



President  
**Ed Reece**  
1<sup>st</sup> Vice President  
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**Tim Hepburn**

Ex-Officio  
**Tim Sandoval, Metro  
SGVCOG Representative**

Ex-Officio  
**Adam Raymond, City  
Managers' Steering  
Committee Chair**

# San Gabriel Valley Council of Governments

## AGENDA AND NOTICE OF THE **SPECIAL** MEETING OF THE SGVCOG EXECUTIVE COMMITTEE

**Thursday, January 29, 2026 – 1:00 PM**

**SGVCOG Monrovia Office**

**1333 S. Mayflower Ave, Suite 360, Monrovia, CA 91016**

**Zoom Link: <https://us06web.zoom.us/j/88980917925>**

Thank you for participating in tonight's meeting. The SGVCOG encourages public participation and invites you to share your views on agenda items.

**MEETINGS:** *Regular Meetings of the Executive Committee are held on the first Monday of each month at 10:00 AM at the SGVCOG Monrovia Office (1333 South Mayflower Avenue, Suite 360, Monrovia, CA 91016).* The agenda packet is available at the SGVCOG's Office, 1333 S. Mayflower Avenue, Suite 360, Monrovia, CA, and on the website, [www.sgv cog.org](http://www.sgv cog.org). Copies are available via email upon request ([sgv@sgv cog.org](mailto:sgv@sgv cog.org)). A copy of the agenda is also posted for public viewing at the entrance of the SGVCOG Monrovia Office Building. Any additional agenda documents that are distributed to a majority of the Committee after the posting of the agenda will be available for review in the SGVCOG office during normal business hours and on the SGVCOG website noted above.

**PUBLIC PARTICIPATION:** Your participation is welcomed and invited at all Executive Committee meetings. Time is reserved at each regular meeting for those who wish to address the Committee. SGVCOG requests that persons addressing the meeting refrain from making personal, slanderous, profane, or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting, after being warned by the Board President or designee to cease the disruption, may be precluded from further participation in the meeting.

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## **PRELIMINARY BUSINESS**

1. Call to Order
2. Roll Call
3. Public Comment on all agenda and non-agenda items (*If necessary, the President may place reasonable time limits on all comments*)
4. Changes to the Agenda Order

## **CONSENT CALENDAR**

5. Executive Committee Meeting Minutes – [Page 1](#)  
*Recommended Action: Review and approve.*
6. SGVCOG Fraud Prevention & Awareness Policy – [Page 3](#)  
*Recommended Action: Review and recommend the Governing Board approve, adopt and implement a Fraud Prevention and Awareness Policy to mitigate SGVCOG risk and improve governance practices.*

## **ACTION ITEMS**

7. Governing Board Agenda – [Page 12](#)  
*Recommended Action: Review and approve the draft Governing Board agenda.*
8. Update San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors Appointment Process – [Page 17](#)  
*Recommended Action: Recommend the Governing Board adopt Resolution 26-03 updating the SGVRHT Board of Directors appointment process.*
9. Governing Board Member Request Process – [Page 19](#)  
*Recommended Action: Recommend the Governing Board adopt a resolution to approve an updated Governing Board Member Request Process.*
10. SGVCOG Teleconferencing Policy Update – [Page 22](#)  
*Recommended Action: Recommend the Governing Board adopt Resolution 26-04 to update the existing SGVCOG Teleconferencing Policy to conform with the “just cause” and “emergency circumstances” provisions in SB 707 and direct staff to work with relevant state legislators to enact modifications to the legislation that would improve the flexibility and ease of teleconferencing for SGVCOG members.*

## **UPDATE ITEMS**

11. Legislative Report
12. President’s Report
  - President’s Calendar of Events
  - Los Angeles County COGs Presidents’ Meeting
13. Executive Director’s Report
14. General Counsel’s Report

## **ANNOUNCEMENTS**

15. Next Executive Committee Meeting – March 4, 2026 (New Date & Time)  
*Recommended Action: For information only.*

## **ADJOURN**



**Unapproved SGVCOG Executive Committee Regular Meeting Minutes**

**November 3, 2025**

**10:00 AM**

**1333 S. Mayflower Ave., Monrovia, CA 91016**

**PRELIMINARY BUSINESS**

**1. Call to Order**

The meeting was called to order at 10:04 AM.

**2. Roll Call**

**Members Present**

E. Reece, President/Transportation Chair  
C. Moss, 1<sup>st</sup> Vice President  
M. Allawos, 2<sup>nd</sup> Vice President  
A. Chou, 3<sup>rd</sup> Vice President  
T. Hepburn, Past President/CPCC Chair  
B. Shevlin, Homelessness Chair  
J. Stark, EENR Chair

**Absent**

T. Sandoval, Metro SGVCOG Representative  
A. Raymond, CMS Committee Chair

**Staff/Guests:**

M. Creter, SGVCOG Executive Director  
S. Wong; R. Choi; C. Sims; R. Lansing; J. Talla; K. Ward; J. Burkart; L. Hwang; M. Bolger; J. Horton; S. Pederson; J. Burkhart; SGVCOG Staff  
M. Daudt, Woodruff & Smart

**3. Public Comment**

There were no public comments at this meeting.

**4. Changes to the Agenda Order**

There were no changes to the agenda order.

**CONSENT CALENDAR**

**5. Executive Committee Meeting Minutes**

*Action: Review and approve.*

**6. 4th Quarter Financial Report / Treasurer's Report**

*Action: Receive and File.*

**There was a motion to approve the Consent Calendar.**

**(M/S: M. Allawos, B. Shevlin)**

**[Motion Passed]**

<b>AYES:</b>	E. Reece, C. Moss, M. Allawos, T. Hepburn, B. Shevlin, J. Stark
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	A. Chou

**ACTION ITEM**

7. Governing Board Agenda

- Member Request: State Housing & Building Legislation

**There was a motion to review and approve the draft Governing Board agenda.**

**(M/S: B. Shevlin, M. Allawos)**

**[Motion Passed]**

<b>AYES:</b>	E. Reece, C. Moss, M. Allawos, A. Chou, T. Hepburn, B. Shevlin, J. Stark
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

**UPDATE ITEMS**

8. Legislative Report

R. Choi provided an update on this item.

9. President's Report

- President's Calendar of Events
- Los Angeles County COGs Leadership Meeting

E. Reece provided an update on this item.

10. Executive Director's Report

M. Creter provided an update on this item.

11. General Counsel's Report

C. Trapesonian provided an update on this item.

**ANNOUNCEMENTS**

11. Next Executive Committee Meeting – January 5, 2026

**ADJOURN**

The meeting was adjourned at 10:54 AM.

