

County General Services Association

Fall Meeting, November 20-21, 2013

Solano County

Suisun Veteran's Memorial Building

Agenda

Wednesday, Nov 20, 2013

8:30 – 9:00 Arrivals and Introductions
9:00 – 10:30 Business Meeting

- Approval of Minutes from Spring 2013 meeting
- Treasurer's Report
- Secretary's Comments
- Conference Planning

10:30 – 10:45 Break
10:45 – 11:45 Fleet Leasing/Financing Options (Enterprise)
11:45 – 1:15 Lunch
1:15 – 2:00 AB 900 Jail Expansion Project – Solano County
2:00 – 3:00 Managed Print Services program – Solano County
3:00 – 5:00 Tour of Solano County Admin and Events Center
6:30 p.m. Group Dinner (Location TBD)

Thur Nov 21, 2013

8:30 – 10:00 Roundtable Discussion
10:00 – 11:00 Co-Gen Plant Operations – Solano County
11:00 – 12:00 Wrap up

12:00 p.m. ADJOURNMENT

Notes:

Hotel: Hampton Inn & Suites 2 Harbor Center, Suisun City – (707) 429-0900

Amtrak: A block from the hotel: 177 Main Street, Suisun City – (800) 872-7245

Meeting Room: Suisun Veterans Memorial Bldg (1 block from hotel)

Registration fee: \$40 at the door

RSVP to: Renee Crutcher at renee.crutcher@ventura.org; (805) 654-3701

IN ATTENDANCE:

Name	County	Email/Contact
April Heinze	San Diego	April.Heinze@sdcountry.ca.gov
Kanon Artiche	Solano	krartiche@solanocounty.com
Paul Grossgold	Ventura	Paul.grossgold@ventura.org
Aki Nakao	Alameda	AkiK.Nakao@acgov.org
Paul Young	Ventura	Paul.young@ventura.org
Debbie Wray	Imperial	debbiewray@co.imperial.ca.us
Eddie Cedeno	Imperial	eddiecedeno@co.imperial.ca.us
Joe Picazo	Imperial	jpicazo@co.imperial.ca.us
Doug McCoy	Yuba	dmccoy@yuba.ca.us
Doug Koenig	San Mateo	dkoenig@co.sanmateo.org
Grant Hunsicker	Butte	ghunsicker@buttecounty.net
Kevin Carruth	Emeritus – Santa Clara	kcarruth@kitchell.com
Paula Shimizu	Consultant – Sonoma	ptsuruno@aol.com
Mike Morse	Sacramento	morse@sacounty.net
Mike Lango	Solano	mjlango@solanocounty.com
Jose Obregon	Sonoma	jobregon@sonoma-county.org

MEETING MINUTES:
DAY One

Opening Statements

- President – Paul Grossgold
- Host – Solano County Director Mike Lango
- History of the Association – Aki Nakao
 - Started in the mid 1970's
 - Has become more formal and improved services to the members

Minutes approved from July, 2013, Business Meeting

Treasurer Report – April Heinze

2013 P&L *as of Oct 31*

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YE	Budget	PY Actual
Checking Balance	19,727.80	19,727.80	19,727.80	21,527.80	35,039.40	22,314.11	24,039.11	23,087.51	24,069.53	24,069.53	24,069.53	24,069.53	19,727.80	19,727.80	16,785.98
Income															
Membership dues			1,800.00	1,250.00	450.00	150.00		150.00					3,800.00	4,200.00	4,640.00
Event Income								840.00					840.00	0.00	520.00
Conference Income				14,717.50		1,575.00							16,292.50	19,300.00	0.00
													0.00		0.00
													0.00		0.00
Expense															
Event Expenses					250.00		951.60	7.98					1,209.58	1,500.00	1,493.83
Conference Expenses				2,400.00	12,925.29								15,325.29	22,100.00	0.00
Bank Fees													0.00	0.00	0.00
Postage													0.00	0.00	0.00
Supplies													0.00	0.00	0.00
Gifts Given/Awards				55.90									55.90	600.00	0.00
Web site													0.00	0.00	724.35
Admin fees													0.00	100.00	0.00
Net Income	0.00	0.00	1,800.00	13,511.60	(12,725.29)	1,725.00	(951.60)	982.02	0.00	0.00	0.00	0.00	4,341.73	(800.00)	2,941.82
Checking Balance	19,727.80	19,727.80	21,527.80	35,039.40	22,314.11	24,039.11	23,087.51	24,069.53	24,069.53	24,069.53	24,069.53	24,069.53	24,069.53	18,927.80	19,727.80

