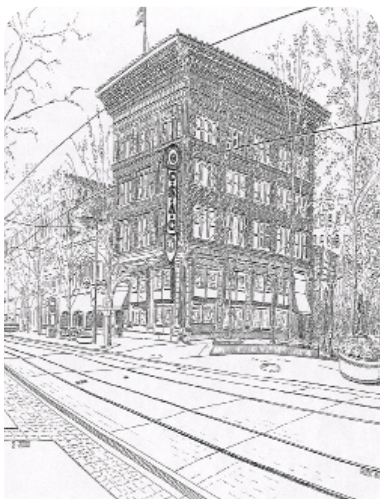


CSAC EXECUTIVE COMMITTEE

BRIEFING MATERIALS

April 7, 2016

10:00am - 1:00pm



Meeting Location:

Hotel Maya
700 Queensway Drive
Long Beach

California State
Association of Counties



CALIFORNIA STATE ASSOCIATION OF COUNTIES
EXECUTIVE COMMITTEE
Thursday, April 7, 2016, 10:00am – 1:00pm
Hotel Maya, Long Beach, Los Angeles County

A G E N D A

Note: Agenda times are approximate. Matters may be taken up earlier than the published time.

Presiding: Richard Forster, President

- | | | |
|---------|---|---------|
| 10:00am | PROCEDURAL ITEMS | |
| 1. | Roll Call | Page 1 |
| 2. | Approval of Minutes of January 14, 2016 | Page 2 |
| 10:15am | SPECIAL PRESENTATION | |
| 3. | Welcoming Remarks | |
| | ▪ <i>Supervisor Don Knabe</i> | |
| 10:30am | ACTION ITEMS | |
| 4. | Approval of IRS Form 990 | Page 6 |
| | ▪ <i>Graham Knaus, CSAC staff</i> | |
| 5. | Consideration of Proposed CSAC & Litigation Program Budget for FY 2016-17 | Page 7 |
| | ▪ <i>Matt Cate, CSAC Executive Director</i> | |
| | ▪ <i>Supervisor Judy Morris, CSAC Treasurer</i> | |
| 6. | Approval of Broadband Platform Language | Page 14 |
| | ▪ <i>DeAnn Baker, CSAC staff</i> | |
| 7. | Reappointment of CSAC Finance Corporation Board Members | Page 16 |
| | ▪ <i>Alan Fernandes, CSAC Finance Corp. Executive Vice President</i> | |
| 11:30am | INFORMATION ITEMS | |
| 8. | CSAC Finance Corporation Report | Page 17 |
| | ▪ <i>Supervisor Linda Seifert, CSAC Finance Corp. President</i> | |
| | ▪ <i>Alan Fernandes, CSAC Finance Corp. Executive Vice President</i> | |
| 9. | Greg Cox for NACo 2 nd VP Report | |
| | ▪ <i>Matt Cate, CSAC Executive Director</i> | |
| | ▪ <i>Supervisor Greg Cox</i> | |
| 10. | CSAC Legislative & Ballot Initiatives Update | handout |
| | ▪ <i>Matt Cate & DeAnn Baker, CSAC staff</i> | |
| 11. | CSAC Operations and Member Services Update | Page 21 |
| | ▪ <i>Graham Knaus, CSAC staff</i> | |
| 12. | Other Items | |
| 12:00pm | LUNCH | |
| 1:00pm | ADJOURN | |

Note: The next CSAC Executive Committee meeting will be on August 4, in Sacramento

CALIFORNIA STATE ASSOCIATION OF COUNTIES
EXECUTIVE COMMITTEE
2016

President:	Richard Forster, Amador
1 st Vice President:	Dave Roberts, San Diego
2 nd Vice President:	Leticia Perez, Kern
Immed. Past President:	Vito Chiesa, Stanislaus

Urban Section

Keith Carson, Alameda
John Gioia, Contra Costa
Carole Groom, San Mateo
Don Knabe, Los Angeles
Kathy Long, Ventura
Ken Yeager, Santa Clara
Greg Cox, San Diego (alternate)

Suburban Section

Bruce Gibson, San Luis Obispo
Leonard Moty, Shasta
Linda Seifert, Solano
Hubert "Hub" Walsh, Merced (alternate)

Rural Section

David Finigan, Del Norte
Ed Valenzuela, Siskiyou
Virginia Bass, Humboldt (alternate)

Ex-Officio Member

Judy Morris, Trinity, Treasurer

Advisors

Patrick Blacklock, CAOAC Advisor, Yolo
Charles McKee, County Counsel Advisor, Monterey

**CALIFORNIA STATE ASSOCIATION OF COUNTIES
EXECUTIVE COMMITTEE
January 14, 2016
Masonic Hall, Sacramento**

MINUTES

1. **Introduction of New Executive Committee Members**
President Forster introduced new Executive Committee members for 2016. They are Supervisors John Gioia and Hub Walsh; and CAOAC President Pat Blacklock.

2. **Roll Call**

Richard Forster, President Dave Roberts, 1 st Vice Pres. Leticia Perez, 2 nd Vice Pres. Vito Chiesa, Immed. Past President Keith Carson, Alameda John Gioia, Contra Costa Ken Yeager, Santa Clara	Bruce Gibson, San Luis Obispo Leonard Moty, Shasta Linda Seifert, Solano Hub Walsh, Merced (alternate) – via audio David Finigan, Del Norte Ed Valenzuela, Siskiyou Judy Morris, Trinity, Treasurer Pat Blacklock, advisor Charles McKee, advisor
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3. **Approval of Minutes**
The minutes of October 8-9, 2015 were approved as previously mailed.

4. **CSAC Corporate Partnership Update**
Meghan Newkirk from United Healthcare presented a report on services they offer. The company combines data and analytics with technology to create product and services that make health care more affordable.

Staff reported that CSAC will be hosting three one-day regional events this year. The first two have been confirmed – March 24 in Shasta County and June 16 in Amador County.

5. **Report on Governor’s Budget and Proposals for 2016-17**
Governor Brown outlined elements of his state budget and public safety reform initiative. He indicated that he plans to be prudent this year in anticipation of an economic downturn next year. The proposed FY 2016-17 budget totals \$122 billion in General Fund expenditures. The Governor is supporting programs that will help California more readily bounce back from the next recession through workforce training and education transition assistance.

His public safety initiative amends the juvenile justice process for convicting juveniles in adult court; allows nonviolent offenders who serve their full term to go before the Board of Parole Hearings for parole consideration; and reforms the California Department of Corrections and Rehabilitations (CDCR) credit earning

process. Diane Cummins elaborated on the public safety reform initiative that the Governor will be filing in the next couple of weeks.

