

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
NOVEMBER 19, 2020**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 19, 2020 via teleconference. The meeting was called to order at 1:12 p.m.

1. CALL TO ORDER / ROLL CALL

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

Members Absent: Dan Buckshi, Member

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Jefferson Kise, Finance and Operations Manager
Rich Oppenheim, Administrative Services Manager
Josh Metz, Economic Development Service Line Leader
Sky Woodruff, Authority General Counsel
Scott Kivel, Special Counsel
Tiffany Buraglio, Executive Assistant

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

Staff requested items 3C and 3H to be pulled from the Consent Agenda for discussion. Member Smith requested 3F be pulled for question.

- A. Approval of **June 24, 2020** Minutes
- B. Approval of RGS Position Listings
- D. Approval of Payments and Deposits made April 2020 through August 2020
- E. Approval of Investments Report through August 2020
- G. Approval of Municipal Dental Pool Update
 - Action:** Moved and seconded (Liz Habkirk/Dan Schwarz) to approve consent agenda.
 - AYES:** Rogers, Smith, Habkirk, Schwarz, Straus
 - NOES:** None
 - ABSTAIN:** None
- C. Approval of Regularly Scheduled Meetings Calendar
 - Executive Director Averett reviewed that the February meeting would normally be held in conjunction with the League of California City Manager’s Department Meeting. Because the meeting is unlikely to be held in person and some Members were unavailable during the last conference, staff proposes to revert to the regular 3rd Thursday of the month meeting schedule for February and waiting a few more months to discuss the possibility of an in-person meeting. Chair Rogers agreed that it was a logical proposal, as now is not the right time to plan for an in-person meeting.
- F. Approval of Management Services Agreements
 - Member Smith inquired as to why the Executive Director does not have signatory authority on agreements regardless of size. Executive Director Averett explained that the Board gave the Executive Director authority to enter into agreements years ago, however the new agreements are brought to the Executive Committee as a confirming item. Additionally, JPA counsel approves

any non-standard contract language. Chair Rogers noted that the language of the report should be amended, Member Smith suggesting “receive and file”, to avoid confusion that the Executive Committee needs to approve agreements.

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

Executive Director Averett noted that this policy was brought to the Executive Committee because of a client request for a policy that the JPA did not have formally written. Deputy Executive Director Selivanoff stated that a request was made from CalSAWS, a JPA client, to provide the agency with the JPA’s Diversity, Equity and Inclusion Policy. Although the concepts of a DEI policy are followed at RGS, it had never been formalized in writing. This addition to the Personnel Rules, Regulations and Policies document is a very broad description of the JPA’s intentions and objectives, which will be turned into actionable items to increase equity and inclusion.

Action: Moved and seconded (Liz Habkirk/Dan Schwarz) to approve Regularly Scheduled Meetings Calendar, Management Services Agreements, and Updates to Personnel Rules, Regulations and Policies

AYES: Rogers, Smith, Habkirk, Schwarz, Straus

NOES: None

ABSTAIN: None

1:26 p.m. Brent Slama joined the meeting.

4. TREASURER’S REPORT

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

Information item; no action was taken. Finance Manager Kise announced that the JPA had a slight net gain in each of the first three months. Net Income was four times the budgeted amount for this time period and well above the same time period last year. Chair Rodgers noted this was encouraging news and Executive Director stated that normally the first 5-6 months of the fiscal year are typically low, if not negative so these numbers are especially encouraging. Executive Director Averett is happy with the results, but the JPA is not resting and is actively trying to develop service lines and keep administrative costs low. Chair Rodgers asked if the JPA’s largest client, CalSAWS, just doesn’t want any of its own staff and Deputy Executive Director Selivanoff explained that the agency is a very complex organization that is bringing together three separate welfare systems in the state of California. It has been a massive project. Once the merge is complete, the JPA expects their system of employment to change, but that is projected to be several years away.

B. Approval of FY20 Audited Financial Statements

Finance Manager Kise stated that Badawi and Associates has completed the audit and has been the JPA’s auditor for four years and Finance Manager Kise would be putting together an RFP for a new auditor for the next fiscal year. The audit was clean with no management comments or adjusted journal entries against work RGS had done. Vice Chair Smith asked for clarification regarding the second bullet point on page 3 and Finance Manager Kise noted that was a typo. Member Habkirk inquired as to how frequently the JPA changed auditors and Finance Manager Kise answered that the JPA observed a three-year auditor rotation with two one-year extension options. This year was the first extension for Badawi and he doesn’t expect to extend again.

