



Executive Board Meeting Agenda

November 4, 2022 3:00 PM | Virtual Meeting Via Zoom

- Register for Zoom webinar [\[HERE\]](#) / View YouTube livestream [\[HERE\]](#)
- More info on public comment and accessibility given at the end of the agenda

Discussion & action may be taken on any of the items below. Times are approximate.

WELCOME AND ROLL CALL (Jones, 3:00 PM)

1. Consent Agenda
1a. Approval of Minutes from the October 7, 2022 Executive Board Meeting. Attachment: Minutes
1b. If available, receive financial management report for the period ending September 30, 2022. Attachment: Management Report
2. November Board of Directors Meeting Agenda
Discuss and approve agenda for the Board of Directors meeting on November 10, 2022. (Jones) Proposed Agenda: 1. Consent Agenda a. Approval of October Board of Directors Meeting Minutes

<ul style="list-style-type: none">b. Receive Financial Management Report for the period ending September 30, 2022c. Calendar of Meetings in 2022d. Adoption of a Resolution to Continue Meeting Virtually Using Zoom For a Period of 30 Days <ul style="list-style-type: none">2. Racial Justice Committee Recommendations Update: Use of Virtual Reality Training for Crisis Intervention (Jones)3. Planning Collaborative Update (B+D Planning)4. Vote on Nominations for 2023 Executive Committee5. Approval of an Amendment to the Contract with Vaishali ("Shali") Sirkay to increase the not to exceed by \$35,000 and to extend the Agreement until March 31, 20226. Santa Clara County City Managers Association Update (Barnes)7. Executive Director Update (Sirkay)8. Joys and Challenges <p>Attachment: Contract Amendment Staff Report, Contract Amendment</p>
3. Update on Upcoming Events (Sirkay)
<ul style="list-style-type: none">• Working Effectively With Your Elected Colleagues, the Manager, & Staff presented by Kevin Duggan – November 10, 2022• Holiday Party – December 8, 2022<ul style="list-style-type: none">○ 2022 City Champion Award <p>Attachment: Workshop Sign-up, Holiday Party Event Page</p>
4. Santa Clara County City Managers Association Update (Barnes)
5. Executive Director Update (Sirkay)

PUBLIC COMMENT

ADJOURNMENT

PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to audin@citiesassociation.org
 - Emails will be forwarded to the Executive Board of Directors
 - **IMPORTANT:** identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.

2. Provide oral public comments during the meeting:
 - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
 - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
 - Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public. Closed captioning will be enabled for this meeting. For instructions on how to view the closed captioning, please refer to [this Zoom help page](#).

Additional accommodations are available upon request. Please contact our Board Clerk, Audin Leung, at audin@citiesassociation.org at least three business days prior to the meeting to submit a request for accommodations.



Executive Board Meeting Minutes

October 7, 2022 3:00 PM | Virtual Meeting Via Zoom

Meeting recording available on YouTube [\[HERE\]](#)

Discussion & action may be taken on any of the items below. Times are approximate.

WELCOME AND ROLL CALL (Jones, 3:00 PM)

- Members present (4/5): Abe-Koga, Constantine, Jones, Fligor
- Members absent (1): Sayoc
- Others in attendance:
 - Shali Sirkay, Acting Executive Director
 - Gary Baum, Legal Counsel

1. Consent Agenda
1a. Approval of August Executive Board of Directors Meeting Minutes
1b. If available, receive financial management report for the period ending August 31, 2022 and September 30, 2022
1c. Appoint Mayor Stanley Mok, Los Altos Hills; Mayor Darcy Paul, Cupertino; and Mayor Rich Constantine, Morgan Hill (Chair) to the Nominating Committee for 2023 Officers

Motion by Fligor to approve Items 1a and 1c, and remove Item 1c from consent agenda. Seconded by Abe-Koga. Motion adopted 4-0-0-1.

AYES (4): Abe-Koga, Constantine, Jones, Fligor

NAYES (0)

ABSTENSIONS (0)

ABSENCES (1): Sayoc

2. Review and Forward Joint Powers Agreement Draft to the Board of Directors

Motion by Constantine to forward Joint Powers Agreement draft to the Board of Directors. Seconded by Abe-Koga. Motion adopted 4-0-0-1.