6. Discussion of Budget Impacts

Staff reported that the Governor addressed two of CSAC's top budget priorities in his budget proposal, which are transportation funding and the Managed Care Organization (MCO) tax. For transportation, the Governor maintained the previous \$3.6 billion funding plan, an amount that would be shared between state and local programs.

The expiration of the MCO tax on June 30 of this year is expected to create a \$1.3 billion hole in the state's General Fund, which would result in cuts across multiple programs. The Governor has called a special session on health care to focus the Legislature on passing a revised MCO tax. In his budget, the Governor proposes a revised three-year tiered MCO tax plan based on the type of health plan (commercial, closed-system, and Medi-Cal).

Staff provided an update on the Stormwater/Water Conservation initiative which is a measure that would amend Article X of the California Constitution to create a new, optional funding system local agencies can use to finance stormwater management, flood control, sewer and water supply projects, set rates for customers to encourage conservation and reduce water and sewer bills for low-income customers. The coalition (CSAC, League of Cities, and Association of CA Water Agencies) is in the process of considering suggested amendments to the proposal prior to the January 19 deadline to submit amendments to the Attorney General. The Legislative Analyst Office/Department of Finance fiscal analysis is due February 2, and the Attorney General will issue Title and Summary by February 17. If a positive Title and Summary is obtained, the coalition will conduct additional polling to determine public support. A decision to move forward with a ballot measure will likely not occur until early March.

7. Appointment of CSAC Treasurer, NACo Board & WIR Representatives

The CSAC Officers recommended the following appointments for 2016:

CSAC Treasurer – Supervisor Judy Morris

NACo Board of Directors – Supervisors Keith Carson and Dave Roberts

NACo WIR – Supervisors David Finigan and Kevin Cann

Motion and second to approve appointments listed above. Motion carried unanimously.

8. Appointment of CSAC Policy Committee Chairs & Vice Chairs for 2016

The CSAC Officers recommended the following policy committee appointments:

ADMINISTRATION OF JUSTICE

John Viegas, Glenn, Chair

Virginia Bass, Humboldt, Vice Chair

AGRICULTURE, ENVIRONMENT AND NATURAL RESOURCES

Diane Dillon, Napa, Chair
Pam Giacomini, Shasta, Vice Chair

GOVERNMENT FINANCE & ADMINISTRATION

Henry Perea, Fresno, Chair
Erin Hannigan, Solano, Vice Chair

HEALTH & HUMAN SERVICES

Ken Yeager, Santa Clara, Chair
Hub Walsh, Merced, Vice Chair

HOUSING, LAND USE AND TRANSPORTATION

Phil Serna, Sacramento, Chair
Bob Williams, Tehama, Vice Chair

Motion and second to approve policy committee chairs and vice chairs for 2016 as listed above. Motion carried unanimously.

9. State and Federal Legislative Priorities for 2016
Staff presented the draft CSAC 2016 State and Federal Advocacy Priorities as contained in the briefing materials. Staff noted that CSAC policy committee and officers have reviewed the priorities.

Motion and second to approve the draft CSAC State and Federal Advocacy Priorities as presented and recommend adoption by the Board of Directors. Motion carried unanimously.

10. CSAC Policy Committee Name Change
The CSAC Government Finance and Operations policy committee has grown to accommodate many policy areas that fall outside of the established titles to include issues such as elections, broadband, conflict of interest regulations, veterans' affairs, and open data issues. Staff recommended that the name of the policy committee be changed to **Government Finance and Administration**.

Motion and second to approve the CSAC policy name change. Motion carried unanimously.

11. CSAC Finance Corporation Report
Supervisor Linda Seifert, CSAC Finance Corporation President, reported that the Finance Corporation Board currently has an opening for a county treasurer. Candidates are being vetted now and recommendations will be brought to the Executive Committee for consideration at a future meeting. A program summary was contained in the briefing materials.

12. Updated CSAC Policy & Procedure Manual
Staff distributed an updated CSAC Policy & Procedure Manual, which is the document that complements the CSAC Constitution and provides detail on

various CSAC policies. A procurement policy was added per direction of the Executive Committee during its October retreat.

13. Informational Reports without Presentation

The CSAC Litigation Coordination Program report was contained in the briefing materials.

14. Other Items

Supervisor Gioia encouraged Executive Committee members to attend the CSAC Institute Leadership Symposium being held on March 10-12, in San Jose.

Staff encouraged Executive Committee members to attend the CSAC Corporate Partners Premier Forum on February 10-11, in San Diego and the CSAC Regional Meeting on March 24 in Shasta County.

Meeting adjourned to closed session.



1100 K Street
 Suite 101
 Sacramento
 California
 95814
 Telephone
 916.327.7500
 Facsimile
 916.441.5507

Date: April 7, 2016

To: CSAC Officers
 CSAC Executive Committee

From: Graham Knaus, Deputy Executive Director of Operations and
 Member Services

Recommendation: Approve IRS form 990 for the 2015 tax year.

The Form 990 is required by the IRS to be filed annually by nonprofit mutual benefit corporations including CSAC. The intent of the Form 990 is for the IRS to collect information about activities, revenues, and expenses to ensure continued status as a tax-exempt entity.

The Form 990 is completed annually and submitted to the Executive Committee for approval. Once approved by the Executive Committee, it is provided to the Board at its May meeting as an informational item.

The sale of the Ransohoff building in November 2014 resulted in an adjustment to the tax basis that will likely eliminate CSAC’s tax liability for a number of years.

In addition to the tax components of the Form 990, we are required to state the hours of the Board, Executive Committee and officers for the time they devote to the organization. Reported weekly hours have changed in the last couple of years and currently reflect the following:

	<u>2015 tax year</u>	<u>2014 tax year</u>	<u>2013 tax year</u>
President:	8 hours	8 hours	8 hours
Officers:	8 hours	8 hours	.5 hours
Executive Committee:	1.5 hours	.5 hours	.5 hours
Board:	.5 hours	.5 hours	.5 hours

The 2015 Form 990 will be distributed at the meeting.



1100 K Street
Suite 101
Sacramento
California
95814

Telephone
916.327-7500
Facsimile
916.441.5507

April 7, 2016

To: CSAC Officers
CSAC Executive Committee

From: Judy Morris, CSAC Treasurer
Matt Cate, Executive Director

As Treasurer of CSAC, I present to you the proposed budget for the 2016-17 fiscal year. In conjunction with the Executive Director, Matt Cate, the attached revenue and spending plan for the upcoming year is hereby submitted for your adoption. The budget reflects the expenditures needed to advance CSAC's mission of serving California's 58 counties through effective advocacy, training, and member services programs.