Action: Moved and seconded (Linda Smith/Liz Habkirk) to approve FY20 Audited Financial Statements

AYES: Rogers, Smith, Habkirk, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Approval of Updates to Strategic Plan

Administrative Services Manager Rich Oppenheim highlighted the updates to the Strategic Plan. In Goal 2, the JPA has expanded benefits to more advisors to aid in the JPA's overall retention and recruitment goals. In Goal 1, the JPA is changing the goal language to expand its range of entities it serves to include not just local government agencies. The JPA is planning to have the Executive Committee discuss those potential clients the next time the group is able to meet in person. Chair Rogers provided feedback about meeting to discuss the strategic plan and client definition, as either an in-person meeting or zoom meeting, based on staff proposal and COVID risks. Vice Chair Smith asked for clarification that the update to Goal 4 could also be listed under Goal 1, part B. Executive Director Averett concurred and suggested possibly changing the wording of Goal 1, part B to specify client service needs and that the JPA is not looking to change the public service focus of the JPA.

Action: Moved and seconded (Linda Smith/Dan Schwarz) to approve updates to Strategic Plan

AYES: Rogers, Smith, Habkirk, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

6. NEW BUSINESS

Items 6B and 6A were reversed in order to hear from Economic Development Service Line Leader Metz before he had to leave the meeting.

B. New Service Line – Economic Development

Information item; no action was taken Deputy Executive Director Selivanoff introduced Josh Metz as the JPA's new Economic Development Leader. Staff met Metz when the JPA was assisting in the sunseting of the Fort Ord Reuse Authority and Metz was Executive Director of FORA. Economic Development Leader Metz described how the JPA was slowly rolling out an Economic Development Service line for public agencies. He has been sending out Economic Overview reports to various clients. Member Straus inquired if the Economic Development services included grant writing and administration and Economic Development Leader Metz said they do, and described an example.

1:58 p.m. Economic Development Leader Metz left the meeting.

A. Approval of Citrus Heights Water District as a New RGS Member Agency

No discussion.

Action: Moved and seconded (Dan Schwarz/Linda Smith) to approve Citrus Heights Water District as a new RGS member agency.

AYES: Rogers, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: Straus

Item 7 was moved before the Closed Session

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Executive Director Averett updated there were two new Special Districts who joined the STARS program. There were no updates on the PACE program. RGS has now served over 300 clients since inception, with about 100 active clients at any given time, showing good retention in client base. Executive Director Averett noted his intention to provide more regular updates to the Executive Committee. Executive Director Averett also noted that he hoped to be able to hear updates from Members at a future meeting detailing the challenges and successes of their jurisdictions so the JPA could better create services appropriate to what public agencies need.

B. Members: Nothing to report.

2:12 p.m. Authority Special Counsel Kivel joined meeting

2:15 p.m. Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Pursuant to Government Code Section 54956.9(d)(41))

Names of Cases: In the Matter of the Appeal of Membership Determination and post Retirement Employment of Linda D. Abid-Cummings, OAH Case No. 2020090772

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Douglas A. Breeze, OAH Case No. 2020100848

In the Matter of the Appeal of Membership Determination and post Retirement Employment of David W. Dowswell, OAH Case No. 2020090934

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Sheila McCrory, OAH Case No. 2020090956

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Tarlochan Sandhu, OAH Case No. 2020100708

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Margaret M. Souza, OAH Case No. 2020090931

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

Initiation of litigation: (2) Two potential cases

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Ad Hoc Committee: Chair Rogers and Member Habkirk

Unrepresented employee: Executive Director

3:32 p.m. Reconvene Meeting

Deputy Director Selivanoff, Finance Manager Kise and Special Counsel Kivel left the meeting

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

C. Approval of Executive Director Performance Goals for FY2021

Action: Moved and seconded (Linda Smith/Brent Slama) to approve Executive Director performance goals for FY2021

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

NOES: None

ABSTAIN: None

D. Approval of Executive Director Amended Employment Agreement

Chair Rogers reported: “California Government Code section 54953 requires every legislative body of a local agency to orally report a summary of proposed actions on salaries, salary schedules, or fringe benefits of executive-level employees before approval. The following information satisfies this requirement. The Executive Director’s new contract will increase the base salary from \$211,908.48 to \$216,146.65. No other changes are being approved.”

Action: Moved and seconded (Dan Schwarz/Liz Habkirk) to approve Executive Director amended employment agreement to adjust Executive Director base salary by 2% and proceed with compensation methodology.

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

NOES: None

ABSTAIN: None

E. Approval of Plan to Conduct a Mid-Year Review to Consider Adjustment of Executive Director Compensation

Chair Rogers recognized the challenges of leading at this time of COVID and expressed appreciation of how the Executive Director and team had focused on how to protect employees during COVID, yet still worked to make sure the work of the JPA was relevant.

Action: Moved and seconded (Liz Habkirk/Linda Smith) to approve plan to proceed with an Executive Director compensation study in January and commit to review a potential mid-year compensation adjustment rather than wait until a November 2021 review after the compensation methodology and salary study are completed.

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

NOES: None

ABSTAIN: None

8. **ADJOURN** – The meeting adjourned at 3:40 p.m. The next regular meeting is scheduled for February 18, 2021 via teleconference.