

RGS EXECUTIVE COMMITTEE AGENDA

Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting. For a teleconference meeting, the public may participate in the meeting at any of the teleconference locations listed.

REGULAR MEETING

February 21, 2019

1:10 p.m. or immediately following preceding meeting, whichever is earlier

Larkspur City Hall
Council Chambers
400 Magnolia Ave, 2nd Fl
Larkspur, CA 94939

1. CALL TO ORDER / ROLL CALL

2. PUBLIC COMMENT

- A. Each speaker is limited to two minutes. If you are addressing the Executive Committee (EC) on a non-agenda item, the EC may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the EC's general policy is to refer items to staff for attention, or have a matter placed on a future EC agenda for a more comprehensive action or report.

3. APPROVAL OF CONSENT AGENDA

Consent agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Executive Committee, staff or public request specific items to be removed for separate action.

- A. Approval of **November 15, 2018** Minutes *Action*
B. Approval of RGS Position Listings
C. Approval of Regularly Scheduled Meetings Calendar
D. Approval of Payments and Deposits made October 2018 through December 2018
E. Approval of Investments Report through December 2018
F. Approval of Management Services Agreements

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2018 *Information*

5. OLD BUSINESS

- A. Interim Strategic Plan Update *Action*

6. NEW BUSINESS

- A. Approval of Invitation for New RGS Member – City of Soledad *Action*
B. Approval of Services Agreements and Brokerage Agreement for Municipal Dental Pool *Action*
C. Approval of Services Agreement with Municipal Shared Services *Action*
D. Approval of Updates to the Personnel Rules, Regulations and Policies *Action*

Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)

Name of Cases: (1) Administrative Appeal of CalPERS Audit Services Review of
City of Arroyo Grande

Possible Report Out of Closed Session

Information

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Updates on Municipal Dental Pool, PACE, MIC and STARS *Information*
B. Members: *Information*

8. ADJOURN

The next Regular Meeting will take place on May 16, 2019 at 10:00 a.m. via teleconference.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Richard Averett at (650) 587-7300. Notification in advance of the meeting will enable Agency to make reasonable arrangements to ensure accessibility.

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
NOVEMBER 15, 2018**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 15, 2018 at the Yountville Town Hall Council Chambers. The meeting was called to order at 12:16 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Dan Schwarz, Chair
Julie Carter, Alternate Member
Steve Rogers, Member

Members Absent: Fran Robustelli, Vice Chair
Troy Brown, Member

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Director of Client Services
Jeff Kise, Finance and Operations Manager
Kendall Flint, Director of Communications & Outreach
Rich Oppenheim, Administrative Services Manager
Chris Paxton, Project Advisor
Mark Moses, Director of Finance Services
Sky Woodruff, General Counsel
Scott Kivel, Special Counsel

A. Election of Officers

Action: Moved and seconded (Carter/Rogers) to nominate and elect Fran Robustelli as RGS Executive Committee Chair

AYES: Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

Action: Moved and seconded (Carter/Schwarz) to nominate and elect Steve Rogers as RGS Executive Committee Vice Chair

AYES: Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

Vice Chair Rogers then chaired the rest of the rest of the meeting.

2. PUBLIC COMMENT - None

3. APPROVAL OF CONSENT AGENDA

A. Approval of **May 17, 2018** Minutes

B. Approval of RGS Position Listings

C. Approval of Payments and Deposits made April 2018 through September 2018

D. Approval of Investments Report through September 2018

E. Approval of Management Services Agreements

Action: Moved and seconded (Carter/Schwarz) to approve consent agenda

AYES: Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2018 Information item; no action was taken. Finance Manager Kise noted that the budgeted fiscal year loss is \$185,980 and FYTD performance is positive \$4,163, with a net equity of \$688,354.

B. Approve FY18 Audited Financial Statements

Finance Manager Kise noted the fiscal year ended with a positive \$7,283 net gain. RGS budgeted a net loss of \$163,000. The net equity was \$684,187. The Acting Chair asked for public comment and there was none.

Action: Moved and seconded (Schwarz/Carter) to approve FY18 Audited Financial Statements

AYES: Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Interim Strategic Plan Update

Administrative Services Manager Oppenheim noted updates/actions taken since the last report and plans to propose a new Goals at a future meeting. The Acting Chair asked for public comment and there was none.

Action: Moved and seconded (Carter/Schwarz) to approve the updated Interim Strategic Plan

AYES: Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

B. Approve JPA Meeting Format

Executive Director Averett outlined the proposed schedule of two in-person meetings per year in conjunction with conference of interest to Committee Members, and two video conference meetings. Members mentioned several other conferences that might be of interest for future meetings, including CSDA and CSAC. It was noted that if RGS pays for conference registration then Members would be attending as RGS representatives. The Committee would review and approve each year's meeting schedule. The Acting Chair asked for public comment and there was none.

Action: Moved and seconded (Schwarz/Carter) to approve JPA Meeting Format and planned sites for 2019.

AYES: Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

6. NEW BUSINESS

A. Lessons Learned – Independent Contractor Status

Information item; no action was taken. Executive Director Averett stated that staff was considering developing this into a presentation for a broader audience, but Committee members felt that it would be perceived as negative toward PERS. Input into lessons learned was from counsels Woodruff and Kivel, Director of Client Services Selivanoff and Project Advisor Paxton. Paxton reviewed the types of requests received and the relative success in adapting to a project-based assignment to control risks. Advisors also being trained. Central question in employer/employee relationship is who has control, and steps RGS has taken over the years and currently taking/reviewing. Other options discussed include a master contract vs. Associate Membership.

1:55 p.m. Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Pursuant to Government Code Sections 54956.9(d)(1))

Name of Cases: (1) Administrative Appeal of CalPERS Audit Services Review of Cambria Community Services District
(2) Administrative Appeal of CalPERS Audit Services Review of City of Arroyo Grande

3:15 p.m. Alternate Member Carter left the meeting

3:22 p.m. Reconvene Meeting

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

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: none

B. Members: Several expressed concern about/interest in client satisfaction with RGS services. Suggested client satisfaction surveys – one conducted with handful of clients by third-party vendor re satisfaction with services, what could we do better, what else we could do/what services are needed. All clients should be interviewed annually by Lead Advisors. Also, develop a clear, concise answer for: Why are we better for this job than other vendors?

8. ADJOURN – The meeting adjourned at 3:53 p.m. The next regular meeting is scheduled for February 12, 2018 at 2:00 p.m. in San Diego.

RGS Position Listings

As of February 1, 2019

| Base Department | Job Title | FTE% |
|---------------------------------------|---------------------------------|------|
| 1000-000 - RGS Admin-General Hours | CEO | 1.00 |
| 1000-000 - RGS Admin-General Hours | Director of Special Projects | 0.11 |
| 1000-000 - RGS Admin-General Hours | Administrative Support | 0.50 |
| 1000-000 - RGS Admin-General Hours | Technical Specialist | 0.17 |
| 1000-000 - RGS Admin-General Hours | Technical Specialist | 1.00 |
| 1000-000 - RGS Admin-General Hours | Administrative Services Manager | 1.00 |
| 1000-000 - RGS Admin-General Hours | Coordinating Advisor | 0.16 |
| 1001-000 - RGS Finance-General Hours | Project Advisor | 0.49 |
| 1001-000 - RGS Finance-General Hours | Technical Specialist | 0.99 |
| 1001-000 - RGS Finance-General Hours | Coordinating Advisor | 1.00 |
| 1001-000 - RGS Finance-General Hours | Technical Specialist | 0.71 |
| 1002-000 - RGS HR-Payroll Genl Hrs | Program Advisor | 0.41 |
| 1002-000 - RGS HR-Payroll Genl Hrs | Technical Specialist | 0.89 |
| 1002-000 - RGS HR-Payroll Genl Hrs | Project Coordinator | 0.95 |
| 1002-000 - RGS HR-Payroll Genl Hrs | Coordinating Advisor | 0.74 |
| 1003-002 - Training Svc Grp Admin | Senior Advisor | 0.02 |
| 1003-002 - Training Svc Grp Admin | Senior Advisor | 0.16 |
| 1003-002 - Training Svc Grp Admin | Senior Advisor | 0.12 |
| 1003-002 - Training Svc Grp Admin | Senior Advisor | 0.22 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.22 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.22 |
| 1006-001 - Finance Svc Grp Admin Time | Senior/Lead Advisor | 1.00 |
| 1006-001 - Finance Svc Grp Admin Time | Project Advisor | 0.54 |
| 1006-001 - Finance Svc Grp Admin Time | Senior/Lead Advisor | 0.29 |
| 1006-001 - Finance Svc Grp Admin Time | Department Director | 1.00 |
| 1006-001 - Finance Svc Grp Admin Time | Senior Advisor | 0.54 |
| 1006-001 - Finance Svc Grp Admin Time | Senior Advisor | 0.06 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.64 |
| 1006-001 - Finance Svc Grp Admin Time | Department Director - Urban | 0.36 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.15 |
| 1006-001 - Finance Svc Grp Admin Time | Senior Advisor | 0.05 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.07 |
| 1007-001 - HR Svc Grp Admin Time | ADMINISTRATIVE ASSISTANT | 0.14 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.35 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.50 |
| 1007-001 - HR Svc Grp Admin Time | Lead Advisor | 0.60 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.23 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.03 |
| 1007-001 - HR Svc Grp Admin Time | Lead Advisor | 1.00 |
| 1007-001 - HR Svc Grp Admin Time | Program Coordinator | 1.00 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.21 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.36 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.13 |
| 1007-001 - HR Svc Grp Admin Time | Program Coordinator | 0.20 |
| 1007-001 - HR Svc Grp Admin Time | Program Coordinator | 0.53 |
| 1007-001 - HR Svc Grp Admin Time | Senior Advisor | 1.00 |

