

SUMMARY MINUTES

ABAG Finance and Personnel Committee Meeting

Thursday, January 19, 2017

Bay Area Metro Center

375 Beale Street, Yerba Buena CR

San Francisco, California

1. CALL TO ORDER / ROLL CALL / CONFIRM QUORUM

ABAG Finance and Personnel Committee Chair Karen Mitchoff, Supervisor, County of Contra Costa, called the meeting to order at about 5:02 p.m.

A quorum of the Committee was present at about 5:02 p.m.

Members Present

David Cortese, Supervisor, County of Santa Clara

Scott Haggerty, Supervisor, County of Alameda

Karen Mitchoff, Supervisor, County of Contra Costa—Vice Chair

Julie Pierce, Councilmember, City of Clayton—*Ex officio*

David Rabbitt, Supervisor, County of Sonoma—*Ex officio*

Greg Scharff, Mayor, City of Palo Alto

Members Absent

Pradeep Gupta, Mayor, City of South San Francisco

Staff Present

Brad Paul, Acting Executive Director

Kenneth Moy, Legal Counsel

Courtney Ruby, Director, Finance and Administrative Services

Marti Paschal, Administrative Services Director

Mike Hurtado, Financial Services Director

Sheelagh Flanagan, Senior Advisor to ABAG FAN

2. PUBLIC COMMENT

There was no public comment.

3. COMMITTEE ANNOUNCEMENTS

There were no committee announcements.

4. APPROVAL OF ABAG FINANCE AND PERSONNEL COMMITTEE SUMMARY MINUTES OF MEETING ON NOVEMBER 17, 2016

Chair Mitchoff recognized a motion by Julie Pierce, Councilmember, City of Clayton, which was seconded by David Rabbitt, Supervisor, County of Sonoma, to approve ABAG Finance and Personnel Committee summary minutes of meeting on November 17, 2016.

There was no discussion.

There was no public comment.

The aye votes were: Cortese, Mitchoff, Pierce, Rabbitt, Scharff.

The nay votes were: None.

Abstentions were: None.

Absent were: Gupta, Haggerty.

The motion passed unanimously.

5. REPORT ON FINANCIAL REPORT FOR NOVEMBER 2016

Courtney Ruby, Finance and Administrative Services Director, presented the Financial Report for November 2016.

Chair Mitchoff recognized a motion by Greg Scharff, Mayor, City of Palo Alto, which was seconded by Scott Haggerty, Supervisor, County of Alameda, to approve the financial report for November 2016.

Members discussed indirect costs, receivables, and membership dues.

There was no public comment.

The aye votes were: Cortese, Haggerty, Mitchoff, Pierce, Rabbitt, Scharff.

The nay votes were: None.

Abstentions were: None.

Absent were: Gupta.

The motion passed unanimously.

6. REPORT ON PAYMENT OF MEMBERSHIP DUES FOR FISCAL YEAR 2016-2017

Ruby presented the staff report on the payment of membership dues for Fiscal Year 2016-2017.

Members asked which member jurisdictions had not submitted their dues in order to follow up.

Ruby reported that receipt of dues was pending from the following member jurisdictions: Hayward, Santa Clara, Pittsburg, Vacaville, Vallejo, Marin County.

Members directed staff to report back on outreach to these member jurisdictions.

Chair Mitchoff recognized a motion by Pierce, which was seconded by Haggerty, to approve the report on payment of membership dues for fiscal year 2016-2017.

There was no public comment.

The aye votes were: Cortese, Haggerty, Mitchoff, Pierce, Rabbitt, Scharff.

The nay votes were: None.

Abstentions were: None.

Absent were: Gupta.

The motion passed unanimously.

7. REPORT ON CONTRACTS BETWEEN \$20,000 AND \$50,000

Ruby presented the staff report on contracts between \$20,000 and \$50,000.

Members discussed competitive solicitation process and contract scope of work.

Chair Mitchoff recognized a motion by Haggerty, which was seconded by Pierce, to approve the report on contracts between \$20,000 and \$50,000.

There was no public comment.

The aye votes were: Cortese, Haggerty, Mitchoff, Pierce, Rabbitt, Scharff.

The nay votes were: None.

Abstentions were: None.

Absent were: Gupta.

The motion passed unanimously.

8. PRESENTATION ON PROPOSED NEW JOINT POWERS AUTHORITY—ABAG FINANCE AUTHORITY

Michael Hurtado, Financial Services Director, and Sheelagh Flanagan, Senior Advisor to ABAG FAN, presented on a proposed new joint powers authority to be created by ABAG FAN and ABAG to serve as conduit issuer.

Members discussed the proposed new joint powers authority; composition of governing body; elected officials making financial decisions and conflict of interest; support for ABAG programs; Attorney General opinion on proposed new joint powers authority on raising funds and FPPC disclosure requirements; qualifications and responsibilities of governing body members; governing body member liability; new joint power authority operating capital, reserves and profits; communications with Metropolitan Transportation Commission.

Members directed staff to report back on the items discussed.

9. REPORT ON PATRICIA M. JONES SCHOLARSHIP FUND

Ruby reported on a request to establish a matching grant of \$2,500 to the Patricia M. Jones Scholarship Fund with Hagar Services Coalition.

Members discussed establishing a matching grant for the Patricia M. Jones Scholarship Fund with Hagar Services Coalition.

Chair Mitchoff recognized a motion by Haggerty, which was seconded by Cortese, to approve a one-time contribution of \$2,500 as a challenge grant for the Patricia M. Jones Institute for Leadership Engagement and Development Scholarship Fund, managed by Hagar Services Coalition, Inc.

There was no discussion.

There was no public comment.

The aye votes were: Cortese, Haggerty, Mitchoff, Pierce, Rabbitt, Scharff.

The nay votes were: None.

Abstentions were: None.

Absent were: Gupta.

The motion passed unanimously.

The Committee entered into Closed Session at about 6:08 p.m.

10. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Brad Paul, Acting Executive Director; Kenneth Moy, Legal Counsel; Courtney Ruby, Finance and Administrative Services Director; Marti Paschal, Administrative Services Director

Employee organization: SEIU Local 1021

The Committee returned into Open Session at about 6:15 p.m.

Chair Mitchoff announced that no reportable action was taken in Closed Session.

11. ADJOURNMENT

The meeting adjourned at about 6:15 p.m.

Submitted:

/s/ Courtney Ruby, Finance and Administrative Services Director

Date Submitted: February 6, 2017

Date Approved: March 16, 2017

For information, contact Fred Castro, Clerk of the Board, at (415) 820 7913 or FredC@abag.ca.gov.