# REPORT

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DATE: January 29, 2026

TO: Executive Committee

FROM: Marisa Creter, Executive Director

RE: **SGVCOG FRAUD PREVENTION & AWARENESS POLICY**

## **RECOMMENDED ACTION**

Review and recommend the Governing Board approve, adopt and implement a Fraud Prevention and Awareness Policy to mitigate SGVCOG risk and improve governance practices.

## **BACKGROUND**

Fraud poses a serious risk to SGVCOG, with the potential to cause substantial financial loss and long-term damage to the agency's operations.

### **Purpose and Scope**

The purpose of this policy is to strengthen the existing SGVCOG internal control, governance and risk management. It provides guidance, procedures and examples on fraud prevention and awareness. It also aims to provide understanding and awareness of fraud risk exposures and mitigation and explains how suspected fraud can be reported and investigated or handled for disposition. The policy defines fraud as any intentional act or omission designed to deceive others, resulting in financial or personal gain for the perpetrator and/or loss or damage to the organization.

The policy applies to all employees, interns, board/committee members, vendors, contractors, consultants, and any other individuals or organizations associated with or doing business with SGVCOG, including the San Gabriel Valley Regional Housing Trust (SGVRHT) and related agencies. It covers all activities conducted on behalf of the organization, including financial transactions, procurement, asset management, and service delivery.

### **Policy Overview**

SGVCOG upholds a zero tolerance for fraud. All allegations of fraud or suspected fraudulent or related dishonest activity against SGVCOG will be taken seriously, treated in strict confidence, and promptly investigated in accordance with established practices and organizational protocols.

All employees and other stakeholders must adhere to this policy, remain vigilant and report any suspicious activity as explained under the reporting section below. SGVCOG will respond to violations with appropriate disciplinary measures, which may include termination of employment, recovery of losses, and referral to legal authorities.

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities and shall implement the necessary controls including performing periodic fraud risk assessments. A fraud risk assessment is a necessary pre-requisite to the prevention of fraud to ensure appropriate policies are implemented. All employees and SGVCOG stakeholders shall uphold SGVCOG core values which include:

- Upholding the Highest Ethical Standards
- Fiscal Responsibility

### **Conditions Encouraging Fraudulent Activities**

The three elements that must all be present for fraud to occur are: opportunity (weak internal controls), Pressure (incentive or motivation) and Rationalization (justification or attitude). Other conditions that may encourage fraudulent activities by staff include conflict of interest and acceptance of gifts, entertainment, or favors exceeding the limits established under California gift laws.

### **Responsibilities, Reporting and Corrective Action.**

The policy outlines responsibilities for staff, committees, employees and other stakeholders and provides guidelines on the existing SGVCOG controls, suspected fraud reporting, including anonymous reporting and investigation obligations emphasizing confidentiality to avoid damaging reputations. The policy mandates appropriate disciplinary and legal action, including termination of employment and prosecution as allowed by law. It also discusses corrective action which includes addressing identified control gaps and financial recovery. The complete fraud policy document is attached.

Prepared by:



\_\_\_\_\_  
Rey Alimoren  
Director of Finance

Approved by:



\_\_\_\_\_  
Marisa Creter  
Executive Director

### **ATTACHMENT**

Attachment A – Draft Fraud Prevention and Awareness Policy



## **FRAUD PREVENTION & AWARENESS POLICY AND PROCEDURES**

### **PURPOSE**

The purpose of this policy is to strengthen the SGVCOG Internal Control Framework and to protect the agency's assets, reputation, and financial integrity by providing guidance and procedures on fraud prevention and awareness. The policy also aims to provide understanding and awareness of fraud risk exposures and mitigation as well as how suspected fraud can be reported and investigated or handled for disposition.

### **SCOPE**

This policy applies to all employees, interns, board/committee members, vendors, contractors, consultants, and any other individuals or organizations associated with or doing business with SGVCOG, including the San Gabriel Valley Regional Housing Trust (SGVRHT) and related agencies. It covers all activities conducted on behalf of the organization, including financial transactions, procurement, asset management, and service delivery.

### **DEFINITIONS**

***Fraud*** - Fraud is defined as any intentional act or omission designed to deceive others, resulting in financial or personal gain for the perpetrator and/or loss or damage to the organization. This may include, but is not limited to:

- Embezzlement or misappropriation of funds or assets
- Falsification of records or financial statements
- Corruption irregularities and illegal acts characterized by deceit, concealment or violation of trust
- Collusion with vendors or third parties for personal benefit
- Theft of intellectual property or confidential information
- Use of SGVCOG assets for personal gain
- Seeking or accepting anything of material value for personal gain from individuals or organizations doing business with SGVCOG
- Inappropriate use of delegated authority resulting in an employee obtaining personal benefit through deception or other unethical means

Fraud poses a serious risk to SGVCOG, with the potential to cause substantial financial loss and long-term damage to the agency's operations.



**Management** - For purposes of these procedures, management refers to the Executive Director, Directors, Managers, Supervisors, or other individuals who manage or supervise SGVCOG programs, projects and departments.

**Corruption** - Corruption is defined as the offering, giving, soliciting, or acceptance of an incentive or reward that may improperly influence the action of a person or entity. Some examples of corruption include but are not limited to bribery and extortion.

## **POLICY**

SGVCOG upholds a zero tolerance for fraud. All allegations of fraud or suspected fraudulent or related dishonest activity against SGVCOG will be taken seriously, treated in strict confidence, and promptly investigated in accordance with established practices and organizational protocols.

All employees and other stakeholders must adhere to this policy, remain vigilant and report any suspicious activity as explained under the reporting section below. SGVCOG will respond to violations with appropriate disciplinary measures, which may include termination of employment, recovery of losses, and referral to legal authorities.

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities and shall implement the necessary controls including performing periodic fraud risk assessments. A fraud risk assessment is a necessary pre-requisite to the prevention of fraud to ensure appropriate policies are implemented.