RGS Position Listings

As of February 1, 2019

| | | |
|--|--|------|
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.75 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.04 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.36 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.26 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.28 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.01 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.31 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.01 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.07 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.25 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 1.00 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator/Technical Specialist | 0.51 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.90 |
| 1007-001 - HR Svc Grp Admin Time | Lead Advisor | 0.20 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.01 |
| 1007-001 - HR Svc Grp Admin Time | Department Director | 1.00 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.20 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.09 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.14 |
| 1007-001 - HR Svc Grp Admin Time | Technical Advisor | 0.34 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.20 |
| 1008-001 - Outreach Svc Grp Admin Time | Department Director | 1.00 |
| 1008-001 - Outreach Svc Grp Admin Time | Senior Advisor | 0.20 |
| 1008-001 - Outreach Svc Grp Admin Time | Project Advisor | 0.23 |
| 1008-001 - Outreach Svc Grp Admin Time | Advisor | 0.09 |
| 1008-001 - Outreach Svc Grp Admin Time | Project Advisor | 0.20 |
| 1011-001 - Planning Svc Grp Admin Time | Senior Advisor | 0.77 |
| 1011-001 - Planning Svc Grp Admin Time | Project Advisor | 0.30 |
| 1011-001 - Planning Svc Grp Admin Time | Advisor | 1.00 |
| 1011-001 - Planning Svc Grp Admin Time | Advisor | 0.53 |
| 1011-001 - Planning Svc Grp Admin Time | Senior/Lead Advisor | 0.51 |
| 1011-001 - Planning Svc Grp Admin Time | Advisor | 0.06 |
| 1012-001 - Public Safety Svc Grp Admin | Advisor | 0.15 |
| 1012-001 - Public Safety Svc Grp Admin | Senior Advisor | 0.02 |
| 1012-001 - Public Safety Svc Grp Admin | Advisor | 0.05 |
| 1012-001 - Public Safety Svc Grp Admin | Project Coordinator | 0.95 |
| 1013-001 - Risk Mgt Svc Grp Admin Time | Project Advisor | 0.11 |
| 1014-001 - EM Svc Grp Admin Time | Department Director | 0.19 |
| 1014-001 - EM Svc Grp Admin Time | Advisor | 0.27 |
| 1260-000 - CalACES-General Hours | Project Coordinator | 1.00 |
| 1260-000 - CalACES-General Hours | Technical Specialist | 1.00 |
| 1260-000 - CalACES-General Hours | ADMINISTRATIVE ASSISTANT | 1.00 |
| 1260-000 - CalACES-General Hours | Project Advisor | 1.00 |
| 1260-000 - CalACES-General Hours | Project Advisor | 1.00 |
| 1260-000 - CalACES-General Hours | Technical Specialist | 1.00 |
| 1260-000 - CalACES-General Hours | Program Coordinator | 1.00 |
| 1260-000 - CalACES-General Hours | Program Coordinator | 1.00 |

RGS Position Listings

As of February 1, 2019

| | | |
|---|------------------------|--------------|
| 1260-000 - CalACES-General Hours | Program Advisor | 1.00 |
| 1260-000 - CalACES-General Hours | Technical Specialist | 1.00 |
| 1260-000 - CalACES-General Hours | Technical Specialist | 1.00 |
| 1260-000 - CalACES-General Hours | Technical Assistant | 1.00 |
| 1260-000 - CalACES-General Hours | Technical Assistant | 1.00 |
| 1260-001 - CalACES M&O | CEO - Urban | 1.00 |
| 1320-000 - MERA-General Hours | CEO - Urban | 0.76 |
| 1320-000 - MERA-General Hours | Senior Advisor | 0.27 |
| 1330-000 - MGSA-General Hours | Program Coordinator | 0.81 |
| 1671-001 - Albany - City Clerk Adviser | Project Coordinator | 0.01 |
| 3060-001 - SVBGSA - General Manager | CEO - Urban | 0.88 |
| 3060-005 - SVBGSA - General Administratio | Administrative Support | 0.21 |
| | FTE | 52.59 |
| | Employee Count | 105 |

TO: EXECUTIVE COMMITTEE **EC Meeting: 2-21-2019**
FROM: Tiffany Buraglio, Executive Assistant **Item: 3C**
SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

MEETING SCHEDULE

The following are regularly scheduled meetings for the upcoming years, along with special topics to be discussed. Quarterly meetings are conducted telephonically twice a year and up to two in conjunction with a relevant conference or other event. Below is the schedule approved at the November 15, 2018 Executive Committee meeting. An alternative to the September CAJAPA meeting is the highlighted CALPELRA conference in November.

| Date | EXEC COMM | BOARD | Special Topics | Location | Notes |
|---------------------------|-----------|-------|--|----------------------|--|
| 2019 | | | | | |
| February 21 (Tuesday) | RGS | RGS | | Larkspur | 1:00pm – 3:00pm |
| May 16 (Thursday) | RGS | | FY20 Budget; Investment Policy, Conflict of Interest (even years) | telephonic | 10:00am-noon |
| September 10 (Tuesday) | RGS | RGS | Exec Dir Compensation Committee, Election of Officers, Meeting Schedule for 2020 | South Lake Tahoe, CA | In conjunction with CAJAPA 3:00pm-5:00pm |
| November 16/17 | RGS | | | | In conjunction with CALPELRA |
| November 21 (Thursday) | RGS | | FY19 Audited Financial Statements | telephonic | 10:00am-noon |
| Tentative 2020 | | | | | |
| February TBD | RGS | | | | In conjunction with CM Dept Mtg 11:30am-1:00pm |
| May 21 (Thursday) | RGS | | FY20 Budget; Investment Policy, Conflict of Interest (even years) | telephonic | 10:00am-noon |
| September TBD | RGS | RGS | Exec Dir Compensation Committee, Election of Officers (all), Meeting Schedule for 2021 | | ? |
| November 19 (Thursday) | RGS | | FY20 Audited Financial Statements | telephonic | 10:00am-noon |

TO: EXECUTIVE COMMITTEE **EC Meeting: 2-21-2019**
FROM: RICHARD AVERETT, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – OCTOBER 2018 THROUGH DECEMBER 2018

RECOMMENDATION

Review and approve expenditures made by the JPA for the period indicated.

BACKGROUND

The Executive Committee reviews and approves expenditures made by the JPA on a quarterly basis. This approval process is a component of JPA internal controls. Deposit history is also included in the report.

The following procedures are being implemented to maintain effective internal controls.

1. Invoices are received by staff.
2. JPA staff review invoices for accuracy and assignment to correct general ledger accounts.
3. The Executive Director or designee reviews, prints and signs/authorizes checks. All payments, including electronic payments, are reviewed by the Executive Director in a weekly disbursement report submitted by the Finance Department. This report contains all disbursements from the previous week. Information provided includes: date of transaction, amount, vendor or recipient, method of payment, identity of first and second staff approvers, and check or journal number.
4. All payments are brought to the next regular meeting of Executive Committee (or Board of Directors) meeting for review and approval.

