



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for September 3, 2015

Meeting was called to order at 2:00 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; Treasurer, Rod Hill

Members Absent:

Guests Present: Joel Hockman

Staff Present: Area E DMAC, Cullen Armet; Administrative Manager, Jennifer Cerda; Administrative Assistant, Zaira Villa.

2) **Public Comment:** No public comment was made.

3) **Approval of Executive Committee meeting minutes- August 6, 2015**

Vice Chairman Stacy Barnes moved and Member Andrew Stevens seconded to approve the minutes of the August Executive Committee meeting.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Member Andrew Stevens, Vice Chairman Stacy Barnes, Chairman Andrew Vialpando

NOES: None

ABSENT: None

ABSTAIN: None

UNFINISHED BUSINESS

4) **Discussion of Draft Purchasing Policy**

Administrative Manager Jennifer Cerda discussed findings and recommendations for Purchasing Policy draft, drawing from local City and Special District policies. Treasurer Rod Hill made recommendations to staff on enhancements to the draft.

5) Discussion of Human Resources and CalPERS

Chairman Andrew Vialpando discussed updates on Human Resources and CalPERS accounts and arrangements for medical benefit compensation for full time Area E staff.

6) Discussion of FY 15-16 Budget and Amendments

Chairman Andrew Vialpando discussed the proposed budget amendments for the Area E FY 15-16 budget.

NEW BUSINESS

- 7) Professional Services Agreement with Richards, Watson, & Gershon for Legal Services-** It is recommended that the Area E Executive Committee authorize the Chairman to enter into an Agreement with Richards, Watson & Gerson for legal services on behalf of Area E.

Chairman Andrew Vialpando discussed the proposed legal services retention of Richards, Watson & Gershon.

Member Andrew Stevens moved and Vice Chairman Stacy Barnes seconded to approve authorization for Chairman Andrew Vialpando to enter into an Agreement with Richards, Watson, & Gershon.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Member Andrew Stevens, Vice Chairman Stacy Barnes, Chairman Andrew Vialpando

NOES: None

ABSENT: None

ABSTAIN: None

8) Discussion of Agreed Upon Procedures Findings

Executive Committee Treasurer Rod Hill discussed findings of the Area E Agreed Upon Procedures Audit conducted in October 2014.

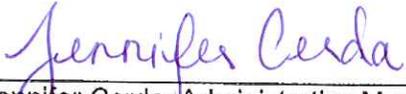
9) Presentation of Office Operations

Area E DMAC Cullen Armet and Administrative Assistant Zaira Villa discussed findings of the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for the Area E office.

10) Adjournment

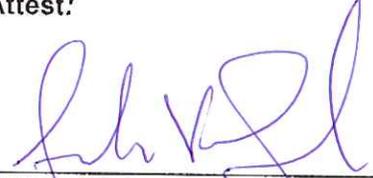
There being no further business to be brought before the Area E Executive Committee, the September meeting adjourned at 3:24 pm.

Submitted:



Jennifer Cerda, Administrative Manager

Attest:



Andrew Vialpando, Chairman

APPROVED:

October 1, 2015