

**LOCAL GOVERNMENT SERVICES  
JOINT POWERS AUTHORITY  
EXECUTIVE COMMITTEE MINUTES**

The Local Government Services Joint Powers Authority held a regular committee meeting by teleconference on **June 9, 2011** at Cavallo Point, The Lodge at the Golden Gate, 601 Murray Circle, Suite 2404, Fort Baker, Sausalito, CA 94965. The meeting was called to order at **10:24 a.m.**

**1. CALL TO ORDER**

Members Present: Mike Garvey, Chair  
Dan Schwarz, Vice-Chair  
Nancy Mackle, Member  
Members Absent: Herb Pike, Member  
Other Attendees: Richard Averett, Executive Director/CFO  
Jennifer Bower, Human Resources Director

Steve Rogers, Member – arriving at 11:05  
Joni Pattillo, Member – arriving at 11:20

**2. CHANGES TO THE ORDER OF AGENDA - None**

**3. APPROVAL OF CONSENT AGENDA**

A. Approval of **April 14, 2011** Minutes.  
**ACTION: M/S Mackle/Schwarz** to approve the April 14, 2011 Minutes as presented.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Member Mackle  
**NOES:** None  
**ABSTAIN:** None

**4. TREASURER'S REPORT**

A. Review of month-end financial reports through April 2011. Presented by Executive Director and discussed in context with the FY2012 Budget by Executive Committee.  
B. Approval of Payments and Deposits made March and April 2011.  
**ACTION: M/S Schwarz/Mackle** to approve the payments and deposits as presented.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Member Mackle  
**NOES:** None  
**ABSTAIN:** None

11:05 am Member Rogers joined the meeting.

C. Approval of Investments Report through May 2011. The Executive Director reviewed the report and noted that with the anticipated repayment of our 'loan' to GCHP, we will have funds available to loan to public agencies. So, if member agencies need short-term financing, please contact staff.  
**ACTION: M/S Mackle/Schwarz** to approve the investments report as presented.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle and Rodgers  
**NOES:** None  
**ABSTAIN:** None

D. Approval of Fiscal Year 2011 Audit Engagement.  
**ACTION: M/S Schwarz/Rogers** to approve the Audit Engagement with Mayer Hoffman McCann for Fiscal Year 2011.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle and Rodgers  
**NOES:** None  
**ABSTAIN:** None

E. Approval of 2012 Budget. Presented by the Executive Director and discussed by the Committee  
**ACTION: M/S Mackle/Rogers** to approve the 2011 Budget as presented.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle and Rodgers  
**NOES:** None  
**ABSTAIN:** None

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

11:20 am Member Pattillo joined the meeting.

- A. Client and Prospective Client Update. The Human Resource Director reviewed the current make-up of clients. The Executive Director noted the overhead coverage by larger clients relative to other clients. The discussion turned to marketing strategies, including promoting a “shared services” model. A communication plan will be developed for the next meeting.
- B. Regularly Scheduled Meetings – The Members reviewed the scheduled upcoming meetings, discussed and expressed a desire to cancel the July 10<sup>th</sup> meeting if no subsequent business required a meeting, with the next scheduled meeting date August 11<sup>th</sup>, via teleconference at a time to be determined. A desire was expressed to begin the meeting earlier than 4:00pm, so members will be polled to determine a new meeting time. This item was for discussion only, and no action was taken. It was also suggested that the annual meeting be moved to later in June or early July, to accommodate member agency budget schedules. A second Board/Executive Committee meeting and workshop, possibly in January, was also suggested.
- C. Approval of JPA Membership Guidelines – A discussion took place and it was decided that the JPA should strive for no more than one member agency per county. More counties need to be included to diversify regional/geographic interests. Executive Committee members should also be diverse in their backgrounds and skills (e.g., Human Resources, Finance). The number of member agencies needs to be sustainable from a financial perspective, when considering offering training reimbursement to member agencies. The guidelines will be amended to include a requirement for a member agency to be in good standing for one year before becoming eligible for training reimbursement. Staff was directed to develop criteria for being a “member in good standing.”  
**ACTION:** **M/S Schwarz/Rogers** to approve the JPA Membership Guidelines, as modified.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle, Pattillo and Rodgers  
**NOES:** None  
**ABSTAIN:** None
- D. Approval of new JPA Member Agency, Walnut Creek – Discussion took place to determine what the future geographic make-up of the board should be. A future emphasis should be made to recruit members from Southern California, South Bay and the Sacramento Valley.  
**ACTION:** **Pattillo/Rogers** to approve Walnut Creek as a new JPA Member Agency.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle, Pattillo and Rodgers  
**NOES:** None  
**ABSTAIN:** None

**7. PUBLIC COMMENT – None**

**8. NEXT MEETING –** The July 10<sup>th</sup> meeting is cancelled if there are no items needing the Committee's attention. The next meeting would be August 11<sup>th</sup>, 2011 via teleconference at a time to be determined.

**9. ADJOURNED -** Meeting adjourned at 1:07 p.m.