

**LOCAL GOVERNMENT SERVICES
JOINT POWERS AUTHORITY
BOARD OF DIRECTORS MINUTES**

**APPROVED
ACTION MINUTES**

The Local Government Services Authority held a regular Board of Directors meeting on **May 17th, 2012** at Walnut Creek Downtown Library, Las Trampas Conference Room, 2nd Fl., 1644 N. Broadway, Walnut Creek, CA 94594. The meeting was called to order at **3:23 p.m.**

1. CALL TO ORDER

The Executive Director led the meeting in light of the absence of the Chair and Vice Chair.

Members Present: Ken Nordhoff, Member
Nancy Mackle, Member

Joni Pattillo, Member
Herb Pike, Member

Members Absent: Dan Schwarz, Chair
Steve Rogers, Vice-Chair

Other Attendees: Richard Averett, Executive Director/CFO
Jennifer Bower, Human Resources Director
Mike Garvey, Executive Committee Chair

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

A. Approval of **January 12, 2012** Minutes

ACTION: **M/S Pattillo/Pike** to approve the January 12, 2012 Minutes as presented.

AYES: Members Mackle, Nordhoff, Pattillo and Pike

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

A. Approve Updated Conflict of Interest Code

ACTION: **M/S Pike/Nordhoff** to approve the Updated Conflict of Interest Code as presented.

AYES: Members Mackle, Nordhoff, Pattillo and Pike

NOES: None

ABSTAIN: None

B. Approval of FY2013 Budget

C. The Executive Director commented on movement of business volume between JPAs causing a shift in financial performance from LGS to RGS when compared to the FY11 budget. This change is further reflected in FY13 budget in order to compensate RGS for years of providing administrative services at cost. It was noted that staff took a conservative approach to forecasting for clients expected to be cutting back, and some not included in the forecast at all. Lastly it was pointed out that the budget includes funding for training, Information Technology projects, and professional resources. Member Pike asked for clarification of the increase in the Information Technology budget, seeking to confirm that the increase was a one-time expenditure and not a new level of ongoing costs, and secondly if the costs are one-time whether some might be counted as capital projects. Staff responded that the amount budgeted was not the establishment of a new level of operating costs, but rather funding to support the development of a new website and consulting to explore the development of a new human resources information system. The JPAs have, to this point, not established capital projects funding.

ACTION: **M/S Nordhoff/Pattillo** to approve the FY2013 Budget as presented.

AYES: Members Mackle, Nordhoff, Pattillo and Pike

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Approval of Cooperation Agreement Utilization Plan to Reduce Duplication

ACTION: **M/S Mackle/Pike** to approve the Agreement Utilization Plan to Reduce Duplication.

AYES: Members Mackle, Nordhoff, Pattillo and Pike

NOES: None

ABSTAIN: None

6. NEW BUSINESS - None

7. **PUBLIC COMMENT** - None

8. **NEXT MEETING:** The next meeting will be held on August 16th at 2:00 p.m. in San Rafael at a location to be determined

9. **ADJOURN** – The meeting adjourned at 3:40 p.m.