All employees and SGVCOG stakeholders shall uphold SGVCOG core values which include:

- Upholding the Highest Ethical Standards
- Fiscal Responsibility

## **Conditions Encouraging Fraudulent Activities**

The following three conditions are generally present when fraud occurs.

a) Pressure:

- i. Emergencies may place pressure on a program/project or department involved
- ii. Possible adverse effects of reporting poor financial results such as low program or project implementation
- iii. Pressure to meet financial or operational targets
- iv. Personal financial obligations



- b) Opportunity:
  - i. Ineffective monitoring
  - ii. High staff turnover
  - iii. Internal control gaps for example lack of segregation of duties
- c) Rationalization & Attitude:
  - i. Behavior indicating displeasure or dissatisfaction with SGVCOG
  - ii. Deliberate disregard for internal controls, such as management override, collusion, or other attempts to bypass established safeguards

**Other Conditions That May Encourage Fraudulent Activities Include:**

- a) Conflict of Interest – Situations where a staff member gains, or appears to gain, personal benefit from their official role. Examples include awarding contracts to a supplier or contractor in which the staff member or a close relation has an undisclosed financial interest.
- b) Acceptance of Gifts, Entertainment, or Favors – Accepting items, hospitality, or favors exceeding the limits established under California gift laws from individuals or organizations conducting business with SGVCOG.

**SELECT RESPONSIBILITIES**

1. *Governing Board*

The Governing Board will approve anti-fraud policies and procedures and any decisions or actions recommended by the Executive Committee.

2. *Management*

- a) Management is responsible for creating and maintaining a culture of honesty, integrity and high ethics. Management must evaluate the risks of fraud and implement controls to mitigate the risk and reduce opportunities for fraud.
- b) Management is responsible for immediately reporting any potential instance of fraud or corruption to the Finance Director. If the Finance Director is suspected of fraud, the notification must be escalated to the Executive Director.
- c) Managers are expected to be familiar with the types of improprieties that might occur within their area of responsibility and remain alert for any signs of irregularity.
- d) Management is responsible for implementing a vendor risk and performance program which mitigates risks introduced by suppliers and consultants.

3. *Finance Director*



The Finance Director is responsible for the administration, revision, interpretation, and application of this policy. The Finance Director will review this policy periodically and revise it as necessary.

#### *4. Administrative Services*

The Administrative Services department will address concerns or issues related to employee misconduct (moral, ethical or behavioral) in accordance with the employee handbook.

#### *5. Employees and Other Stakeholders*

All employees, contractors, vendors, or any other party associated with the SGVCOG must adhere to this policy and immediately report concerns about the possible fraudulent or corrupt activity in accordance with the procedures described under the Reporting section below.

#### *6. Management Audit Services (MAS)*

The Management Audit Services (MAS) Division is responsible for leading investigations to determine whether fraudulent activity has occurred and for overseeing the review process. MAS also supports management by evaluating the effectiveness of internal controls and providing assurance on fraud prevention and awareness measures.

#### *7. General Counsel*

General Counsel collaborates with and provides legal guidance to the investigation team and other relevant stakeholders to ensure legal compliance.

### **PREVENTIVE MEASURES**

- a) SGVCOG has established internal controls, policies, and procedures to deter, prevent, and detect fraud and corruption.
- b) New employees and contractors may be subject to background checks, which can include verification of employment history, education, and personal references prior to an offer of employment. Criminal background checks, where applicable, will only be conducted after a conditional offer has been made, in compliance with California law.



- c) Vendors, contractors, and suppliers must be active, in good standing, and not debarred or suspended.
- d) SGVCOG contracts and agreements will contain a provision prohibiting fraud, bribery and corruption.
- e) SGVCOG employees will receive fraud and corruption awareness training every two years. New hires will receive the training as part of their orientation at the commencement of employment and will sign a statement acknowledging that they have received and read the Fraud Prevention and Awareness Policy.
- f) All employees are required to complete ethics training upon hire and at least every two years thereafter.

## **REPORTING**

- a) Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred, has a responsibility to report the suspected act to the Finance Director, immediately. Failure to report suspected fraudulent or corrupt activity in a timely manner according to the procedures below will also be subject to disciplinary action. Employees can anonymously report fraud by completing an online form that is sent directly to the Director of Finance.
- b) Alternatively, staff members can report suspected fraudulent or corrupt acts to a supervisor who should escalate the suspected fraudulent activity to the Finance Director. No other actions are to be taken until the Finance Director and Executive Director are aware of the suspicious activity. The Executive Director has the discretion to alert SGVCOG legal counsel, Administrative Services, or other relevant entities.
- c) Any suspected act involving the Executive Director/Governing Board or Committee Member should be reported to the Executive Committee of the Governing Board via the Finance Director.
- d) If the fraudulent act includes federal/state or local grant funds the Director of Government Relations must also be informed.
- e) The reporting person shall refrain from further investigation of the incident, confrontation of the alleged violator, or further discussion of the incident with any other party unless requested to do so by legal counsel, and/or law enforcement.
- f) Retaliation and retribution against anyone who reports suspected fraudulent or corrupt activities will not be tolerated. However, if an employee is determined to have acted maliciously or with deceit, the employee is subject to disciplinary action in accordance with agency policy.

## **FRAUD INCIDENT RESPONSE AND INVESTIGATION**



- a) The MAS Department has the responsibility to ensure that all suspected fraudulent acts are properly screened and investigated.
- b) MAS or its representative outside independent investigator will have free and unrestricted access to all the agency records and premises, and the authority to interview and examine, any files or documentation in connection with the fraud examination.
- c) If a fraudulent act involves an employee, MAS will notify the Administrative Services Department, which will determine the timing of employee notification and any further appropriate actions.
- d) All reports of suspected fraudulent acts will be taken seriously and in strict confidence. MAS will recommend action based on the nature and seriousness of the allegation and facts of each case, whether to consult with legal counsel or to utilize outside resources to further perform the investigation.
- e) MAS will not discuss or disclose investigation results with anyone other than those who have a legitimate need to know.
- f) If the investigation substantiates that fraudulent activities have occurred, MAS will issue an investigation report to the respective Manager, the Finance Director, the Executive Director and other appropriate personnel. If appropriate, the Executive Director will report to the Governing Board through the Executive Committee.
- g) All stakeholders have a duty to cooperate with any investigation.
- h) Decisions to prosecute or refer investigation results to the appropriate law enforcement and/or regulatory agency for independent investigation will be made in consultation with legal counsel and the respective manager, director and Executive Director.

