

County General Services Association

Winter Meeting, November 20, 21, 2014

Sacramento

IN ATTENDANCE:

| Name | County | Email/Contact |
|-----------------|------------------------|----------------------------------|
| April Heinze | San Diego | april.heinze@sdcounty.ca.gov |
| Grant Hunsicker | Butte | ghunsicker@buttecounty.net |
| Jeff Frapwell | Kern | jfrapwell@co.kern.ca.us |
| Tawny Tesconi | Sonoma | Tawny.Tesconi@sonoma-county.org |
| Megan Greve | Sutter | mgreve@co.sutter.ca.us |
| Roger Soohoo | Santa Clara | Roger.soofoo@faf.sccgov.org |
| Paula Shimizu | Sonoma (Retired) | ptsuruno@aol.com |
| Ed Buonaccorsi | Sonoma | Ed.Buonaccorsi@sonoma-county.org |
| Kanon Artiche | Solano | krartiche@solanocounty.com |
| Matt Pontes | Santa Barbara | mpontes@countyofsb.org |
| Mike Morse | Sacramento | morsem@sacounty.net |
| Kevin Carruth | Emeritus – Santa Clara | mondongo@mail.com |
| Perry A. Sauro | Solano | pasauro@solanocounty.com |
| Dennis Foggeman | Solano | djfoggfman@solanocounty.com |
| Paul Grossgold | Ventura | Paul.Grossgold@ventura.org |
| Jose Obregon | Sonoma | jobregon@sonoma-county.org |
| Rob Lim | San Joaquin | rlim@sjgov.org |
| Jason Campbell | Napa | Jason.Campbell@countyofnapa.org |

Special thanks to Sacramento for hosting an excellent event.

MEETING MINUTES:

SPRING CONFERENCE PLANNING

Results of the survey regarding the conference are as follows:

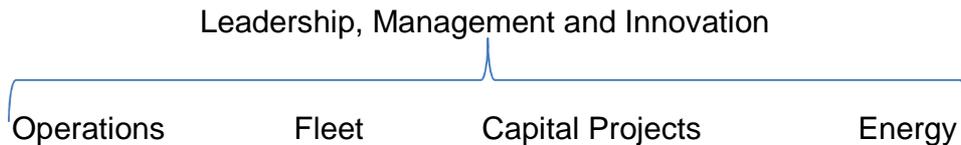
| Item/Event/Presentation | Number of Responses | % Response | Rating Scale | | | | | Average |
|-------------------------------|---------------------|------------|--------------|---|---|-----|-----------|---------|
| | | | Low 1 | 2 | 3 | 4 | High 5 | |
| Event Planning & Registration | 53 | 100% | | | | 9 | 44 | 4.83 |
| Location - San Diego | 53 | 100% | | | | 3 | 50 | 4.94 |
| DISC Assessment | 48 | 91% | | | 3 | 6 | 39 | 4.75 |
| Keynote - Martha Johnson | 50 | 94% | | 1 | 2 | 7.5 | 39.5 | 4.71 |
| Overall Conference Rating | 51.5 | 97% | | | 1 | 10 | 40.5 | 4.77 |

Total attendees: 113

Total number of evaluations received: 53 = 47% evaluations submitted.

This did not include multiple pages of positive comments. The only two minor negative comments included that some topics required more time for the presentations and there could have been more networking time in between some presentations. Oh, and coffee is a MUST!

There was also considerable comments made regarding the good venue – San Diego – but that food costs were a bit high. Once again the need for energy / sustainability and management / leadership components were deemed to be important. The following concepts was considered:



Other key components were discussed including:

- The date is set for April 8, 9 and 10.
- The overall theme was settled: Leading, Integration, Innovation and Motivation
- Timing as it relates to assurance of meeting room quantity guarantees. Perhaps starting earlier and staying later. The concern with starting before noon on Wednesday is that then lunch may need to be served.
- The need for a food manager to avoid being hit with large coffee invoices in excess of what was needed.
- The budget is being developed to determine if \$200 or \$225 should be charged.
- The two main choices in hotels were discussed and it was determined that the Catamaran was the best choice both financially and in terms of quality and location to other interests. Paula to work with April to go see the facility and to work out contract arrangements.
- How to get people to present was a key topic; no formal plan was set.
- No really strong desire to have the CSAC legislative platform speakers present.

