

# County General Services Association

Summer Meeting – July 25-26, 2013

## Minutes

### County General Services Association

Summer Meeting, July 25-26, 2013

#### Agenda

##### **Thursday, July 25, 2013**

8:30 – 9:00	Arrivals and Introductions
9:00 – 10:00	Business Meeting <ul style="list-style-type: none"><li>• Approval of Minutes from Spring 2013 meeting</li><li>• Treasurer's Report</li><li>• Secretary's Comments</li><li>• Calendar Planning</li></ul>
10:00 – 10:15	Break
10:15 – 11:45	Performance Measures – Steve Downs, Mesa, Az
11:30 – 1:00	Lunch
1:00 – 2:00	Conference 2013 Lessons Learned
2:00 – 3:00	Conference 2014 Planning
3:15 – 3:30	Break
3:30 – 4:30	Deferred Maintenance Presentation - Kitchell
6:30 p.m.	Group Dinner: Picanha Steak House

##### **Friday, July 26, 2013**

8:30 – 10:00	Roundtable Discussion
10:00 – 11:00	Energy Presentation - Emcor
11:00 – 12:00	Wrap up

12:00 p.m. ADJOURNMENT

Picanha Steak House  
269 East Palm  
Burbank Town Center



In Attendance:

Name	County	Email Address
Paul Grossgold	Ventura	paul.grossgold@ventura.org
Tim Miller	Riverside	tmliller@rivcoeda.org
Steve Morgan	Ventura	steve.morgan@ventura.org
Machelle Vieux	San Luis Obispo	mvieux@co.slo.ca.us
Alma Avila	Riverside	ahavila@rivcoeda.org
April Heinze	San Diego	april.heinze@sdcounty.ca.gov
Kevin Carruth	Emeritus Member	mondongo@mail.com
Aki Nakao	Alameda	aki.kanao@acgov.org
Joe Picazo Jr.	Imperial	joepicazo@co.imperial.ca.us
Debbie Wray	Imperial	debbiewray@co.imperial.ca.us
Eddie Cedena	Imperial	eddoecedemp@cp.imperial.ca.us
Sergio Perez	Imperial	sergioperez@co.imperial.ca.us
Jose Obregon	Sonoma	jobregon@sonoma-county.org
Paul Young	Ventura	paul.young@ventura.org
Roger Soohoo	Santa Clara	roger.soofoo@faf.sccgov.org
Jeff Draper	Santa Clara	Jeff.draper@faf.sccgov.org
Mike Morse	Sacramento	morsem@saccounty.net
Jeff Frapwell	Kern	jfrapwell@co.kern.ca.us
Doug Koenig	San Mateo	dkoenig@co.canmateo.ca.us
Grant Hunsicker	Butte	ghunsicker@buttecounty.net
Paula Shimizu	Guest / Consultant	ptsuruno@aol.com

Meeting Minutes:

Minutes from Spring 2013 Business Meeting approved.

Treasurer's Report

- Financial statements reviewed with checking balance of \$24,039.11
- Twenty-Six Counties are paid up for the year

Secretary's Report

- Please send pictures and organizational charts
- Web Site will be updated with presentations

## Calendar Planning

- Validated that 2 Business Meetings and the Conference is the correct number of meetings to have each year.
- Validated the need for the roundtable discussions
- Business Meetings - Plan for
  - 2013 Fall around the CSAC event
  - 2014 Summer around late July
- Conference – Plan for beginning of April – seems to fit best

## PERFORMANCE MEASURES PRESENTATION – Posted in Library

### Conference 2013 Lessons Learned and Planning (combined)

- Conference was about break even after paying for lack of attendance in hotel. Inform members to stay at the designated hotel. Made about \$900, but after paying for lack of hotel attendance - \$500 – it was about a break even event.
- Planned for 100 and 84 attended.
- Discussion regarding value of General Management topics versus specific topics for specific functions of General Services Departments – validated that both are very important.
- Balance of programs may not have been the best – some people wandering due to not being interested in either topic at any one given time and then disappointed that they had to miss something due to conflict.
- The suggestion was also made to have more narrow tracks or focus so each County does not have to send the entire Department; this was later somewhat discounted in an effort to appeal to all County staff.
- Networking aspect is important.
- Venue was discussed – move from Sonoma and consider Ventura, San Diego or San Luis Obispo.
- Agreed to utilize Paula to assist – she is wonderful!!
- Agreed that 2.5 days is the correct amount of time.
- The same committee as last year will be utilized this year and Paula will set up a conference call to get started.
- Themes were discussed with no real conclusions. Something key to all counties appears to be succession planning and it was discussed that some topics have to be included because all counties have these functions:
  - Facilities
  - Purchasing

