

**LOCAL AGENCY FORMATION COMMISSION**  
**MENDOCINO COUNTY**

The Local Agency Formation Commission was to convene a meeting of the Executive Committee on Monday, February 4, 2002 at 9:00 AM, at the Ukiah Conference Center, 200 S. School St. Ukiah, CA.

Commissioners Lucier and Melo arrived at 9:00 AM. Chairwoman Ranker did not show. At 9:25 Chairwoman Ranker called to say that she had mistakenly gone to the Civic Center where the regularly scheduled meeting was scheduled to begin at 10:00 AM. Due to difficulty in walking because of her recent knee surgery, she asked if we (Commissioners Melo, Lucier and Executive Officer McMichael) would be willing to come to the Civic Center, which we agreed to do.

**AGENDA ITEM 1—CALL TO ORDER / ROLL CALL**

At 9:42 AM the meeting was called to order with Commissioners Melo, Lucier and Chairwoman Ranker present along with Executive Officer McMichael.

**AGENDA ITEM 2—PUBLIC EXPRESSION**

No one indicated an interest in speaking during this time.

**AGENDA ITEM 3—DISCUSSION/DIRECTION REGARDING WRITING OF POLICIES AND PROCEDURES CONTRACT BY AMY JONES CONSULTING**

Executive Officer McMichael reviewed the circumstance surrounding the re-write of the Policies and Procedures as contracted to Amy Jones Consulting. He then reported the substance of a phone call that he made to her on January 31, 2002 regarding her failure to provide the Policies and Procedures by December 31, 2001 as required by her contract. He further reported her statement in that phone conversation that she had not completed the policies and procedures, that she was uncertain as to when she might complete the re-write, that she could not provide a date certain for the completion and that she would return the money paid to her for the re-write if the Commission so desired.

Upon hearing this, the Executive Committee indicated that they were unable to make a decision regarding this issue and that it should be brought before the full Commission at 10:00 AM as an off agenda item.

The Executive then adjourned to the regular scheduled meeting of the Commission at 9:50 AM.