

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
SEPTEMBER 17, 2020**

The Regional Government Services Authority held a regular meeting of the Executive Committee on September 17, 2020 via teleconference. The meeting was called to order at 1:09 p.m.

**1. CALL TO ORDER / ROLL CALL**

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

Members Absent: none

Other Attendees: Richard Averett, Executive Director  
Sophia Selivanoff, Deputy Executive Director for Client Services  
Jefferson Kise, Director of Finance and Operations  
Rich Oppenheim, Administrative Services Manager  
Sky Woodruff, Authority Counsel  
Tiffany Buraglio, Executive Assistant

**A. Election of Officer – Vice Chair:**

Linda Smith volunteered to serve as Vice Chair of the RGS Executive Committee. No other persons volunteered or were nominated.

**Action:** Linda Smith was approved by unanimous acclamation to serve as Vice Chair of the RGS Executive Committee.  
Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

**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 **June 24, 2020** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made April 2020 through August 2020
- E. Approval of Investments Report through August 2020
- F. Approval of Management Services Agreements
- G. Approval of Municipal Dental Pool Update

**Action:** Moved and seconded (Smith/Habkirk) to approve consent agenda.

**AYES:** Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

**NOES:** None

**ABSTAIN:** None

**H. Approval of Updates to Personnel Rules, Regulations and Policies**

Executive Director Averett reviewed that adjustments had been made to the Member in Good Standing policy, linking the policy to availability of member service funds in a direct and proportionate way, and provided a more automatic process for Member Agency and Board Member control of filling interim/transitional representatives on the Board and Executive Committees. Executive Director Averett also encourage every member to designate an alternate to serve in their absence. Member Habkirk noted she did not see a timeframe outlined for the period of interim status in the policy and Executive Director Averett agreed stating that the JPA

Agreement allowed for a yearly appointment of EC members, so no appointment would be for more than a year without appointment by the Board. Chair Rogers agreed with the suggestion for members to appoint an alternate. Executive Director Averett also noted that Deputy Director Selivanoff pointed out that the Board could appoint two alternates to the Executive Committee, who could be called upon to meet quorum requirement. Staff recommended the Board appoint Executive Committee alternates when the number of Board Members exceeded the Executive Committee maximum limit (per the JPA Agreement) of seven members. Executive Director Averett also spoke to the changes in the Personnel Rules, Regulations and Policies which aimed to remove employment language which did not conform to the JPA structure of at-will employment.

**Action:** Moved and seconded (Habkirk/Buckshi) to approve updates to Personnel Rules, Regulations and Policies

**AYES:** Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

**NOES:** None

**ABSTAIN:** None

#### 4. TREASURER'S REPORT

##### A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through July 2020

Information item; no action was taken. Finance Manager Kise stated the FY2020 financial performance, prior to year-end adjustments, was better than last projected in May due to improved revenues the last quarter of the fiscal year. Kise also announced that the FY2020 audit was in process and the auditor has stated there will be no comments – i.e. a ‘clean’ audit. The completed audit will be ready for the November meeting.

The FY2021 gain recorded in July was better than is usually the case for the first part of any fiscal year. Although it is difficult to conclude much from one month's data, July 2020 financials compare favorably with past July records. One large client is helping with the better than anticipated growth. Chair Rogers noted that while it is good to have a large client, he inquired as to the sustainability of that client and resulting revenue stream. Executive Director Averett expressed agreement with the Chair's concern and noted that the JPA was directing more and more resources and working closely with the agency to ensure they are satisfied with RGS value and we can best partner with them. Averett also reminded the Committee that RGS' model is well suited to ramp down, should a major client change direction. The JPA is also working hard to grow other lines of business. Executive Director Averett asked Deputy Director Selivanoff to discuss a need the JPA is seeing emerge where agencies are looking to fully outsource finance functions. Deputy Director Selivanoff stated that the pandemic has caused some smaller agencies to make the mental shift to remote work, including outsourcing. Member Buckshi stated that he thought outsourcing of finance operations could be very viable and asked if it would include payroll functions to which Deputy Director Selivanoff replied it would. Chair Rogers also echoed that it could be a great opportunity and such a service is definitely in the JPA's wheelhouse.