AYES (4): Abe-Koga, Constantine, Jones, Fligor

NAYES (0)

ABSTENSIONS (0)

ABSENCES (1): Sayoc

3. Approve Appointment of Shali Sirkay as Interim Executive Director

Motion by Abe-Koga to approve the appointment of Shali Sirkay as Interim Executive Director. Seconded by Fligor. Motion adopted 4-0-0-1.

AYES (4): Abe-Koga, Constantine, Jones, Fligor

NAYES (0)

ABSTENSIONS (0)

ABSENCES (1): Sayoc

4. Agendas for Meetings in October

4a. Discuss and approve agenda for the October Board of Directors meeting (Jones)

Proposed Agenda:

1. Consent
 - a. Approval of August Minutes
 - b. Receive financial management report for the period ending August 31, 2022 and September 30, 2022
 - c. Appointment of Nominating Committee
2. MTC Update (Abe-Koga)
3. Discussion: Review and Comment upon the Joint Powers Agreement (JPA) Draft for CASCC [No formal action will be taken] (Baum)

4. Legislative Action Committee Update (Fligor)
5. Santa Clara County City Managers Association Update (Barnes)
6. Executive Director Update (Sirkay)
7. Joys and Challenges (Board)

Motion by Abe-Koga to approve Proposed Agenda with the addition of Consent Agenda Item 1d Ratification of appointment of Shali Sirkay as Interim Executive Director. Seconded by Constantine. Motion adopted 4-0-0-1.

AYES (4): Abe-Koga, Constantine, Jones, Fligor

NAYES (0)

ABSTENSIONS (0)

ABSENCES (1): Sayoc

- 4b. Discuss and approve agenda for the October Legislative Action Committee meeting (Fligor)

Motion by Constatine to approve Legislative Action Committee agenda as proposed. Seconded by Fligor. Motion adopted 4-0-0-1.

AYES (4): Abe-Koga, Constantine, Jones, Fligor

NAYES (0)

ABSTENSIONS (0)

ABSENCES (1): Sayoc

Proposed Agenda:

1. Consent Agenda
 - a. August Minutes
2. Discussion Item(s)
 - a. Review Status of Bills of Interest
 - b. Suggestions for the 2022 – 2023 LAC
2. Informational Item(s):
 - a. New 2022 Laws Authored by Santa Clara County State Legislators
3. Announcements (Committee Members)

5. Update on Upcoming Events (Sirkay)

- Council Development Event: Working Effectively With Your Elected Colleagues, the Manager, & Staff presented by Kevin Duggan – November 10, 2022

	<ul style="list-style-type: none">• December Holiday Party
6.	Santa Clara County City Managers Association Update (Barnes)
7.	Executive Director Update (Sirkay)

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Management Report

Cities Association of Santa Clara County
For the period ended September 30, 2022



Prepared by
Bestbooks4u Bookkeeping excellence

Prepared on
October 21, 2022

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Profit and Loss

July - September, 2022

	Total	
	Jul - Sep, 2022	Jul - Sep, 2021 (PY)
INCOME		
4000 INCOME		
4010 Membership Dues	170,288.00	149,957.07
4080 Grant Income	123,062.00	
Total 4000 INCOME	293,350.00	149,957.07
4999 Uncategorized Income	34,044.00	
Total Income	327,394.00	149,957.07
GROSS PROFIT	327,394.00	149,957.07
EXPENSES		
6000 GENERAL OFFICE		
6120 Bank Service Charges	9.00	9.00
6162 Hospitality		849.83
6180 Insurance		450.51
6610 Postage and Delivery		1.05
6615 Office/General Administrative Expenses	341.00	321.00
6620 Software Licenses	973.78	1,281.78
Total 6000 GENERAL OFFICE	1,323.78	2,913.17
Office		
6880 Telephone	90.90	90.90
Total Office	90.90	90.90
OFFICE PERSONNEL_CONSULTANTS		
6152 Consultants	11,492.50	
6153 Contractors		13,135.00
6300 Legal & Professional Fees		
6310 Accounting Services	1,487.50	1,265.00
6320 Attorney Services	6,614.50	17,487.50
6350 Roundtable consultant and technical services		69,295.25
Total 6300 Legal & Professional Fees	8,102.00	88,047.75
6565 Payroll Service Fees	261.00	285.00
6568 Workers Compensation		159.45
6575 Payroll Wages/Salary	19,312.50	30,468.72
6580 Payroll Taxes	1,531.00	2,330.87
Total OFFICE PERSONNEL_CONSULTANTS	40,699.00	134,426.79
Total Expenses	42,113.68	137,430.86
NET OPERATING INCOME	285,280.32	12,526.21
OTHER INCOME		
7030 Other Income	13,000.00	
Total Other Income	13,000.00	0.00
NET OTHER INCOME	13,000.00	0.00
NET INCOME	\$298,280.32	\$12,526.21

