

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
JUNE 24 2020**

The Regional Government Services Authority held a regular meeting of the Executive Committee on June 24, 2020 via teleconference. The meeting was called to order at 10:09 a.m.

1. CALL TO ORDER / ROLL CALL

Introductions

Members Present: Steve Rogers, Chair
Liz Habkirk, Member
Dan Schwarz, Member
Linda Smith, Member

Members Absent: Michael McHatten, Vice-Chair
Dan Buckshi, Member

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Jefferson Kise, Director of Finance and Operations
Tiffany Buraglio, Executive Assistant
Brent Slama, RGS Board of Directors Member

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

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

- A. Approval of **February 7, 2020** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made January 2020 through March 2020
- E. Approval of Investments Report through March 2020
- F. Approval of Management Services Agreements
- G. Approval of Municipal Dental Pool Update
 - Action:** Moved and seconded (Smith/Schwarz) to approve consent agenda.
 - AYES:** Rogers, Habkirk, Schwarz, Smith
 - NOES:** None
 - ABSTAIN:** None

- H. Approval of Updates to Personnel Rules, Regulations and Policies
Executive Director Averett stated that the necessity of modifying the Member in Good Standing policy was realized when one Member went on Administrative leave and another Member separated from a Member Agency. Both instances occurred as we were attempting to confirm a quorum for an upcoming regular meeting. Without a mechanism to temporarily excuse a member, the governing body will have difficulty achieving quorum as well as putting the member agency in jeopardy of losing member reimbursement funds. Chair Rogers agreed this was a unique situation and the language proposed served to not penalize a member agency who has otherwise been a good, active member. Executive Director Averett noted that the language would continue to evolve, as Deputy Director Selivanoff noticed there was no mechanism to remove an Executive Committee member who also was a Board member. Chair Rogers noted that a commonsense rule should apply for some details of the policy. Member Smith asked for a definition of the term “temporarily inactive” in the policy. Executive Director Averett said he would borrow Chair Rogers’ “common sense” policy in defining the term, as he did not have a strict definition, but a safeguard to making a reasonable decision is that the policy requires the

Executive Director to present the exception to the Chair for approval. Chair Rogers requested additional language modifications to be brought to the September meeting.

Action: Moved and seconded (Smith/Habkirk) to approve updates to Personnel Rules, Regulations and Policies, with additional language to be presented on policy 50-1, Member in Good Standing, at the September Executive Committee meeting.

AYES: Rogers, Buckshi, Habkirk, Schwarz, Smith

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

A. Authorize Auditor Extension

Executive Director stated there was no additional information to add to what was in the report. Jefferson Kise confirmed that the request was to extend the services of Badawi & Associates for the first of two 1-year extensions now that RGS has completed three years of financial audits with the firm. Chair Rogers added their town had the same relationship with Badawi and they were satisfied with the audit services.

Action: Moved and seconded (Smith/Schwarz) to authorize auditor extension for one year.

AYES: Rogers, Habkirk, Schwarz, Smith

NOES: None

ABSTAIN: None

B. Approval of FY21 Budget

Finance Manager Kise introduced the FY21 Budget by stating that the current economic climate has been impacting RGS as member agencies have been impacted. RGS has made cuts to projected administrative revenue in the proposed budget which carry into the next year as well. Cuts were also made to the projections on the advisory portion of the budget. Because RGS is a fee for service agency and most consulting services are provided by hourly staff, when revenue drops, payroll expenses drop as well. Currently the JPA's two largest clients have stable funding and one is projected to increase services support in the next fiscal year. Member Smith asked for a clarification in the difference in the professional services fee which Kise said was due to the largest client adding consultants part-way through the last fiscal year. The budget projects both the growth in professional fees as well as the corresponding expense reimbursement revenue. Chair Rogers asked Executive Director Averett to clarify the CJPIA booked expense. Executive Director Averett reviewed the history with CJPIA which has led to a dispute over the amount of retrospective calculations being assessed to the JPA. The amount has not been paid and is still under dispute, but the full amount has been booked until the matter is resolved. Executive Director Averett also noted that the JPA has started to take steps to rebuild the reserves by increasing the amounts contributed in the FY21 budget.

Action: Moved and seconded (Habkirk/Smith) to approve FY21 Budget.

AYES: Rogers, Habkirk, Schwarz, Smith

NOES: None

ABSTAIN: None

5. OLD BUSINESS - None

6. NEW BUSINESS - None

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Executive Director Averett thanked Brent Slama for attending the Executive Committee meeting and mentioned there has been some interest in STARS by some smaller local agencies.

B. Members: Chair Rogers encouraged the members to utilize RGS member services funds while navigating these unique times and circumstances.

8. **ADJOURN** – The meeting adjourned at 10:36 a.m. The next regular meeting is scheduled for September 17, 2020 via teleconference.