



## ADMINISTRATIVE COMMITTEE

348 W. Hospitality Lane, 1st Floor, San Bernardino, CA 92408

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### Meeting Minutes

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Thursday, December 18, 2025

9:00 AM

Board Room

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#### Trustees Present:

NEAL WANER, Committee Chair

MATTHEW ERICKSON, Committee Member

HARRY HATCH, Committee Member

DAWN ROWE, Committee Member

#### Others Present:

DEBBY CHERNEY, Chief Executive Officer

BARBARA HANNAH, Chief Counsel

AMY MCINERNY, Chief Financial Officer

JOE MICHAEL, Chief Information Officer

CHRISTA JAMES, Clerk of the Board

### CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:00 AM. Chair Waner led the Pledge of Allegiance and announced protocol regarding Public Comment.

### PUBLIC COMMENT

No Public Comment was provided.

### ACTION ITEMS

1. Approve minutes of Administrative Committee meeting conducted on September 18, 2025. [25-486](#)  
A motion was made by Rowe, seconded by Erickson, that this agenda item be Approved. The motion carried by the following vote:  
**Ayes:** 3 - Waner, Erickson and Rowe  
**Abstain:** 1 - Hatch
2. Recommend that the Board approve and adopt updates to Administration Policy No. 009 (Correcting and Reissuing 1099-Rs). [25-422](#)

## Exhibit A: Page 2

McInerny, staff, reviewed.

A motion was made by Hatch, seconded by Erickson, that this agenda item be Approved. The motion carried by the following vote:

**Ayes:** 4 - Waner, Erickson, Hatch and Rowe

3. Recommend that the Board approve updates to Benefits Policy No. 031 (Tax Compliance) and recommend that the Board adopt Resolution 2026-1 (Resolution Adopting Updated Tax Compliance Regulations). [25-446](#)

McInerny, staff, reviewed.

A motion was made by Rowe, seconded by Hatch, that this agenda item be Approved. The motion carried by the following vote:

**Ayes:** 4 - Waner, Erickson, Hatch and Rowe

4. Recommend that the Board approve and adopt updates to Benefits Policy No. 024 (Benefit Administration Procedures). [25-423](#)

McInerny, staff, reviewed.

A motion was made by Hatch, seconded by Rowe, that this agenda item be Approved. The motion carried by the following vote:

**Ayes:** 4 - Waner, Erickson, Hatch and Rowe

5. Recommend that the Board approve the purchase of modular offices and furniture for SBCERA Suite 106 and additional areas and authorize the Chief Executive Officer to execute agreements with GM Business Interiors in an amount not to exceed \$192,683.74. [25-487](#)

Michael, staff, reviewed.

A motion was made by Hatch, seconded by Rowe, that this agenda item be Approved. The motion carried by the following vote:

**Ayes:** 4 - Waner, Erickson, Hatch and Rowe

### **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

No suggestions for future agenda items.

### **ADJOURN**

The meeting was adjourned at 9:21 AM.

Respectfully submitted,

NEAL WANER, Committee Chair

DEBBY CHERNEY, Board Secretary

DATED: \_\_\_\_\_