##### B. Approval of Transfer/Expenditure of Legal Services Budget to RGS Insurance Reserve

Finance Manager Kise stated that when the budget was submitted, legal costs related to potential claims defense should have been included in the claims reserve and this action is correcting that.

**Action:** Moved and seconded (Schwarz/Smith) to approve transfer/expenditure of the portion of legal services budget not needed for normal operational legal services to the RGS Insurance Reserve.

**AYES:** Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

**NOES:** None

**ABSTAIN:** None

#### 5. OLD BUSINESS

##### A. Update of Adopted Strategic Plan

Information item; no action was taken. Administrative Services Manager Rich Oppenheim reminded the group that the Executive Committee approved the 5-year Strategic Plan in February 2020. Staff was planning work teams to follow through on several items, but that work was delayed by COVID. The plan is to resume formation when there are enough Administrative resources to do so.

## 6. NEW BUSINESS

### A. Approval of Appointments to the Executive Director Ad Hoc Committee

Administrative Services Manager Rich Oppenheim stated that in November 2019, the Executive Committee approved formation of an ad hoc committee to review Executive Director performance and compensation. The committee was to be made up of the Existing Chair and the most recent past Chair. However, the past chair is no longer serving on the Executive Committee so that position will need to be filled. Member Habkirk suggested it should be someone with experience on the committee who would be better able to evaluate performance. Member Buckshi asked what was involved in serving on the committee. Vice Chair Smith asked if the self-assessment was based upon pre-determined goals. Oppenheim responded that a process was in place, with goals already established, and that the Executive Director will provide a written self-assessment on the status of goal achievement. Chair Rogers noted that there were not many tenured members to choose from. Member Habkirk was nominated to be appointed to the committee.

**Action:** Moved and seconded (Smith/Buckshi) to approve Member Habkirk as the second member of the Executive Director Ad Hoc Committee.

**AYES:** Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

**NOES:** None

**ABSTAIN:** None

### B. Approval of Ad Hoc Committee Authority to Determine Timing of Compensation Study Award

Administrative Services Manager Rich Oppenheim stated that the Executive Committee approved an outside firm to review Executive Director compensation at the November 2019 meeting. Earlier this year it was recommended to postpone this process until mid-year and staff is recommending to move forward with this process when the Administrative funds are available.

**Action:** Moved and seconded (Habkirk/Slama) to approve Ad Hoc Committee authority to determine timing of compensation study award.

**AYES:** Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

**NOES:** None

**ABSTAIN:** None

### C. Update on HR Model for Fixed Price Services

Information item; no action was taken. Deputy Assistant Director Sophia Selivanoff announced the JPA has been working on a HR Services model where for a small annual fee, an agency would be provided with a certain number of hours of HR consultation, mandatory personnel training and a template policy package which could be adapted to the agency's needs. The hope is to have 40-50 agencies sign up for the fixed annual price service, starting by marketing to our existing client base and expanding the marketing thereafter. Chair Rogers thought the idea was a good one and added that the JPA should inquire with risk insurance agencies who would want to refer us to clients who could use the services. Vice Chair Smith asked if the JPA would provide HR auditing services and Deputy Director Selivanoff confirmed that the JPA provides those types of services, however it is not envisioned that a needs assessment rather than an audit would be a part of the package service because of the level of detail and amount of time required for an audit.

**The Chair moved Item 7 to before Closed Session so the full group could hear the reports.**

## 7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

### A. Executive Director: Executive Director Averett noted that the STARS program has contracted with RGS for marketing assistance and that began a few days ago. STARS has one new agency in the process of joining and one additional agency is looking to join. Executive Director Averett noted

that special districts are a significant part of the JPA's business and therefore special district representation on the RGS Board and Executive Committee could be a great assist to RGS being attuned to special districts' needs.

B. Members: Nothing to report.

**2:09 p.m. Recess to Closed Session**

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
(Pursuant to Government Code Section 54956.9(d)(4))

Initiation of litigation: (1) Six potential cases

**2:19 p.m. Reconvene Meeting**

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

**8. ADJOURN** – The meeting adjourned at 2:20 p.m. The next regular meeting is scheduled for November 19, 2020 via teleconference.