

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
FEBRUARY 15, 2024**

The Regional Government Services Authority held a regular meeting of the Executive Committee on February 15, 2024 via teleconference. The meeting was called to order at 2:18 p.m.

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

Members Present: Dan Buckshi, Chair  
Hilary Straus, Vice Chair  
Megan Hunter, Member  
Liz Habkirk, Member  
Brad Raulston, Member  
Shannon O’Hare, Member  
Linda Smith, Member

Members Absent: None

Other Attendees: Sophia Selivanoff, Executive Director  
Rich Oppenheim, Administrative Services Manager  
Deona Knight, HR Manager  
Lindsay Rice, Accounting Manager  
Tiffany Buraglio, Executive Assistant  
Sky Woodruff, Authority Counsel

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

**A. Election of Officers**

**Action:** Moved and seconded (Straus/Hunter) to continue Dan Buckshi as Executive Committee Chair and Hilary Straus as Executive Committee Vice Chair for a second year.

**AYES:** Buckshi, Straus, Hunter, Habkirk, Raulston, O’Hare, Smith

**NOES:** None

**ABSTAIN:** None

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**Staff requested item 3G be pulled from the consent agenda for discussion**

- A. Approval of **November 2, 2023** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made October through November 2023
- D. Approval of Investments Report through November 2023
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- H. Receive and File Agency Bonus Awards
- I. Approval of Update to HRP – Section C.5

**G. Receive and File Strategic Plan Update**

Administrative Services Manager Oppenheim presented the new format of the Strategic Plan report. He stated the goal was to make the report more visually appealing and easier to read as well as to respond to the Committee’s request to include information on progress of each goal. Executive Director Selivanoff noted that staff was building a consistent set of metrics to measure progress over time which can be presented on a quarterly basis. Members complimented staff on the format of the new report.

**2:25 pm** Member O’Hare disconnected from meeting

**Action:** Moved and seconded (Straus/Hunter) to approve the Consent Agenda  
**AYES:** Buckshi, Straus, Hunter, Habkirk, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** O’Hare (temporarily disconnected from meeting)

**2:31 pm** Member O’Hare rejoined the meeting

**4. TREASURER’S REPORT**

- A. Review of Preliminary FYTD Financial Reports & Business Development through November 2023  
This is an informational item only. No action was taken.

Accounting Manager Rice reviewed the JPA’s financial performance as outlined in the staff report as well as reviewed current investment vehicles as outlined in the item 3D staff report. Accounting Manager Rice also noted that the Fiscal Year 23 Audit would be presented at the May meeting. Executive Director Selivanoff stated that she would provide an update regarding the timing of the completion of the audit to members via email.

**5. OLD BUSINESS - None**

**6. NEW BUSINESS - None**

**7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS**

- A. Executive Director: Executive Director Selivanoff requested feedback from members as to the location and content of the May quarterly meeting. Two possible topics to be covered could be the use of AI in government and DEI in local government. Members expressed an interest in holding the meeting in the Napa area, or returning to Monterey if the Napa area was not a viable option. Members preferred the content of the meeting to be centered around how the members could best help the JPA, including possibly diving deeper into various Strategic Plan goals, possibly taking the proposed two topics and discussing how those issues are impacting RGS. Members expressed less interest in using the meeting as an educational opportunity for themselves.

Executive Director Selivanoff recalled the May 2023 meeting discussion regarding JPA borrowing. She noted that the JPA has been very satisfied with the loan arrangement with 5 Star Bank and stated that the alternative of borrowing from a member agency as opposed to a financial institution currently seems to create an undue administrative burden on staff and it is her recommendation to table that option. Members concurred that efforts to research the option of borrowing from a member agency should be deferred for at least a year.

- B. Members: none

**8. ADJOURN** – The meeting adjourned at 2:50 p.m. The next regular meeting is scheduled for May 16-17, 2024.