ROUNDTABLE DISCUSSION

- Sacramento
Discussion was held on future plans for the Sacramento County Boys Ranch. Closed in 2010 with \$500,000 per year in maintenance plus \$300,000 in debt service. The key proposal included a rehabilitation center but the community protested. Value as is well below debt.
- Sutter
Management of the Animal Shelter shifted to Yuba City.

Discussion on the airport which has always been in the red is now leased to the local crop dusting association.
- Santa Barbara
Discussion about the airport; management went to another firm about 15 years ago and now it looks like it will become a County responsibility again. In addition, the

Veterans Memorial Hall that was managed by the Veterans is now becoming the responsibility of General Services again.

The challenges of a Project Labor Agreement (PLA) continue. The County is planning to negotiate a PLA for SB863 which would be difficult to manage.

There was also some discussion on RDA properties returning to the County and the community is vocal in conveying desires to General Services.

- Sonoma

There was discussion on the Sutter Hospital Property and an ad hoc committee, including two Supervisors, has been formed to develop plans.

In discussion of energy related matters, there have been issues with fuel cell management. However, Sonoma did receive a Green Fleet Award in 2014.

Health Services Departments are pursuing a new Health Campus.

- San Diego

There was discussion that included several counties about Behavioral Health implementing a Crisis Residential Center; San Diego will be utilizing a County owned facility.

Water continues to be a problem. Despite significant reduction measures being taken, AB109 – just as an example – has driven up overall consumption. Some of the cost savings have been in the form of energy required to move water and the County is working on some self-manufactured methods for water recycling; have not stopped watering County grounds.

The County is spending considerable effort on master planning to determine what to do with 40+ year old buildings. The County is also working on the economics of getting back the courthouse; may be more beneficial to lease it out and go someplace else to rent space for the County to occupy.

Comments were made in regards to the negative impact retirement offerings will have in replacing senior management.

- Kern

The County hospital is migrating to a separate authority with the hopes that the procurement process will be more flexible as will compliance with the Brown Act. Some believe that the migration will not result in improvements in this area and the effort is requiring massive coordination. The County also recently sold the Veteran's Hall to the City and the City is now trying to sell it.

Moving forward with AB900 – 898 Beds at \$135m and \$30m per year in operating budget.

- Ventura

Mail sent from Health and Human Services Departments that come back to the General Services Mail Center are no longer returned to the departments; the pieces are scanned and emailed to the department instead.

Comments were made about counties shying away from offering EV parking spaces due to the conflicts in code regarding accessibility. Also regarding fleet, the DA and Sheriff departments refuse to use telematics GPS systems. The union has also raised concern over not allowing information regarding speeding to be used for discipline and the County is concerned that if they know speeding has occurred and no action is taken, it can be problematic.

It was determined in Ventura that staff to staff emails are not subject to the Public Records Act.

- Solano
The County is working on decommissioning the youth facility located in Colusa County. The County is also working on redevelopment of the Fair Grounds and some Solano County facilities suffered minor earthquake damage.

County facilities have increased from about 1m sq ft to 2.2m in the last several years; the County is now stopped building and is focusing on remodeling existing buildings instead of building new buildings. Lots of facilities projects including wrapping up AB900 and starting up SB1022.

The General Services Department is sending out a survey to County departments.

- Butte
Butte continues to focus on Accessibility. The Self Evaluation was just updated and the County is now working on the Transition Plan.

Increasing coordination between Real Estate, Project Managers and Contracts/Procurement has been taking place.

Having difficulty filling the Contracts/Procurement Management position.

BUSINESS MEETING

Minutes from August, 2014, were approved.

Treasurer's Report:

The Annual Conference lost money this time, approximately \$4,177, but it was by design. Overall comments regarding the Conference were very positive.