## **CORRECTIVE ACTION**

- a) Depending on the severity of the offense and the facts of each case, actions against an employee can range from written warning, up to and including dismissal where appropriate, to legal action, civil or criminal. In cases involving monetary losses SGVCOG will pursue recovery of losses.
- b) If an investigation results in a recommendation to terminate an employee, the recommendation will be reviewed for approval by the respective Administrative Services personnel, the employees' supervisor, the respective manager or director, and if necessary, by legal counsel and Executive Director before any such action is taken.
- c) Final determination regarding actions against an individual or business found to have committed fraud or corruption will be made by the respective manager or director, Executive Director, or Governing Board, depending on how serious the matter is.

**Attachment A**



d) Management will be responsible for implementing any recommendations made by the investigation report. Such recommendations may include:

- i. Addressing identified internal control gaps
- ii. Learning from the investigation findings and improving employee awareness
- iii. Financial recovery
- iv. Re-evaluation of fraud risk etc.

**Policy Acknowledgement**

My signature acknowledges that I have read, understood and will adhere to the Fraud Prevention and Awareness Policy and Procedures regarding suspected fraudulent activities.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

*Note: Please retain in employee's personnel file.*



# AGENDA/NOTICE OF THE REGULAR MEETING OF THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) GOVERNING BOARD

**Thursday, February 19, 2026 - 4:00 P.M.  
SGVCOG Monrovia Office**

**1333 Mayflower Ave, Suite 360, Monrovia, CA 91016  
Zoom Link: <https://us06web.zoom.us/j/83925600005>**

President  
**Ed Reece**  
1<sup>st</sup> Vice President  
**Cory Moss**  
2<sup>nd</sup> Vice President  
**Michael Allawos**  
3<sup>rd</sup> Vice President  
**Andrew Chou**

Members  
*Alhambra  
Arcadia  
Azusa  
Baldwin Park  
Bradbury  
Claremont  
Covina  
Diamond Bar  
Duarte  
El Monte  
Glendora  
Industry  
Irwindale  
La Cañada Flintridge  
La Puente  
La Verne  
Monrovia  
Montebello  
Monterey Park  
Pasadena  
Pomona  
Rosemead  
San Dimas  
San Gabriel  
San Marino  
Sierra Madre  
South El Monte  
South Pasadena  
Temple City  
Walnut  
West Covina  
First District, LA County  
Unincorporated Communities  
Fifth District, LA County  
Unincorporated Communities*

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**TELECONFERENCE LOCATIONS:** State law allows Board Representatives to teleconference from remote locations as long as certain conditions are met, including listing the teleconference locations in the agenda. The following locations are hereby noticed as teleconference locations, which are accessible to the public for the purposes of observing this meeting and/or addressing the Governing Board.

<b>Industry City Hall</b> 15625 Mayor Dave Way Industry, CA 91744	<b>Pasadena City Hall</b> Council Conference Room 100 N. Garfield Ave. Pasadena, CA 91101
<b>Chuck Bader Conference Rm.</b> 505 S. Garey Ave. Pomona, CA 91767	6131 Camellia Ave. Temple City, CA 91780

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- Verbal Comments (In Person): If you would like to make a public comment at the Governing Board meeting location, please fill out a public comment card. Comment cards will be made available to you by staff at the entrance to the meeting room. If you are attending the meeting at a noticed teleconference location and would like to make a public comment, please raise your hand at the beginning of the Public Comment portion of the meeting.
- Verbal Comments (Zoom): Through Zoom, you may provide a verbal comment by using the web interface "Raise Hand" feature. Please raise your hand at the beginning of the Public Comment portion of the meeting. You will then be called upon to provide your verbal comments.

For questions related to accessing the available teleconference locations, please contact Steph Wong ([swong@sgvcog.org](mailto:swong@sgvcog.org)) or (626) 457-1800.

<b>PRELIMINARY BUSINESS</b>	<b>5 MINUTES</b>
1. Call to Order	
2. Pledge of Allegiance	
3. Roll Call	
4. Public Comment on all agenda and non-agenda items ( <i>If necessary, the President may place reasonable time limits on all comments</i> )	
5. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting.	
<b>CONSENT CALENDAR</b>	<b>5 MINUTES</b>
<i>(It is anticipated that the SGVCOG Governing Board may take action on the following matters)</i>	
<u>Administrative Items:</u>	
6. Governing Board Meeting Minutes	
	<i>Recommended Action: Adopt Governing Board minutes.</i>
7. Monthly Cash Disbursements/Balances/Transfers	
	<i>Recommended Action: Approve Monthly Cash Disbursements/Balances/Transfers.</i>
8. Committee/TAC/Governing Board Attendance	
	<i>Recommended Action: Receive and file.</i>
9. SGVCOG Governing Board Future & Recurring Agenda Items: 2026	
	<i>Recommended Action: Receive and file.</i>
10. Legislative Monthly Report (January)	
	<i>Recommended Action: Receive and file.</i>
11. SGVCOG Policy Committee Appointment	
	<i>Recommended Action: Appoint San Gabriel Valley Municipal Water District to the Energy, Environment, and Natural Resources Committee.</i>
12. Townsend Public Affairs Professional Services Amendment	
	<i>Recommended Action: Authorize the Executive Director to negotiate and execute amendment(s) with Townsend Public Affairs to continue providing state and federal legislative advocacy services for a total not-to-exceed amount of \$X, including authority to negotiate and execute any future amendments related to budget, contract term, and scope.</i>
<u>Committee Items:</u>	
13. Update San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors Appointment Process	
	<i>Recommended Action: Adopt Resolution 26-03 updating the SGVRHT Board of Directors appointment process.</i>
	<i>Committee Action(s): Executive Committee – Support/Oppose/Abstain (TBD).</i>
14. SGVCOG Teleconferencing Policy Update	
	<i>Recommended Action: Adopt Resolution 26-04 to update the existing SGVCOG Teleconferencing Policy to conform with the “just cause” and “emergency circumstances” provisions in SB 707 and direct staff to work with relevant state legislators to enact modifications to the legislation that would improve the flexibility and ease of teleconferencing for SGVCOG members.</i>
	<i>Committee Action(s): Executive Committee – Support/Oppose/Abstain (TBD).</i>
15. Governing Board Member Request Process	
	<i>Recommended Action: Adopt Resolution 26-05 to approve an updated Governing Board Member Request Process.</i>
	<i>Committee Action(s): Executive Committee – Support/Oppose/Abstain (TBD).</i>
16. Measure M Multi-Year Subregional Program (MSP) Reprogramming Recommendations	
	<i>Recommended Action: Approve the annual Measure M Multi-Year Subregional Program reprogramming requests of previously awarded agencies.</i>

