

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
FEBRUARY 21, 2019**

The Regional Government Services Authority held a regular meeting of the Executive Committee on February 21, 2019 at the Larkspur City Hall Council Chambers. The meeting was called to order at 1:21 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Fran Robustelli, Chair
Steve Rogers, Vice Chair
Julie Carter, Alternate Member
Dan Schwarz, Member

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Director of Client Services
Sky Woodruff, General Counsel
Peter McNamara, Keenan & Associates

2. PUBLIC COMMENT - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **November 15, 2018** Minutes
 - B. Approval of RGS Position Listings
 - C. Approval of Regularly Scheduled Meetings Calendar
 - D. Approval of Payments and Deposits made October 2018 through December 2018
 - E. Approval of Investments Report through December 2018
 - F. Approval of Management Services Agreements
- Action:** Moved and seconded (Rogers/Carter) to approve consent agenda items A, B, D, E and F.
- AYES:** Robustelli, Rogers, Carter, Schwarz
- NOES:** None
- ABSTAIN:** None

C. Approval of Regularly Scheduled Meetings Calendar

Discussion of Fall Executive Committee meeting in conjunction with CAJPA conference and alternative conference sites. There might be better relevance for Members in attending the CalPELRA conference in November. Direction provided to look into the dates, logistics and costs associated with meeting in conjunction with the CalPELRA conference.

Action: Moved and seconded (Carter/Schwarz) to approve consent agenda item C with direction to Executive Director to look into a Fall meeting in conjunction with CalPELRA conference and continue alternating meetings between on-site and teleconference until membership is sufficient to incorporate Northern and Southern California sites with a program (e.g. strategic planning).

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2018 Information item; no action was taken. Executive Director Averett noted that the fiscal year cumulative loss through December is \$75,000. For the full fiscal year, the budgeted loss was \$186,000.

5. OLD BUSINESS

- A. Interim Strategic Plan Update

Executive Director Averett added to the report that potential new JPA members included five cities from Northern CA, Central Valley, Salinas Valley and Orange County. The Sacramento Area might also be a source of new members. RGS is about to launch its Emergency Services offering.

Action: Moved and seconded (Schwarz/Carter) to approve Interim Strategic Plan

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

6. NEW BUSINESS

A. Approval of Invitation for New RGS Member – City of Soledad

Executive Director Averett noted that the City is planning to consider joining at an upcoming Council meeting, so this invitation would be effective upon the City's approval to join.

Action: Moved and seconded (Rogers/Schwarz) to approve City of Soledad as a new member.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

B. Approval of Services Agreement and Brokerage Agreement for Municipal Dental Pool

The Committee discussed how fees could be structured to encourage participation yet avoid subsidization by larger agencies.

Action: Moved and seconded (Rogers/Schwarz) to approve Municipal Dental Pool Rules and Regulations with non-profits and trusts not included as eligible participating agencies at this time.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

Action: Moved and seconded (Schwarz/Rogers) to approve authorizing the Executive Director to execute services agreement and brokerage agreement for Municipal Dental Pool, subject to the Chair's review and acceptance of amended language to ensure equity among participating agencies with respect to fees.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

Action: Moved and seconded (Carter/Schwarz) to approve authorizing the Executive Director to enter into a contract with Delta Dental for Municipal Dental Pool, and to approve RGS charges for services to the Pool.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

C. Approval of Services Agreement with Municipal Shared Services

Executive Director Averett noted the standard RGS agreement template was used for this agreement and that MSS would receive a full suite of administrative, financial and management services.

Action: Moved and seconded (Schwarz/Rogers) to approve services agreement with Municipal Shared Services

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

D. Approval of Updates to the Personnel Rules, Regulations and Policies

Executive Director Averett highlighted two areas of change and one clarification of existing policy: revision to the reserve targets; the addition of a credit card use policy; and a previously approved

update to the Member Training Allowance. Discussion ensued about the insurance claims reserve target.

Action: Moved and seconded (Rogers/Carter) to approve updates to the Personnel Rules, Regulations and Policies, amending the insurance reserve target to 150% of the booked claims expense.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

2:27 p.m. Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Pursuant to Government Code Sections 54956.9(d)(1))

Name of Cases: (2) Administrative Appeal of CalPERS Audit Services Review of City of Arroyo Grande

3:42 p.m. Reconvene Meeting

Report Out of Closed Session – No reportable action was taken.

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Updates on Municipal Dental Pool, PACE, MIC, STARS and BOD/EC on-line binder

B. Members: none

8. ADJOURN – The meeting adjourned at 3:46 p.m. The next regular meeting is scheduled for May 16, 2019 at 10:00 a.m. via teleconference.