

**West Contra Costa Advisory Committee  
Ad Hoc Subcommittee for FY 13 Dues & Expenses Reduction  
Minutes of August 27, 2012, noon-2:00 p.m.**

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**Members Present:** Janet Abelson, Chair (El Cerrito); William Wilkins, Vice-Chair (Hercules); Roy Swearingen, (Pinole); Genoveva Calloway (San Pablo). Members Absent: None

**Staff Present:** Christina Atienza, Joanna Pallock, Linda Young and Valerie Jenkins

**Location:** San Pablo Council Chambers, 13831 San Pablo Avenue, San Pablo, CA 94806

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**1. Call to Order and Self-Introductions.** *Chair Abelson* called the meeting to order.

**2. Public Comment.** None.

**3. FY 13 Expenses and Dues Reduction**

**ACTION 1:** *Director Swearingen* moved to forward to the full Board the recommendations on Slide 8 to refund dues one time in the amount of \$54,600 from General Fund reserves, shared amongst the member agencies; recommend a policy on leftover General Funds; as well as to eliminate the current contingency expense item. *Director Calloway* seconded; passed unanimously.

**ACTION 2:** *Director Swearingen* moved to forward to the full Board the recommendation in Slide 12 to reallocate staff time to use Measure J Commute Alternatives Program funds instead of dues funds and thus refund the resulting savings of \$12,391 total to the member agencies. *Director Wilkins* seconded; passed unanimously.

**ACTION 3:** *Director Calloway* moved to ratify the three items below from Slide # 16. *Director Swearingen* seconded; passed unanimously.

- Authorization of the Deputy Director position
- Authorization of COLA and merit increases in FY 13
- Continuing the practice of determining dues on an annual basis

**DISCUSSION:** *Executive Director Christina Atienza* presented the PowerPoint for the second meeting of the Ad Hoc Subcommittee. She discussed possible WCCTAC fund sources, possible dues reduction options and recommended staffing allocations. Subcommittee members asked for clarification on several slides including:

Slide #7, *Chair Abelson* asked if the Reserve Policy was a second item to the original agenda and if this would be a Brown Act violation since it was not agendaized. She asked to have the Reserve Policy brought to the full Board at the next meeting as a separate item. *Ms. Atienza* concurred. *Director Swearingen* complimented the staff on their research of this issue. He noted the situation in the City of Pinole. He supports the recommendation on Slide # 8. *Director Calloway* gave her support as did *Director Wilkins*. *Chair Abelson* complimented staff also and

acknowledged the importance of reserve policies in her city. The subcommittee voted on the first set of recommendation on Slide #8.

*Ms. Atienza* continued with a discussion of the staff reallocation proposal. She explained the TDM revenue sources and how flexible they are to use for other TDM-related incentives and for local match for leveraging additional grant funds. *Ms. Atienza* presented Slide #12 asking the subcommittee to vote to recommend to the full Board to make minor staff reallocations so that staffing would be paid from Measure J Commute Alternatives Program revenues, thereby freeing up an additional \$12,391 from total dues (split between each member agency). *Director Swearingen* noted that as long as this passes the audit guidelines, he is in favor of the recommendation. *Director Calloway* asked if this is a savings and the other item they voted on is a refund. *Ms. Atienza* stated she has not invoiced any agency and said that it will probably all be issued as a refund. *Director Wilkins* noted he was in favor. *Chair Abelson* noted that if doing this, would this mean there is \$12,391 less for matching funds. *Ms. Atienza* confirmed that this is correct. *Director Swearingen* moved to adopt the recommendations on Slide #12 and *Director Wilkins* seconded and it passed unanimously.

*Ms. Atienza* summarized the actions taken by the subcommittee. She noted that the reimbursement from General Fund reserves is a one-time only reduction. She explained that the Board cannot take action to permanently reduce dues since the JPA calls for an annual review and a number of factors are outside of the Agency's control, which dictate the annual review as well; however, there are ways to more or less permanently change how the budget is put together, such as elimination of the contingency expense item and allocation of staff time. She recommended that the subcommittee bring to the full Board a recommendation to reduce fiscal year's dues by 14% for all members, and to ratify authorization for Deputy Director position, authorization for COLA and merit-based increases, and continuation of the practice of determining dues on an annual basis. *Ms. Atienza* further noted that she would bring a budget amendment to the Board consistent with the changes, and that there is no need to make changes to the adopted work plan. *Director Calloway* moved to staff's recommendations, *Director Swearingen* seconded; passed unanimously.