17. *Committee Action(s): Transportation Committee – Support/Oppose/Abstain (TBD).*  
SGVCOG Fraud Prevention & Awareness Policy  
*Recommended Action: Approve, adopt and implement a Fraud Prevention and Awareness Policy to mitigate SGVCOG risk and improve governance practices.*  
*Committee Action(s): Executive Committee – Support/Oppose/Abstain (TBD).*

Program Continuation Items:

18. Proposed Capital Projects  
*Recommended Action: In compliance with the SGVCOG Capital Projects Review Manual, receive and file the Executive Director's report summarizing received Letters of Interest from the cities of Alhambra and Baldwin Park for proposed capital projects and direct staff to advance all proposed projects to the Review and Negotiation Phases, which may include the negotiation of agreements with project sponsor agencies; assign the proposed capital projects to the Capital Projects & Construction Committee.*  
*Previous Action(s): The Governing Board adopted the Capital Projects Review Manual (Resolution 18-27) to guide the selection of new capital projects on May 31, 2018 – Support/Oppose/Abstain (18-0-0).*

19. Approval of MOA and Task Order Amendments for East San Gabriel Valley Sustainable Multimodal Improvement Project (SMIP)  
*Recommended Action: TBD*  
*Previous Action(s): TBD*

20. Approval of Sole Source Contract to Moffat Nichol for Interim Project Management Services for the Fullerton Road Grade Separation Project  
*Recommended Action: Approve a Statement of Determinations and Findings for the non-competitive procurement of Interim Project Management services for the Fullerton Road Grade Separation Project and authorize the Executive Director to execute a contract with Moffat Nichol for an amount not to exceed \$200,000.*  
*Previous Action(s): The Fullerton Road Grade Separation Project was adopted into the ACE Construction Authority capital program by the ACE Construction Authority Board of Directors on November 18, 2013 – Support /Oppose/Abstain (5-0-0).*

21. Community Wildfire Protection Plan (CWPP)  
*Recommended Action: Adopt the finalized Community Wildfire Protection Plan and authorize staff to pursue funding, partnerships, and new programs that support the findings of the CWPP.*  
*Previous Action(s): The Executive Director was authorized to execute an agreement with Jensen Hughes, Inc. to develop the San Gabriel Valley Community Wildfire Protection Plan on March 16, 2023 – Support /Oppose/Abstain (24-0-0).*

**PRESENTATION ITEM**

**40 MINUTES**

22. TBD  
*Recommended Action: For information only.*

**UPDATE ITEMS**

**10 MINUTES**

23. President's Report  
24. Executive Director's Report  
25. General Counsel's Report

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**COMMITTEE/BOARD REPORTS****10 MINUTES**

- 26. Capital Projects and Construction Committee
- 27. Energy, Environment and Natural Resources Committee
- 28. Homelessness Committee
- 29. San Gabriel Valley Regional Housing Trust Board
- 30. Transportation Committee
- 31. 2028 Olympic & Paralympic Games Ad Hoc Committee

**LIAISON REPORTS****10 MINUTES**

- 32. Executive Committee for Regional Homeless Alignment
- 33. Foothill Transit
- 34. Gold Line Foothill Extension Construction Authority
- 35. League of California Cities
- 36. Los Angeles County Affordable Housing Solutions Agency
- 37. Los Angeles County Metropolitan Transportation Authority
- 38. San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
- 39. San Gabriel Valley Economic Partnership
- 40. San Gabriel Valley Mosquito & Vector Control District
- 41. South Coast Air Quality Management District
- 42. Southern California Association of Governments

**ANNOUNCEMENTS**

- 43. Upcoming Governing Board Meetings
  - Regular Meeting – March 19, 2026 at 4pm

**GOVERNING BOARD MEMBER COMMENTS****ADJOURN**

# REPORT

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DATE: January 29, 2026

TO: Governing Board Alternates & Delegates

FROM: Marisa Creter, Executive Director

RE: **UPDATE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) BOARD OF DIRECTORS APPOINTMENT PROCESS**

## **RECOMMENDED ACTION**

Recommend the Governing Board adopt Resolution 26-02 updating the SGVRHT Board of Directors appointment process.

## **BACKGROUND**

SB 751 (Rubio) established that the San Gabriel Valley Regional Housing Trust (SGVRHT) would be governed by a nine-member Board of Directors – made up of seven elected officials that serve on the Governing Board that represent jurisdictions that are parties to the SGVRHT joint powers agreement and two housing/homeless experts – appointed by the SGVCOG Governing Board. In February 2020, the Governing Board approved the Election Process for the SGVRHT and initiated the initial call for applications. The Governing Board appointed representatives to the SGVRHT Board of Directors at its April 2020 meeting.

In September 2020, Governor Newsom signed SB 1212 (Rubio) which updated the requirements to serve on the SGVRHT Board of Directors and provided a requirement for staggered term lengths. The updated requirements to serve on the SGVRHT Board of Directors are as follows:

1. Seven Directors who are local elected officials from the County of Los Angeles or members of a city council from a city that is a member of the San Gabriel Valley Council of Governments that represents either of the following (i) a County of Los Angeles board of supervisors district that is located wholly or partially within the territory of the San Gabriel Valley Council of Governments, provided the County of Los Angeles is a party to the Agreement; or (ii) a city that is a party to the Agreement.
2. Two Directors that are experts in homeless or housing policy with at least five years of relevant experience, including regional experience with affordable housing projects in multiple San Gabriel Valley cities. The experts cannot be elected officials or staff from a jurisdiction that currently has a representative on the board of directors.

In addition, SB 1212 stated that that five (5) Directors should be appointed in odd-numbered years and four (4) Directors should appointed in even-numbered years.

