



ADMINISTRATION & FINANCE COMMITTEE SPECIAL MEETING

Thursday, May 23, 2007

San Jose City Hall
200 East Santa Clara Street –Wing 120
San Jose, California

SUMMARY MINUTES

1. CALLED TO ORDER at 12:07 p.m.

ROLL CALL

Members Present

Breene Kerr, Chairperson
Chuck Reed
Forrest Williams

Members Absent

Don Gage, Vice Chairperson

Alternates Present

Pete McHugh

Alternates Absent

Dominic Caserta
Judy Chirco

* Alternates do not serve unless participating as a Member.

A quorum was present.

2. PUBLIC PRESENTATIONS

There were no Public Presentations.

3. Organizational and Financial Assessment

Jerry G. Mikolajczyk, Chief Financial Officer, **provided** a brief overview of the Interim CFO Deliverables for 6 months, 6 months plus, and 12 months.

Alternate Board Member McHugh arrived at the meeting at 12:16 p.m.

Karen Antion, Karen Antion Consultant, LLC., **provided** a brief overview of the Governance, Finance, and Organization Transformation Project, highlighting: 1) the Project Overview, 2) Project Scorecard – Phase 1, 3) Project Scorecard – Phase 2, and 4) Project Consultant Rates.

Chairperson Kerr **requested** that staff monitor and provide information on the cost savings established as a result of the new CFO. Chairperson Kerr **stressed the importance** to provide the Board of Directors with information regarding the costs and benefits associated with the new CFO, Consultants, and implementation of the recommendations.

Board Member Williams **requested** that staff provide information on previous success experiences with other organizations by implementing the Governance, Finance, and Organization Transformation Project recommendations.

Board Member Reed **requested** that staff provide additional information regarding the Project Consultant Rates related to the estimated travel expenses of \$3,500 per month.

Approved submitting a recommendation to the June 7, 2007 Board of Directors Regular Meeting regarding the Organizational Assessment Implementation Plan.

Jerry Grace, Interested Citizen, **addressed** the Committee.

4. **Announcement**

There were no Announcements.

5. **ADJOURNED at 1:12 p.m.**