

ABAG FINANCE AND PERSONNEL COMMITTEE

Summary Minutes

March 20, 2003

Members Present

Councilmember Steve Rabinowitsh, Chair
Mayor Julia Miller, Vice Chair
Mayor Mark Green
Supervisor Scott Haggerty
Mayor Mary Lou Holt
Supervisor Peter McHugh
Mayor Gwen Regalia
Supervisor Mike Rippey

Jurisdiction

City of Santa Rosa
City of Sunnyvale
City of Union City
County of Alameda
Town of Yountville
County of Santa Clara
City of Walnut Creek
County of Napa

Members Absent

None

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 16, 2003 meeting were approved as presented. /M/Regalia /S/Rippey /C/
3. Chan summarized the January and February 2003 financial reports for ABAG. /M/Holt /S/Green /C/ to approve the reports as presented.
4. Chan presented a summary of proposals received through a competitive bidding process for selection of financial auditor. Based on qualifications of the bidding firms, reference checks and price, staff has determined the firm of Maze and Associates to be the most responsive firm to perform auditing services as outlined in our RFP. The Committee recommended Executive Board's authorization for a contract with Maze and Associates as described in the staff report. /M/Haggerty /S/McHugh/C/
5. Leong reported on the settlement of a Workers' Comp claim paid in February. /M/Green /S/Holt /C/ to approve the settlement as presented.
6. The Committee approved the following travel requests: /M/Miller /S/Regalia /C/

Patricia Jones, Assistant Executive Director, and Henry Gardner, Deputy Executive Director, to attend the National Forum for Black Public Administrators (NFBPA) Conference, Fort Lauderdale, April 26-30. Costs for this travel are included in the current year Agency Management travel budget.

Peggy Rismanchi, Housing Finance Manager, to attend the National Credit & Bond Financing for Affordable Housing Conference, New Orleans, May 15-16. Costs of this travel are covered by the current year Financial Services budget.

Marcus Beverly, Risk Manager, to attend the annual Public Risk & Insurance Association (PRIMA) Conference, Reno, May 18-21. Costs of this travel will be covered by the ABAG PLAN Corporation.

Jeanne Perkins, Earthquake Program Manager, to attend the quarterly meeting of the International Earthquake Engineering Research Institute (EERI), Chicago, May 8-13 (exact dates to be confirmed). Costs of this travel will be fully reimbursed by EERI.

7. The Committee met in closed session to discuss annual performance evaluation for the Executive Director. Reconvening in open session, a recommendation on changes to the Executive Director's compensation package was made to the Executive Board. /M/McHugh /S/Rippey /C/
8. The meeting was adjourned at 6:00 p.m.