

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
MAY 16, 2019**

The Regional Government Services Authority held a regular meeting of the Executive Committee on May 16, 2019 via teleconference. The meeting was called to order at 1:03 p.m.

1. CALL TO ORDER / ROLL CALL

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

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Jefferson Kise, Finance and Operations Manager
Rich Oppenheim, Admin Services Mgr
Tiffany Buraglio, Executive Assistant

2. PUBLIC COMMENT - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **February 21, 2019** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made February 2019 through April 2019
- E. Approval of Investments Report through March 2019
- F. Approval of Management Services Agreements

Staff requested item 3C be pulled from the Consent Agenda for discussion.

Action: Moved and seconded (Rogers/Schwarz) to approve consent agenda items A, B, D, E and F.

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

C. Approval of Regularly Scheduled Meetings Calendar

Executive Director Averett requested the August meeting be retained on the calendar but noted that it may be cancelled due to summer scheduling conflicts. The November meeting is to be held in conjunction with CALPELRA. Because it will be an in-person meeting, some additional items will be included on the agenda to take advantage of the good discussion opportunities, including finalizing a Strategic Plan. The JPA will pay for conference registration if Member is representing RGS, and will pay for transportation and one-night lodging, if needed, for the RGS meeting. Staff will make plans to hold the February meeting in conjunction with the City Managers meeting. The JPA would not be able to pay for the conference registration but would be able to pay for a night of lodging. Vice Chair Rogers questioned if it was intended that the February meeting would be the Friday afternoon following the conference. Executive Director Averett agreed that was the tentative proposal.

Action: Moved and seconded (Carter/Rogers) to approve consent agenda item C

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through March 2019

Information item; no action was taken. Finance and Operations Manager Kise noted JPA is losing money, but not as much as had been budgeted. Forecast that the loss at the end of the fiscal year will be less still. Supporting around 150 client contracts each year and that remains consistent. The number of training/leadership academies is going very well. The JPA's target operating reserve is met.

B. Approval of FY20 Budget

Finance and Operations Manager Kise noted that as RGS has begun involving service line leaders developing budget revenue projection. Legal services costs are proposed less than the current year's projected costs because legal costs related to PERS matters are expected to decrease. An upcoming research project for new billing software has been included in the budget, as well as budgeting a \$100,000 contribution to the insurance reserve. It is projected that the closing FY19 loss will be less than the March loss. Note – staff report section that reads “FY2019 Proposed Budget” and should say “FY2020”. FY20 projected loss is less than we have been experiencing over the last couple years, even with the inclusion of items noted in the staff report. As the agency moves forward, there will be additional lines included in revenue that are being broken out of the Miscellaneous Income line. Vice Chair Rogers noted there was less budgeted investment income for FY20 than projected in FY19. Finance and Operations Manager Kise concurred that this results from the lower amount of investible funds after dissolution of MSA. Executive Director Averett noted that this is the third year in a row we have budgeted for a deficit and it will be the smallest deficit we have budgeted. Executive Director Averett believes the JPA has taken the long-term steps to give the agency long-term financial health such as appointing Selivanoff to Deputy Executive Director for Client Services position to help strengthen client growth. Vice Chair Rogers added that the Executive Committee recognizes that JPA has been working toward profitability coming out of PERS impacts.

Action: Moved and seconded (Rogers/McHatten) to approve FY20 Budget

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Interim Strategic Plan Update

Administrative Services Manager Oppenheim noted that the November meeting is targeted to use the services of an outside consultant to guide development of a Strategic Plan. Oppenheim highlighted a few points from the interim strategic plan such as the addition of the City of Soledad as a new JPA member and the hiring of a new social media advisor to assist the JPA in outreach. Also of note is the successful production of a monthly newsletter for a year which reaches over 2,000 contacts each month. Chair Robustelli announced that she will be taking the Assistant City Manager position at another City and inquired whether that City's joining RGS would help to meet the Strategic Plan goal of increasing membership. Executive Director Averett noted that one of the objectives under the Membership growth goal was to broaden geographic diversity; however, Executive Director Averett felt that at this point in the JPA's development, membership growth even in a County already represented, helps convey the strength of the JPA and increases awareness of our services. The Executive Committee members concurred. Executive Director Averett also noted that actions have been made to reach out to Ceres as well as some agencies in Southern California. Executive Director Averett clarified that when an Executive Committee member changes employers, the EC membership remains. Board of Directors membership resides with the agency.

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

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

B. Approve Proposed Process to Develop a New Strategic Plan

Administrative Services Manager Oppenheim outlined a proposal to develop a new Strategic Plan using an outside consultant. Work would begin well before the November meeting, in order to complete the development at that meeting. Deputy Executive Director for Client Services Selivanoff noted this would not be an RFP process, but the intention is to seek a consultant who is already familiar with RGS and would be ready to start work without having to spend a lot of time learning about the agency. Staff would look to the same consultant for both this and the Customer Feedback interviews project.

Action: Moved and seconded (Schwarz/Rogers) to approve proposed process to develop a new strategic plan

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

C. Authorization of Staff to Retain Consultant to Conduct Customer Feedback Interviews

Deputy Executive Director for Client Services Selivanoff noted the desire to roll out a structured and intentional customer feedback program. Staff is proposing to start project immediately, preferably before the new Strategic Plan is discussed at the November meeting. Vice Chair Rogers noted he is pleased to see staff starting on this. Member Carter thinks this will be a great measurement tool to enhance services.

Action: Moved and seconded (Rogers/Carter) to approve staff to retain consultant to conduct customer feedback interviews.

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

6. NEW BUSINESS

A. Appoint Standing Subcommittee to Review Executive Director Performance & Compensation

Administrative Services Manager Oppenheim outlined the proposal and Executive Director Averett noted that another option from counsel would be to appoint an ad hoc committee with a limited duration to do a 1-year review and compensation review. Vice Chair Rogers noted the need to establish an ad hoc committee to at least establish related benchmark agencies as well as develop goals. Member Schwarz recommend the Ad Hoc committee be composed of the current chair and immediate past chair.

Action: Moved and seconded (Schwarz/Rogers) to appoint an ad hoc committee comprised of the current Executive Committee chair and immediate past Executive Committee chair to review Executive Director performance and compensation and for staff to update data from last year's compensation survey.

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Averett provided updates on: Dental Pool - 20 agencies, about 2 months' worth of reserves which will probably translate into 1-2% increases for next year. PACE - we are 1 of 29 agencies. MIC - no critical issues with that group and too early to know rate impact. STARS - a bit in flux because have tried for years to grow this pool but it hasn't been successful yet. Have reached out to Keenan to see if they can assist in growing pool. Cambria Community Services District Precedential Decision - has been moved to June agenda; League and CSDA have been active in opposing as well as others. PERS will not take public comments at meeting.

B. Members: Members extended congratulations to Robustelli and welcome to McHatten

8. ADJOURN – The meeting adjourned at 2:12 p.m. The next regular meeting is scheduled for August 15, 2019 at 1:00 p.m. via teleconference.