Subsequently, SGVCOG adopted Resolution 21-12 (Attachment A), which established the updated San Gabriel Valley Regional Housing Trust Election Process. In summary, the election process requires interested applicants submit an application. Five of the seven Jurisdictional Representatives represent a “District Seat” and two are at At-Large. For District Seats, cities in that district will have the opportunity to submit a ranked list of the proposed candidates. There is no equivalent process for the At-Large seats. The applications and district ranked lists are then provided to the SGVCOG Executive Committee for review. The Executive Committee

# REPORT

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recommends a slate of appointments for all seats for final considerations by the SGVCOG Governing Board.

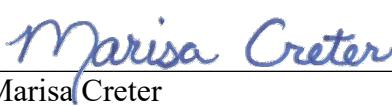
Currently, the primary responsibility for evaluating and narrowing down the candidate pool and determining qualifications (beyond statutory eligibility) rests with the SGVCOG Executive Committee and Governing Board. While statute requires the SGVCOG Governing Board to be the appointing body, this level of involvement in the membership of a separate JPA like the SGVRHT is unusual and can create unnecessary conflict. Additionally, there are SGVCOG member cities that are not members of the SGVRHT, and they are provided with an equal vote in selecting the SGVRHT Board. At the time of its original formation, the SGVRHT required the involvement of an established body like SGVCOG to vet and appoint its members. Now that the SGVRHT is more established, it may be preferable for the SGVCOG Governing Board to retain only approval (appointment) power and vacancy appointment power, as originally directed in statute.

## **RECOMMENDED ACTION**

On December 1, 2025, the SGVRHT Board of Directors met and discussed this topic. Following deliberation, the Directors provided a consensus directive to staff to request that the SGVCOG Governing Board take action to transfer primary responsibility of the candidate selection and recommendation process to SGVRHT, while still maintaining the SGVCOG's final appointment and vacancy appointment power, as directed by statute.

If approved, Resolution 26-02 (Attachment B), would complete this transfer of responsibilities. Then, it would fall to SGVRHT to establish and approve its own process by which to determine a slate of candidates and recommend them for final appointment by the SGVCOG Governing Board.

Prepared by:   
Steph Wong  
Senior Advisor

Approved by:   
Marisa Creter  
Executive Director

## **ATTACHMENTS**

[Attachment A – Resolution 21-12](#)

[Attachment B – Draft of Resolution 26-02](#)

# REPORT

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DATE: January 29, 2026

TO: Executive Committee  
Governing Board

FROM: Marisa Creter, Executive Director

RE: **GOVERNING BOARD MEMBER REQUEST PROCESS**

## **RECOMMENDED ACTION**

Recommend the Governing Board adopt a resolution to approve an updated Governing Board Member Request Process.

## **BACKGROUND**

According to the SGVCOG Bylaws, the Executive Committee is responsible for considering and providing guidance on matters being considered for inclusion on Governing Board agendas and any other matters directed by the Governing Board. To clarify the process for requesting items on the Governing Board agenda and other items, staff developed a visual and written process as reference. The Governing Board received and filed an explanation of this process on June 17, 2021, also included here as Attachment A.

Governing Board members can request items in writing to staff or request items during a Governing Board meeting. If necessary, staff will follow up with the requesting member to clarify the request. Staff will then review the request and determine if the item is more appropriate for one of the SGVCOG's policy committees. If the request falls under a policy committee, staff will work with the committee chair to review the item and agendize for an upcoming meeting. If the request does not fall under one the SGVCOG's policy committees, then staff will work the Executive Committee to undertake a similar review process. In conjunction with this review process, staff identify the number of hours and resources required to complete a requested item or project, with particular focus on ensuring a requested item/project falls within the SGVCOG's adopted strategic plan and budget.

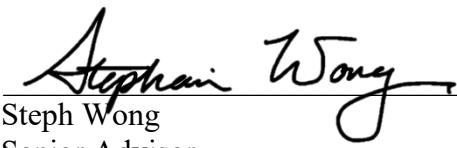
## **DISCUSSION**

Staff are now seeking to clarify the process for reviewing Governing Board member requests when the request would result in a work product, project, task, or other activity to be performed by staff. Attachment B outlines that process and streamlines the process for agenda item requests. Staff are proposing that member requests be categorized into "simple tasks" and "complex tasks," with simple tasks being fulfilled upon staff determination and complex tasks requiring Governing Board approval to proceed. Complex tasks that require significant staff time, expertise, new workstreams, or equipment or specialized services may burden agency resources. It is therefore appropriate for the full Board to consider whether a request can be met and what other activities should be duly reduced in order to ensure a balanced budget. For example, if a member requests that staff conduct a 6-month research project to determine the quality of the education system in the San Gabriel

Valley, this will likely require new expertise, the involvement of some senior staff to oversee, and take a significant portion of a staff member's time away from other, funded projects. While this may very well be a good use of the COG's resources, it would likely require that staff scale back in other areas such as committee management or legislative advocacy. That would ensure a balanced budget that does not result in a net operating loss or the need to raise member dues. Staff believe that it is critical to seek Governing Board approval for such tradeoffs and resulting budget modifications.

<b>Other Requests from Members</b>			
Simple vs. Complex Task Qualification <b>Time   Effort   Relevance   Feasibility</b>			
<b>Time</b>	<b>Effort</b>	<b>Relevance</b>	<b>Feasibility</b>
Does the task require less than 30 minutes of staff time?  <i>ie. providing contact info, sending documents or links, dropping off flyers at city hall</i>	Can the task be completed by an SGVCOG analyst without direct involvement of senior staff?  <i>Does not create the basis for a new program; does not require deliverables from legal counsel</i>	Does the task align with Board-directed priorities? Can it reasonably be considered an extension of existing activities?  <i>Does not require a new funding source or a reallocation of staff resources</i>	Can the task be accomplished without any significant organizational challenges?  <i>Does not require unique methods, new processes, or specialized skills</i>
Less than 30 mins = "Simple Task"	Analyst level effort = "Simple Task"	Relevant to existing work = "Simple Task"	No significant challenge = "Simple Task"
Requested tasks <b>must meet all four qualifications</b> for "Simple Task" in order to be completed without Governing Board approval			

**Figure 1. Simple vs. Complex Task Matrix. Tasks requested by Governing Board members must qualify as "simple" in a preliminary staff analysis in order to be completed without Governing Board approval.**