Recommendation: Adopt the proposed FY 2016-17 CSAC budget.

CSAC's fiscal foundation remains strong. FY 2015-16 year-end fund balance is projected to exceed \$700,000 due to growth in revenues and continued implementation of operational efficiencies. This enables the payoff of the CSAC building loan, eliminating all debt while still meeting the Operating Reserve Policy at the outset of FY 2016-17.

The proposed budget is designed to meet the following organizational priorities:

- Align expenditures to projected revenues while meeting critical objectives across all areas including advocacy, communications, member services, the corporate program, and the CSAC Institute;
- Support all advocacy priorities, county visits and regional meetings, the Challenge Award program, and the CSAC Institute campuses;
- Set-aside five percent of revenues to allow appropriate operating margin and additions to reserves;
- Provide authority to the Executive Director for potential merit increases; and
- Elimination of all debt while retaining a healthy reserve balance for long-term organizational sustainability.

Key changes that have continued to strengthen CSAC's fiscal operations over the past year include:

- Implementation of an Operating Reserve Policy to establish a 6-month Operating Reserve target that has been met.
- Implementation of a Procurement Policy to establish periodic competitive bidding where appropriate to ensure CSAC continues to get the most responsive and cost effective services from our service providers.

- Internal fiscal risk assessment that has resulted in improvement of internal accounting policies and procedures.

Highlights of the proposed CSAC FY 2016-17

Revenues

- No dues increase -- dues remain flat for the fourth consecutive year and continue to represent approximately one-third of total revenues to support key priorities and operations.
- Finance Corporation contribution remains at \$3.5 million, continuing the \$200,000 augmentation from FY 2015-16.
- Corporate Associates is expected to generate \$415,000 in net revenue. This reflects a 20 percent increase over current year projected revenue. Since FY 2013-14, the Corporate Partners Program has increased its net support for CSAC operations from \$30,000 to \$415,000 – a \$384,000 increase.
- Continuation of CSAC Institute satellite programs in Merced and Contra Costa. After two successful years, the San Diego satellite will move to a new southern California location. The budget also assumes continuation of the CCISDA credential program for IT Directors and positions the Institute budget to move under the California Counties Foundation.

Expenses

- Decrease in facility debt service costs of \$108,000 due to paying off the CSAC building loan using FY 2015-16 fund balance and reserve funds. This results in elimination of all debt.
- Increase in budgeted salary and benefits authority of \$200,000 (3.7%) to align to projected benefit costs and to provide the Executive Director resources to increase existing salaries as merited.
- Increase the budgeted contribution to the CSAC Institute by \$10,000 to update the staffing model to align to its continued growth and success. This enables sustainable support for recent satellite and IT Directors Association expansions and expands responsibilities for the support staff role to better support Dean Bill Chiat.

Reserves

- Projected reserves beginning FY 2016-17 are \$4.4 million which exceeds the 6-month reserve policy target of \$4.3 million. This includes paying off the building debt in FY 2015-16 and ending FY 2016-17 with a projected reserve of \$4.8 million.

	Actual	Budget	Year End	Budget
	FY 14-15	FY 15-16	FY 15-16	FY 16-17
Revenues:				
Membership Dues	3,430,506	3,430,506	3,430,506	3,430,506
Finance Corp Participation	3,300,000	3,500,000	3,750,000	3,500,000
Rental Income	274,059	170,076	171,786	168,417
Administrative Miscellaneous	518,198	573,400	603,756	579,800
CSAC Conferences	397,779	367,500	404,060	413,000
CEAC	142,880	146,452	146,452	159,565
Corporate Associates	744,703	975,000	872,100	929,000
Litigation Program	<u>417,586</u>	<u>432,276</u>	<u>432,276</u>	<u>432,276</u>
Total Revenues	9,225,711	9,595,210	9,810,935	9,612,564
Expenditures:				
Salaries/Benefits	4,971,408	5,363,578	5,202,463	5,563,381
Staff Outreach	127,061	129,200	175,637	166,200
Leadership Outreach	94,417	85,000	75,000	75,000
NACo Meetings & Travel	110,942	111,000	112,532	120,500
NACo 2nd VP Campaign			15,000	10,000
Public Affairs/Communications	39,364	53,250	48,334	50,350
CSAC Conferences	495,579	446,849	522,370	559,716
Facilities	566,039	400,996	616,252	284,747
Office Operations	304,609	360,324	298,329	286,810
Donations	115,000	115,000	115,000	115,000
CEAC	137,307	146,452	146,452	159,565
Outside Contracts	561,738	539,000	658,654	647,000
Corporate Associates	483,551	495,377	507,307	510,255
Litigation Program	417,586	432,276	432,276	432,276
CSAC Institute	<u>111,260</u>	<u>170,094</u>	<u>140,955</u>	<u>180,728</u>
Total Expenditures	8,535,861	8,848,396	9,066,561	9,161,528
YEAR END FUND BALANCE	689,850	746,814	744,374	451,036