FISCAL IMPACT

The net impact of all payments and deposits made this period maintains a minimal bank cash balance consistent with meeting funding obligations, while maximizing interest earnings in the Rabobank money market account, in the Local Agency Investment Fund (LAIF) investment pool and in the CalTrust medium term and short term investment pools. Staff seeks to minimize bank charges at all times.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequently approved action by the Board/Executive Committee.

**Regional Government Services
Payment and Disbursement Report**

As of January 31, 2019

10:40 AM

02/08/2019

Accrual Basis

110060 - Rabobank Checking Account

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|--|--|-------------|------------------|
| | | | | | | 19,833.80 |
| Deposit | 10/01/2018 | | | Deposit | 192.50 | 20,026.30 |
| Deposit | 10/01/2018 | | | Deposit | 741.00 | 20,767.30 |
| Deposit | 10/01/2018 | | | Deposit | 6,949.89 | 27,717.19 |
| Deposit | 10/01/2018 | | | Deposit | 106,940.72 | 134,657.91 |
| Transfer | 10/03/2018 | | | Funds Transfer | 140,000.00 | 274,657.91 |
| General Journal | 10/04/2018 | 2070 | | 9/30//18 net pay | -201,370.72 | 73,287.19 |
| General Journal | 10/04/2018 | 2072 | | MSA Wrkrs Comp claims Reimburse | -2,953.55 | 70,333.64 |
| General Journal | 10/04/2018 | 2102 | | MSA Claims Reimbursement | -3,495.82 | 66,837.82 |
| Deposit | 10/05/2018 | | | Deposit | 4,812.50 | 71,650.32 |
| Deposit | 10/05/2018 | | | Deposit | 5,987.10 | 77,637.42 |
| General Journal | 10/05/2018 | 2071 | | 9/30/18 payroll taxes and fees | -58,981.42 | 18,656.00 |
| Check | 10/05/2018 | 165 | Monterey County | | -722.98 | 17,933.02 |
| Deposit | 10/09/2018 | | | Deposit | 136,275.81 | 154,208.83 |
| Deposit | 10/09/2018 | | | Deposit | 145.04 | 154,353.87 |
| General Journal | 10/09/2018 | 2099 | | 9/30/18 FSA contribution | -992.46 | 153,361.41 |
| General Journal | 10/09/2018 | 2101 | | 2018-09 FSA admin fee | -61.10 | 153,300.31 |
| Bill Pmt -Check | 10/10/2018 | 5531 | David Sodergren | | -956.49 | 152,343.82 |
| Bill Pmt -Check | 10/10/2018 | 5532 | Keenan & Associates (MIC) | | -2,516.80 | 149,827.02 |
| Bill Pmt -Check | 10/10/2018 | 5533 | MidAmerica Administrative and Retirement | Pmt for underpayemnt on wires received 10-1-18 | -12.79 | 149,814.23 |
| Bill Pmt -Check | 10/10/2018 | 5534 | Oregon Dept of Revenue | | -20.69 | 149,793.54 |
| Bill Pmt -Check | 10/10/2018 | 5535 | West County Wastewater District | Refund of Payment of Inv# 8751 | -1,860.04 | 147,933.50 |
| General Journal | 10/10/2018 | 2077 | | 9/30/18 MM 401a remittance | -27,592.25 | 120,341.25 |
| General Journal | 10/10/2018 | 2077 | | 9/30/18 MM 457 remittance | -10,492.30 | 109,848.95 |
| Deposit | 10/12/2018 | | | Deposit | 40,597.19 | 150,446.14 |
| Check | 10/14/2018 | | | Service Charge | -283.46 | 150,162.68 |
| Deposit | 10/15/2018 | | | Deposit | 7,701.00 | 157,863.68 |
| General Journal | 10/16/2018 | 2080 | | Health Ins Kaiser premium 2018-10 | -23,631.92 | 134,231.76 |
| General Journal | 10/17/2018 | 2081 | | Health Ins Anthem premium 2018-10 | -13,810.23 | 120,421.53 |
| General Journal | 10/17/2018 | 2082 | | MHN Premium Payment 2018-10 | -369.60 | 120,051.93 |
| General Journal | 10/17/2018 | 2083 | | Vision premium pmt 2018-10 | -434.94 | 119,616.99 |
| Deposit | 10/18/2018 | | | Deposit | 12,875.08 | 132,492.07 |
| Transfer | 10/18/2018 | | | Funds Transfer | 150,000.00 | 282,492.07 |
| General Journal | 10/19/2018 | 2078 | | 10/15/18 net pay | -203,556.58 | 78,935.49 |
| Deposit | 10/19/2018 | | | Deposit | 5,457.50 | 84,392.99 |
| Deposit | 10/19/2018 | | | Deposit | 28,851.69 | 113,244.68 |
| General Journal | 10/22/2018 | 2079 | | 10/15/18 payroll taxes and fees | -58,111.61 | 55,133.07 |
| Deposit | 10/22/2018 | | | Deposit | 103,979.18 | 159,112.25 |
| Check | 10/22/2018 | 166 | Monterey County | | -244.93 | 158,867.32 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|---|---|-------------|------------|
| Deposit | 10/23/2018 | | | Deposit | 245,089.55 | 403,956.87 |
| General Journal | 10/24/2018 | 2089 | | 10/15/18 Mass Mutual 457 remittance | -12,852.01 | 391,104.86 |
| General Journal | 10/24/2018 | 2089 | | 10/15/18 Mass Mutual 401a remittance | -28,470.01 | 362,634.85 |
| General Journal | 10/24/2018 | 2100 | | 9/30/18 FSA contribution | -992.46 | 361,642.39 |
| Bill Pmt -Check | 10/25/2018 | 5536 | David Sodergren | | -23,537.50 | 338,104.89 |
| Bill Pmt -Check | 10/25/2018 | 5537 | Mary E Uzupis | | -36,427.37 | 301,677.52 |
| Bill Pmt -Check | 10/25/2018 | 5538 | Meyers Nave | | -7,321.75 | 294,355.77 |
| Bill Pmt -Check | 10/25/2018 | 5539 | Scott N. Kivel | | -25,464.78 | 268,890.99 |
| Bill Pmt -Check | 10/25/2018 | 5540 | US Bank | | -24,647.39 | 244,243.60 |
| Transfer | 10/25/2018 | | | Funds Transfer | -110,000.00 | 134,243.60 |
| Deposit | 10/25/2018 | | | Deposit | 41,488.20 | 175,731.80 |
| Transfer | 10/26/2018 | | | Funds Transfer | -125,000.00 | 50,731.80 |
| Deposit | 10/29/2018 | | | Deposit | 1,722.50 | 52,454.30 |
| Deposit | 10/29/2018 | | | Deposit | 36,341.30 | 88,795.60 |
| Deposit | 10/30/2018 | | | Deposit | 507.64 | 89,303.24 |
| Deposit | 10/30/2018 | | | Deposit | 106.28 | 89,409.52 |
| Transfer | 10/30/2018 | | | Funds Transfer | -2,307.96 | 87,101.56 |
| General Journal | 10/30/2018 | 2093 | | Life and Disability premium for 2018-10 | -1,328.99 | 85,772.57 |
| Deposit | 11/01/2018 | | | Deposit | 111,804.38 | 197,576.95 |
| Deposit | 11/05/2018 | | | Deposit | 11,337.57 | 208,914.52 |
| Transfer | 11/05/2018 | | | Funds Transfer | 80,000.00 | 288,914.52 |
| General Journal | 11/06/2018 | 2094 | | 10/31/18 net pay | -212,599.01 | 76,315.51 |
| Check | 11/07/2018 | 167 | Franchise Tax Board | | -789.16 | 75,526.35 |
| General Journal | 11/07/2018 | 2095 | | 10/31/18 payroll taxes and fees | -63,725.40 | 11,800.95 |
| Deposit | 11/08/2018 | | | Deposit | 31,912.60 | 43,713.55 |
| Transfer | 11/08/2018 | | | Funds Transfer | 120,000.00 | 163,713.55 |
| Bill Pmt -Check | 11/09/2018 | 5541 | Bartel Associates | | -2,445.00 | 161,268.55 |