Financial Profit and Loss Statement and Activity Report is provided below:

2014 P&L

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total YE | Budget | PY Actual |
|---------------------|-----------|-----------|-----------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|-----------|
| Checking Balance | 24,506.58 | 28,756.58 | 34,694.08 | 41,784.08 | 21,081.10 | 21,081.10 | 21,081.10 | 21,837.10 | 22,328.10 | 22,328.10 | 22,653.10 | 22,653.10 | 24,506.58 | 24,506.58 | 19,727.80 |
| Income | | | | | | | | | | | | | | | |
| Membership dues | 750.00 | 450.00 | 750.00 | 150.00 | | | 600.00 | | | 150.00 | | | 2,850.00 | 4,200.00 | 3,800.00 |
| Event Income | | | | | | | | 680.00 | | | | | 680.00 | 0.00 | 1,320.00 |
| Conference Income | 3,500.00 | 6,725.00 | 11,100.00 | 3,451.50 | | | 156.00 | | | 175.00 | | | 25,107.50 | 14,000.00 | 16,292.50 |
| | | | | | | | | | | | | | 0.00 | | 0.00 |
| | | | | | | | | | | | | | 0.00 | | 0.00 |
| Expense | | | | | | | | | | | | | | | |
| Event Expenses | | | | | | | | 189.00 | | | | | 189.00 | 1,500.00 | 1,252.53 |
| Conference Expenses | | 1,237.50 | 4,760.00 | 23,073.17 | | | | | | | | | 29,070.67 | 27,100.00 | 15,325.29 |
| 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 | | | | 1,231.31 | | | | | | | | | 1,231.31 | 600.00 | 55.90 |
| Web site | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 |
| Admin fees | | | | | | | | | | | | | 0.00 | 100.00 | 0.00 |
| Net Income | 4,250.00 | 5,937.50 | 7,090.00 | (20,702.98) | 0.00 | 0.00 | 756.00 | 491.00 | 0.00 | 325.00 | 0.00 | 0.00 | (1,853.48) | (6,100.00) | 4,778.78 |
| Checking Balance | 28,756.58 | 34,694.08 | 41,784.08 | 21,081.10 | 21,081.10 | 21,081.10 | 21,837.10 | 22,328.10 | 22,328.10 | 22,653.10 | 22,653.10 | 22,653.10 | 22,653.10 | 18,406.58 | 24,506.58 |

