

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
FEBRUARY 17, 2022**

The Regional Government Services Authority held a regular meeting of the Executive Committee on February 17, 2022 via teleconference. The meeting was called to order at 1:22 p.m.

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

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

Members Absent: None

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  
Xavier Thomas, Human Resources Manager  
Tiffany Buraglio, Executive Assistant

**A. Election of Officers**

**Action:** Moved and seconded (Smith/Rogers) to nominate Liz Habkirk as Executive Committee Chair

**AYES:** Smith, Habkirk, Buckshi, Rogers, Slama, Straus

**NOES:** None

**ABSTAIN:** None

**Action:** Moved and seconded (Straus/Slama) to nominate Dan Buckshi as Executive Committee Vice Chair

**AYES:** Smith, Habkirk, Buckshi, Rogers, Slama, Straus

**NOES:** None

**ABSTAIN:** None

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

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

- A. Approval of **November 18, 2021** Minutes
- B. Approval of RGS Position Listings
- D. Approval of Payments and Deposits made May through December 2021
- E. Approval of Investments Report through December 2021
- F. Receive and File Management Services Agreements Update
- G. Receive and File Municipal Dental Pool Update
- H. Approval of Policies Updates
- I. Adopt Resolution RGSEC2022-01 Authorizing Remote Teleconference Meetings Under the Brown Act as Amended by Assembly Bill 361 (2021)
  - Action:** Moved and seconded (Rogers/Straus) to approve consent agenda without item 3C.
  - AYES:** Habkirk, Buckshi, Rogers, Slama, Smith, Straus
  - NOES:** None
  - ABSTAIN:** None

C. Approval of Regularly Scheduled Meetings Calendar

Executive Director Averett announced he and Deputy Selivanoff had met with members Smith and Rogers on the format for an in-person May meeting. Staff is proposing several meeting dates in May and is requesting feedback for the best date for the body. All members agreed the dates of May 12 and 13 were acceptable.

Executive Director Averett noted that the intent for the second day of the meeting was to also invite some other local agency executives to participate in a potential presentation or discussion, but that the primary audience for the event was the Executive Committee. Lead RGS advisors will also be in attendance. The Executive Director mentioned that the JPA is not yet ready to put on a mini conference and proposed the idea of having a speaker or panel for the group during the second part of the event.

**1:36 p.m. Member Schwarz joined the meeting**

Members expressed a desire to utilize the meeting time to meet in person to get to know each other and to discuss how as a body they can work together to support RGS staff in their mission. A desire was also expressed to share ideas on current issues such as how to deal with a labor force which wants more flexibility, how to create parity among different types of workers, how to shift a culture of an organization, and how to translate a culture shift to a governing body. The rest of the 2022 meetings would also be calendared.

- Action:** Moved and seconded (Slama/Buckshi) to approve Regularly Scheduled Meetings Calendar, amended to make the May 2022 meeting date May 12 and 13
- AYES:** Habkirk, Buckshi, Rogers, Schwarz, Slama, Smith, Straus
- NOES:** None
- ABSTAIN:** None

**4. TREASURER’S REPORT**

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2021 and Approval of Reallocation of Insurance Claim Reserves Funding to Operating Expenditures  
Finance and Operations Manager Kise noted that the bookkeeping for how the JPA accounts for insurance claims has changed per the Auditor’s request and there is an action item to move the budgeted amount to reflect the change. Through the first six months of the fiscal year, the JPA is on track to hit \$20 million in revenue. Net income is ahead of projection, due in part to some expenses still under budget mainly related to COVID related issues. The Reserve Policy will be discussed at the May meeting along with the budget.

- Action:** Moved and seconded (Buckshi/Smith) to approve reallocation of insurance claim reserves funding to operating accounts.
- AYES:** Habkirk, Buckshi, Rogers, Schwarz, Slama, Smith, Straus
- NOES:** None
- ABSTAIN:** None

B. Approval of FY21 Audited Financial Statements

Finance and Operations Manager Kise noted that during the first year with the Pun Group, the audit took longer to complete than anticipated. There were no management comments. The audit showed a profitable year, although half the gain being due to the CJPAI retrospective adjustment credit and reduction in IBNR. An inquiry was made about whether the JPA was going to continue with the Pun Group due to the challenges experienced. Finance and Operations Manager Kise responded that he had good discussions with the firm about delays this year, and the JPA would continue with the firm for another year.

A question was raised about how long staff anticipated the CJPIA obligations to continue. Finance and Operations Manager Kise said there was no update on the existing obligations but that it is staff’s preference to settle with CJPIA to remove the liability and staff is continuing to

work towards that goal. Member Straus offered to share his experience and any expertise in the process of disassociating from CJPIA as he oversaw a similar process at a different agency.

**Action:** Moved and seconded (Rogers/Schwarz) to approve FY21 Audited Financial Statements.

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

**NOES:** None

**ABSTAIN:** None

## 5. OLD BUSINESS

### A. Approval of Updates to the Strategic Plan

Administrative Services Manager Rich Oppenheim reviewed progress on several strategic plan goals, including the development of panels for the upcoming Management Leadership Academy and thanked the Members who had agreed to serve on one of the panels. Administrative Services Manager Oppenheim gave an expanded presentation of the Communication/Outreach portion of the Strategic Plan which highlighted the JPA website, LinkedIn profile and email newsletter. A question was posed about whether Millennials used LinkedIn and Administrative Services Manager Oppenheim said staff will keep an eye out for platforms utilized by younger professionals.

**Action:** Moved and seconded (Rogers/Straus) to approve updates to Strategic Plan

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

**NOES:** None

**ABSTAIN:** None

## 6. NEW BUSINESS - None

## 7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: RGS has served 327 client agencies since inception and is still serving about 100 agencies at any given time. STARS assets are nearly \$16M, and RGS alone contributes about \$1M every year. STARS has an outreach person contracted by RGS to improve outreach for STARS. Executive Director Averett had a good conversation with 501(c)(3) ILG regarding programs which might complement RGS service lines. The JPA just received notice that PERS has terminated health benefits for some individuals being dealt with in closed session, as well as ceasing retirement benefits. Staff is continuing to work with counsel and special counsel and are developing a communications strategy with a communications consultant.

B. Members: Members were generally alarmed to hear of the new developments enacted by PERS on a matter that is currently in active adjudication. Members expressed their availability to meet off-cycle if necessary to address these latest developments.

## 8. ADJOURN – The meeting adjourned at 2:36 p.m. The next regular meeting is scheduled for May 13, 2022, in Monterey.