ACCOUNT EXPLANATIONS -
BUDGET YEAR 16-17

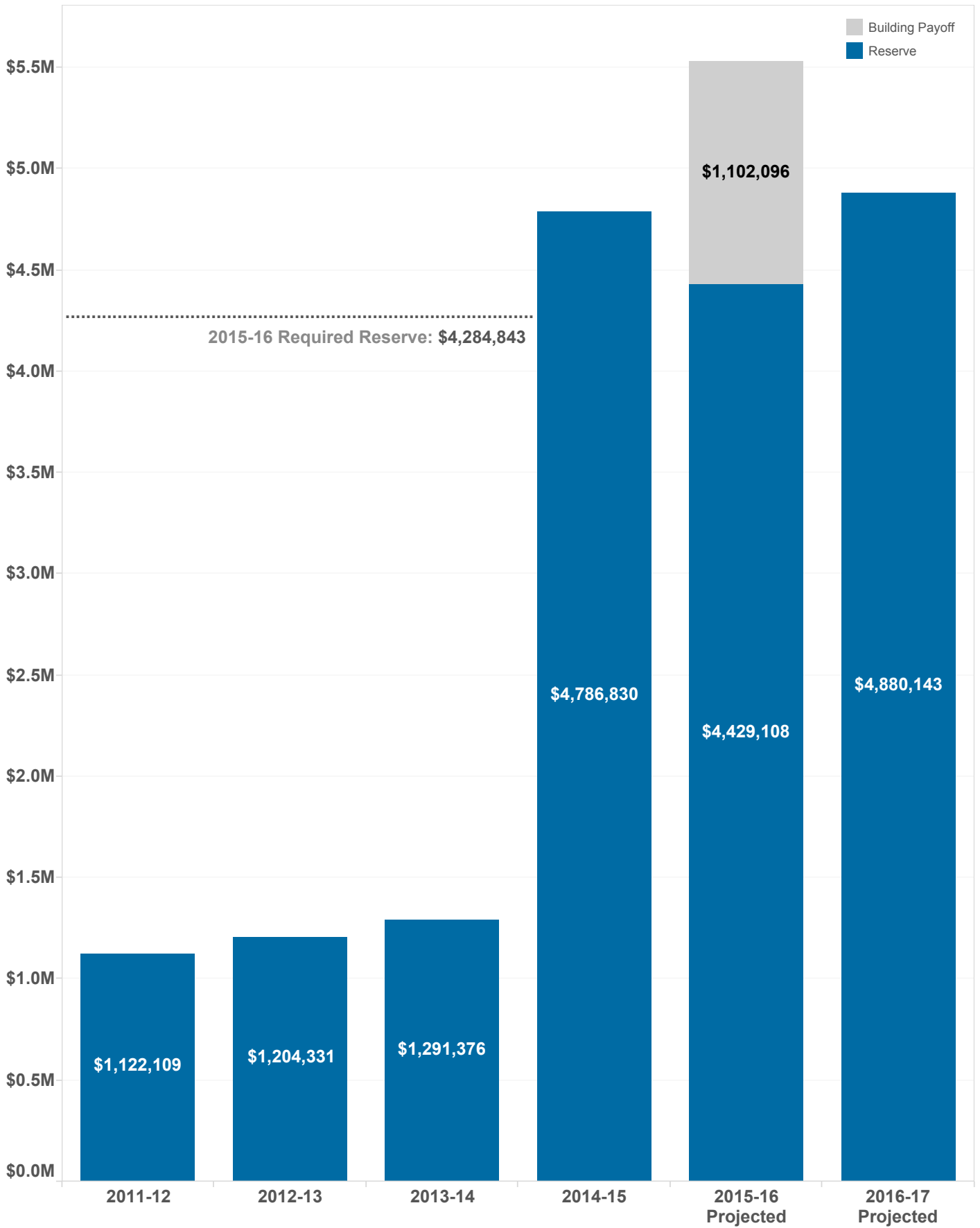
FY 2016-17 Budget

ACCT#	EXPLANATION
INCOME:	
MEMBERSHIP DUES	ANNUAL DUES FROM COUNTIES. NO INCREASE SCHEDULED THIS YEAR.
FINANCE CORP PARTICIPATION	CSAC FINANCE CORPORATION CONTRIBUTIONS TO CSAC.
RENTAL INCOME	RENTAL INCOME FOR 1100 K STREET.
ADMINISTRATIVE MISCELLANEOUS	1) ADMINISTRATION FEES COLLECTED FROM CSAC AFFILIATES FOR PAYROLL AND BENEFIT SERVICES. 2) SALES FOR CSAC ROSTERS, MAILING LIST AND LABELS.3) PRINTING AND COPYING REVENUE GENERATED FROM THE CSAC PRINT SHOP. 4) INTEREST INCOME FROM CHECKING ACCTS AND CALTRUST ACCOUNTS. 5) CONTRACT FOR COMPUTER SERVICES WITH LA COUNTY. 6) SOFT DRINK COMMISSIONS AND FEES FROM JOB ADVERTISING ON CSAC WEBSITE.
CSAC CONFERENCES	REGISTRATION FEES FOR CSAC ANNUAL CONFERENCE AND LEGISLATIVE CONFERENCE.
CEAC	CEAC CONTRACT.
CORPORATE ASSOCIATES	CORPORATE ASSOCIATES MEMBERSHIP DUES AND SPONSORSHIP FOR ANNUAL CONFERENCE AND OTHER EVENTS. EXHIBITOR FEES.
LITIGATION PROGRAM	FUNDED BY A SEPARATE FEE TO SUPPORT CSAC'S ADVOCACY IN STATE AND FEDERAL COURTS, AND TO COORDINATE LITIGATION INVOLVING MULTIPLE COUNTIES. ALSO INCLUDES A \$50,000 TRANSFER FROM CSAC GENERAL FUND FOR IN-HOUSE GENERAL COUNSEL LEGAL SERVICES.
EXPENSES:	
SALARIES/BENEFITS	1) SALARIES REFLECT AUTHORITY FOR POTENTIAL MERIT INCREASES. 2) EMPLOYEES THAT ARE TIER 1 ARE CURRENTLY PAYING 18-20% OF EMPLOYEE PORTION OF SBCERA, TIER 2 PAY 100% OF EMPLOYEE PORTION. 3) BENEFITS TO INCLUDE HEALTH, DENTAL, VISION, LIFE AND WORKERS COMP. 4) PAYROLL TAX. 5) AUTO ALLOWANCE 6) ANNUAL EMPLOYEE WORKSHOP 7) PARKING 8) 50% OF WELLNESS PROGRAM.
STAFF OUTREACH	INCLUDES ALL IN AND OUT-OF-TOWN BUSINESS EXPENSES FOR LEGISLATIVE AND ADMINISTRATIVE STAFF. EXPENSES INCREASED DUE TO THE ADDITIONAL COUNTY VISIT STAFF IS DOING.
LEADERSHIP OUTREACH	ALL BUSINESS EXPENSES FOR CSAC BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND OFFICERS.

