



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

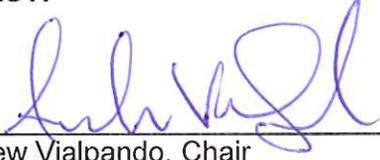
Area E DMAC Cullen Armet proposed Margaret Vinci as a speaker for the September General Board meeting.

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:



Andrew Vialpando, Chair



Jennifer Cerda, Area E Administrative
Manager

APPROVED:

September 3, 2015