

# ABAG FINANCE AND PERSONNEL COMMITTEE

## Summary Minutes

March 18, 2004

### Members Present

Councilmember Julia Miller, Chair  
Mayor Mark Green  
Supervisor Scott Haggerty  
Supervisor Rose Jacobs Gibson  
Councilmember Steve Rabinowitsh

### Jurisdiction

City of Sunnyvale  
City of Union City  
County of Alameda  
County of San Mateo  
City of Santa Rosa

### Members Absent

Councilmember David Cortese  
Supervisor Peter McHugh, Vice Chair  
Councilmember Gwen Regalia  
Supervisor Mike Rippey

City of San Jose  
County of Santa Clara  
City of Walnut Creek  
County of Napa

### Officers and Staff Present

Joseph Chan, Finance Director  
Henry Gardner, Deputy Executive Director  
Patricia Jones, Assistant Executive Director  
Eugene Leong, Executive Director  
Kenneth Moy, Legal Counsel

The meeting was called to order at 5:00 p.m.

1. There were no public comments.
2. Minutes of the January 15, 2004 meeting were approved as presented. /M/ Green /S/ Haggerty /C/
3. Chan summarized the December 2003 and January 2004 financial reports for ABAG. /M/ Green /S/ Haggerty /C/ to approve.
4. The Committee approved the following travel requests: /M/ Rabinowitsh/S/ Haggerty/C/

Patricia Jones, Assistant Executive Director, and Henry Gardner, Deputy Executive Director, to attend the National Forum for Black Public Administrators (NFBPA) Conference, Philadelphia, April 3-7. Costs for this travel are included in the current year Agency Management travel budget.

Eugene Leong, Executive Director, has been invited to be the keynote speaker at the Michigan Association of Regions (MAR) Annual Conference, Mackinaw Island, Michigan, September 21-23. All expenses for this trip will be paid for by MAR.

Reaffirmed the Chair's approval of participation by Gerald Raycraft, Planning Director, Chin Ming Yang, Principal Planner, and John Gioia, Supervisor, Contra Costa County, at the Taiwan Smart Growth Workshop, Taiwan, ROC, March 8-12. All expenses for this travel will be paid for by the Council and no ABAG funds will be needed.

5. The Committee reviewed and discussed a new process for the Executive Director's annual performance review. The Committee took the following actions: (1) The Executive Director's FY 03-04 performance review will be postponed to the May 2004 meeting and will be based on the set of goals for FY 03-04 adopted by the Committee at its March 2003 meeting and the same survey instrument used last year; (2) Miller and Gibson will work on and present to the Committee at its next meeting a set of proposed criteria for the Executive Director's FY 04-05 performance review; (3) Recommend the full Board participate next year in rating the Executive Director's performance against the set of adopted criteria for FY 04-05; (4) The Finance Committee will collect and review performance ratings for FY 04-05 from members of the Board; and (5) Based on the ratings from Board members, the Committee will make recommendations to the Board on the Executive Director's annual performance review for FY 04-05.  
/M/Haggerty/S/Gibson/C/
6. The meeting was adjourned at 7:00 p.m.