| Bill Pmt -Check | 11/09/2018 | 5542 | Dan Siwulec Communications Marketing, Inc | | -3,743.69 | 157,524.86 |
| Bill Pmt -Check | 11/09/2018 | 5543 | David Sodergren | | -2,863.15 | 154,661.71 |
| Bill Pmt -Check | 11/09/2018 | 5544 | Employment Research Services | | -285.50 | 154,376.21 |
| Bill Pmt -Check | 11/09/2018 | 5545 | Keenan & Associates (MIC) | | -2,910.96 | 151,465.25 |
| Bill Pmt -Check | 11/09/2018 | 5546 | Mary E Uzupis | | -28,700.00 | 122,765.25 |
| Bill Pmt -Check | 11/09/2018 | 5547 | Suzanne Hill | | -300.00 | 122,465.25 |
| Bill Pmt -Check | 11/09/2018 | 5548 | The Walking Man | | -625.00 | 121,840.25 |
| General Journal | 11/09/2018 | 2103 | | 10/31/18 MM 401a remittance | -29,615.96 | 92,224.29 |
| General Journal | 11/09/2018 | 2103 | | 10/31/18 MM 457 remittance | -13,064.19 | 79,160.10 |
| Deposit | 11/09/2018 | | | Deposit | 6,073.75 | 85,233.85 |
| General Journal | 11/09/2018 | 2129 | | 10/31/18 FSA contribution | -992.46 | 84,241.39 |
| General Journal | 11/09/2018 | 2131 | | 2018-10 FSA admin fee | -62.20 | 84,179.19 |
| Deposit | 11/14/2018 | | | Deposit | 46,800.76 | 130,979.95 |
| Check | 11/14/2018 | | | Service Charge | -248.51 | 130,731.44 |
| Deposit | 11/16/2018 | | | Deposit | 6,903.00 | 137,634.44 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|---|---|-------------|------------|
| Deposit | 11/16/2018 | | | Deposit | 6,949.89 | 144,584.33 |
| Transfer | 11/19/2018 | | | Funds Transfer | 175,000.00 | 319,584.33 |
| Deposit | 11/20/2018 | | | Deposit | 53,840.19 | 373,424.52 |
| General Journal | 11/20/2018 | 2116 | | Vision premium pmt 2018-11 | -417.13 | 373,007.39 |
| General Journal | 11/20/2018 | 2117 | | MHN Premium 2018-11 | -369.60 | 372,637.79 |
| General Journal | 11/20/2018 | 2118 | | Health Ins Anthem premium 2018-11 | -13,810.23 | 358,827.56 |
| Transfer | 11/21/2018 | | | Funds Transfer | -700.00 | 358,127.56 |
| Deposit | 11/23/2018 | | | Deposit | 711.33 | 358,838.89 |
| General Journal | 11/23/2018 | 2114 | | 11/15/18 net pay | -199,163.33 | 159,675.56 |
| General Journal | 11/26/2018 | 2115 | | 11/15/18 payroll taxes and fees | -57,921.57 | 101,753.99 |
| Bill Pmt -Check | 11/26/2018 | 5549 | Bartel Associates | | -412.50 | 101,341.49 |
| Bill Pmt -Check | 11/26/2018 | 5550 | David Sodergren | | -31,018.75 | 70,322.74 |
| Bill Pmt -Check | 11/26/2018 | 5551 | Mary E Uzupis | | -7,381.14 | 62,941.60 |
| Bill Pmt -Check | 11/26/2018 | 5552 | Meyers Nave | | -8,878.03 | 54,063.57 |
| Bill Pmt -Check | 11/26/2018 | 5553 | US Bank | | -17,129.33 | 36,934.24 |
| Deposit | 11/26/2018 | | | Deposit | 62,139.95 | 99,074.19 |
| General Journal | 11/26/2018 | 2125 | | Health Ins Actives premium 2018-11 | -23,631.92 | 75,442.27 |
| Check | 11/26/2018 | 168 | Franchise Tax Board | | -789.16 | 74,653.11 |
| Deposit | 11/27/2018 | | | Deposit | 2,475.15 | 77,128.26 |
| General Journal | 11/27/2018 | 2126 | | Life and Disability premium for 2018-11 | -1,273.84 | 75,854.42 |
| Deposit | 11/28/2018 | | | Deposit | 25,240.22 | 101,094.64 |
| General Journal | 11/28/2018 | 2130 | | 11/15/18 FSA contribution | -992.46 | 100,102.18 |
| Deposit | 11/29/2018 | | | Deposit | 2,475.15 | 102,577.33 |
| General Journal | 11/29/2018 | 2124 | | 11/15/18 MM 401a remittance | -27,531.28 | 75,046.05 |
| General Journal | 11/29/2018 | 2124 | | 11/15/18 MM 457 remittance | -9,365.05 | 65,681.00 |
| Deposit | 11/30/2018 | | | Deposit | 235,789.13 | 301,470.13 |
| Deposit | 12/03/2018 | | | Deposit | 207,877.36 | 509,347.49 |
| Transfer | 12/04/2018 | | | Funds Transfer | -225,000.00 | 284,347.49 |
| Deposit | 12/05/2018 | | | Deposit | 2,475.15 | 286,822.64 |
| General Journal | 12/06/2018 | 2133 | | 11/30/18 net pay | -171,750.94 | 115,071.70 |
| Deposit | 12/07/2018 | | | Deposit | 14,387.00 | 129,458.70 |
| Deposit | 12/07/2018 | | | Deposit | 7,316.75 | 136,775.45 |
| General Journal | 12/07/2018 | 2134 | | 11/30/18 payroll taxes and fees | -48,610.32 | 88,165.13 |
| Check | 12/07/2018 | 169 | Franchise Tax Board | | -651.93 | 87,513.20 |
| General Journal | 12/11/2018 | 2132 | | 11/30/18 Mass Mutual 457 remittance | -10,226.12 | 77,287.08 |
| General Journal | 12/11/2018 | 2132 | | 11/30/18 Mass Mutual 401a remittance | -24,210.41 | 53,076.67 |
| Bill Pmt -Check | 12/11/2018 | 5554 | California Special Districts Association | | -200.00 | 52,876.67 |
| Bill Pmt -Check | 12/11/2018 | 5555 | City of Artesia | | -20,885.35 | 31,991.32 |
| Bill Pmt -Check | 12/11/2018 | 5556 | Dan Siwulec Communications Marketing, Inc | | -3,667.05 | 28,324.27 |
| Bill Pmt -Check | 12/11/2018 | 5557 | David Sodergren | | -20,007.30 | 8,316.97 |
| Bill Pmt -Check | 12/11/2018 | 5558 | Employment Research Services | | -128.80 | 8,188.17 |
| Bill Pmt -Check | 12/11/2018 | 5559 | Keenan & Associates (MIC) | | -2,580.00 | 5,608.17 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|----------------------------|---|-------------|------------|
| Bill Pmt -Check | 12/11/2018 | 5560 | Mary E Uzupis | | -23,012.50 | -17,404.33 |
| Bill Pmt -Check | 12/11/2018 | 5561 | Scott N. Kivel | | -23,432.62 | -40,836.95 |
| Bill Pmt -Check | 12/11/2018 | 5562 | Tripepi Smith & Associates | | -315.00 | -41,151.95 |
| Deposit | 12/11/2018 | | | Deposit | 6,949.89 | -34,202.06 |
| General Journal | 12/11/2018 | 2170 | | 11/30/18 FSA contribution | -992.46 | -35,194.52 |
| General Journal | 12/11/2018 | 2172 | | 2018-11 FSA admin fee | -61.10 | -35,255.62 |
| Deposit | 12/12/2018 | | | Deposit | 14,861.37 | -20,394.25 |
| Transfer | 12/13/2018 | | | Funds Transfer | 75,000.00 | 54,605.75 |
| General Journal | 12/13/2018 | 2149 | | Health Ins Kaiser premium 2018-12 | -16,921.62 | 37,684.13 |
| Check | 12/13/2018 | | | Service Charge | -218.88 | 37,465.25 |
| Deposit | 12/14/2018 | | | Deposit | 3,450.42 | 40,915.67 |
| Deposit | 12/14/2018 | | | Deposit | 46,366.45 | 87,282.12 |
| General Journal | 12/14/2018 | 2148 | | Health Ins Actives premium 2018-12 | -13,810.23 | 73,471.89 |
| General Journal | 12/14/2018 | 2150 | | MHN Premium 2018-12 | -369.60 | 73,102.29 |
| General Journal | 12/14/2018 | 2151 | | Vision premium pmt 2018-12 | -364.81 | 72,737.48 |
