



2.  
2/27/2020

**ADMINISTRATIVE REVIEW COMMITTEE  
MINUTES  
September 26, 2019**

Present: Steve Sanchez  
Stephen Tomanelli  
Michael Vargas

Present Staff: Gary Thompson, Executive Officer  
Elizabeth Valdez, Commission Clerk

**1. CALL TO ORDER.**

The meeting was called to order at 8:48 a.m.

**2. APPROVAL OF MINUTES OF MARCH 28, 2019.**

Moved (Vargas) seconded (Tomanelli) to approve the Minutes of March 28, 2019.

AYES: Tomanelli and Vargas.

NOES: None.

ABSENT: Sanchez.

ABSTAINED: None.

**3. FISCAL YEAR 2018-19 END OF YEAR BUDGET REVIEW (UNAUDITED).**

Mr. Thompson reviewed the FY 18-19 End of Year Budget. He stated the budget reflected more savings than anticipated and all line items were under budget.

Commissioner Tomanelli stated he had no concerns with the report.

Mr. Thompson stated the Permanent Payoff line item would be \$0.00 next year and that the reserves were all in good standing.

There was no action taken on this item.

The Committee decided to take Item 5. at this time.

**5. CREDIT CARD DISCUSSION. (ORAL REPORT)**

Mr. Thompson stated that staff utilized the County Financial

System for all payments. He stated it is not always feasible to process a check to purchase items online or for travel. He stated the credit card would be issued to the organization with his name on it.

Commissioner Vargas approved to move forward.

Commissioner Tomanelli stated that there should be no issue with getting the card and approved of the proposed credit card policy.

There was no action taken on this item.

**4. PROPOSED NEW ASSISTANT EXECUTIVE OFFICER POSITION DISCUSSION.  
(ORAL REPORT)**

Commissioner Sanchez arrived at 8:55 a.m.

Mr. Thompson stated that he wanted to have a succession plan in place. He stated if approved he would work with County HR to create the position and do a salary survey. He stated the Board of Supervisors would then have to approve the position to place in their system. Mr. Thompson said he would bring the item to the full commission at the next meeting.

Commissioner Sanchez asked if other LAFCO's have the same position and if there was another similar title already in the County.

Mr. Thompson stated that six LAFCO's have an Assistant EO and that this would be a LAFCO position when created.

The Committee and Mr. Thompson discussed the duties of the position and the effect on the budget. The consensus was to proceed with the creation of the position.


**6. PUBLIC COMMENTS.**

There were no public comments.

**7. ADJOURNMENT.**

The meeting was adjourned at approximately 9:07 a.m.

Respectfully submitted,



Gary Thompson,  
Executive Officer