



Summary Minutes

Executive Committee Meeting
Special Teleconference
March 17th, 2017
2:00pm – 3:00pm

Bay Area Metro Center
375 Beale Street; San Francisco, CA 94105
Mount Diablo 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 |
| Jesse Takahashi | Campbell | CA | 70 North First Street |
| Richard Lee | SSF | CA | 400 Grand Avenue |
| Kathleen Kane | Burlingame | CA | 501 Primrose Road |

ABAG PLAN Corporation - Staff Present:

Brad Paul, ABAG PLAN Executive Director
Kenneth Moy, ABAG Counsel
Jill Stallman, ABAG PLAN Claims Manager; *Acting* Risk Manager
Kim Chase, ABAG PLAN Administrative Assistant

Other’s Present:

Jim Hill, ABAG PLAN Consultant
Greg Rubens, ABAG PLAN Counsel

1. **Call to Order** @ 2:03pm by Marc Zafferano. Roll call taken and a quorum was present.
2. **Public Comments**– None

Jesse Takahashi noted inability to timely post notice of the meeting in Campbell. Greg advised he can still participate and listen in to the meeting but cannot vote. Marc confirmed that there are no action items on the agenda.

3. Meeting Minutes Approval

Special Executive Committee Teleconference Meeting - February 7th, 2017
//M//Bryant//S//McLaughlin//C//Unanimous

Jill notes the meeting minutes reflect that she called the meeting to order pointing out that Marc actually called the meeting to order. Minutes will be revised to reflect that change.

4. Draft Contract for Services

Marc noted that the Executive Committee (EC) has feedback regarding the contract for services to discuss. Our goal here is to point out those items, appoint a subcommittee of the Executive Board to meet separately with Jim and Greg to go over those issues and ensure those comments go back to ABAG MTC in a way that makes sense. He opened the issue up for discussion.

Jim asked Ken and Brad for a summary of the background and where we stand as of now with the contract. Ken noted the series of dates listed on the memorandum and that the current plan is for the joint committee meeting consisting of the MTC policy body called the Planning Committee and ABAG's Administrative Committee which is an Executive Committee from members of the Board. That meeting is scheduled for March 25th, 2017 and the objective is that it will yield a contract for service to be presented to then ABAG Executive Board & to the Commission at their April Meetings for approval. That Approval will be an approval "as to form: since the Budget & Work Plans are pending approval of the General Assembly. PLAN's Executive Committee is one of the first groups to have formally have presented a position and response to the terms of the draft contract for services. ABAG will need to compile remarks from other LCP's. Last night, at the ABAG Executive Board meeting, some members had expressed concerns which have been compiled by staff and by an AdHoc committee of ABAG Executive officials and we will be meeting on Tuesday of next week to take those comments and formulate a set of proposed revisions to the agreement. Ken suspects some of the comments and proposed revisions will extend the timeline for approval of this document past April. Ken provided background on why the contract was worded the way it was. Ken also discussed the CalPERS issues with consolidating staff.

Brad will be going to Sacramento with some MTC staff to talk with the CalPERS Executive Director to come to a firm conclusion that the former ABAG staff consolidated will be considered to MTC employees for retirement purposes. Brad gave a recap on his discussions with MTC. Brad pointed out the Org Chart. Ken pointed out there is a Budget and Work Plan that Courtney is working on. Ken asserted that there will be no change to PLAN staff without Brad's knowledge or permission. Brad confirmed that commitment and stated MTC has no intention to change or switch out LCP's current staffing. Any changes in that would have to go through him and he would gain approval from PLAN Board.

Jim noted PLAN will be responsible to pay for MTC overhead costs. Jim stated the importance of having that data as soon as possible for planning and budgeting. Brad discussed ABAG's intent to create a new Finance Authority JPA to replace FAN. Revenue generated from this group (fees earned) will be used to help subsidize the other LCP's. Ken pointed out that is an additional source of revenue that the LCP's can control.

Jim asked about protection for transitioning employees. Ken said none of the LCP's should be a direct party to the contract. He said that is the direct link to allow ABAG to continue to be the interface between PLAN and MTC staff. Brad would continue to be that intermediary to mind PLAN business. The goal is to never cancel the contract, no unscrambling of eggs.

Marc opened up discussion for committee members. Richard asked about MTC benefit costs in comparison to ABAG benefits. Ken identified the differences. He pointed Richard to the Employee Transition Plan which has a more complete and detailed listing of the benefits. Ken noted that it would be useful for us to know PLAN's position by March 24th which is the next date the ABAG Executive Board will be meeting and discussing the CS.

Marc asked for further questions. None were raised.

5. Other Business / Request for Proposal Update

Brief update of the RFP was given by Jim Hill, the ABAG PLAN consultant. A draft preliminary report was provided to the EC and was shared with ABAG staff. 8 firms were noticed directly in addition to internet postings on PLAN's website, PARMA's and CAJPA's sites. Five firms sent submissions that fully met the requirements of the RFP. The respondents have been ranked and scored. Costs vary. Jim will provide Ken and Brad with a draft report while noting the importance of receiving MTC's ICAP rate and methodology as soon as possible.

Marc asked for questions, No more were raised.

6. Adjourn

Ann made a motion to adjourn. Meeting Adjourned at 3:12pm

Respectfully Submitted,



Jill Stallman
ABAG PLAN Claims Manager
Acting Risk Manager