



### Staff Report Item #7

**TO:** East Bay Community Energy Board of Directors

**FROM:** Bruce Jensen, Alameda County Community Development Agency

**SUBJECT:** Election of Interim Board Secretary and Treasurer/Auditor

**DATE:** February 15, 2017

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#### **Recommendation**

- 1) Formally appoint Stephanie Cabrera from the Alameda County Community Development Agency to serve as interim Board Secretary.
- 2) Formally appoint Steve Manning, Alameda County Auditor/Controller, to serve as interim Board Treasurer/Auditor.

#### **Analysis and Discussion**

Pursuant to Section 4.14 in 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:** These officers were elected at EBCE's first Board meeting on January 30, 2017. Supervisor Scott Haggerty from the Alameda County Board of Supervisors was elected Chair and Councilmember Dan Kalb from the City of Oakland was elected at Vice Chair.

**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. At its last meeting, staff recommended that the Board appoint Ms. Stephanie Cabrera from County CDA to fill this role on an interim basis until such time that EBCE hires staff appropriate for this role. Staff is now recommending Ms. Carbrera's formal appointment as interim Board Secretary.

**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. At its last meeting, the Board directed staff to engage the County Auditor/Controller's Office about serving in this capacity. Staff is recommending the formal appointment of Mr. Steve Manning, the County Auditor/Controller, to serve as EBCE's interim

Board Treasurer/Auditor and provide other fiscal management support until such time that EBCE is operationally independent and has hired staff to assume these tasks.