Balance Sheet

As of September 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	229,524.55
Total Bank Accounts	229,524.55
Accounts Receivable	
1200 Accounts Receivable	123,062.00
Total Accounts Receivable	123,062.00
Other Current Assets	
1300 LAIF Funds	24,740.66
1395 Accrued Interest	-53.62
Total Other Current Assets	24,687.04
Total Current Assets	377,273.59
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$377,550.41
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	117,046.75
Total Accounts Payable	117,046.75
Credit Cards	
2200 First National Bank of Omaha	343.23
FNBO_2nd	234.00
Total Credit Cards	577.23
Total Current Liabilities	117,623.98
Total Liabilities	117,623.98
Equity	
1110 Unrestricted Fund Balance	-73,321.81
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	35,001.92
Net Income	298,280.32
Total Equity	259,926.43
TOTAL LIABILITIES AND EQUITY	\$377,550.41

Profit and Loss by Class

July - September, 2022

	CASCC	TOTAL
INCOME		
4000 INCOME		0.00
4010 Membership Dues	170,288.00	170,288.00
4080 Grant Income	123,062.00	123,062.00
Total 4000 INCOME	293,350.00	293,350.00
4999 Uncategorized Income	34,044.00	34,044.00
Total Income	327,394.00	327,394.00
GROSS PROFIT	327,394.00	327,394.00
EXPENSES		
6000 GENERAL OFFICE		0.00
6120 Bank Service Charges	9.00	9.00
6615 Office/General Administrative Expenses	341.00	341.00
6620 Software Licenses	973.78	973.78
Total 6000 GENERAL OFFICE	1,323.78	1,323.78
Office		0.00
6880 Telephone	90.90	90.90
Total Office	90.90	90.90
OFFICE PERSONNEL_CONSULTANTS		0.00
6152 Consultants	11,492.50	11,492.50
6300 Legal & Professional Fees		0.00
6310 Accounting Services	1,487.50	1,487.50
6320 Attorney Services	6,614.50	6,614.50
Total 6300 Legal & Professional Fees	8,102.00	8,102.00
6565 Payroll Service Fees	261.00	261.00
6575 Payroll Wages/Salary	19,312.50	19,312.50
6580 Payroll Taxes	1,531.00	1,531.00
Total OFFICE PERSONNEL_CONSULTANTS	40,699.00	40,699.00
Total Expenses	42,113.68	42,113.68
NET OPERATING INCOME	285,280.32	285,280.32
OTHER INCOME		
7030 Other Income	13,000.00	13,000.00
Total Other Income	13,000.00	13,000.00
NET OTHER INCOME	13,000.00	13,000.00
NET INCOME	\$298,280.32	\$298,280.32

Monthly Reports:Monthly Summary VENDOR Expenses

September 2022

	Total
Adobe	33.98
Bestbooks4U	977.50
Canva	12.95
Intuit	115.00
Joanne Benjamin	1,312.50
Law Office of Gary M Baum	99.00
Microsoft	37.50
Peninsula Storage Center	127.00
Union Bank	3.00
Verizon	30.30
Zoom.us	113.50
TOTAL	\$2,862.23