**ACCOUNT EXPLANATIONS -
BUDGET YEAR 16-17**

ACCT#	EXPLANATION
NACO MEETINGS & TRAVEL	COSTS ASSOCIATED FOR ALL LEGISLATIVE, ADMINISTRATIVE STAFF AND BOARD MEMBERS TO ATTEND NACO SUPPORTED EVENTS. ADDITIONAL COST BUDGETED TO COVER STAFF TRAVEL TO ANNUAL MEETING TO ASSIST IN 2ND VP COMPAIGN.
PUBLIC AFFAIRS/COMMUNICATIONS	1) ALL COSTS ASSOCIATED WITH PRODUCING & DISTRIBUTING THE ROSTER 2) CHALLENGE AWARDS 3) LEGISLATIVE BULLETIN 4) WEB SITE. 5) WRITTEN, AUDIO AND VIDEO COMMUNICATIONS.
CSAC CONFERENCES	ALL COSTS ASSOCIATED WITH LEGISLATIVE, REGIONAL AND ANNUAL CONFERENCE. ALSO INCLUDES STAFF SUPPORT.
FACILITIES	ALL COSTS ASSOCIATED WITH THE MAINTENANCE OF 1100 K STREET. COSTS INCLUDE REPAIRS, UTILITIES, PHONES, INSURANCE, JANITORIAL, AND PROPERTY TAXES.
OFFICE OPERATIONS	ALL COSTS ASSOCIATED WITH OPERATIONS SUCH AS 1) CELL PHONES 2) MEMBERSHIP FEES 3) OFFICE SUPPLIES 4) POSTAGE/DELIVERY 5) R&M AND PURCHASES OF COMPUTERS AND EQUIPMENT 6) COPIERS AND BUSINESS EQUIPMENT.
DONATIONS	CONTRIBUTIONS TO INSTITUTE FOR LOCAL GOVERNMENT(ILG), CSAC RESEARCH AFFILIATE.
CEAC	CEAC EXPENDITURES.
OUTSIDE CONTRACTS	LEGAL CONSULTING , ACCOUNTING SERVICE AND PROFESSIONAL SERVICES SUCH AS WATERMAN CONTRACT AND IT SERVICES.
CORPORATE ASSOCIATES	ALL COSTS ASSOCIATED WITH RUNNING CORPORATE ASSOCIATES PROGRAM INCLUDING SALARY AND BENEFITS FOR PROGRAM MANAGER.
LITIGATION PROGRAM	ALL COSTS ASSOCIATED WITH CSAC'S LITIGATION COORDINATION PROGRAM, AND IN-HOUSE GENERAL COUNSEL LEGAL SERVICES.
CSAC INSTITUTE	CSAC'S CONTRIBUTION TO THE INSTITUTE TO ASSIST IN THE FACILITATION OF THE PROGRAM.

CSAC End-of-Year Reserve, 2011-12 to 2016-17



CSAC/County Counsels' Association
LITIGATION COORDINATION PROGRAM
FISCAL YEAR 2016-2017 BUDGET

Adopted by the CCAC Board of Directors on March 21, 2016
Adopted by CSAC Board of Directors on _____, 2016

INCOME:

Membership Dues	382,276.00
Legal Services Contract Fee.....	50,000.00
TOTAL INCOME.....	432,276.00

EXPENSES:

Salaries	\$241,539.00
Retirement.....	78,123.00
Employee Group Insurance.....	25,125.00
Payroll Tax	3,300.00
Parking	1,440.00
CSAC Administrative Fees.....	12,183.00
Staff Training and Travel.....	2,000.00
Communications	1,500.00
On-Line Expense.....	4,300.00
Publications.....	900.00
Membership Fees	1,030.00
Office Supplies.....	400.00
Postage/Delivery	250.00
Printing - Commercial.....	1,500.00
Printing - In House.....	400.00
Court Filing Fees.....	300.00
Leases - Property.....	27,020.00
TOTAL EXPENSES.....	\$401,310.00

Projected Revenue Over Expenses\$30,966.00

LITIGATION COORDINATION PROGRAM
FISCAL YEAR 2016-2017 BUDGET



April 7, 2016

1100 K Street
Suite 101
Sacramento
California
95814

Telephone
916.327.7500

Facsimile
916.441.5507

To: Members, CSAC Executive Committee

From: DeAnn Baker, Deputy Executive Director of Legislative Affairs
Dorothy Holzem, Legislative Representative
Betsy Hammer, Legislative Analyst

RE: **CSAC Policy Platform Language: Broadband – ACTION ITEM**

Recommendation. Approve the proposed Broadband Platform Language and transmit to the Board of Directors.

Background. There have been recent and increasing state and federal legislative and regulatory actions related to broadband, or high speed internet, that have called for CSAC advocacy to promote and protect the interests of our members. However, the current CSAC Policy Platform does not speak to this issue in terms of infrastructure development, funding opportunities, or definitions of this technology, amongst other issues.

In the fall of 2015, CSAC began developing language to guide advocacy in this area with Government Finance and Administration Policy Committee members. In November, staff disseminated via email draft language to the Policy Committee for review. Two conference calls were held to discuss the proposed language and staff also received feedback from Policy Committee members via email.

At the December 2015 Annual Meeting, the Policy Committee reviewed the proposed language and directed staff to bring back a further revised version reflecting the comments offered. Two additional conference calls were held with the Policy Committee in January 2016. The final proposed language received unanimous approval for transmission to the Executive Committee during the January 28 meeting of the Policy Committee.

Platform Language Process. Every two years, the CSAC Board of Directors adopts the CSAC Platform at the beginning of a new legislative session. However, as stated in the Platform's Preamble, the Platform is a living document and may be amended by the Board of Directors by actions taken in response to policy issues outside the bi-annual process.

Attachment. Draft CSAC Policy Platform Amendment - Broadband

Staff Contacts. Dorothy Holzem can be reached at (916) 327-7500, ext 515 or dholzem@counties.org. Betsy Hammer can be reached at (916) 327-7500, ext 531 or bhammer@counties.org.

CSAC DRAFT LANGUAGE – BROADBAND PLATFORM (Version 1/20/16)

To Amend CSAC Platform Chapter Five “Government Operations” and insert:

Section 7: BROADBAND

Counties support the expansion of broadband (high speed internet service) to all parts of the State to drive economic development and job opportunities, support county service delivery, and improve health, education, and public safety outcomes for residents.

Broadband must be capable of supporting current technology standards and speeds in order for counties to realize these benefits. This may require infrastructure solutions specific to a given county or region.

Access and adoption are both necessary elements that should be supported in state and federal legislative or regulatory proposals. This includes, but is not limited to:

- Establishing and maintaining reliable broadband in unserved or underserved communities;
- Promoting the knowledge, skills and behaviors that comprise digital literacy;
- Making broadband affordable for all households;
- Maximizing funding for infrastructure; and
- Reducing infrastructure deployment barriers.



CALIFORNIA STATE ASSOCIATION OF COUNTIES
FINANCE CORPORATION

March 22, 2016

Richard Forster
President, CSAC
1100 K Street, Suite 101
Sacramento, CA 95814

A handwritten signature in blue ink that reads "Richard".

