

**LOCAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
DECEMBER 5, 2013**

The Local Government Services Authority held a regular meeting of the Executive Committee on December 5, 2013 at San Rafael City Hall, 1400 Fifth Street, San Rafael, CA 94901. The meeting was called to order at 2:00 p.m.

1. CALL TO ORDER

Members Present: Ken Nordhoff, Vice-Chair
Nancy Mackle, Member
Dan Schwarz, Member
Julie Carter, Alternate Member

Members Absent: Steve Rogers, Chair
Mike Garvey, Member
Herb Pike, Member

Other Attendees: Richard Averett, Executive Director
Jennifer Bower, Director of Human Resources
Glenn Lazof, Deputy Chief Financial Officer

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **August 22, 2013** Minutes
- B. Approval of Payments and Deposits made August 2013 through October 2013
- C. Approval of Management Services Agreement with South Bayside Systems Authority
Action: Moved and seconded (Schwarz/Carter) and carried unanimously to approve consent agenda.

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through October 2013
Information: Deputy Chief Financial Officer Glenn Lazof reviewed FYTD performance, noting that the FY14 budget anticipated a \$150,000 shortfall as the JPAs move forward from the planned loss of clients and implementation of new service models. With so much new business the last three quarters the shortfall did not occur, but implementation of the service models has been delayed about six months. The priority is to serve current clients. Executive Director Averett noted that a finance manager has been hired to head up our finance service model and that the HR service model is partially implemented.

5. OLD BUSINESS - None

6. NEW BUSINESS - None

7. PUBLIC COMMENT - None

8. ADJOURNMENT – The meeting adjourned at 2:02 p.m. The next regular meeting is scheduled for February 27, 2014 at 1:00 p.m. in Walnut Creek.