

APPROVED

Feb 19 2026

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 26-043

DATE February 19, 2026

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE – APPOINTMENT OF SECRETARY, ACTING SECRETARY AND SIGNATURE AUTHORITY

General Manager

Approved

Disapproved

Withdrawn

RECOMMENDATIONS

That the Board of Recreation and Park Commissioners (Board):

- 1. Appoint Takisha Sardin as Board Secretary effective August 14, 2022;
2. Appoint Carolyn Shannon-Joyner as Acting Board Secretary to act in place of the Board Secretary and to sign all documents requiring the signature of the Board Secretary in the absence of the Board Secretary, in order to conduct the business of the Board;
3. Adopt the Resolution attached to this Report as Attachment 1, containing the signature exemplars of the Acting Board Secretary and signature authority for various Department of Recreation and Park staff; and,
4. Instruct the Board Secretary to forward said Resolution to the City Clerk.

SUMMARY

Rule III.3 of the Rules of the Board of Recreation and Park Commissioners (Board Rules) states the following: "An Acting Secretary or Secretaries shall be appointed with full power to act in the place of the Secretary in case of the latter's absence or other inability to act." Numerous agreements, contracts, resolutions, and correspondence require the signature of the Board Secretary, and timely transmittal and execution of these documents is vital. Thus, it is appropriate to appoint Ms. Carolyn Shannon-Joyner to the position of Acting Board Secretary in order to carry out the duties and responsibilities of the Board Secretary as stipulated in the Board Rules during the Board Secretary's absence or other inability to act.

The Department of Recreation and Parks (RAP) staff recommends that a protocol be established wherein other staff members are authorized to sign on behalf of the Board Secretary or Acting Board Secretary (together "Secretary") in order to conduct the business of the Board. Therefore, to assure timely processing of these documents in the absence of the Secretary, it is recommended

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that the following staff members be authorized to sign on their behalf, in the following given order:

Matthew Rudnick	Executive Officer
Cathie Santo Domingo	Assistant General Manager for Planning, Maintenance and Construction (PMC)
Brenda Aguirre	Assistant General Manager for Special Operations
Chinyere Stoneham	Assistant General Manager for Recreational Service
Noel Williams	Chief Financial Officer

Under this recommendation, the Executive Officer would have signature authority in the absence of the Secretary; the Assistant General Manager (AGM) for PMC would have authorization to sign for the Secretary in the absence of the Secretary and Executive Officer; the AGM for Special Operations would have authorization to sign for the Secretary in the absence of the Secretary, Executive Officer, and AGM for PMC; the AGM for Recreational Services would have authorization to sign for the Secretary in the absence of the Secretary, Executive Officer, AGM for PMC, and AGM for Special Operations; and the Chief Financial Officer would have authorization to sign for the Secretary in the absence of the Secretary, Executive Officer, AGM for PMC, AGM for Special Operations, and AGM for Recreational Services.

FISCAL IMPACT:

There is no fiscal impact to the General Fund.

Attachment 1 - Resolution

SIGNATURE AUTHORITY
SECRETARY OF THE BOARD
AND AUTHORIZED EMPLOYEES

RESOLUTION NO _____

WHEREAS, pursuant to Rule III.3 of the Rules of the Board of Recreation and Park Commissioners, "An Acting Secretary or Secretaries shall be appointed with full power to act in the place of the Secretary in case of the latter's absence or other inability to act"; and,

WHEREAS, numerous agreements, contracts, and correspondence require the signature of the Board of Recreation and Park Commissioners (Board) Secretary to assure their timely processing, transmittal, and execution of such documents; and

WHEREAS, Departmental protocol has been established wherein Executive Office employees are authorized to sign on behalf of the Board Secretary and Acting Board Secretary in order to conduct the business of the Board; and

THEREFORE, BE IT RESOLVED, that Takisha Sardin, shall be appointed Board Secretary effective August 14, 2022;

BE IT FURTHER RESOLVED, that Carolyn Shannon-Joyner shall be appointed Acting Board Secretary;

BE IT FURTHER RESOLVED; in the absence of the Board Secretary or other inability to act, the following employees shall be authorized to sign all documents requiring the signature of the Board Secretary in the given order presented herein with an exemplar of their legal signatures:

Carolyn Shannon-Joyner, Acting Board Secretary
Board Office

Matthew Rudnick, Executive Officer

Cathie Santo Domingo, Assistant General Manager
Planning, Maintenance, and Construction Branch

Brenda Aguirre, Assistant General Manager
Special Operations Branch

Chinyere Stoneham, Assistant General Manager
Recreational Services Branch

Noel Williams, Chief Financial Officer

Resolution No. _____

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of a Resolution adopted by the Board of Recreation and Park Commissioners of the City of Los Angeles at its meeting held on February 5, 2026 (Report No. _____).

TAKISHA L SARDIN, BOARD SECRETARY

RESOLUTION NO. _____