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**MINUTES**  
**ICRMA SPECIAL BOARD OF DIRECTORS MEETING**  
**November 14, 2024**

**VOTING MEMBERS PRESENT:**

Adelanto	Jessie Flores
Bell	Rickey Manbahal
Downey	James McQueen
El Monte	Rigoberto Gutierrez ( <i>joined at 9:08 a.m.</i> )
El Segundo	Paul Chung
Fullerton	Pamela Mackie
	Veronica Gutierrez
Glendora	Rita Wendling
Hawthorne	David Caceres
Huntington Park	Eduardo Sarmiento
Inglewood	Debra Carter ( <i>joined at 9:17 a.m.</i> )
Lynwood	Patrick Matson
San Fernando	Sergio Ibarra ( <i>joined at 9:05 a.m.</i> )
	Erica Melton ( <i>joined at 9:35 a.m.</i> )
South Gate	Thurman Green
Santa Ana	Aarti Kaushal

**OTHERS PRESENT:**

Adelanto	Brenda Lopez
Johnson Schachter & Lewis	Kellie Murphy
Local Equity LLC	Gil Keinan
Mainstream Unlimited	Bob May
Risk Program Administrators	Amber Anderson
	Dani Rogacki

**1. CALL TO ORDER**

Vice President Eduardo Sarmiento called the meeting to order at 9:04 a.m.

**2. ESTABLISHMENT OF QUORUM/INTRODUCTIONS**

A quorum was established, and roll call was taken.

**3. PUBLIC COMMENTS**

None

**4. APPROVAL OF AGENDA**

*Motion by Ricky Manbahal (Bell), seconded by Rita Wendling (Glendora), to approve the agenda as posted.*

*Motion passed unanimously via roll call vote, with representatives from Adelanto, Bell, Downey, El Segundo, Fullerton, Glendora, Hawthorne, Lynwood, San Fernando, Santa Ana and South Gate voting “aye.” El Monte and Inglewood were not present.*

## 5. OPEN SESSION

### A. Adelanto Request to Extend Deadline to Rescind Withdrawal Notice

Dani Rogacki, Executive Director, reviewed the request received from the City of Adelanto to extend their deadline to withdraw from ICRMA, reminding the Board that the Bylaws dictate a deadline of December 1 each year for members to rescind any withdrawal notices submitted.

Jessie Flores (Adelanto) addressed the Board and introduced Dr. Gil Keinan, a consultant engaged by the City to assist with their financial decision-making. Dr. Keinan proceeded to provide a summary of Adelanto’s position regarding their rating and rising costs of coverage.

The Board discussed options for extending the deadline, considering the recommendation from Staff and Legal Counsel, the required exception to the Bylaws and possible options for shorter extensions. It was recommended that Adelanto meet with the finance and administration teams in the coming week, and that the Board would reconsider the option to extend the deadline once this meeting was completed and both parties reported back.

*Motion by David Caceres (Hawthorne), seconded by Rigoberto Gutierrez (El Monte), to table the agenda item and hold a special board meeting on November 25, 2024 in order to provide time for staff to meet with the City of Adelanto.*

*Motion passed unanimously by via roll call vote, with representatives from Adelanto, Downey, El Monte, El Segundo, Fullerton, Glendora, Hawthorne, Inglewood, Lynwood, San Fernando, Santa Ana and South Gate voting “aye.” Bell voted “no.”*

Staff was directed to send a poll to the membership directly following the meeting to choose an ideal time to hold the November 25 special board meeting.

### B. Discussion of Administrative Services Contract

Kellie Murphy, Legal Counsel, advised the Board on the activities of the Ad Hoc Committee for the Administrative Services Contract. Membership of the Committee includes: Rickey Manbahal (Bell), James McQueen (Downey), Paul Chung (El Segundo), Veronica Gutierrez (Fullerton), and Patrick Matson (Lynwood). A Request for Proposals (RFP) was reviewed and approved by the Committee, and the following timeline was provided:

- 11/4 RFP Posted
- 11/11 Deadline for all RFP Inquiries
- 11/15 Responses posted to ICRMA.org
- 12/2 Proposal Due Date
- 12/9 (Week of) Presentations/Interviews

Between December 2024 and January 2025, the Committee anticipates negotiations and eventual execution of a contract with the chosen provider. A special board meeting will be scheduled once this stage has been reached, in order to provide final approval, with a targeted contract commencement date of February 1, 2025 and minimum 30-day transition period.

The Committee notified the Board that, in order to prioritize this schedule, it was recommending the postponement of strategic planning until a new administration team was in place. To that end, the meeting schedule would need to be amended to allow the Ad Hoc Committee to meet on December 4 in El Segundo, taking the place of the strategic session, and followed by a regular Board meeting on December 5.

*Motion by Rickey Manbahal (Bell), seconded by James McQueen (Downey), to amend the approved meeting calendar for the 2024/25 program year, postponing strategic planning and adding an in-person Ad Hoc Committee meeting for December 4, 2024.*

*Motion passed unanimously by via roll call vote, with representatives from Adelanto, Bell, Downey, El Monte, El Segundo, Fullerton, Glendora, Hawthorne, Inglewood, Lynwood, San Fernando, Santa Ana and South Gate voting “aye.”*

## 6. CLOSING COMMENTS

Pamela Mackie (Fullerton) announced that she will be retiring from her position as of December 30, 2024 and that the December 5 Board meeting would be her last.

## 7. ADJOURNMENT

The meeting was adjourned at 9:54 a.m.