2014 CGSA Statement of Activities

| Ck # or | Date | Description | Category | Income | Expense | Balance |
|---------|------------|--|---------------------|--------------------|--------------------|-------------|
| | 1/1/2014 | Opening Balance | | | | \$24,506.58 |
| Deposit | 1/16/2014 | Dues x5 | Membership dues | \$750.00 | | \$25,256.58 |
| Deposit | 1/16/2014 | Conf registrations x20 | Conference income | \$3,500.00 | | \$28,756.58 |
| Deposit | 2/13/2014 | Dues x3 | Membership dues | \$450.00 | | \$29,206.58 |
| Deposit | 2/13/2014 | Conf registrations x21 | Conference income | \$3,675.00 | | \$32,881.58 |
| Deposit | 2/13/2014 | Conf sponsorship-Kitchell | Conference income | \$2,000.00 | | \$34,881.58 |
| Deposit | 2/20/2014 | Conf registrations x6 | Conference income | \$1,050.00 | | \$35,931.58 |
| 2122 | 2/24/2014 | Paula Shimizu-conf Padre tickets 33x\$37.5 | Conference expenses | | \$1,237.50 | \$34,694.08 |
| Deposit | 3/6/2014 | Conf registrations x37 | Conference income | \$6,475.00 | | \$41,169.08 |
| Deposit | 3/6/2014 | Dues x4 | Membership dues | \$600.00 | | \$41,769.08 |
| 2123 | 3/12/2014 | Anne Calle-DISC Assessment x100 | Conference expenses | | \$3,400.00 | \$38,369.08 |
| 2124 | 3/12/2014 | April Heinze-Dinner deposit @Busters | Conference expenses | | \$250.00 | \$38,119.08 |
| 2125 | 3/24/2014 | Martha Johnson-books for conference | Conference expenses | | \$1,110.00 | \$37,009.08 |
| Deposit | 3/25/2014 | Conf registration x15 | Conference income | \$2,625.00 | | \$39,634.08 |
| Deposit | 3/25/2014 | Conf sponsorship-DLR Group | Conference income | \$2,000.00 | | \$41,634.08 |
| Deposit | 3/25/2014 | Dues x1 | Membership dues | \$150.00 | | \$41,784.08 |
| Deposit | 4/1/2014 | Conf registration x10 | Conference income | \$2,000.00 | | \$43,784.08 |
| Deposit | 4/1/2014 | Conf Padre tickets x3 | Conference income | \$112.50 | | \$43,896.58 |
| 2126 | 4/3/2014 | Amber Butler 1st place award | Awards | | \$300.00 | \$43,596.58 |
| 2127 | 4/3/2014 | Keith Hanson 2nd place award | Awards | | \$200.00 | \$43,396.58 |
| 2128 | 4/3/2014 | David Sutcliffe 3rd place award | Awards | | \$100.00 | \$43,296.58 |
| 2129 | 4/4/2014 | April Heinze-Dinner @Busters | Conference expenses | | \$4,358.36 | \$38,938.22 |
| Deposit | 4/4/2014 | Padre tickets x31 | Conference income | \$1,164.00 | | \$40,102.22 |
| Deposit | 4/4/2014 | Conf registration x1 | Conference income | \$175.00 | | \$40,277.22 |
| Deposit | 4/4/2014 | Dues x1 | Membership dues | \$150.00 | | \$40,427.22 |
| 2130 | 4/7/2014 | Martha Johnson-speaking fee & travel | Conference expenses | | \$2,265.43 | \$38,161.79 |
| 2131 | 4/8/2014 | County of Sonoma-name badges | Conference expenses | | \$94.66 | \$38,067.13 |
| 2132 | 4/9/2014 | Paula Shimizu-consultant fee & expenses | Conference expenses | | \$5,851.50 | \$32,215.63 |
| 2133 | 4/16/2014 | April Heinze-Wyndham hotel expenses | Conference expenses | | \$10,503.22 | \$21,712.41 |
| 2134 | 4/23/2014 | Contra Costa County-award plaques | Awards | | \$631.31 | \$21,081.10 |
| Deposit | 7/3/2014 | Dues x4 | Membership dues | \$600.00 | | \$21,681.10 |
| Deposit | 7/3/2014 | Conf lunch from CCAEA | Conference income | \$156.00 | | \$21,837.10 |
| 2135 | 8/15/2014 | Breaking bread bakery-refreshments | Event Expense | | \$90.00 | \$21,747.10 |
| 2136 | 8/15/2014 | Quality Suites SLO-mtg room | Event Expense | | \$99.00 | \$21,648.10 |
| Deposit | 8/18/2014 | Summer mtg registration 17x\$40 | Event Income | \$680.00 | | \$22,328.10 |
| Deposit | 10/28/2014 | Conf registration x1 Imperial Co | Conference income | \$175.00 | | \$22,503.10 |
| Deposit | 10/28/2014 | Dues x1 Fresno | Membership dues | \$150.00 | | \$22,653.10 |
| | | | Totals | \$28,637.50 | \$30,490.98 | |

Secretary's Comments:

Remember to send Organization Charts and Photos to the Secretary.

Election of Officers:

After much discussion, the new Officers include:

- April Heinze, President
- Jeff Frapwell, Treasurer
- Grant Hunsicker, Secretary

Wrap-Up Discussion:

There was discussion on the possibility of Job Performance Aids (JPA) doing some work for the Association; they provide comprehensive training material for complex tasks.

There was discussion about getting the Awards Committee active for the next Conference.

Time for us all to reach out to our counter-parts that have not joined or are not attending to see if we can get them to become involved.

There was also discussion regarding the use of sponsors and it was determined that CAPPO uses sponsors and that if properly managed, it is acceptable. Tawny from Sonoma will assist the team in finding sponsors.