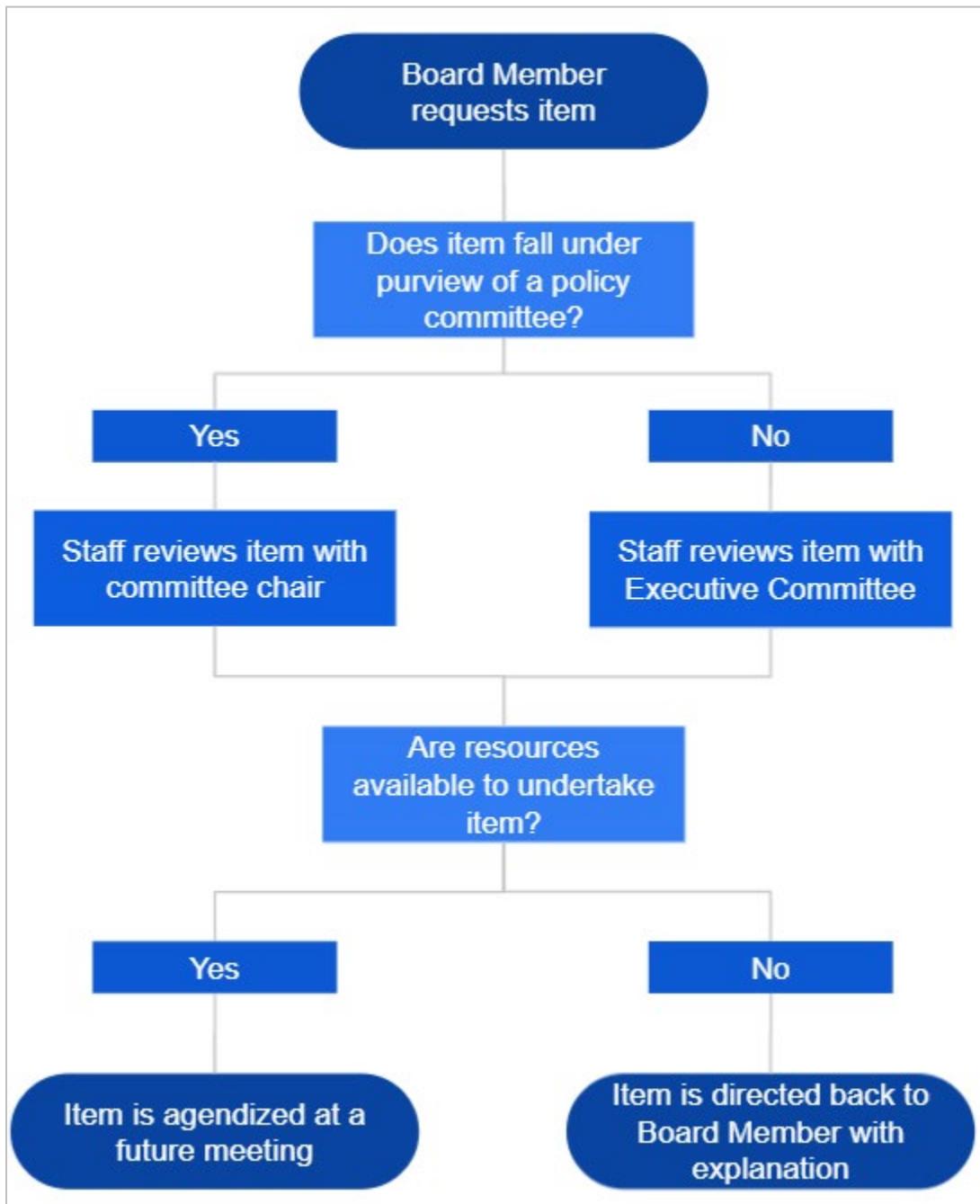
Prepared by:   
Steph Wong  
Senior Advisor

Approved by:   
Marisa Creter  
Executive Director

## **ATTACHMENTS**

Attachment A – Previous Governing Board Member Agenda Item Request Process  
[Attachment B – Updated Governing Board Member Request Process](#)

Attachment A – Governing Board Member Item Request Process



# REPORT

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DATE: January 29, 2026

TO: Executive Committee  
Governing Board Delegates & Alternates

FROM: Marisa Creter, Executive Director

RE: **SGVCOG TELECONFERENCING POLICY UPDATE**

## **RECOMMENDED ACTION**

Recommend the Governing Board adopt Resolution 26-03 to update the existing SGVCOG Teleconferencing Policy to conform with the “just cause” and “emergency circumstances” provisions in SB 707 and direct staff to work with relevant state legislators to enact modifications to the legislation that would improve the flexibility and ease of teleconferencing for SGVCOG members.

## **BACKGROUND**

Traditionally, under the Brown Act, agencies wishing to adopt a hybrid meeting model must do the following:

- physically post meeting notices and agendas;
- publicly disclose all teleconference locations;
- invite the public to participate from all locations; and
- have a quorum of officials located within the jurisdiction.

AB 361 temporarily amended the Brown Act to allow local agencies in California to meet via teleconference, while bypassing or modifying some of the above requirements, if the Governor has proclaimed a state of emergency that fulfills certain criteria. The law was in effect until February 28, 2023, when the proclaimed state of emergency ended.

AB 2449 (Rubio) was passed in 2022 to allow for relaxed teleconferencing requirements given “just cause” or “emergency circumstances.” That bill imposes other requirements, including a justification for teleconferencing, a mandatory in-person quorum, and disclosure of any adults present at the teleconferencing location, and a limit on the number of meetings per year a member can exercise this option.

SB 707 (Durazo) was passed in 2025 and makes further modifications to the Brown Act and extends and modifies the provisions of AB 2449 and AB 361. The bill contains the following provisions:

### **1) Just Cause**

**Summary:** SB 707 permits a member of an SGVCOG Committee or the Governing Board to use teleconferencing, bypassing the traditional noticing, posting, and public access requirements, to participate in a Brown Act meeting as a result of any of the following circumstances: contagious illness; need related to physical or mental condition; travel for COG or other state/local agency; immunocompromised family member; physical or family medical

emergency; military service.<sup>1</sup>

**Requirements & Limitations:** Audio and visual participation; roll call; provision of law used to allow teleconferencing must be identified; member must identify any adults present in the room; remote public participation and live streaming of the meeting must be available; no actions can be taken if remote public access fails; in-person quorum is required; members are limited to using the provision twice in a year; members must notify the Committee or Governing Board before or at the start of the meeting of their need to participate via teleconference.

