



CALIFORNIA CONTRACT CITIES ASSOCIATION

EXECUTIVE BOARD MEETING MINUTES – March 7, 2018

Location: Tam O'Shanter Restaurant
2980 Los Feliz Blvd.
Los Angeles, CA 90039

Call To Order: 6:20 PM

Members Present: President Michael Davitt, Secretary/Treasurer Sandra Armenta, Director At Large Lindsey Horvath, Director-At-Large Ana Maria Quintana, Past President Lou La Monte, Ambassadors Chair Jeff Wood, Budget & Audit Chair Nancy Tragarz (via phone), City Managers Chair Mark Alexander, Associate Members Chair Frank Zerunyan, Bylaws Chair Liz Reilly and Special Events Chair James Bozajian

Absent: Vice President Jorge Morales, Director- At-Large Mark Waronek, Director-At-Large Ali Taj, Selection Chair Amy Howorth, Special Events Co Chair Gustavo Camacho and Resolution Chair Mitch Englander.

Others Present: Executive Director Marcel Rodarte, Cristina Shore and Michael Vuong.

Quorum: Yes

Meeting Proceedings:

- The meeting Minutes of February 2018 were presented by Secretary Treasurer, Sandra Armenta. Motion to approve minutes pending revisions was made by Lou La Monte and seconded by Liz Reilly. Motion approved unanimously.
- The Treasurer's Report for the month of February 2018 was presented by Secretary Treasurer Sandra Armenta. Motion was made by Lindsey Horvath and seconded by Lou La Monte to approve the Treasurer's Report. Motion approved unanimously.
- Authorize payment of the disbursements for the month of February 2018 was presented by Secretary Treasurer Sandra Armenta. Motion to approve was made by Liz Reilly and seconded by Lou La Monte. Motion approved unanimously.

Reports:

President's Report- Michael Davitt

- President Davitt reflected on quickly his term is coming to an end and delighted with the successes Contract Cities has achieve during the course of his presidency.
- President Davitt reported that the March Board of Directors meeting has been cancelled due to lack of sponsorship for the location.
- President Davitt announced that the April Board of Directors meeting will be held at the Rose Bowl Stadium on April 18th.

Executive Director Report- Marcel Rodarte

- Executive Director Rodarte reported that he received one comment from Jeff Wood in regard to the draft copy of the new Mentoring Program Policy. Director Rodarte will revise the policy and bring updated version to the April Executive Board meeting for further review.
- Executive Director also presented an updated draft copy of the Travel Expense policy and requested any changes or comments. Executive Board members discussed and gave their suggestions. Director Rodarte will do the research necessary and provide the updated draft language to legal counsel Christy Hogan for review.
- Director Rodarte presented the new fiscal year 2018/2019 proposed budget for approval. Motion to adopt the 2018/2019 budget was made by Liz Reilly and seconded by Lindsey Horvath. Motion approved unanimously. The 2018/2019 budget will go before the Board of Directors for approval.
- Director Rodarte provided an updated 2017/2018 strategic goal outline and reported the status of each goal.
- Director Rodarte reported that the yearly Annual Audit is nearly completed. He will provide the final draft once received from the auditor and present it at the next executive board meeting for approval.

Associate Member Committee- Chair Frank Zerunyan

- Chair Zerunyan reported on behalf of ALADS to request letters of support from CCCA and member cities addressed to the Board of Supervisors for new labor agreements which will allow the Sheriff's Department to recruit new deputies and fill the 1,500 vacancy positions. The Executive Board moved to refer this request to the Legislative committee for further review.

Legislative Committee- Chair Lindsey Horvath

- Chair Horvath reported that the legislative committee met last week via conference call to discuss the current legislative bills. She gave a brief report on the positions the committee considered for action. Executive Board moved to support the legislative committee's positions.

Bylaws Committee- Chair Liz Reilly

- Chair Reilly presented an updated draft with the recommended suggestions from the Executive Board members and due to minor additional suggestions, the revised bylaws are tabled until next meeting for final review.

Budget and Audit Committee- Chair Nancy Tragarz

- Chair Tragarz reported that the Budget and Audit committee met via conference call yesterday to discuss the proposed budget which was presented tonight by Executive Director Rodarte.

Unresolved Business:

Executive Director Rodarte presented the following:

Budget and Audit Committee recommends the following budget amendments for approval:

- Increase Travel & Meeting budget by \$7,500 to \$30,000.
- Increase Executive Management fund by \$10,880 to \$445,680
- Move \$5,000 from Committee Expenses to Travel & Meetings

Motion: Moved by Lindsey Horvath and seconded by Sandra Armenta to approve amendments. Motion approved unanimously. The amendments will be taken before the membership for approval at the April Board of Directors meeting.

New Business:

Frank Zerunyan gave a brief background history on Past President Larry Chimbole and his accomplishments through the years. He presented the Larry Chimbole Memorial Fund for Highway 138 and recommended to contribute \$1,500.

Motion: Moved by Jeff Wood and Seconded by Liz Reilly, to approve contribution of \$500 to the Larry Chimbole Memorial Fund.

Substitute Motion: Moved by Frank Zerunyan and seconded by Lou La Monte to approve \$1,500 contribution to the Larry Chimbole Memorial Fund. Funds to be distributed from the PAC account once verified by Executive Director Rodarte if it's considered a non-profit charitable contribution.

The motion carried (7-4) as follows:

AYES: Davitt, Armenta, Horvath, La Monte, Zerunyan, Tragarz, Bozajian

NOES: Quintana, Reilly, Alexander, Wood

ABSTAIN: None

ADJOURNMENT: There being no further business to conduct, or actions required, President Michael Davitt adjourned the March 7, 2018 Executive Board meeting at 8:24 PM

Recorded by: Cristina Shore, Management Analyst

Sandra Armenta
Secretary/Treasurer