



Summary Minutes

Special

Executive Committee Teleconference Meeting
 February 7th, 2017
 2:30pm – 3:30pm

Bay Area Metro Center
 375 Beale Street; San Francisco, CA 94105
 Mayacamas Conference Room

Teleconference Locations:

Participant	Member City	State	Street Address
Marc Zafferano	San Bruno	CA	567 El Camino Real
Kevin Bryant	Woodside	CA	2955 Woodside Road
Ann Ritzma	Foster City	CA	610 Foster City Blvd
Heather McLaughlin	Benicia	CA	250 East “L” Street
Brian Dossey	Colma	CA	1198 El Camino Real

ABAG PLAN Corporation - Staff Present:

Jill Stallman, ABAG PLAN Claims Manager

Kim Chase, ABAG PLAN Administrative Assistant

1. **Call to Order @ 2:38** By Marc Zafferano. Roll call taken and a quorum was present.
2. **Public Comments**– Jim Hill – Consultant/Member of public joined the meeting/call at/with ABAG PLAN
3. **Meeting Minutes Approval**
 - *Special* Executive Committee Teleconference Meeting - October 25th, 2016
 M//Ritzma//S//McLaughlin//C//Unanimous
4. **Strategic Planning Update / Consulting Agreement – James Hill Consulting**
 The Committee discussed the Consulting Agreement for James Hill Consulting and discussed the consultants expected hours projected to work, and consulting activities.

Kevin noted Jim Hill's impressive resume. The consultant will report to the Executive Committee and will be his main point of contact.

Jim will hold discreet bi-weekly meetings with specific nature in regards to the RFP activities and will engage other members such as Marc, Jesse, and Mike on the scoring mechanisms, and TPA interview panel including Heather and Marc.

Acknowledge Jill's role with day to day activities and to keep Jim away from that.

Jim noted that he will send in a status report every other week to Marc. Marc asked that he send it to the entire Executive Committee. Marc asked if the committee had any questions on the Consulting Agreement material. None were raised. Marc asked if anyone wanted to make a motion to approve the consulting agreement. Motion to approve Jim Hill Consulting Agreement //M//McLaughlin//Ritzma//C//Unanimous Kevin welcomed him.

5. Other Business

Jill Stallman updated the committee on the draft Contract for Services which will be coming out and she will send out to members.

Marc noted that he will send out the results of this meeting to the full Board.

Jim Hill noted that on December 20th, found out he wasn't able to continue working as a regular employee at ABAG PLAN and thanked Jill for filling in.

5. Adjourn

Marc asked for a motion to adjourn. Heather made a motion to adjourn the meeting. Meeting Adjourned at 2:58pm //M//McLaughlin//S//Bryant//C//Unanimous