- Fleet
- Technology
- General Management
- It was suggested that we “shop” other conferences to see what they are doing right/wrong.
- Other suggestions
  - Utilize a CSAC speaker
  - Innovative Games can produce a custom training program
  - Presentations on High Performance Organizations
  - Focus on Vendor Services – how to do business with counties.
  - Determine successes of counties and push them to provide presentations
  - Increase focus on cities, not just counties.

#### DEFERRED MAINTENANCE PRESENTATION – Posted in Library

#### Round Table

- Alameda
  - Recent organizational change. Phone communications left General Services and moved to IT. The County is working on a mobile work force policy.
  - This spurred into a discussion of removal of cubicles and work space for the “hotel” concept and some counties set up a “model office” for workers to better understand the concept. Comments noted that perhaps “downsizing” should be part of the sustainability policy. Easiest to “remodel” work stations during new construction.
  - Key measurement is Cost / Sq Ft / Employee. Some counties don’t know how many employees are in what location and discussion included to what level the cost is broken down to . . . some to the cubicle level.
- Riverside
  - A concern facing the department at present is the need to develop a Parking Plan. Currently staff does not pay for parking and Board is wondering if there is a way to raise revenue. Sacramento charges \$85 per month and employees are not compensated for this.
- San Luis Obispo
  - Mabelle believes it important to better understand what systems other county uses and, since all counties are different, it may help to more clearly define our

roles so people can identify resources in other counties that may be helpful in solving problems.

- San Diego
  - In discussion of energy, San Diego does not retain energy savings in a special fund, but the County typically doesn't pay anything anyway. Rebates do, however, go to an energy trust fund.
  - Savings in water reductions can also result in significant savings on sewer charges.
  
- Imperial
  - Large commitment to Day Reporting Center in response to AB109 Realignment.
  - There was a discussion about local preferences in purchasing/contracting. Many different policies exist between the counties.
  
- Sonoma
  - The County has been very active in addressing Electric Vehicle Parking. Important to consider a charging station as "refueling station" and not a parking space.
  
- Ventura
  - Recently worked with local auto seller to put county vehicles into service, instead of the County, so the local seller could take the tax credit for energy efficient vehicles and pass the savings on to the County. This language could/should go into any solicitation for vehicle purchases.
  - Conversation also about identifying what this organization should "do". Can't just talk about the calendar, but need to define the purpose of our Association.
  - We should share and put together a Dashboard that everyone can use. There was caution raised about how different each County is from others, but the group does believe it could be a benefit. It was discussed that perhaps the Association should buy a tool that provides data from all counties and if it is necessary to buy one – with a cost of about \$5,500 per year. Finally, it was determined that another committee is necessary and the following agreed to form that committee
    - Jeff Draper
    - Mike Morse
    - Mabelle Vieux
    - Doug Koenig

- Lack of activity in the Awards Program was also discussed.
  - Paul Grossgold plans to do another push on LinkedIn Group
  - Grant Hunsicker to consider a Facebook Account
- Butt
  - Largest County focus is “systems” review and implementation.
  - Largest General Services focus is Center Led procurement.
  - The Gridley Fairgrounds is consuming resources.
- Sacramento
  - Economy is picking up with \$60m in road work and increased volume in subdivisions
  - Sacramento is buying about 300 vehicles per year and all are hybrids; some discussion ensued regarding the payback of added hybrid expense in large vehicles.
  - Sacramento, and others, auction surplus vehicles themselves.
- Kern
  - General discussion regarding vendor preferences.
  - Major maintenance work is increasing.
  - General discussion regarding GPS in County vehicles.

ENERGY PRESENTATION – Posted in Library