

# ABAG FINANCE AND PERSONNEL COMMITTEE

## Summary Minutes

May 19, 2011

### Members Present

Supervisor Rose Jacobs Gibson, Chair  
Supervisor Susan Adams  
Supervisor John Gioia  
Mayor Mark Green  
Supervisor Scott Haggerty  
Supervisor Barbara Kondylis  
Councilmember A. Sepi Richardson

### Jurisdiction

County of San Mateo  
County of Marin  
County of Contra Costa  
City of Union City  
County of Alameda  
County of Solano  
City of Brisbane

### Members Not in Attendance

Supervisor David Cortese  
Vice Mayor Peter McHugh

County of Santa Clara  
City of Milpitas

### Officers and Staff Present

Ezra Rapport, Executive Director  
Patricia Jones, Assistant Executive Director  
Kenneth Moy, Legal Counsel  
Herbert Pike, Finance Director  
Susan Hsieh, Assistant Finance Director

- 1) The meeting was called to order at 5:10 p.m.
- 2) Summary Minutes of the March 17, 2011 meeting were approved.  
/M/Adams/S/Green/C/approved.
- 3) Pike provided an overview of the February and March 2011 Financial Reports.  
/M/Haggerty/S/Gioia/C/approved.
- 4) Moy reviewed the provisions under which ABAG members can obtain *per diem* reimbursement for attending a meeting of another group by convening a “joint meeting.” Such a process requires no change in current policy or procedure. However, for the one meeting where a Committee was invited to attend the joint meeting of two other committees, it was recommended the Executive Board authorize the payment of *per diem* be paid to the “invited” Committee due to confusion of process at the time.  
/M/Haggerty /S/Green/C/approved.

(continued)

**F&PC AGENDA ITEM #2**

- 5) Pike reported on the new fund balance procedure being implemented pursuant to GASB 54, the best practices regarding reserve balances and a recommendation as to a target fund balance reserve and the minimum amount that should be sought to augment the fund balance each year. /M/Gioia/S/Adams/C/ directing staff to return with a formal resolution at the next meeting establishing a target reserve balance of \$2 million and to seek a minimum annual contribution of \$50,000.
- 6) Rapport provided a brief update of the five proposals deemed to be responsive to the RFP for a proposed Regional Facility.
- 7) Closed Session—Employee performance evaluation and other confidential issues to be discussed.
- 8) Meeting adjourned at 7:15 p.m.