| General Journal | 12/14/2018 | 2154 | | MSA Claims Reimbursement | -2,988.79 | 69,748.69 |
| Deposit | 12/17/2018 | | | Deposit | 45,100.17 | 114,848.86 |
| Transfer | 12/19/2018 | | | Funds Transfer | 175,000.00 | 289,848.86 |
| Deposit | 12/20/2018 | | | Deposit | 32,526.65 | 322,375.51 |
| General Journal | 12/20/2018 | 2152 | | 12/15/18 net pay | -205,513.43 | 116,862.08 |
| General Journal | 12/21/2018 | 2153 | | 12/15/18 payroll taxes and fees | -68,840.03 | 48,022.05 |
| Transfer | 12/21/2018 | | | Funds Transfer | -13,312.00 | 34,710.05 |
| Deposit | 12/24/2018 | | | Deposit | 368,992.86 | 403,702.91 |
| Bill Pmt -Check | 12/26/2018 | 5563 | Badawi & Associates | | -25,960.00 | 377,742.91 |
| Bill Pmt -Check | 12/26/2018 | 5564 | Keenan & Associates | | -3,453.00 | 374,289.91 |
| Bill Pmt -Check | 12/26/2018 | 5565 | Meyers Nave | | -19,136.52 | 355,153.39 |
| Bill Pmt -Check | 12/26/2018 | 5566 | US Bank | | -8,350.39 | 346,803.00 |
| Bill Pmt -Check | 12/26/2018 | 5567 | Matrix6, Inc. | | -25,345.36 | 321,457.64 |
| Transfer | 12/26/2018 | | | Funds Transfer | -250,000.00 | 71,457.64 |
| General Journal | 12/26/2018 | 2171 | | 12/15/18 FSA contribution | -992.46 | 70,465.18 |
| Transfer | 12/27/2018 | | | Funds Transfer | 500,000.00 | 570,465.18 |
| General Journal | 12/27/2018 | 2167 | | 12/15/18 Mass Mutual 457 remittance | -13,179.02 | 557,286.16 |
| General Journal | 12/27/2018 | 2167 | | 12/15/18 Mass Mutual 401a remittance | -26,219.32 | 531,066.84 |
| General Journal | 12/27/2018 | 2169 | | Life and Disability premium for 2018-12 | -1,290.25 | 529,776.59 |
| Transfer | 12/28/2018 | | | Funds Transfer | -496,438.57 | 33,338.02 |
| Deposit | 12/28/2018 | | | Deposit | 23,083.18 | 56,421.20 |
| General Journal | 12/31/2018 | 2168 | | HRA Funding Q4 2018 | -10,250.00 | 46,171.20 |
| Deposit | 12/31/2018 | | | Deposit | 42,010.50 | 88,181.70 |
| Transfer | 01/03/2019 | | | | 150,000.00 | 238,181.70 |
| Deposit | 01/04/2019 | | | Deposit | 5,067.50 | 243,249.20 |
| General Journal | 01/07/2019 | 2173 | | 12/31/18 net pay | -163,024.90 | 80,224.30 |
| Deposit | 01/07/2019 | | | Deposit | 103,465.52 | 183,689.82 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|------------------------------|------------------------------------|-------------|------------|
| General Journal | 01/08/2019 | 2174 | | 12/31/18 payroll taxes and fees | -53,373.99 | 130,315.83 |
| Bill Pmt -Check | 01/10/2019 | 5568 | Employment Research Services | | -351.30 | 129,964.53 |
| Bill Pmt -Check | 01/10/2019 | 5569 | Glicksman Consulting, LLC | | -3,000.00 | 126,964.53 |
| Bill Pmt -Check | 01/10/2019 | 5570 | Keenan & Associates (MIC) | | -2,913.99 | 124,050.54 |
| Bill Pmt -Check | 01/10/2019 | 5571 | Mary E Uzupis | | -17,675.00 | 106,375.54 |
| Bill Pmt -Check | 01/10/2019 | 5572 | Matrix6, Inc. | | -16,943.90 | 89,431.64 |
| Bill Pmt -Check | 01/10/2019 | 5573 | Scott N. Kivel | | -4,652.45 | 84,779.19 |
| Bill Pmt -Check | 01/10/2019 | 5574 | Tripepi Smith & Associates | | -142.50 | 84,636.69 |
| Deposit | 01/10/2019 | | | Deposit | 8,252.30 | 92,888.99 |
| General Journal | 01/10/2019 | 2179 | | 12/31/18 MM 401a remittance | -23,068.97 | 69,820.02 |
| General Journal | 01/10/2019 | 2179 | | 12/31/18 MM 457 remittance | -13,546.67 | 56,273.35 |
| Deposit | 01/11/2019 | | | Deposit | 36,007.69 | 92,281.04 |
| Deposit | 01/11/2019 | | | Deposit | 1,894.76 | 94,175.80 |
| Deposit | 01/15/2019 | | | Deposit | 6,949.89 | 101,125.69 |
| Deposit | 01/15/2019 | | | Deposit | 62,304.07 | 163,429.76 |
| General Journal | 01/16/2019 | 2188 | | Health Ins Actives premium 2019-01 | -19,639.92 | 143,789.84 |
| General Journal | 01/16/2019 | 2189 | | Health Ins Actives premium 2019-01 | -18,505.44 | 125,284.40 |
| General Journal | 01/16/2019 | 2190 | | MHN Premium 2019-01 | -369.60 | 124,914.80 |
| General Journal | 01/16/2019 | 2191 | | Vision premium pmt 2019-01 | -452.56 | 124,462.24 |
| Deposit | 01/17/2019 | | | Deposit | 3,300.20 | 127,762.44 |
| Transfer | 01/17/2019 | | | Funds Transfer | 100,000.00 | 227,762.44 |
| Deposit | 01/18/2019 | | | Deposit | 150.00 | 227,912.44 |
| Deposit | 01/18/2019 | | | Deposit | 13,148.00 | 241,060.44 |
| Deposit | 01/22/2019 | | | Deposit | 4,951.50 | 246,011.94 |
| Deposit | 01/22/2019 | | | Deposit | 247.98 | 246,259.92 |
| Deposit | 01/22/2019 | | | Deposit | 333,726.49 | 579,986.41 |
| General Journal | 01/22/2019 | 2192 | | 1/15/19 net pay | -181,492.34 | 398,494.07 |
| Deposit | 01/23/2019 | | | Deposit | 110,161.77 | 508,655.84 |
| General Journal | 01/23/2019 | 2193 | | 1/15/19 payroll taxes and fees | -59,541.11 | 449,114.73 |
| Transfer | 01/24/2019 | | | Funds Transfer | -300,000.00 | 149,114.73 |
| Bill Pmt -Check | 01/25/2019 | 5575 | Employment Research Services | | -353.50 | 148,761.23 |
| Bill Pmt -Check | 01/25/2019 | 5576 | L-Soft International, Inc. | | -500.29 | 148,260.94 |
| Bill Pmt -Check | 01/25/2019 | 5577 | Mary E Uzupis | | -9,868.03 | 138,392.91 |
| Bill Pmt -Check | 01/25/2019 | 5578 | Meyers Nave | | -13,884.53 | 124,508.38 |
| Bill Pmt -Check | 01/25/2019 | | Oregon Dept of Revenue | | -20.80 | 124,487.58 |
| Bill Pmt -Check | 01/25/2019 | 5580 | US Bank | | -17,185.92 | 107,301.66 |
| Deposit | 01/25/2019 | | | Deposit | 13,972.25 | 121,273.91 |
| General Journal | 01/25/2019 | 2187 | | 1/15/19 Mass Mutual 401 remittance | -26,029.58 | 95,244.33 |
| General Journal | 01/25/2019 | 2187 | | 1/15/19 Mass Mutual 457 remittance | -17,326.10 | 77,918.23 |
| Deposit | 01/28/2019 | | | Deposit | 64,738.54 | 142,656.77 |
| Deposit | 01/28/2019 | | | Deposit | 1,035.00 | 143,691.77 |
| Deposit | 01/30/2019 | | | Deposit | 3,300.80 | 146,992.57 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|--|------------|------|------|---|--------------------------|--------------------------|
| General Journal | 01/30/2019 | 2202 | | Life and Disability premium for 2019-01 | -1,232.53 | 145,760.04 |
| Deposit | 01/31/2019 | | | Deposit | 141,149.66 | 286,909.70 |
| Total 110060 - Rabobank Checking Account | | | | | <u>267,075.90</u> | <u>286,909.70</u> |
| TOTAL | | | | | <u>267,075.90</u> | <u>286,909.70</u> |