Dear President Forster:

As you may recall, in September 2014 the CSAC Finance Corporation Board adopted revised bylaws that included three-year terms for its Board of Director seats. These bylaw changes also called for Board appointments to be made by the CSAC Executive Committee. In April 2016 the terms expire for Greg Cox (Urban County Supervisor), Steve Juarez (Public Member), and Jim Erb (Auditor-Controller/CFO). According to Article II, Section 3 of the CSAC FC Bylaws:

The existing Board of Directors shall serve staggered three (3) year terms. Terms shall run from the Board's Annual Meeting in April until the following Annual Meeting. At the end of a term, the CSAC Executive Committee shall either reappoint the Board Member or appoint a new Board Member by majority vote of the Committee. Strong preference will be given to those sitting Board Members who have actively participated on the CSAC Finance Corporation Board and who desire to continue to serve.

During the February 17th and March 16th CSAC Finance Corporation Board Meetings, the members of the Board discussed the upcoming vacancies and voted to recommend that the three individuals with expiring terms be reappointed to their current seats. Each has expressed an interest in continuing with his service to the Finance Corporation.

Accordingly, the CSAC Finance Corporation Board recommends that the CSAC Finance Corporation Executive Committee reappoint Greg Cox, Jim Erb, and Steve Juarez to their respective current seats on the CSAC Finance Corporation Board of Directors.

Sincerely,

A handwritten signature in blue ink that reads "Linda Seifert".

Linda Seifert
President
CSAC Finance Corporation



CALIFORNIA STATE ASSOCIATION OF COUNTIES
FINANCE CORPORATION

April 7, 2016

To: CSAC Executive Committee

From: Linda Seifert, Board President
Alan Fernandes, Executive Vice President

Re: CSAC Finance Corporation Update

New Program Update

Last month, the CSAC Finance Corporation Board of Directors authorized the development of a new program. Specifically, the CSAC Finance Corporation is currently registering with the California State Controller's Office as an investigator authorized to locate and apply for the collection of unclaimed property on behalf of property owners, including County and City government.

Currently, the California State Controller's Office holds cash and other assets valuing more than \$8 billion belonging to various property owners, many include California local government. However, the collection of this property has proven to be difficult and complex for local government because the property is reported under ownership of different departments and agencies of local government.

CSAC Finance Corporation has been working with the State Controller's office to streamline the collection of this property and has drafted two documents, which, if approved by a County Board of Supervisors, will allow the CSAC Finance Corporation to apply for and ensure the expedited collection and return of property owned by the County.

Attached, please find a copy of a draft resolution and agreement that we would encourage you to consider on behalf of your county. In addition, we encourage you to approach us about other ideas for new finance programs that might improve your ability to deliver service to your residents.

For county specific information about your county's participation in other CSAC Finance Corporation programs please contact:

Alan Fernandes, Executive Vice President: afernandes@csacfinacecorp.org
Laura Labanieh, Director of Operations: llabanieh@csacfinancecorp.org

RESOLUTION NO. _____

RESOLUTION OF THE [BOARD OF SUPERVISORS/CITY COUNCIL] OF THE [COUNTY/CITY] OF [_____] REGARDING THE DISPOSITION OF ALL UNCLAIMED OR ABANDONED PROPERTY OF THE [COUNTY/CITY]; DECLARING THE RIGHT OF THE [BOARD OF SUPERVISORS/CITY COUNCIL] THROUGH THE [COUNTY CHIEF EXECUTIVE OFFICE/TREASURER-TAX COLLECTOR/FINANCE DEPARTMENT] TO COLLECT ALL PROPERTY OWED TO THE [COUNTY/CITY], ITS AGENCIES OR DEPARTMENTS FROM THE STATE OF CALIFORNIA, AND AUTHORIZATION TO CONTRACT TO COLLECT ALL UNCLAIMED OR ABANDONED PROPERTY

WHEREAS, the State Controller is the statutorily designated administrator of and the Unclaimed Property law pursuant to Title 10, Chapter 7 of the Code of Civil Procedure, section 1500 et. seq, and maintains a database accessible 24-hours for individuals, businesses and governmental entities to search open accounts containing unclaimed property; and

WHEREAS, the [County/City] is granted power by the State of California to administer government on the local level pursuant to, Article XI, Sections 1 and 2 of the Constitution of the State of California, and directs the state legislature to prescribe a uniform procedure for the formation of cities and counties in the state; and

WHEREAS, under the authority provided under the Constitution, the California Government Code, sections 23000 et seq. and sections 34000 et seq., delineates the powers of counties and cities organized under California state law, which include the power to budget, manage fiscal affairs, and contract on behalf of the [County/City], among others; and

WHEREAS, the [County/City], through its various agencies and departments may be entitled to claim unclaimed property held in the name of the [County/City] or an agency of the [County/City] in various accounts administered by the State of California, through the State Controller's Office; and

WHEREAS, the [County/City] as good steward of taxpayer funds, desires to expeditiously claim and collect on all outstanding accounts belonging to the [County/City]; and

NOW, THEREFORE, BE IT RESOLVED by the [Board of Supervisors/City Council] of the [County/City] of [_____] as follows:

Section 1. This [Board of Supervisors/City Council] hereby finds and declares that all unclaimed properties held by the State Controller in the name of the [County/City] or an agency or department of the [County/City] , shall designate the responsibility for filing a claim with the State Controller, and proving the ownership of

such property, in the [County Chief Executive Office/Treasurer-Tax Collector/Finance Department].

Section 2. The appropriate officials and staff of the [County/City] are hereby authorized and directed to file a claim and other documents as may be required by the State Controller in order to secure the return of any property held by the State Controller to which the [County/City] may be entitled to or by contract with the California State Association of Counties Finance Corporation, a non-profit corporation formed for the primary purpose of administering finance programs that benefit local government. The following staff persons, together with any other staff persons chosen by the [] of the [County/City] from time to time, are hereby designated as the contact persons for the State Controller Office in connection with the unclaimed or abandoned property claims.

Section 3. The appropriate officials and staff of the [County/City] are hereby authorized and directed to execute and deliver such agreements and related documents as are reasonably required to implement this resolution.

Section 4. The [Board of Supervisors/City Council] hereby finds that adoption of this Resolution is not a “project” under the California Environmental Quality Act, because the Resolution does not involve any commitment to a specific project which may result in a potentially significant physical impact on the environment, as contemplated by Title 14, California Code of Regulations, Section 15378(b)(4).

Section 5. This Resolution shall take effect immediately upon its adoption. The [Clerk of the Board of Supervisors/City Clerk] is hereby authorized and directed to transmit a certified copy of this resolution to the State Controller at: State Controller Betty T. Yee, Legal Office for the Unclaimed Property Division, 300 Capitol Mall, Suite 1850, Sacramento, CA 95814.

