

**NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY
FINANCE COMMITTEE MEETING
AGENDA**

November 1, 2017/1:00 p.m.

NCDJPA/RSF-1 Community Room
16936 El Fuego
Rancho Santa Fe, CA 92067

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**

At this time, any member of the public may come forward to speak on any item within the subject matter jurisdiction of the North County Dispatch JPA Finance Committee, not otherwise on the Agenda. Remarks are to be limited to not more than three minutes. (Please print your name and address on the roster).

Any person may address the Committee on any item of Committee business or Committee concern. The Committee cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Committee may take action on matters of an urgent nature of which require immediate attention.

4. **PROCLAMATIONS AND PRESENTATIONS**

There are no Proclamation or Presentations.

5. **CLOSED SESSION**

- A. Section 54956.9(d)(2): Conference with Legal Counsel – Anticipated Litigation

Facts and circumstances (pursuant to Government Code Section 54956.9(e)(2)): A dispute has arisen in the calculation of retiree benefits for three former JPA employees based on revisions to the reporting of special compensation for these retirees.

- B. Section 54957: Public Employee Discipline/Dismissal/Release

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.

6. **ANNOUNCEMENT OF CLOSED SESSION ACTIONS**

7. **CONSENT CALENDAR**

- A. Approve Regular Finance Committee Meeting Minutes, August 2017 – (pg. 00)
Standing Item - Review and Approve
- B. Draft Agenda November JPA Chiefs Meeting – (pg. 00)
Standing Item - Review and Approve

C. Reports

- Quarterly Communications Report – (pg. 00)
- List of Demands:
 - 1st Quarter Report: July 1, 2017 – September 30, 2017 – (pg. 00)
Informational – Receive and File

D. Modification of the Authorized Signatures, Interest Bearing Checking Account and Transfers

- *Staff Report 17/18* – (pg. 00)
- Resolution 17-12 – Payroll Process & Direct Deposit – (pg. 00)
- Resolution 17-13 – ACH Transfers from County – (pg. 00)
- Resolution 17-14 – System for Award Management (SAM) Deposit – (pg. 00)
- Resolution 17-15 – Accounts Payable/Receivable Process – (pg. 00)
Action Requested – Review and Approve

E. Updated JPA Pay Schedule

- *Staff Report 17/19* – (pg. 00)
- Updated JPA Pay Schedule – (pg. 00)
Action Requested – Review and Approve

F. New Management Job Descriptions

- *Staff Report 17/20* – (pg. 00)
- Accounting and Administrative Manager (Attachment A) – (pg. 00)
- Budget and Finance Manager (Attachment B) – (pg. 00)
Action Requested – Review and Approve

G. 2018 Meeting Calendars

- Regular Finance Committee Meetings – (pg. 00)
- Regular Board of Directors Meetings – (pg. 00)
Action Requested – Review and Approve

8. **ACTION ITEMS**

OLD BUSINESS

A. Budget - UAL

Budget/Finance Mgr. Dinh (JPA)

- *Staff Report 17/21* – (Handout)
Standing Item – Discuss and Direct

B. KTimeHR Payroll and HR Services

Accounting/Admin. Mgr. Patros (JPA)

- *Staff Report 17/22* – (Handout)
Action Requested – Review and Approve

C. Reserve Funds

Budget/Finance Mgr. Dinh (JPA)

- Resolution 17-16 – CalPERS UAL, Encumbered Projects, GIS, VHF, JPA MDC, and Operational Area Dispatch Reserve Funds – (pg. 00)
Action Requested – Review and Adopt

- D. GIS Reserve Fund Budget/Finance Mgr. Dinh (JPA)
- *Staff Report 17/23* – (Handout)
Action Requested – Review and Approve

NEW BUSINESS

- E. Policies Administrator Wilson (JPA)
- SOP Update - Letter from the Association on Proposed SOPs – (Handout)
Action Requested – Discuss and Direct
- F. RCIP Memorandum of Agreement Draft – (pg. 00) Admin. Support Mgr. Libby-Jones (JPA)
- Action Requested – Discuss and Direct**

9. DISCUSSION AGENDA

OLD BUSINESS

- A. Facility Needs Assessment/Strategic Plan Administrator Wilson (JPA)
- Informational**

NEW BUSINESS

- A. Text-to-911 Deployment Plan for the County of San Diego Administrator Wilson (JPA)
- Letter to State – (pg. 00)
Informational
- B. VHF Regional Project Administrator Wilson (JPA)
- Informational**

10. ROUND TABLE

11. ORAL REPORT

- A. Administrator
- November 9, 2017 – Regular Chiefs Meeting
 - November 30, 2017 – Regular Board of Directors Meeting
 - December 6, 2017 – Regular Finance Committee Meeting

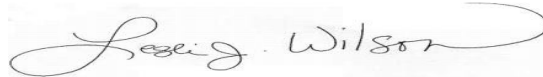
11. ADJOURNMENT

At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Committee. All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Committee. Such records shall be available at North County Dispatch JPA, located at 16936 El Fuego, Rancho Santa Fe, CA 92067.

Certificate of Posting

I certify that on October 27, 2017 I posted a copy of the foregoing agenda near the regular meeting place of the Finance Committee of the North County Dispatch JPA, said time being at 72 hours in advance of the meeting of the Finance Committee (Government Code Section 54954).

Executed at Rancho Santa Fe, California, on October 27, 2017.



Lesli J. Wilson, Board Secretary