TO: EXECUTIVE COMMITTEE
FROM: RICHARD AVERETT, Executive Director/CFO
SUBJECT: INVESTMENT REPORT

EC Meeting: 2-21-2019
Item: 3E

RECOMMENDATION

Review and accept JPA investments made through December 2018.

BACKGROUND

The Board of Directors or their designee annually reviews the investment policy, with the latest approved policy being May 26, 2017. The Board approved investment policy enables the agency to invest in bank sweep, money market and Certificate of Deposit (CD) accounts, the Local Agency Investment Fund (LAIF), Treasury and Municipal debt instruments, and the California Investment Trust pool (CalTrust). The JPA is also authorized to make cash flow loans to other public agencies. Currently the JPA has no such 'alternative' investments. RGS has a Rabobank money market account, LAIF account and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

FISCAL IMPACT

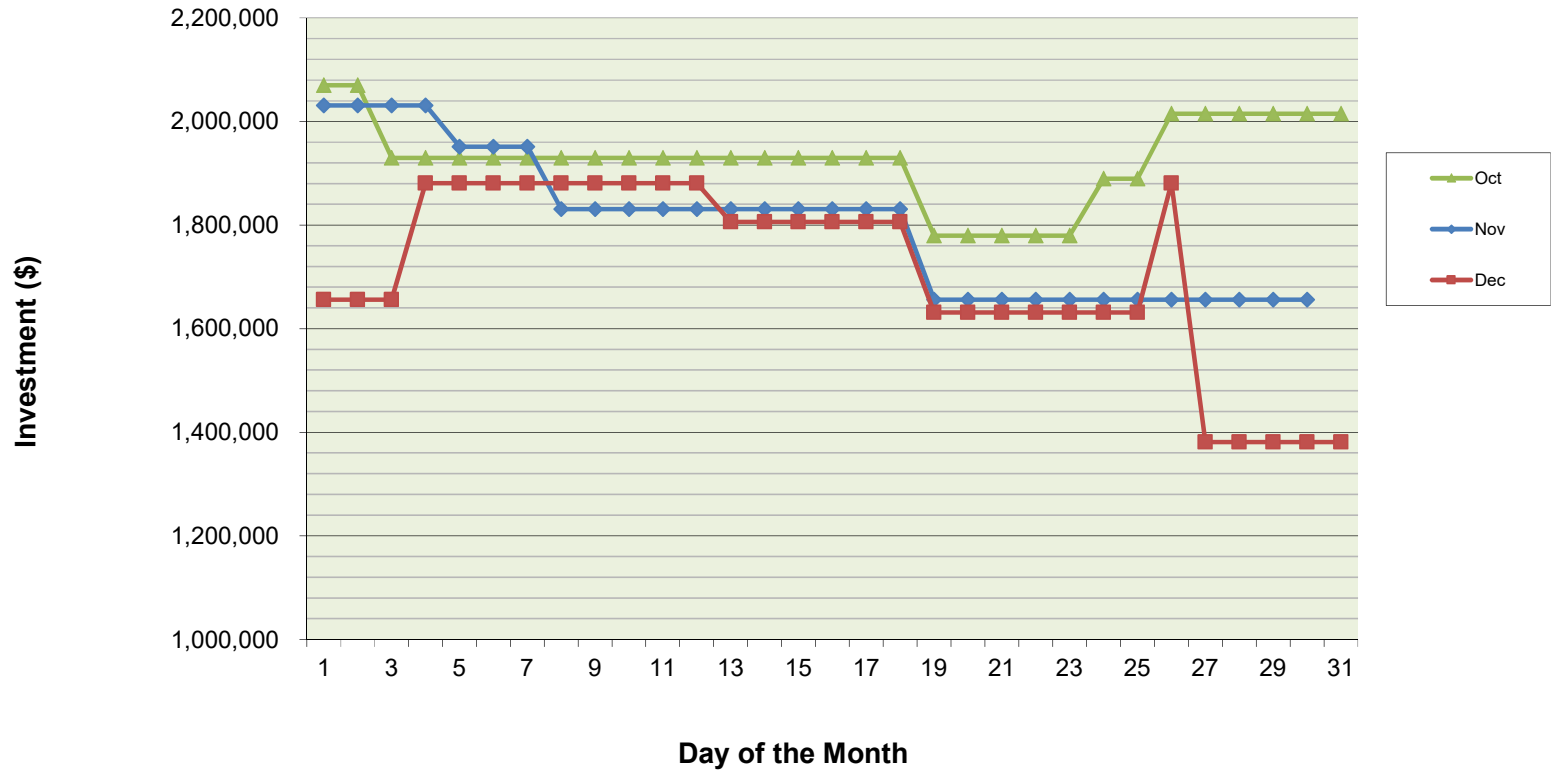
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. Month-to-month market adjustments are reflected in investment reports. Changes in 'paper' or market value are augmented by interest earnings.

CalTrust Medium Term investments are currently yielding approximately 28 basis points above LAIF's return, and CalTrust Short Term investments are currently yielding 22 basis points above LAIF's 239 basis points daily yield.

