



**Uptown Whittier Improvement Association  
Executive Committee**

**GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602**

**TELECONFERENCE MEETING**

**Tuesday, August 31, 2021, 8:00 a.m.**

**Present:** Frank Rinaldi (President), Jim Dunkelman (Treasurer),  
and Stephen Ortiz (Secretary)

**Absent:** Katie Galvin-Surbatovic (Vice President)

**Guests:** David Gonzalez, Shane Cadman, Milt Pate

**Consultant:** Brent Haskell and Stephanie Shamp – GM Properties

**MINUTES:**

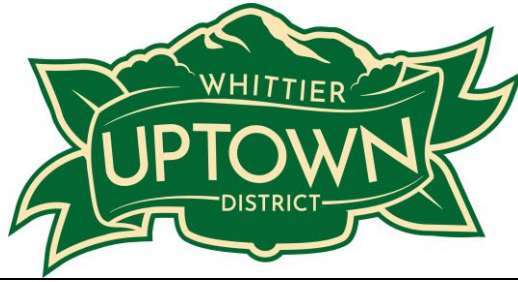
<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Call to Order</b>	Frank Rinaldi called the meeting to order at 8:04 a.m.	<b>1. No Action Taken</b>
<b>2. Roll call and announcements</b>	Brent Haskell took roll call.	<b>2. No Action Taken</b>
<b>3. Public Comment</b>	Brent Haskell stated email received for public comment. Trying to determine if this is related to a previous email on the same topic. Linc Housing is the company. Will pass along to the Committee or Board once we know how the two are related if at all.	<b>3. No Action Taken</b>
<b>4. Approve the Executive Committee</b>	Corrections need to be made as follows:	<b>4. Jim Dunkelman Moved to Approve the Executive Committee</b>

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION

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<p><b>Meeting Minutes from July 27, 2021</b></p>		<p><b>Meeting Minutes from July 27, 2021 as Amended. Stephen Ortiz 2<sup>nd</sup>. All in Favor. Motion Passes.</b></p>
<p><b>5. Assessments and Cash Flow Analysis Report Attached</b></p>	<p>For informational purposes.</p>	<p><b>5. No Action Taken</b></p>
<p><b>6. Review of Eide Bailly Engagement Letter to be Presented to the Board for Approval</b></p>	<p>Jim Dunkelman stated the 3-year engagement has been fulfilled with Eide Bailly. The August 16, 2021 Eide Bailly engagement letter needs to be presented to the Board for their approval at the next Board meeting. Jim believes there are minimal increase over the prior year of \$200.00 for the review and \$100.00 for the tax services.</p>	<p><b>6. No Action Taken</b></p>
<p><b>7. Nominations Committee Update</b></p>	<p>The Nomination Committee consists of Ginny Ball, Jim Dunkelman, Melinda Pina and Frank Rinaldi. There were three nominations with a fourth received late, but will still present to the Board. Extending nomination acceptance to the date of the meeting. Brent Haskell stated Mark St. Julien with PIH Health retired. Working on obtaining the PIH replacement representative for the Board and committee.</p>	<p><b>7. No Action Taken</b></p>
<p><b>8. Ambassador RFP Taskforce to Give Presentation / Update and Seek Guidance from the Executive Committee</b></p>	<p>Shane Cadman, David Gonzalez, and Stephen Ortiz are on the taskforce for the Ambassador RFP. Received two proposals. Inconsistencies found: 1) Insurance rating, 2) Required training, 3) One proposal is written for security and the other for ambassador service, and 4) The agreement</p>	<p><b>8. No Action Taken</b></p>



	<p>is used to benchmark the applicants. The RFP was out before the temporary agreement. Brent stated that is true but the attorney created the RFP based off the Boards desire to have an ambassador program and then the attorney created the temporary agreement based off the same language. Frank wanted clarification on what is confusing and who is confused. Further discussion followed. Discussion was held regarding insurance ratings, difference between AA and AAA as well as admitted carriers and non-admitted carriers. The insurance difference will be taken into consideration as the Committee presents their recommendation to the Board. David Gonzalez stated the RFP confusion is that it is not benchmarking off of the RFP. The Committee's role is to report what is on paper and the Board decides looking at the RFP as the benchmark. Shane Cadman further explained that the issue is if the Board is going to consider a candidate with less restrictions on insurance requirements than requested per the RFP then the RFP process is tainted because there may be candidates that would have submitted a response but didn't because they did not meet the insurance requirement. Shane stated he believes the choices are to accept the only candidate that met those requirements or resubmit the RFP with less restrictions on the insurance to see if additional candidates respond. Stephen Ortiz discussed the services UWIA provides. Jim Dunkelman questioned the RFP process and questioned if services,</p>	
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	<p>monies, and qualifications are the discrepancies. Frank wants the Ambassador RFP on the Board Agenda. Brent Haskell stated when asked by a vendor to submit a proposal with insurance that did not meet the requirements of the RFP, the response was to submit it and let the Board decide. Brent stated the attorney, Rutan &amp; Tucker, LLP created the RFP and most likely found that the City places those insurance requirements on the UWIA so added them to RFP as a requirement for their vendor. The UWIA is not required to mandate those same insurance requirements of their vendors. The Task Force needs guidance on the insurance. The work hours and costs are the same for the two candidates. Shane Cadman recommends UWIA brings in someone to assess the matter and figure out a solution. Frank stated anything can be presented to the Board, cannot say what would be approved or not at this time, but requested the taskforce to be clear. The UWIA vision is for the Ambassadors to do what is qualified along with possibly cleaning (e.g. carrying a broom and dust pan as they walk along the district). The City is to provide safety and security and each business owner is to have their own security for their establishment. Item to be added to the Board agenda for consideration if the Board should accept the one applicant that met the RFP requirements or if the RFP process should start over with less insurance restrictions. The Board will also need information</p>	
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	regarding admitted vs. non-admitted carriers as well as AA vs. AAA ratings.	
<b>9. Discuss and Establish the Agenda for the UWIA Board Meeting on September 9, 2021</b>		<b>9. No Action Taken</b>
<b>10. Other Committee Items</b>		<b>10. No Action Taken</b>
<b>11. Next UWIA Executive Committee Meeting</b>	The next regularly scheduled meeting will be on Tuesday, September 28, 2021 at 8:00 a.m. at 13305 Penn Street, Suite 200, Whittier, CA 90602 or possibly telephonically.	<b>11. No Action Taken</b>
<b>12. Adjournment</b>	The meeting was adjourned at 9:19 a.m.	<b>12. No Action Taken</b>

**Minutes taken by Brent Haskell and Stephanie Shamp with GM Properties.**