

**Meeting Minutes**  
**January 7, 2022**  
**Special Meeting**

The meeting was held via Zoom conference call.

**Committee members present**

Megan Dunn  
Anji Jorstad  
Kyoko Matsumoto Wright  
Stephanie Wright - Chair

**Staff present**

Shawn Frederick, Pam Aguilar, Katie Curtis, Ragina Gray, Sarah de Jong, Grant Weed (legal counsel)

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**Call to Order**

The special meeting of the Executive Committee was called to order by Chair Wright at 4:00 p.m. via Zoom video conference.

**Roll Call**

Roll call was taken by Ms. Sarah de Jong who reported there was a quorum present.

**Public Comment**

Chair Stephanie Wright reported no public comment was received.

**Action**

*Increase the Administrative Officer's purchasing authority as related to the COVID response (no staff report; S. Frederick)*

Mr. Shawn Frederick provided a brief background as to why this item is necessary for consideration and read the proposed resolution to Committee members.

It was moved by Ms. Megan Dunn and seconded by Ms. Anji Jorstad to approve Resolution 22-06, reaffirming a declaration of a public health emergency and authorizing the use of general fund resources for COVID-19-related expenditures. The motion passed unanimously.

**Adjournment**

The meeting was adjourned at 4:11 p.m.