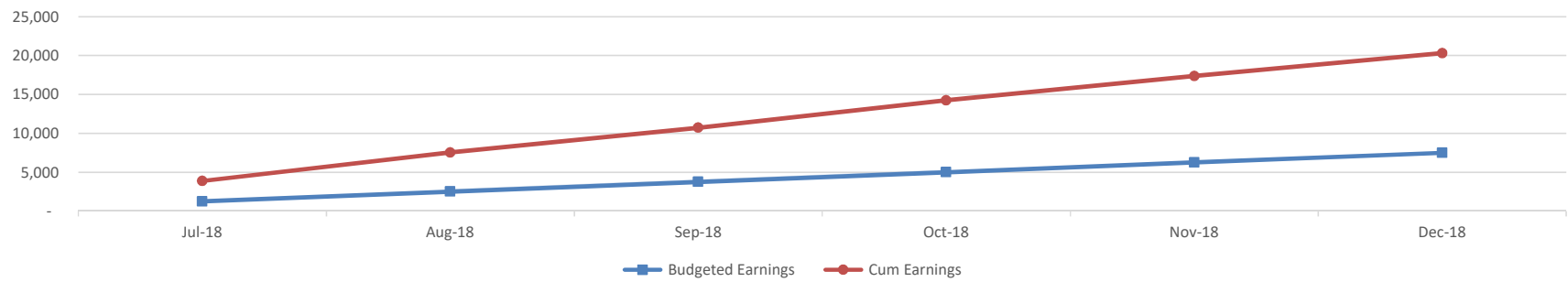
**INVESTMENT REPORT
FY 2019**

| Date | Oct | | | | Nov | | | | Dec | | | |
|------|------------------|---------------------------|-------------|-----------------|------------------|---------------------------|-------------|-----------------|------------------|---------------------------|-------------|-----------------|
| | <u>Rabobank</u> | <u>CalTrust</u> | <u>LAIF</u> | <u>Combined</u> | <u>Rabobank</u> | <u>CalTrust</u> | <u>LAIF</u> | <u>Combined</u> | <u>Rabobank</u> | <u>CalTrust</u> | <u>LAIF</u> | <u>Combined</u> |
| | <u>Money Mkt</u> | <u>Short & Medium</u> | | | <u>Money Mkt</u> | <u>Short & Medium</u> | | | <u>Money Mkt</u> | <u>Short & Medium</u> | | |
| 1 | 300,383 | 1,768,210 | 1,195 | 2,069,788 | 245,413 | 1,784,528 | 1,195 | 2,031,136 | 45,427 | 1,609,528 | 1,195 | 1,656,150 |
| 2 | 300,383 | 1,768,210 | 1,195 | 2,069,788 | 245,413 | 1,784,528 | 1,195 | 2,031,136 | 45,427 | 1,609,528 | 1,195 | 1,656,150 |
| 3 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 245,413 | 1,784,528 | 1,195 | 2,031,136 | 45,427 | 1,609,528 | 1,195 | 1,656,150 |
| 4 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 245,413 | 1,784,528 | 1,195 | 2,031,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 5 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 165,413 | 1,784,528 | 1,195 | 1,951,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 6 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 165,413 | 1,784,528 | 1,195 | 1,951,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 7 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 165,413 | 1,784,528 | 1,195 | 1,951,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 8 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 9 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 10 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 11 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 12 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 13 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 195,427 | 1,609,528 | 1,195 | 1,806,150 |
| 14 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 195,427 | 1,609,528 | 1,195 | 1,806,150 |
| 15 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 195,427 | 1,609,528 | 1,195 | 1,806,150 |
| 16 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 195,427 | 1,609,528 | 1,195 | 1,806,150 |
| 17 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 195,427 | 1,609,528 | 1,195 | 1,806,150 |
| 18 | 160,383 | 1,768,210 | 1,195 | 1,929,788 | 45,413 | 1,784,528 | 1,195 | 1,831,136 | 195,427 | 1,609,528 | 1,195 | 1,806,150 |
| 19 | 10,383 | 1,768,210 | 1,195 | 1,779,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 20,427 | 1,609,528 | 1,195 | 1,631,150 |
| 20 | 10,383 | 1,768,210 | 1,195 | 1,779,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 20,427 | 1,609,528 | 1,195 | 1,631,150 |
| 21 | 10,383 | 1,768,210 | 1,195 | 1,779,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 20,427 | 1,609,528 | 1,195 | 1,631,150 |
| 22 | 10,383 | 1,768,210 | 1,195 | 1,779,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 20,427 | 1,609,528 | 1,195 | 1,631,150 |
| 23 | 10,383 | 1,768,210 | 1,195 | 1,779,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 20,427 | 1,609,528 | 1,195 | 1,631,150 |
| 24 | 120,383 | 1,768,210 | 1,195 | 1,889,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 20,427 | 1,609,528 | 1,195 | 1,631,150 |
| 25 | 120,383 | 1,768,210 | 1,195 | 1,889,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 20,427 | 1,609,528 | 1,195 | 1,631,150 |
| 26 | 245,383 | 1,768,210 | 1,195 | 2,014,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 270,427 | 1,609,528 | 1,195 | 1,881,150 |
| 27 | 245,383 | 1,768,210 | 1,195 | 2,014,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 270,427 | 1,109,528 | 1,195 | 1,381,150 |
| 28 | 245,383 | 1,768,210 | 1,195 | 2,014,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 270,427 | 1,109,528 | 1,195 | 1,381,150 |
| 29 | 245,383 | 1,768,210 | 1,195 | 2,014,788 | 45,413 | 1,609,528 | 1,195 | 1,656,136 | 270,427 | 1,109,528 | 1,195 | 1,381,150 |
| 30 | 245,383 | 1,768,210 | 1,195 | 2,014,788 | 45,427 | 1,609,528 | 1,195 | 1,656,150 | 270,427 | 1,109,528 | 1,195 | 1,381,150 |
| 31 | 245,383 | 1,768,210 | 1,195 | 2,014,788 | | | | - | 270,457 | 1,109,528 | 1,195 | 1,381,180 |

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 2-21-2019**
FROM: SOPHIA SELIVANOFF, Deputy Executive Director, Client Services **Item: 3F**
SUBJECT: CLIENT SERVICES – MANAGEMENT SERVICES AGREEMENTS

RECOMMENDATION

Approve authorizing the Executive Director to execute management services agreements with the agencies described in the following table:

| Agency | Start Date | NTE (if any) | Service(s) Provided |
|---|-------------------|---------------------|--|
| Contra Costa Transportation Authority | January 2019 | \$1,200 | Anti-Harassment Training (Short Form) |
| Elk Grove | January 2019 | \$4,500 | Customer Service Training (Short Form) |
| Elk Grove Water District | October 2018 | \$20,000 | HR Services |
| Feather River Recreation and Parks District | January 2019 | \$5,000 | Training (Short Form) |
| For Ord Reuse Authority | December 2018 | \$25,000 | HR Services |
| Irvine Ranch Water District | November 2018 | \$5,000 | Job Classification Review (Short Form) |
| Marin County | December 2018 | \$25,000 | HR Services |
| Marin Emergency Radio Authority (MERA) | January 2019 | | HR Services |
| Pleasant Hill | December 2018 | \$25,000 | HR Audit |
| Sacramento | January 2019 | \$500,000 | Classification / Comp Study |
| San Joaquin Area Flood Control Agency | November 2018 | \$30,000 | HR Services |
| Santa Clara Valley Water District (SCVWD) | December 2018 | \$95,625 | Finance Services |
| Santa Paula | December 2018 | \$8,150 | Recruitment (Short Form) |
| Seaside | November 2018 | \$15,000 | Finance Services |
| Sedona Fire District | January 2019 | \$21,370 | Recruitment |
| South San Francisco (SSF) | January 2019 | \$74,999 | Financial Services |
| Stanislaus Council of Governments (StanCOG) | July 2018 | \$70,000 | Public Outreach & HR Services |
| Woodside Fire Protection District | October 2018 | \$15,000 | Strategic Planning |

All management services agreements use, whenever possible, the standard RGS template agreement approved by JPA Counsel. Changes to the terms of the standard RGS agreement or use of a partner agency's standard agreement are countersigned by JPA Counsel.

FISCAL IMPACT

The hourly or monthly rates charged to all partner agencies for services are sufficient to pay all salaries, benefits, insurance and administrative costs of the JPA.

TO: EXECUTIVE COMMITTEE
FROM: JEFFERSON KISE, Finance Manager
SUBJECT: FINANCIAL REPORT ANALYSIS

EC Meeting: 02-21-2019
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through December 2018, and are attached for review.

ANALYSIS

All reports are draft and unaudited. Accruals for earned but not paid leave time are posted to the financials monthly. When cash is received on an advanced billing, it is posted to the deferred revenue liability account. Upon invoicing for services rendered the deferred revenue is reversed and revenue is recognized. There is no impact on net position of the agency.

For FY2019 RGS budgeted a \$185,980 loss on \$9,689,000 in client revenue. Through December 31st, 2018, the JPA has a \$74,996 loss on \$4,448,460 in revenue and is currently supporting 128 client contracts. Additionally, RGS has 5 leadership academies under way which reach over 20 different agencies.

JPA Admin overhead costs continue to reflect the cost cutting initiated in the Fall of 2016. These measures were undertaken to counteract expenses incurred by the JPAs in response to the CalPERS audit (\$1,213,000 in direct costs since tracking began in Dec 2015).

Net equity for the JPA is \$1,700,139 after disposition of MSA net assets. Staff is proposing elsewhere that JPA net equity be segregated between operating and insurance reserves.

