



AREA E DISASTER MANAGEMENT Executive Committee Meeting

www.araedma.org

Thursday
September 3, 2015
2:00-3:30pm

La Mirada City Hall, A&B Rooms
La Mirada, CA 90638
(562) 902-2368

Cullen Armet
Area E DMAC

AREA E MEMBERS

- ARTESIA
- BELL
- BELL GARDENS
- BELLFLOWER
- CARSON
- CERRITOS
- COMMERCE
- COMPTON
- CUDAHY
- DOWNEY
- HAWAIIAN GARDENS
- HUNTINGTON PARK
- LA HABRA HEIGHTS
- LAKEWOOD
- LA MIRADA
- LOS ANGELES CO
- LYNWOOD
- MAYWOOD
- MONTEBELLO
- NORWALK
- PARAMOUNT
- PICO RIVERA
- SANTA FE SPRINGS
- SOUTH GATE
- VERNON
- WHITTIER

AGENDA

1. Roll Call
2. Public Comment
3. Approval of Executive Committee meeting minutes- August 6, 2015

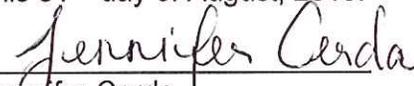
Unfinished Business

4. Discussion of Draft Purchasing Policy
5. Discussion of Human Resources and CalPERS
6. Discussion of FY 15-16 Budget and Amendments

New Business

7. **Professional Service Agreement with Richard, Watson, & Gershon for Legal Services** – It is recommended that the Area E Executive Committee authorize the Chairman to enter into an Agreement with Richard, Watson, & Gershon for legal services on behalf of Area E.
8. Discussion of Agreed Upon Procedures findings
9. Presentation of Office Operations

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at La Mirada City Hall, not less than 72 hours prior to the meeting. Dated this 31st day of August, 2015.


Jennifer Cerda
Administrative Manager
Area E Disaster Management



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for August 6, 2015

Meeting was called to order at 3:15 pm by Executive Committee Chairman, Andrew Vialpando.

1) Roll Call: Roll call was taken and self-introductions were made.

Members Present: Chairman, Andrew Vialpando; Vice Chairman, Stacy Barnes; Member, Andrew Stevens

Members Absent:

Guests Present: Sheri Koomen, Joel Hockman, Ashu Palta

Staff Present: Area E DMAC, Cullen Armet; Administrative Manager, Jennifer Cerda

2) Public Comment: No public comment was made.

3) Approval of Executive Committee meeting minutes- July 9, 2015

Motion to approve the July meeting minutes made by Vice Chairman Stacy Barnes and seconded by Member Andrew Stevens. The motion carried.

4) Discussion of Human Resources, Payroll, and Employee Benefits

Chairman Andrew Vialpando discussed CalPERS billing of Unfunded Accrued Liability. On July 31, 2015 a lump sum payment was made to CalPERS for total unfunded accrued liability costs. Funds for line item PERS- Retirement in the FY 15-16 budget will need to be amended to account for actual costs.

5) Recommendation to Approve Professional Services Agreement with Human Resources Consultant Sharon Greth for Human Resources, Payroll, and Employee Benefits Management Services

Chairman Andrew Vialpando discussed the recommendation to approve Human Resources consulting with Sharon Greth. Sharon was recommended to Area E by ADP Payroll Services. A scope of work was provided for review, highlighting the services that Sharon Greth would provide to Area E.

Recommendation was made to enter in agreement with Sharon Greth Human Resources Consultant.

Motion to approve recommendation for Sharon Greth Human Resource Consulting, agreement not to exceed \$10,000 made by Chairman Andrew Vialpando and seconded by Member Andrew Stevens.

6) Discussion of Proposed DMAC Contract Amendments

Disaster Management Area Coordinator (DMAC) Contract Cullen Armet discussed issues with travel and expenses to personal vehicle to conduct Area E business. Proposed that a contract amendment to include mileage reimbursement be brought before the Area E General Board in September.