PASSED AND ADOPTED this _____ day of _____, 20__
by the following vote, to wit:

AYES: [Board/Council] Members _____

NOES: [Board/Council] Members _____

ABSENT: [Board/Council] Members _____

ABSTAIN: [Board/Council] Members _____

**AGREEMENT ASSIGNING THE RIGHT TO CLAIM UNCLAIMED
PROPERTY ON BEHALF OF THE [COUNTY/CITY]**

This agreement is entered into by and between the [County/City] referred to as "Claimant," and CSAC Finance Corporation referred to as "Investigator," hereinafter.

- I. Investigator, through its efforts, has located Claimant, who may be entitled to the assets in the possession of the State Controller of California, 10600 White Rock Road, Suite 141, Rancho Cordova, CA 95670 (Mailing Address: P.O. Box 942850-5873).

- II. Investigator and Claimant do hereby agree that in consideration of Investigator's efforts in locating Claimant and assisting in the actual recovery of the above-described assets to which Claimant may be entitled, Claimant assigns to the Investigator a percentage not to exceed 10% of the net assets which Claimant in fact recovers. Claimant agrees that the investigator fee will be paid upon payment of the claim.

Agreed percentage:
Claimant's Initials _____
Investigator's Initials _____

- III. If Investigator fails to disclose the nature and value of the property prior to the execution of this agreement, and Investigator and Claimant agree that if the existence and whereabouts of the above-described assets are known to the Claimant, and Claimant believes that said assets would have been recovered without the information and advice given by Investigator, then Claimant is under no obligation to Investigator.

- IV. Investigator and Claimant agree that in the event Claimant is not entitled to assets described above and such assets are not recovered, there is no obligation on either party to the other, all expenses being borne by Investigator.

- V. This agreement is valid for thirty-six (36) months from the date signed by Claimant.

Claimant: Daytime Phone:
Address: Date:
Claimant's Signature:
Claimant's SSN or Tax Identification Number:

Investigator: Investigator License #:
Daytime Phone: Date:
Address:
Investigator's Signature:



April 7, 2016

1100 K Street
Suite 101
Sacramento
California
95814

Telephone
916.327-7500

Facsimile
916.441.5507

To: CSAC Officers
CSAC Executive Committee

From: Graham Knaus, Deputy Executive Director of Operations and Member Services

David Liebler, Director of Public Affairs & Member Services

Jim Manker, Director of Corporate Relations

Kelli Oropeza, Chief of Financial Operations

Re: CSAC Operations and Member Services Update

This memorandum highlights key activities and initiatives occurring within CSAC operations and member services.

Member Services and Communications

National County Government Month -- April is National County Government Month and CSAC is using this opportunity to spotlight county best practices. A series of 12 videos and accompanying blogs featuring the 2015 Challenge Award-winning programs are being rolled out over a six-week period. CSAC's Communications team has been busy shooting and producing these videos over the past three months.

Challenge Awards – Call for Entries for the 2016 CSAC Challenge Awards is opening in April. Printed and electronic materials are currently being prepared. We will continue to promote the program through June in an attempt to inform our members on the value – and ease – of entering the program. A particular focus will be on rural counties in an effort to boost entries from smaller counties.

Assisting Legislative Strategy/Priorities – Our Communications team continues to work closely with our legislative unit to provide complimentary strategies regarding advocacy priorities, including transportation funding, the MCO fix, homelessness, and tree mortality.

County Visits – The Communications team continues to be aggressive in our county visits with a mission of helping counties tell their stories. Through the first quarter of the year, we have visited 11 counties in 2016. These visits are critical to hear and see directly from counties on statewide and local issues and to identify new opportunities to highlight the important work occurring in counties.

Legislative Conference/CSAC Institute Promotion – Promoting of the upcoming CSAC Legislative Conference, as well as ongoing CSAC Institute courses, is

handled by the CSAC Communications team. Promotional tools include direct email blasts, social media and videos conducted on a regular schedule.

CSAC Blog/The County Voice -- We have enhanced our blog contributions by focusing more on legislative issues and county programs; many of our blog posts are now coming from our members, covering topics such as San Diego County's 2-1-1 program, homelessness and tree mortality.

Social Media – CSAC continues to be a leader in social media regularly using all the tools at our disposal, including Twitter, Facebook, Youtube, Periscope and Instagram. Our Twitter account has become particularly influential in support of our advocacy efforts and as an information tool.

Traditional Media – Media inquiries to CSAC have increased over the past three months. This is a direct reflection of CSAC increasingly being viewed as a reliable, knowledgeable source of information.

New CSAC Bulletin Design – CSAC unveiled a new design of its weekly Bulletin to enhance readership, particularly in policy areas. The new format includes headlines that are easy to scan, more articles on policy areas and a new distribution system.

Webinars – CSAC's monthly webinar series, produced jointly by the legislative and communications units, continues to gain in popularity. The last webinar in February focusing on funding for public safety programs was by far the most popular since the series began in 2015. All webinars are recorded and stored on the CSAC Website and Youtube pages to create a growing resource library for counties and our partners.

Video Testimony – We now have the capability to record and store testimony at the Capitol. These videos are found on both the CSAC website and Youtube pages and highlight CSAC members and staff advocating on CSAC priorities before the Legislature. This broadens opportunities to share CSAC's position on key issues, and the role our members and staff are playing in telling the county story.

CSAC Institute

Under the leadership of Dean Bill Chiat, the CSAC Institute continues to evolve to meet the education needs of counties. The Institute is now offering classes at its Sacramento campus as well as satellite campuses in San Diego County, Merced County, and Contra Costa County. The San Diego County satellite has been in place for two years and has put nearly 100 people through the CSAC Institute credential program. It has been a remarkable success and will transition to a new Southern California location beginning in FY 2016-17. The Institute has also

begun a partnership with CCISDA (California County Information Services Directors Association) to offer a 10-course California County Technology Executive credential package.

The Institute facilitated a successful two-day Executive Leadership Symposium March 10-12 in San Jose. The Symposium was led by Marty Linsky, an outstanding leadership expert from Harvard's Kennedy School of Government.

The Emerging Issues series continues April 14 in Sacramento with Homelessness in Our Communities. This class will be facilitated by CSAC 2nd Vice President Leticia Perez (Kern County) and Yolo County Supervisor Oscar Villegas and will engage participants to explore many facets of homelessness, from decriminalization to treatment of root causes to prevention, and how counties are thinking about policies and collaborative programs to address it.