**Eligibility, Practicality, and Benefit Considerations:** This provision will not assist SGVCOG's Brown Act bodies to meet quorum requirements. However, it will benefit SGVCOG members who must occasionally teleconference due to an unexpected or unavoidable personal circumstance, allowing them to participate in discussion and actions without conforming to traditional Brown Act rules related to teleconferencing.

## 2) Emergency Circumstances

**Summary:** SB 707 permits the SGVCOG Governing Board and its Committees to meet remotely during a proclaimed state or local emergency, bypassing the traditional noticing, posting, and public access requirements.

**Requirements & Limitations:** Two-way audio is acceptable instead of audio and visual; roll call; provision of law used to allow teleconferencing must be identified; member must identify any adults present in the room; remote public participation must be available; no actions can be taken if remote public access fails; Governing Board must determine by a majority vote whether an emergency presents imminent risks to health or safety of attendees; emergency findings must be re-approved every 45 days; in-person quorum is not required; in-person meeting location is not required.

**Eligibility, Practicality, and Benefit Considerations:** This provision will not be normally available to SGVCOG's Governing Board or Committee members, but it would benefit the agency and public health in the event of an ongoing and widespread emergency like the COVID-19 pandemic or a natural disaster.

## 3) Eligible Subsidiary Body

**Summary:** SB 707 allows the SGVCOG Governing Board to vote to permit certain members of specified advisory or subsidiary committees to use teleconferencing, bypassing the traditional noticing, posting, and public access requirements.

**Requirements & Limitations:** Audio and visual participation unless there is a disability or technological issue preventing this; roll call; provision of law used to allow teleconferencing must be identified; member must identify any adults present in the room; remote public participation and live streaming of the meeting must be available; no actions can be taken if remote public access fails; in-person quorum is not required; one physical meeting location must be designated for the public to attend, with one staff member present; elected officials may not use this provision; Governing Board must make findings to allow the use of this provision, and readopt them every 6 months; the committee using the provision must also approve use of the provision by a majority vote.

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<sup>1</sup> This list of circumstances is similar to "Just Cause" and "Emergency Circumstances" as defined under AB 2449, with the addition of the underlined phrases. Unlike in AB 2449's "Emergency Circumstances" provision, the legislative body does not need to vote to allow remote participation due to a physical or family medical emergency.

**Eligibility, Practicality, and Benefit Considerations:** If approved by the Governing Board, this provision would allow staff members (but not elected officials) of the City Managers' Steering, EENR, Homelessness, Olympic Ad Hoc, and Transportation Committees to participate via teleconference, if the Governing Board and Committee both take action to permit it. As this provision would only benefit staff delegates to committees, there is a limited benefit to SGVCOG. All of the committees eligible under this provision are composed of agencies, which may send any staff or elected member to the meeting as the delegate without prior notification. All members of these committees are already permitted to make use of traditional teleconferencing procedures. Given that this provision would require significant recordkeeping and staff time to ensure the requirements are met, while providing very limited benefits, staff are not recommending that this provision be incorporated in the SGVCOG Teleconferencing Policy.

#### 4) Eligible Multijurisdictional Body

**Summary:** As a multijurisdictional body and the legislative body of a Joint Powers Authority, SB 707 allows the SGVCOG Governing Board to vote to permit its members or Committee members who do not receive compensation to use teleconferencing, bypassing the traditional noticing, posting, and public access requirements.

**Requirements & Limitations:** Audio and visual participation; roll call; provision of law used to allow teleconferencing must be identified; member must identify any adults present in the room; remote public participation and live streaming of the meeting must be available; no actions can be taken if remote public access fails; Governing Board must vote to permit teleconferencing under this provision; a quorum of members must participate in person from a single location; members may only use this provision if they are teleconferencing from 20 miles or more away from the meeting location; members are limited to using the provision twice in a year; members receiving compensation may not utilize this provision; the agenda must identify each member participating remotely under this provision.

**Eligibility, Practicality, and Benefit Considerations:** Almost no SGVCOG members would be eligible to use this provision as the vast majority of the San Gabriel Valley is within 20 miles of the SGVCOG Monrovia Office (as the crow flies). This provision will not assist SGVCOG's Brown Act bodies to meet quorum requirements and it will only be available to members twice per year. It would also not be valuable to the majority of Governing Board members, who receive a stipend. Given the very limited applicability of this provision, and the possibility that a member may inadvertently violate its terms therefore triggering a Brown Act violation, staff are not recommending that this provision be incorporated in the SGVCOG Teleconferencing Policy.

Please note that there are other provisions contained within SB 707 that may apply to SGVCOG member jurisdictions, but are not directly applicable to SGVCOG. Cities are encouraged to review the legislation with their legal counsel in order to ensure compliance.

SGVCOG staff, legal counsel, and legislative consultants have reviewed the legislation and staff are making the following recommendations:

- 1) Update the existing SGVCOG Teleconferencing Policy (Attachment A) to conform with the "just cause" and "emergency circumstances" provisions in SB 707, which largely mirror the previous requirements and privileges contained in AB 361 and AB 2449.
- 2) Do not formally integrate the various other teleconferencing provisions contained in SB

# REPORT

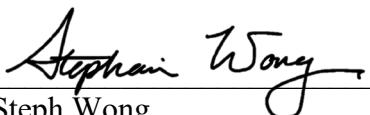
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707 into the SGVCOG Teleconferencing Policy due to lack of eligibility, practicality, or benefit to SGVCOG members. Consider including select provisions of SB 707 at a future time if a consistent need arises that could be addressed by the legislation.

- 3) Direct staff to work with relevant state legislators to enact modifications to the legislation that would improve the flexibility and ease of teleconferencing for SGVCOG members.

SGVCOG Senior Advisor, Steph Wong, will present on the proposed SGVCOG Teleconferencing Policy Update.

Prepared by:

  
\_\_\_\_\_  
Steph Wong

Senior Advisor

Approved by:

  
\_\_\_\_\_  
Marisa Creter

Executive Director

## **ATTACHMENTS**

[Attachment A – SGVCOG Teleconferencing Policy \(Resolution 23-04\)](#)

[Attachment B – Draft SGVCOG Updated Teleconferencing Policy \(Resolution 26-03\)](#)