Staff Report Item 8

TO: East Bay Community Energy Board of Directors
FROM: Bruce Jensen, Alameda County Community Development Agency
SUBJECT: Election of Officers
DATE: January 30, 2017

Recommendation

1) Elect a Board Chair and Vice Chair who shall be a seated member of the Board of Directors
2) Provide direction to identify an interim Board Secretary for consideration at the February Board meeting.
3) Provide direction to identify an interim Board Treasurer/Auditor and fiscal management support services for consideration at the February Board meeting.

Analysis and Discussion

Pursuant to Section 4.14 of the East Bay Community Energy Joint Powers Agreement, the Board of Directors of the Authority shall appoint the following Board Officers:

Chair and Vice Chair: Section 4.14.1 of the JPA Agreement specifies that the Chair and Vice Chair shall be selected from among the Board members. The Chair is the presiding officer over all Board meetings, and the Vice Chair serves in the absence of the Chair. The Chair and Vice Chair shall serve at the pleasure of the Board and there shall be no limit on the number of terms held by the Chair or Vice Chair. The Chair and Vice Chair may be elected at the inaugural Board meeting on January 30th, or if the Board prefers, they can be elected at the second Board meeting in February.

Secretary: Section 4.14.2 of the JPA Agreement specifies that the Secretary is responsible for keeping the minutes of all Board meetings (that is, ensuring the minutes are completed and retained) and keeping other official records of the Agency. The Secretary does not have to be a member of the Board. Staff is requesting that the Board direct it to find a suitable candidate from either the County or a City member of EBCE for consideration at its February Board meeting. This person shall serve on an interim basis, until such time that EBCE hires staff appropriate for this role.
**Treasurer and Auditor:** Section 4.14.3 of the JPA Agreement specifies that the Board shall appoint a qualified person to act as Treasurer and a qualified person to act as Auditor. The same person can serve as both Treasurer and Auditor and does not have to be a member of the Board. The Treasurer acts as the depository of the Agency’s funds and has custody of all the money of the Agency until such time that the Agency is operational and appropriate executive and financial staff have been hired. Because the implementation of EBCE is being sponsored by the County of Alameda, staff is proposing that the Board direct it to reach out to the County Treasurer’s office to fill this role and provide other fiscal management support until such time that EBCE is operationally independent.