Corporate Partnership Program

The Corporate Partnership Program (Program) continues to flourish and has moved from a calendar year to a fiscal year to align with the CSAC budget calendar. The Program transitioned January 1, 2016 and is now working on strengthening all partnership relationships as we move towards FY 2016-17.

The Program currently includes 64 Partners (27 Premier, 7 Executive, and 30 Associate). Since our last report we have signed at the Executive Level, *PayPal*, and at the Associate Level, *Managed Care Systems*, *MuniServices*, and *Equinox Industries*.

Premier Leadership Forum – San Diego County: Thank you for helping make this our biggest forum to date. We had 50 in attendance including 17 Supervisors and CAO's, 18 Premier Partners and CSAC staff and guests. We enjoyed the presence of Bryan Desloge, NACo First Vice President/Leon County Commissioner, and NACo Executive Director, Matt Chase, who provided an update on NACo priorities. The agenda was well received and the tour of 211 San Diego was a highlight.

Regional Meetings: These one day events are designed to bring together members and leaders from counties, our CSAC Executive Committee, our Premier and Executive level partners, and CSAC staff. Panels and round table discussions on regional county issues help foster the sharing of information and development of solutions critical to excellence in county governance.

Northern Counties Regional Meeting (Shasta County) – Thursday, March 24th. 12 counties, 6 partners, and just over 40 people attended this meeting on the topic of forest health and tree mortality. It was a great opportunity to learn about this important issue and discuss challenges and opportunities for counties as well as potential solutions.

Motherlode and Surrounding Counties Regional Meeting (Amador County) – Thursday, June 16th. Agenda and save the date information is forthcoming.

Looking Ahead: Here are the items we are currently working on:

- A new partner guide has been completed to help counties understand our partner's areas of expertise. We will be sending out a copy of this guide to Supervisors, CAO/CEO's, and to every General Services Director and Procurement Officer in the state.
- The CSAC Corporate Program is on twitter, please follow us! You can find us @CsacCorp.
- The Program is strengthening a marketing strategy with the CSAC Finance Corporation to leverage opportunities to best serve counties.

Fiscal Operations

CSAC remains fiscally strong. The budget continues to fund advocacy, communications, education, and other priorities consistent with the strategic plan. The budget and available reserves also allow for the payoff of the CSAC building loan resulting in the elimination of all debt while maintaining dues at the same level for the fourth consecutive year. With the FY 2015-16 payoff of debt, the CSAC reserve will remain above the required Operating Reserve Policy target put in place last year. This is possible due to growth in revenues combined with managing expenditures to remain under budget.

CSAC fiscal operations also include implementation of a Procurement Policy which has resulted in new operational efficiencies and partnerships in a number of operational areas.

Staff Contacts: Please contact Graham Knaus (gknaus@counties.org or (916) 327-7500 x545), David Liebler (dliebler@counties.org or (916) 327-7500 x530), Jim Manker (jmanker@counties.org or (916) 327-7500 x528), or Kelli Oropeza (koropeza@counties.org or (916) 327-7500 x544) for additional information.

2016 CSAC Executive Committee Calendar of Events

January

- 6 Urban Counties of California (UCC) Board Conference Call
- 13 CSAC Executive Committee Orientation Dinner, Sacramento
6:30pm Reception, 7:15pm Dinner, Esquire Grill, 13th & K Streets, Sacramento
- 14 CSAC Executive Committee Meeting, Sacramento
10:00am – 1:30pm, Masonic Hall, 1123 J St, 3rd Floor, Sacramento
- 20 Rural County Representatives of California (RCRC) Board Meeting & Installation of Officers Reception, Sacramento

February

- 3 Urban Counties of California (UCC) Board Conference Call
- 10-12 CSAC Premier Corporate Partner Forum, San Diego County
- 18 CSAC Board of Directors Meeting, Sacramento
10:00am – 1:30pm, Masonic Hall, 1123 J St, 3rd Floor, Sacramento
- 20-24 NACo Legislative Conference, Washington, D.C.

March

- 2 Urban Counties of California (UCC) Board Conference Call
- 16 Rural County Representatives of California (RCRC) Board Meeting, Sacramento
- 24 CSAC Regional Meeting, Shasta County

April

- 6 Urban Counties of California (UCC) Board Conference Call
- 7 CSAC Executive Committee Meeting, Los Angeles County
10:00am – 1:30pm, Hotel Maya, 700 Queensway Drive, Long Beach
- 20-21 Rural County Representatives of California (RCRC) Board Meeting, Glenn County
- 27-29 CSAC Finance Corporation Board Meeting, Riverside County

May

- 18 Urban Counties of California (UCC) Board Meeting, Sacramento
- 18-19 CSAC Legislative Conference, Sacramento Convention Center/ Hyatt Regency
- 19 CSAC Board of Directors Meeting, Sacramento
12:00pm – 4:00pm, Hyatt Regency B-C, 1209 L Street, Sacramento
- 25-27 NACo Western Interstate Region Conference, Jackson Hole, Wyoming

June

- 16 CSAC Regional Meeting, Amador County
- 22 Rural County Representatives of California (RCRC) Board Meeting, Sacramento

July

- 6 Urban Counties of California (UCC) Board Conference Call
- 22-25 NACo Annual Meeting, Los Angeles County/Long Beach

August

- 3 Urban Counties of California (UCC) Board Conference Call
- 4 CSAC Executive Committee Meeting, Sacramento
10:00am – 1:30pm, Sutter Club, 1220 9th Street, Sacramento
- 17 Rural County Representatives of California (RCRC) Board Meeting, Sacramento

September

- 1 CSAC Board of Directors Meeting, Sacramento
10:00am – 1:30pm, Sutter Club, 1220 9th Street, Sacramento
- 7 Urban Counties of California (UCC) Board Conference Call
- 14-16 CSAC Finance Corporation Board Meeting, Santa Barbara County
- 28-30 Rural County Representatives of California (RCRC) Annual Meeting, Placer County

October

- 5 Urban Counties of California (UCC) Board Conference Call
- 5-7 CSAC Executive Committee Retreat, Location TBD

November - December

- 29-2 CSAC 122nd Annual Meeting, Palm Springs, Riverside County
- 30 Urban Counties of California (UCC) Board Meeting, Palm Springs, Riverside County

December

- 1 CSAC Board of Directors Meeting, Palm Springs, Riverside County
*2:00pm – 4:00pm, Palm Springs Convention Center, 277 N Avenida Caballeros,
Palm Springs*
- 7 Rural County Representatives of California (RCRC) Board Meeting, Sacramento
- 14-16 CSAC Officers' Retreat, Napa County

As of 3/2/16