



**SPECIAL MEETING
EXECUTIVE COMMITTEE**

Saratoga City Hall
Linda Callon Conference Room
13777 Fruitvale Ave.
Saratoga, CA 95070

**MAY 28, 2026
4:00 PM**

Meeting Information:

- *Executive Committee meetings are open to the public at the location shown above.*
 - *Members of the public may use the information below to join the webinar:*
Webinar ID: 884 1120 6053
Passcode: 327880
 - *Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>*
 - *More information on public comment and accessibility is given at the end of the agenda.*
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WELCOME & CALL TO ORDER – (WALIA)

ROLL CALL (SIRKAY)

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

This portion of the meeting is reserved for persons wishing to address the Legislative Action Committee on any matter not on the agenda but within the Committee's jurisdiction. State law prohibits the Legislative Action Committee from discussing and/or acting on nonagendized items.

AGENDA

A. Consent Agenda (Action)

Recommendation: Approve minutes from Executive Committee Meeting on April 23, 2026

Attachment:

- a. Minutes from Executive Committee Meeting on April 23, 2026

B. President Update (Walia)

C. June 11, 2026, Membership Event (Information)

Recommendation: Receive event update from Board President Tina Walia, and provide direction as needed

D. Consider Recruitment Materials for Solicitation of, and Recruitment Process to Obtain, Executive Director Services

Recommended Action:

- a. Discuss description for Executive Director Services and Announcement and provide direction as needed
- b. Determine recruitment process

Attachment:

- a. Agenda Report: Executive Director Recruitment

E. Review June 11, 2026 Special Meeting Agenda

Recommended Action: Review draft agenda for Special Meeting of June 11, 2026

Attachment:

- a. Board of Directors Special Meeting Agenda

F. Santa Clara County City Managers Association Update (Information)

Recommended Action: Receive update from Leslie Arroyo, Acting City Manager for Saratoga

G. Executive Director Update (Information)

Recommended Action: Receive update from Shali Sirkay, Executive Director, and provide direction

ADJOURN (WALIA)

PUBLIC PARTICIPATION OPTIONS

Online Participation:

Members of the public may also attend online. However, the Cities Association of Santa Clara County cannot guarantee uninterrupted access to online technology. Technical difficulties may occur from time to time. The meeting will continue even if technical difficulties prevent online participation.

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to shali@citiesassociation.org
 - IMPORTANT: identify the Agenda Item number in the subject line of your email.
 - Emails must be received at least 72 hours before meeting start day/time to be entered into the record for the meeting.
2. Provide oral public comments in-person during the meeting
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 - Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

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**REGULAR MEETING
EXECUTIVE COMMITTEE**

Saratoga City Hall
Linda Callon Conference Room
13777 Fruitvale Ave.
Saratoga, CA 95070

**APRIL 23, 2026
4:30 PM**

AGENDA IN BLACK/MINUTES IN RED

Meeting Information:

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WELCOME & CALL TO ORDER – (WALIA)

Meeting called to order at 4:45 PM

ROLL CALL (SIRKAY)

Executive Committee Members Present (5/5):

President	Tina Walia
1st Vice President	J.R. Fruen
2 nd Vice President/LAC Chair	Rob Moore
Secretary/Treasurer	Rosemary Kamei (arrived 4:51 PM)
Immediate Past President	Larry Klein

Also Present (3)

Saratoga Acting City Manager	Leslie Arroyo
CASCC Co-Legal Counsel	Andrew Shen
Executive Director	Shali Sirkay

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None

AGENDA

A. Consent Agenda (Action)

Recommendation: Approve minutes from Executive Committee meeting on March 26, 2026

Attachment:

- a. Minutes from Executive Committee Special Meeting on March 26, 2026

Motion to approve the minutes of the Special Meeting on March 26, 2026 as presented

By Fruen

Second by Klein

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1 (Kamei)

Motion passes 4-0-0-1

B. President Update (Walia)

C. June 11, 2026, Membership Event (Information & Discussion)

Recommendation: Receive event update from Shali Sirkay, Executive Director, and provide direction as needed

D. Identify Potential Speakers for 2026 (Information & Discussion)

Recommended Action: Receive update from Shali Sirkay, Executive Director, and provide direction on potential speakers for 2026 Board meetings

Attachment: None

E. Review May 14, 2026, Meeting Agendas (Action)

Recommended Action: Review and approve draft agendas for May 14, 2026 meetings

Attachments:

- a. Legislative Action Committee
- b. Board of Directors

Motion to approve the May 14, 2026 Legislative Action Committee and Board of Directors meeting agendas as listed, with the addition of giving the President the authority of adding a City Selection Committee meeting update as needed, the Legislative Action Committee chair to finalize the Legislative Action Committee agenda and the order of bills to be discussed and changes to the bill numbers, and any other changes that the President and Executive Director want to entertain

By Klein

Second by Kamei

AYES: 5

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

Motion passes 5-0-0-0

F. Future Meeting Topics (Information & Discussion)

Recommended Action: Provide direction on potential topics

G. Santa Clara County City Managers Association Update (Information)

Recommended Action: Receive update from Leslie Arroyo, Acting City Manager for Saratoga

H. Executive Director Update (Information)

Recommended Action: Receive update from Shali Sirkay, Executive Director, and provide direction.