Statement of Cash Flows

July - September, 2022

	Total
OPERATING ACTIVITIES	
Net Income	298,280.32
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-123,062.00
2000 Accounts Payable	-608.00
2200 First National Bank of Omaha	-10.17
FNBO_2nd	-150.59
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-123,830.76
Net cash provided by operating activities	174,449.56
NET CASH INCREASE FOR PERIOD	174,449.56
Cash at beginning of period	55,074.99
CASH AT END OF PERIOD	\$229,524.55

A/R Aging Summary

As of September 30, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Association of Bay Area Governments				123,062.00		123,062.00
TOTAL	\$0.00	\$0.00	\$0.00	\$123,062.00	\$0.00	\$123,062.00

Cities Association of Santa Clara County

1001 Checking - Union Bank, Period Ending 09/30/2022

RECONCILIATION REPORT

Reconciled on: 10/21/2022

Reconciled by: Adele Gruber

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	231,954.05
Checks and payments cleared (6).....	-2,429.50
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>229,524.55</u>

Register balance as of 09/30/2022.....	229,524.55
Cleared transactions after 09/30/2022.....	0.00
Uncleared transactions after 09/30/2022.....	111,512.94
Register balance as of 10/21/2022.....	341,037.49

Details

Checks and payments cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/02/2022	Expense		Law Office of Gary M Baum	-99.00
09/07/2022	Journal	Gusto		-1,312.50
09/07/2022	Expense		Bestbooks4U	-277.50
09/22/2022	Credit Card Payment			-37.50
09/30/2022	Expense		Bestbooks4U	-700.00
09/30/2022	Expense		Union Bank	-3.00
Total				-2,429.50

Additional Information

Uncleared checks and payments after 09/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/04/2022	Expense		Law Office of Gary M Baum	-75.00
10/12/2022	Journal	Gusto		-477.69
10/12/2022	Journal	Gusto		-97.37
10/13/2022	Expense		Law Office of Gary M Baum	-5,260.50
10/13/2022	Expense		Law Office of Gary M Baum	-5,638.50
Total				-11,549.06

Uncleared deposits and other credits after 09/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/11/2022	Receive Payment		Association of Bay Area Gove...	123,062.00
Total				123,062.00



Agenda Item No: _____

Meeting Date: November 10, 2022

Cities Association of Santa Clara County Agenda Report

Board of Directors

**Prepared by: Chappie Jones
President**

SUBJECT: Approval of Amendment to Agreement with Vaishali “Shali” Sirkay to extend Agreement and to Increase the Not to Exceed Amount to Continue to Serve as Interim Executive Director

RECOMMENDATION:

1. Approve Amendment to Agreement with Vaishali “Shali” Sirkay to extend her Agreement with CASCC until March 31, 2023 and to increase the not to exceed from \$50,000 to \$85,000.

BACKGROUND & ANALYSIS:

The Board of Directors, in June of 2022, approved the appointment of Shali Sirkay as the Acting Executive Director for a period of six months. By way of background, President Jones appointed Vice President Abe Koga to chair an Ad-Hoc committee for recruitment for a new Acting Executive Director. The committee, consisting of Vice President Abe-Koga and former President Marico Sayoc identified Shali Sirkay as an ideal candidate and the Committee and President individually interviewed her and recommend her for the Acting Executive Director position for the next six months, July 2022 through December 2022. Shali Sirkay’s resume is attached as Attachment 1. On October 13, 2022 the Board appointed Shali Sirkay as Interim Executive Director of CASCC.

Shali has continued to do excellent work on behalf of CASCC during her first four months of service. Shali has agreed to serve an additional three months as Interim Executive Director. Her Agreement, attached as Attachment 2 will expire at the end of December, 2021 and she has averaged less than \$10,000 per month, the Agreement must be amended to extend its expiration date and to increase the not to exceed by \$35,000 so that the new total not to exceed will be \$85,000. Shali’s hourly rate will remain at \$100/hour. The Amendment is attached as Attachment 3.