Ck # or Deposit	Date	Description	Category	Income	Expense	Balance
	1/1/2013	Opening Balance				\$19,727.80
Deposit	3/22/2013	Dues x12 Counties	Membership dues	\$1,800.00		\$21,527.80
2110	4/5/2013	Paul Grossgold-plaque for past Pres.	GiftsGiven/Awards		\$55.90	\$21,471.90
2111	4/8/2013	Sally Tomatoes-caterer	Conference Expense		\$2,400.00	\$19,071.90
Deposit	4/12/2013	Dues x7 Counties	Membership dues	\$1,250.00		\$20,321.90
Deposit	4/12/2013	Confrence Registrations	Conference Income	\$13,717.50		\$34,039.40
Deposit	4/12/2013	Conference Sponsorship-Gordian	Conference Income	\$1,000.00		\$35,039.40
2112	5/3/2013	Hyatt Vineyard Creek-food/beverage & a/v	Conference Expense		\$7,438.95	\$27,600.45
2113	5/3/2013	Hyatt Vineyard Creek-speakers rooms	Conference Expense		\$383.84	\$27,216.61
2114	5/3/2013	Paula Shimizu-event planning consultant	Conference Expense		\$5,102.50	\$22,114.11
Deposit	5/3/2013	Dues x3 Counties	Membership dues	\$450.00		\$22,564.11
2115	5/31/2013	Steven Downs speaker July mtg-travel	Event Expense		\$250.00	\$22,314.11
Deposit	6/6/2013	Dues x1	Membership dues	\$150.00		\$22,464.11
Deposit	6/6/2013	Conference Registrations	Conference Income	\$175.00		\$22,639.11
Deposit	6/6/2013	Conference Sponsorship-Kitchell	Conference Income	\$1,400.00		\$24,039.11
2116	7/26/2013	Hampton Inn-room rental Burbank	Event Expense		\$526.50	\$23,512.61
2117	7/26/2013	Bon Apetit-lunch catering Woodbury college	Event Expense		\$425.10	\$23,087.51
2118	8/9/2013	Steve Morgan-refreshments	Event Expense		\$7.98	\$23,079.53
Deposit	8/9/2013	Dues x1 County	Membership dues	\$150.00		\$23,229.53
Deposit	8/9/2013	July Mtg Registrations x21	Event Income	\$840.00		\$24,069.53

Discussion continued regarding positive balance and the need to either decrease fees or provide more services which will increase expenses. The overall consensus is to increase services instead of lowering fees. Discussion regarding additional services included:

- Benchmarking consultant for all to use
- Dash Board Development – there was a team established at the last meeting [Jeff Draper, Mike Morse, Machelie Vieux and Doug Koenig] but it is not known if the team ever met.
- Mike Lango suggested that a scholarship program be developed or, at least, get the awards program going to improve professional development. It was stressed that we each need to submit award nominations by mid January. It was also suggested that we automate submission by considering Survey Monkey, Grant Hunsicker and Paul Grossgold to evaluate, and the team working on this was confirmed: Mike Lango, Kevin Carruth, and Mike Morse. It was also suggested that we consider an “umbrella” award by including CCFSA and CCAEA awards.

Conference Planning Discussion

Aki Nakao recommended that we all read “*On My Watch*”, by Martha Johnson.

There was a great deal of conversation regarding the conference with some of the key points including:

- We all need to make calls to get people involved including members and non-members
- There are about 15 slots to fill.
- Perhaps the call for presentations was too detailed which may have limited input.

- Maybe we should consider a press release and making a tri-fold brochure.
- Trends in Facility Maintenance was noted as a hot topic.
- The need for a lively and interactive session was discussed. Perhaps we could have a fast paced 60 second per County narrative of what each County is proud of in the past year. Perhaps we could have an interactive training session on DISC or other behavioral analysis as a group. Grant Hunsicker to provide the committee with some material on the topic recently used by Butte County.
- The interactive “training” could be in addition to a keynote speaker.

Presentations

Enterprise Fleet Leasing

AB900 Project in Solano County

Managed Print Services

DAY TWO

Round Table – All counties reported

- Solano
 - Animal Shelter is being remodeled - \$5m project
 - Shifting from new construction to facilities remodel focus
 - Working on Document Information Management System
- Butte
 - Focus on Financial System implementation
 - Support Services Team established of Sr. Management
 - Shifting focus to new construction
- San Mateo
 - Facility Condition Assessments are being considered
 - Focusing on a strategic energy management plan and just installed a COGEN plant for the main jail.
 - Also focusing on preventative maintenance program.
- Yuba
 - Spinning IS off of General Services into its own department.
 - Focusing on replacement of building control systems.
 - Juvenile Hall is the next major construction – joint effort with other counties.
- Imperial
 - Expanding the use of CAMS into fleet management.
 - Implementing utility bill management down to the meter level.
 - Recently adopted a zeroscape policy.
 - Parking is an issue for the County
 - Implementing an Earthquake Warning System mainly in fire stations.
- San Diego
 - The AB900 jail project was \$300m.
 - Registrar of Voter building is another large project for the County.
 - Increased public use of buildings is driving utility costs higher than planned.
 - Installing EV parking in many locations.

- Dealing with federal gas tax on mixed on and off road vehicles was discussed without many ideas being generated.
- Security and controlled access was discussed with, unlike San Diego, most counties seemed to not allow limitations to public access.
- Sonoma
 - Energy remains a top focus and the PACE program is in its 2nd generation.
 - The need for a 3rd party firm to evaluate energy measurement was noted.
 - In terms of jail construction, Sonoma didn't get AB109 and the SB1022 program involves another county so this is up in the air for Sonoma at this point.
 - Fleet was to be relocated but with funding problems on the Court construction, this move is delayed.

COGEN Presentation – Solano County

Closing Statements – Paul Grossgold

DRAFT