received any new information but hopes to receive at least a few weeks’ notice in order to allow public agencies adequate time to adapt accordingly.

California Cities has also been working with the Legislature on a proposal to allow local governments to keep some of the virtual aspects of the pandemic-era Brown Act changes, but the Assembly Local Government Committee staff and Chair are not open to any significant changes this year. This means that it is likely pre-pandemic Brown Act rules will be reinstated upon the end of the Emergency Declaration unless urgency legislation is passed prior to that point.

- *Board and Other Meetings* – The Small Conference Room has the SCAG equipment that allows for virtual meetings. This room holds about 10 individuals. The Boardroom (large conference room) has the ability to host hybrid meetings with attendees both virtual and in-person. This room holds about 30 individuals. There are two large screens which can project from a laptop using a virtual tool such as zoom. To support a more seamless virtual interaction, the SBCCOG can purchase additional equipment such as microphone, camera, etc. SBCCOG staff is currently researching options and costs.

DISCUSSION

Once the Governor’s Executive Order has ended, the SBCCOG may want to consider, if permitted, using a hybrid system for Steering Committee and Board meetings where members of the public and speakers can attend via video conferencing and Board members are in person. should

RECOMMENDATION

Discuss options now and direct SBCCOG Staff to investigate possibilities understanding that the issue can be revisited once more information becomes available.

Prepared by Kim Fuentes, David Leger, Chandler Shields, and Ghia Horton