

Omar Benjamin
Executive Director

Joyce Washington
Acting Chief Operating Officer

David Alexander
Port Attorney

Arnel Atienza
Port Auditor

John Betterton
Secretary of the Board

PORT OF OAKLAND

BOARD OF PORT COMMISSIONERS

530 Water Street • Oakland, California 94607

Telephone: (510) 627-1100

Facsimile: (510) 451-5914

TDD/TTY: - Dial 711

E-Mail: board@portoakland.com

Website: www.portofoakland.com

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MICHAEL LIGHTY
Commissioner

Regular Meeting of the Administration Committee Tuesday, January 26, 2010 – 4:30 p.m.

ROLL CALL

The meeting was called to order by Commissioner **Lighty** at 4:34 p.m.

In attendance were First Vice-President **Head**, Commissioner **Calloway**, the Committee Chair, and appropriate staff.

CLOSED SESSION (4:30 p.m.)

The Committee convened in closed session at 4:35 p.m.

OPEN SESSION

The Committee reconvened in Open Session at 5:42 p.m. David Alexander, Port Attorney, reported that no actions were taken during Closed Session.

Omar Benjamin, Executive Director, and Matthew Davis, Government Affairs Specialist, provided the Committee with the Update on the Legislative Advocacy and Funding Status and Discussion of Process for Reporting.

Diann Castleberry, Acting Director of Administration & Director of Social Responsibility, provided the Report of Appointments, Terminations and Leaves of Absence, for Second Quarter Ended December 31, 2009. Commissioner Lighty recognized the employees who retired and thanked them for their contribution to the Port.

Ms. Castleberry stated that Administration/Social Responsibility Item #4 "Deletion of Executive Assistant II and the Addition of Executive Assistant in the Financial Services Division, was pulled.

The Committee considered and recommended for forwarding to the full Board the following items:

- Extension of Eligible List for Administrative Specialist from March 3, 2010 through March 3, 2011. (\$0)
- Addition of One (1) Limited Duration Deputy Port Attorney III in the Port Attorney's Office that will not Exceed June 30, 2010.

Sanjiv Handa addressed the Committee regarding the above item.

- Addition of One (1) Limited Duration Position of Port Assistant Management Analyst in the Administration and Social Responsibility Division that will not Exceed June 30, 2010 and Deletion of One (1) Position of Port Job Researcher.
- Resolution Authorizing Port of Oakland Employees Hired After October 1, 2009 to Contribute Their Employee Contribution to the California Public Employees' Retirement System Through Pre-Tax Payroll Deductions (\$0)

The Committee approved the inclusion of Exhibit A to Engineering Item #8 "Adoption of an Ordinance to Revise Port Ordinance No. 2832 to Allow Oakland Aviation High School to Occupy a Site in the Business Park"

OPEN FORUM

Sanjiv Handa and Dr. James E. Sulton, III, Principal of Oakland Aviation High School, addressed the Committee during Open Forum.

ADJOURNMENT

The Committee adjourned at 6:48 p.m.

The next Regular Meeting of the Committee is scheduled for Tuesday, February 23, 2010 at 4:30 p.m. at the Port of Oakland building at 530 Water Street.