I. Closed Session Announcement

Adjourn to Closed Session

- a. PERFORMANCE EVALUATION (pursuant to Gov't. Code Section 54957)

Title: Executive Director

- b. CONFERENCE WITH LABOR NEGOTIATORS (pursuant to Gov't. Code Section 54957.6)

Agency Designated Representative: President Tina Walia

Unrepresented Position: Executive Director

Meeting adjourned to closed session at 5:52 PM.

MEETING ADJOURNMENT (WALIA)

Meeting adjourned at 6:52 PM.

Respectfully submitted on May 28, 2026,



Vaishali Sirkay

Executive Director

Cities Association of Santa Clara County

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Agenda Item No: ____D____

Meeting Date: May 28, 2026

Agenda Report Regarding Executive Director Recruitment

To: Executive Committee

Prepared by: Tina Walia, Board President

SUBJECT: Executive Director Recruitment

RECOMMENDATION:

- a. Discuss the description for Executive Director Services and Announcement and provide direction as needed.
- b. Determine the recruitment process.

BACKGROUND AND ANALYSIS:

On May 14, 2026, the Board authorized the Executive Committee to commence a formal recruitment for a new Executive Director. The Board also authorized the Executive Committee to search for an Interim Executive Director and authorized the President to negotiate and execute an agreement for temporary services within the adopted budget, subject to the review and approval of General Counsel.

This agenda report refers to both the formal recruitment process and the interim position.

Recruitment Process

Scope of Services

The first step in the process is for the Executive Committee to agree on the scope of services to be provided by the incoming Executive Director. The Joint Powers Agency Agreement for the Cities Association of Santa Clara County ("JPA") specifically outlines the duties of the Executive Director as follows:

- Managing the affairs of the Cities Association, subject to the general supervision and policy direction of the Board and the Executive Committee
- Overseeing the day-to-day activities of the Cities Association;

- Selecting and managing the activities of all consultants and independent contractors of the Cities Association;
- Responsibility for required filings by the Cities Association with the State of California;
- Preparing or delegating the preparation of all meeting notices, minutes and required documentation of the Cities Association;
- Preparing and proposing an annual budget;
- Preparing reports and recommendations for consideration by the Executive Committee or Board;
- Responsibility for billing and annual collection of dues;
- Maintaining the records of the Cities Association;
- Assisting local agencies in the preparation, filing and expedition of applications for participation in financing programs of the Cities Association;
- Paying all invoices, taxes and amounts due;
- Performing other duties as are assigned by the Board and Executive Committee.

Our task today is to review the duties in the joint powers agreement and consider whether to add any other duties or provide additional information in the job description. The job description will be drafted based on the duties set forth in the JPA and finalized by the Executive Committee at its meeting on May 28, 2026.

Recruitment Process

The Executive Committee needs to determine its role in overseeing the recruitment process for both the interim services and the formal recruitment. Options include managing the processes as a full committee, forming a two-member subcommittee, or delegating certain authority to the Board President. The Executive Committee may also provide direction on whether to utilize a Request for Qualifications (RFQ) or a Request for Proposals (RFP) process and on the process for conducting an informal salary survey for Executive Director services.

The Joint Powers Agency Agreement for the Cities Association of Santa Clara County (“JPA”) requires the Board to contract with a consultant or independent contractor to fulfill the duties of an Executive Director.

The opening will be posted on the Cities Association’s website, and a recruitment packet will also be distributed to the Board and City Managers. The Executive Committee’s direction will guide additional posting locations, the timeline for the application process, the screening and interview process and the recommendation to the board.

CONCLUSION: The services of an Executive Director are critical for the day-to-day operations of the Cities Association. It is imperative to commence the recruitment process for a new Executive Director and contract for services on an interim basis until the formal recruitment process is completed. Direction from the Executive Committee regarding the scope of services, recruitment process and position announcement will allow the recruitment effort to move forward efficiently. The support of legal counsel will be needed during this process.

FISCAL IMPACT:

The Board previously approved an annual budget item for Executive Director services during the next fiscal year in the amount of \$130,000.

RECOMMENDATION:

1. Draft the Scope of Services to be provided by the Executive Director.
2. Determine the recruitment process.



SPECIAL MEETING BOARD OF DIRECTORS

Friendship Hall
Prospect Center
19848 Prospect Road
Saratoga, CA 95070

**JUNE 11, 2026
6:00 p.m.**

Meeting Information:

- *Board meetings are open to the public at the location shown above.*
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-

WELCOME & CALL TO ORDER — (WALIA)

ROLL CALL

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AGENDA

1. Emergency Preparedness, Response and Recovery (Information and Discussion)
Recommendation: Receive presentation from panel

ADJOURN

PUBLIC COMMENT

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