

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

The Regional Government Services Joint Powers Authority held a regular committee meeting on **January 12th, 2012** at Yountville Community Center, 6516 Washington Street, Yountville, CA 94599. The meeting was called to order at **11:45 a.m.**

1. CALL TO ORDER

Members Present: Mike Garvey, Chair
Dan Schwarz, Vice-Chair
Nancy Mackle, Member
Ken Nordhoff, Member
Joni Pattillo, Member
Herb Pike, Member
Steve Rogers, Member

Members Absent: None

Other Attendees: Richard Averett, Executive Director/CFO
Jennifer Bower, Human Resources Director
Jefferson Kise, Project Consultant

2. CHANGES TO THE ORDER OF AGENDA – None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **September 8th, 2011** Minutes.
ACTION: M/S Schwarz/Mackle to approve the **September 8th, 2011** Minutes as presented.
AYES: Vice-Chair Schwarz, Members Mackle, Pattillo, Pike and Rogers
NOES: None
ABSTAIN: Chair Garvey, Member Nordhoff
- B. Approval of management services agreement with the City of Larkspur.
ACTION: M/S Mackle/Rogers to approve management services agreement with the City of Larkspur
AYES: Chair Garvey, Members Mackle, Nordhoff, Pattillo, Pike and Rogers
NOES: None
ABSTAIN: Vice-Chair Schwarz
- C. Approval of management services agreement with San Pablo Economic Development Corporation; Yuma County Intergovernmental Public Transportation Authority, AZ; and Menlo Park Fire Protection District Transportation Authority, AZ
ACTION: M/S Mackle/Rogers to approve management services agreement with San Pablo Economic Development Corporation; Yuma County Intergovernmental Public Transportation Authority, AZ; and Menlo Park Fire Protection District.
AYES: Chair Garvey, Vice-Chair Schwarz, Members Mackle, Nordhoff, Pattillo, Pike and Rogers
NOES: None
ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of month-end financial reports through November 2011. The Executive Director/CFO reviewed the reports and noted the reported net assets have not been adjusted for OPEB liabilities or unpaid leave accruals. The Project Consultant will be working with our financial services vendor to incorporate monthly averages for these two components, so net assets presented during the fiscal year more closely represent projected year-end results after actual adjustments are made.
- B. Approval of Payments and Deposits made July through November 2011. The Executive Director/CFO noted that there are no unusual payments. Payments listed are for routine benefit and other vendors. Earlier in the fiscal year a large payment was made for annual CJPIA insurance premiums.
ACTION: M/S Nordhoff/Rogers to approve the payments and deposits as presented.
AYES: Chair Garvey, Vice-Chair Schwarz, Members Mackle, Nordhoff, Pattillo, Pike and Rogers
NOES: None
ABSTAIN: None
- C. Approval of Investments Report through November 2011. The Executive Director reviewed the report and noted that the investment table "Loans" column balance was brought to zero at the end of August due to payment in full by GCHP and the decision to stop showing CJPIA discounts taken as an investment, since CJPIA charges are for prior periods and subsequent credits have offset some of these retrospective adjustments.
ACTION: M/S Pike/Rogers to approve the investments report as presented.

AYES: Chair Garvey, Vice-Chair Schwarz, Members Mackle, Nordhoff, Pattillo, Pike and Rogers

NOES: None

ABSTAIN: None

- D. Approval of Fiscal Year 2011 Audited Financial Statements. The Executive Director reviewed the results of the Financial Audit performed by Mayer Hoffman McCann. It was noted that the apparently reduced net gain compared to FY10 was the result of two extraordinary items: a write down of \$130,000 of revenue for the outstanding balance from TJPA and the initiation of OPEB expense contributions for both FY 2010 and FY 2011 made in FY 2011. Member Pattillo questioned whether it would be appropriate to establish an Audit Committee to further support the concept of transparency in audit findings. The Executive Director agreed to put this on the Board's agenda for the next meeting. Member Nordhoff asked if the FY 2013 audit should be put out to bid as another way to ensure a fresh perspective in reviewing the financial results of the Authority. Member Pike suggested the current audit firm at least change supervisors. The Executive Director/CFO will develop a proposed audit policy to establish an Audit Committee and recommended rebidding schedule.

ACTION: M/S Nordhoff/Mackle moved to approve the Audited Financial Statements

AYES: Chair Garvey, Vice-Chair Schwarz, Members Mackle, Nordhoff, Pattillo, Pike and Rogers

NOES: None

ABSTAIN: None

5. OLD BUSINESS

- A. JPA Member in Good Standing definition. Member Pattillo recommends rewording the training eligibility requirements as a positive statement. For example, "After successfully completing a year of service on the Board, a Member agency shall be fully eligible for training resources as other Member agencies; all of which are subject to appropriation and funding availability."

ACTION: M/S Schwartz/Pike moved to approve the JPA Member in Good Standing subject to wording revision noted.

AYES: Chair Garvey, Vice-Chair Schwarz, Members Mackle, Nordhoff, Pattillo, Pike and Rogers

NOES: None

ABSTAIN: None

- B. Approve Training Funds Policy. The Director of Human Resources and the Executive Director presented the proposed policy. After discussion by the Members, it was requested that staff modify the policy to more clearly provide for training programs other than BES, and provide a direct link to budget authorization. This item continued for staff incorporation of these two considerations.

6. NEW BUSINESS

- A. Review Client Report

The Director of HR commented that the decrease of 1 employee is the result of the termination of the contract with TJPA, effective 12/31/2011.

- B. Regularly Scheduled Meetings Calendar.

The calendar of future meetings will be discussed in the Study Session to follow.

7. PUBLIC COMMENT – None

8. **NEXT MEETING** – Based on a consensus to move to quarterly in-person meetings, and that the June meeting be moved up to May in order to avoid conflict with Member Agency budget adoptions, the Executive Director will survey the members for their preferences on day/time of the quarterly meetings, beginning with the next meeting to be held in May 2012.

9. ADJOURNED – Meeting adjourned at 12:05 p.m.