7) Discussion of Proposed Budget Amendments

Administrative Manager Jennifer Cerda discussed budget amendments to the FY 15-16 budget to account for CalPERS unfunded accrued liability payment, human resources consulting, and Area E DMAC mileage reimbursement. Proposed budget amendments to be brought before the Area E General Board in September.

8) Review of Purchasing Policy Findings

Administrative Manager Jennifer Cerda discussed draft purchasing policy findings. Policy to include limits on expenses, approval authority requirements, professional consultant bidding requirements, as well as credit card and petty cash use guidelines.

Recommendation was made to obtain a Wells Fargo debit card for Area E office use. Administrative Manager Jennifer Cerda will see about obtaining a debit card. Will report on findings at the September Executive Committee meeting.

9) Discussion of FY 15-16 Training Calendar

Area E DMAC Cullen Armet discussed proposed FY 15-16 training calendar, courses, and associated costs. Will revisit proposal after concluding visits with each Area E city to determine needs of Area E cities.

10) Administrative Updates - Oral Presentation

Area E DMAC Cullen Armet proposed Margaret Vinci as a speaker for the September General Board meeting.

Area E DMAC Cullen Armet would like to attend the International Association of Emergency Managers (IAEM) Conference in November.

10) Adjournment

There being no further business to be brought before the Area E Executive Committee it was moved by Member Stacy Barnes and seconded by Member Andrew Stevens that the August meeting of the Area E Executive Committee be adjourned. The meeting was adjourned at 4:30 pm.

ATTEST:

Jennifer Cerda, Area E Administrative
Manager

Andrew Vialpando, Chair

APPROVED:

September 3, 2015

September 3, 2015

AGENDA REPORT

Area E Disaster Management Joint Power Authority

Executive Committee

To: Area E Executive Committee
From: Andrew Vialpando, Executive Committee Chairman
Subject: Agreement with Richard, Watson, & Gershon for Legal Services

BACKGROUND

In February 2015, the Area E Executive Committee contacted the law firm Richard, Watson, & Gershon (RWG) to request assistance with the recruitment process for the Area E Disaster Management Area Coordinator (DMAC). In March 2015, the recommendation to approve a retention agreement between Area E and RWG was placed on the Area E General Board meeting agenda, but was tabled for a later date due to a possible conflict of interest issue that was discovered. The conflict of interest issue was eventually resolved, however the retention agreement for legal services with RWG was never placed back onto the General Board agenda for approval.

FINDINGS

In July 2015, RWG contacted Area E to follow-up with the retention agreement and the outstanding bill for services rendered in February 2015. RWG indicated that Area E would have to formally enter into a retention agreement with RWG in order for RWG to generate an invoice for services already rendered. The estimated outstanding balance for legal services is \$2,700.

Although Area E will have the option to terminate the agreement immediately following payment for services, the Executive Committee should consider entering into an on-going agreement for legal services with RWG. By entering into an agreement for legal services, RWG will represent Area E with regard to labor and employment matters and other matters. Area E would be billed at a rate of \$275 per hour on a monthly basis for legal service used.

Legal services include provision of labor relations advice, drafting and revision of human resources policies, procedures, and manuals, the provision of state-mandated sexual harassment prevention training, the design and provision of such other training as may

Agreement for Legal Services
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be requested, attendance at such meetings as are requested, the drafting of standard agreements, and similar routine day-to-day labor and employment law matters.

The negotiated retention fee is \$2,500 and serves as a reserve amount toward Area E's balance for legal services. The retainer fee is fully-refundable upon termination of the agreement. The agreement may be terminated at any time.

RWG's current clients include the Cities of Artesia, Bell, Bellflower, Commerce, Compton, Downey, Huntington Park, La Mirada, Lakewood, Norwalk, Santa Fe Springs, Vernon, and Whittier.

RECOMMENDED ACTION

It is recommended that the Area E Executive Committee authorize the Chairman to enter into an Agreement with Richard, Watson, & Gershon for legal services on behalf of Area E.