FISCAL IMPACT:

The fiscal impact of this Amendment will be up to \$35,000 for the period from January 1, 2023 through March 31, 2023. The actual amount incurred may be less should Shali work less than 350 hours during this time. The current budget can accommodate the costs of this Amendment.

THE BOARD HAS THE FOLLOWING OPTIONS TO CONSIDER:

1. Approve the staff recommendation to approve the Amendment for Vaishali “Shali” Sirkay to continue to serve Interim Executive Director of the Cities Association of Santa Clara County (CASCC) through March 31, 2022.
2. Take no action, requiring that a new Executive Director be appointed no later than January 1, 2023.

Cities Association of Santa Clara County

Approval of Appointment of Vishali “Shali” Sirkay as Interim Executive Director

November 10, 2022

Page 2 of 2

ATTACHMENTS:

1. Resume of Vaishali “Shali” Sirkay
2. Consultant Agreement with Vaishali (“Shali”) Sirkay to Serve as Acting Executive Director
3. Amendment to Consultant Agreement with Vaishali (“Shali”) Sirkay to extend Agreement and Increase Not to Exceed Amount

**Amendment No. 1 between the Cities Association of Santa Clara County and
Vaishali (“Shali”) Sirkay to Serve as Interim Executive Director**

This Amendment No. 1 to the June 27, 2022 Agreement (“AGREEMENT”) is between Vaishali (“Shali”) Sirkay and the Cities Association of Santa Clara County. This Amendment No. 1 (“AMENDMENT”) is made and entered into this __ day of November, 2022, by and between the CITIES ASSOCIATION OF SANTA CLARA COUNTY (“ASSOCIATION”), and Vaishali (“Shali”) Sirkay, an individual (“CONSULTANT”)

RECITALS:

WHEREAS, the AGREEMENT was entered into between the parties for the purposes the utilizing CONSULTANT’s services to serve as Acting Executive Director of ASSOCIATION and;

WHEREAS, on October 13, 2022, CONSULTANT was appointed by the Board of Directors as Interim Executive Director of ASSOCIATION; and

WHEREAS, the parties wish to amend the AGREEMENT to extend the time for performance and increase the not to exceed amount to compensate CONSULTANT for continued work as Acting Executive Director and make no other changes to the AGREEMENT.

NOW, THEREFORE, in consideration of the covenants, terms, conditions and provisions of this Amendment, the parties agree:

SECTION 1. Section 2 of the AGREEMENT is hereby deleted and replaced to read as follows:

The term of this AGREEMENT shall be from June 27, 2022, to March 31, 2023, subject to the provisions of Section 9 of this AGREEMENT.

SECTION 2. Section 3 of the AGREEMENT is hereby deleted and replaced to read as follows:

The compensation to be paid to CONSULTANT, including both payment for professional services and reimbursable expenses, if any, shall not exceed Eighty-Five Thousand Dollars (\$85,000.00). The rate and schedule of payment is set out in EXHIBIT B, entitled “COMPENSATION.” which is attached hereto and incorporated herein.

SECTION 3. Exhibit B of the AGREEMENT is hereby deleted and replaced to read as follows:

All services shall be compensated on an hourly basis at the rate of Dollars One Hundred Dollars (\$100.00) per hour. Reimbursable expenses shall be limited to those expense which are required for the ASSOCIATION’s ongoing operations.

The maximum amount of compensation to be paid to CONSULTANT under this AGREEMENT, including both payment for professional services and any expenses incurred shall not exceed Eighty-Five Thousand Dollars (\$85,000.00). Any hours worked for which payment would result in a total exceeding the maximum amount of compensation set forth herein shall be at no cost to AUTHORITY.

SECTION 4. Except as herein modified, all other provisions of the AGREEMENT, including any exhibits, shall remain in full force and effect.

WITNESS THE EXECUTION HEREOF on the day and year first above written, the parties have by their duly authorized representatives executed this Amendment.

VAISHALI "SHALI" SIRKAY

CITIES ASSOCIATION OF SANTA
CLARA COUNTY

Vaishali "Shali" Sirkay, an individual

Charles "Chappie Jones"
President

Approved as to Form

Gary M. Baum
CASCC General Counsel