Regional Government Services

10:50 AM

Profit & Loss

02/04/2019

July through December 2018

Accrual Basis

| | Jul 18 | Aug 18 | Sep 18 | Oct 18 | Nov 18 | Dec 18 | TOTAL |
|--|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 440301 · Client Billings | 650,452 | 681,353 | 627,971 | 677,825 | 575,832 | 566,984 | 3,780,417 |
| 440400 · LGS & MSA - Admin. Services | 19,999 | 19,999 | 19,999 | 19,999 | 19,999 | 19,999 | 119,994 |
| 480000 · Miscellaneous Income | 54,007 | 107,915 | 81,567 | 110,454 | 94,287 | 99,819 | 548,049 |
| Total Income | 724,458 | 809,267 | 729,537 | 808,278 | 690,118 | 686,802 | 4,448,460 |
| Gross Profit | 724,458 | 809,267 | 729,537 | 808,278 | 690,118 | 686,802 | 4,448,460 |
| Expense | | | | | | | |
| 511010 · Salaries - Regular | 509,054 | 537,256 | 494,384 | 541,773 | 479,161 | 491,327 | 3,052,955 |
| 511072 · Salaries - Nonbillable | 924 | -6,264 | 1,722 | 2,845 | 826 | -35,129 | -35,076 |
| 512002 · Medicare Employer Expense | 7,375 | 7,781 | 7,129 | 7,832 | 6,965 | 7,128 | 44,210 |
| 512003 · Workers' Comp Exp clerical | 3,729 | 3,729 | 3,750 | 3,729 | 3,729 | 3,750 | 22,416 |
| 512004 · Employee Assistance Program | 370 | 370 | 370 | 370 | 370 | 370 | 2,220 |
| 512005 · Health Insurance Expense | 32,632 | 32,636 | 32,656 | 32,649 | 29,603 | 30,455 | 190,631 |
| 512006 · Dental Insurance Expense | 2,580 | 2,580 | 2,580 | 2,447 | 2,415 | 3,676 | 16,278 |
| 512007 · Vision Insurance Expense | 421 | 421 | 421 | 403 | 377 | 386 | 2,429 |
| 512008 · Life Insurance Expense | 438 | 432 | 432 | 428 | 415 | 420 | 2,565 |
| 512009 · Long Term Disability Expense | 521 | 513 | 513 | 509 | 495 | 500 | 3,051 |
| 512011 · Stars 401A Expense | 53,904 | 56,797 | 52,267 | 57,116 | 51,027 | 48,788 | 319,899 |
| 512014 · Short Term Disability Expense | 467 | 460 | 460 | 455 | 440 | 446 | 2,728 |
| 512015 · Unemployment Expense | 807 | 882 | 702 | 874 | 661 | 9,494 | 13,420 |
| 512018 · FSA Health & Day Care Expense | 399 | 63 | 61 | 61 | 62 | 61 | 707 |
| 512019 · Employee Expense Allowances | 7,338 | 7,493 | 6,726 | 7,407 | 6,652 | 6,198 | 41,814 |
| 520107 · APS (ADP) Payroll Fees | 762 | 754 | 765 | 766 | 749 | 752 | 4,548 |
| 520108 · Communications - Agency Expense | 460 | 376 | 414 | 414 | 497 | 497 | 2,658 |
| 520201 · Office Supplies | | | | 9 | | | 9 |
| 520202 · Bank Fees & Services | 380 | 707 | 288 | 306 | 398 | 294 | 2,373 |
| 520204 · Printing & Postage | 2,781 | 166 | 731 | 6,443 | 260 | 47 | 10,428 |
| 520301 · Audit Services | | | | | 15,576 | | 15,576 |
| 520302 · Legal Services | 6,830 | 22,780 | 2,859 | 22,693 | 21,060 | 18,888 | 95,110 |
| 520320 · Professional Services | 28,480 | 60,641 | 56,638 | 62,544 | 53,882 | 48,819 | 311,004 |
| 520501 · Professional Dues & Membership | 3,557 | 3,047 | 1,706 | 2,455 | 1,781 | 1,958 | 14,504 |
| 520502 · Training & Development | 70 | 140 | | 70 | 210 | | 490 |
| 520503 · Conferences & Meetings | 4,911 | 3,275 | 1,356 | 12,362 | 642 | 799 | 23,345 |
| 520504 · Publications | 1,830 | 6,884 | 3,527 | 5,125 | 2,477 | 2,564 | 22,407 |
| 520701 · General Liability Insurance Exp | 18,932 | 18,932 | 18,932 | 18,932 | 18,932 | 18,932 | 113,592 |
| 520801 · Mileage Reimbursement | 3,893 | 3,944 | 3,228 | 2,611 | 2,738 | 3,652 | 20,066 |
| 520803 · Travel Reimbursement | 7,461 | 26,821 | 13,549 | 13,161 | 16,891 | 15,915 | 93,798 |
| 520805 · Supplies & Meals Reimbursement | 786 | 1,792 | 1,314 | 1,903 | 1,317 | 1,728 | 8,840 |
| 520904 · Computer Install & Maintenance | 3,191 | 3,189 | 3,305 | 4,478 | 2,000 | 3,707 | 19,870 |
| 522798 · Miscellaneous Expense | | | | | | | |
| 560100 · Service Group Admin costs | | | | | | | |
| 570100 · Equipment Purchase | 380 | 1,019 | | | | | 1,399 |
| Total Expense | 705,663 | 799,616 | 712,785 | 813,170 | 722,608 | 686,422 | 4,440,264 |
| Net Ordinary Income | 18,795 | 9,651 | 16,752 | -4,892 | -32,490 | 380 | 8,196 |
| Other Income/Expense | | | | | | | |
| Other Income | | | | | | | |
| 520100 · Investment Income | 3,867 | 3,659 | 3,196 | 3,526 | 3,123 | 2,951 | 20,322 |
| Total Other Income | 3,867 | 3,659 | 3,196 | 3,526 | 3,123 | 2,951 | 20,322 |
| Other Expense | | | | | | | |
| 529996 · Attributed OPEB / HRA Expense | 17,229 | 17,229 | 17,299 | 17,229 | 17,229 | 17,299 | 103,514 |
| 529997 · Unallocated Admin. Svcs - RGS | -124,432 | -127,618 | -112,790 | -155,497 | -151,009 | -136,947 | -808,293 |
| 529999 · Allocated Unbillable Expenses | 124,432 | 127,618 | 112,790 | 155,497 | 151,009 | 136,947 | 808,293 |
| Total Other Expense | 17,229 | 17,229 | 17,299 | 17,229 | 17,229 | 17,299 | 103,514 |
| Net Other Income | -13,362 | -13,570 | -14,103 | -13,703 | -14,106 | -14,348 | -83,192 |
| Net Income | 5,433 | -3,919 | 2,649 | -18,595 | -46,596 | -13,968 | -74,996 |

Regional Government Services
Balance Sheet
As of December 31, 2018

11:01 AM
02/04/2019
Accrual Basis
Dec 31, 18

| | |
|--|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 110030 - LAIF Account | 1,207 |
| 110040 - CalTRUST Medium Term Fund | 890,621 |
| 110050 - CalTRUST Short Term Fund | 228,757 |
| 110060 - Rabobank Checking Account | 88,182 |
| 110070 - Rabobank Money Market | 270,457 |
| Total Checking/Savings | 1,479,224 |
| Accounts Receivable | |
| 131130 - Accounts Receivable | 1,162,709 |
| Total Accounts Receivable | 1,162,709 |
| Other Current Assets | |
| 120005 - Prepaid Expenses | 29,384 |
| 120010 - Prepaid Insurance | 75,769 |
| 131131 - Accounts Receivable - Misc | -14,687 |
| Total Other Current Assets | 90,466 |
| Total Current Assets | 2,732,399 |
| Other Assets | |
| 180001 - Loan due to JPA | 30,322 |
| Total Other Assets | 30,322 |
| TOTAL ASSETS | 2,762,721 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 220010 - Accounts Payable | 61,701 |
| Total Accounts Payable | 61,701 |
| Other Current Liabilities | |
| 214070 - Due To/From MSA | -123,888 |
| 221003 - 457/401A Retirement Liability | 36,616 |
| 221006 - FSA Liability | 650 |
| 221008 - Workers' Comp. Liability | 0 |
| 221009 - General Insurance Liability | 51 |
| 221015 - Health Insurance Liability | -1,848 |
| 221016 - Long Term Disability Liability | -18 |
| 221017 - Short Term Disability Liability | -9 |
| 221023 - Dental Insurance Liability | 261 |
| 221024 - Vision Insurance Liability | -9 |
| 221025 - Life Insurance/AD&D Liability | 44 |
| 221029 - Garnishments | 149 |
| 230060 - Accrued Salaries, Wages & Taxes | 216,036 |
| 240010 - Deferred Revenue | 33,813 |
| 250001 - Accrued Vacation | 88,670 |
| Total Other Current Liabilities | 250,518 |
| Total Current Liabilities | 312,219 |
| Long Term Liabilities | |
| 260005 - Health Reimbursement Account | -49,499 |
| 260006 - IBNR - GL | 80,000 |
| 260007 - IBNR - WC | 50,000 |
| 260008 - Case Reserves - WC | 52,894 |
| 260009 - Workers Comp Claims Liability | 160,873 |
| 260010 - General Liability Claims | 456,096 |
| Total Long Term Liabilities | 750,364 |
| Total Liabilities | 1,062,583 |
| Equity | |
| 32000 - Retained Earnings | -235,355 |
| 370000 - Fund Bal Unreserved/Unrestrictd | 2,010,487 |
| Net Income | -74,993 |
| Total Equity | 1,700,139 |
| TOTAL LIABILITIES & EQUITY | 2,762,722 |



TO: EXECUTIVE COMMITTEE
FROM: RICHARD AVERETT, Executive Director
SUBJECT: STRATEGIC PLAN UPDATE

EC Meeting: 02-21-2019
Item: 5A

RGS Strategic Plan High-Level Goals

1. Develop 5-Year Strategic Plan
2. Increase Membership to Seven Agencies by 2018.
3. Ensure RGS' Continued Financial Stability
4. Move LGS to Dormant Status
5. Expand Communication with Executive Committee
6. Update on Potential New Service Areas
7. Align Client Development and Service Delivery with Best Management Practices

Quarterly Progress Report for 02-21-2019 meeting

- 2.1. Pursue increased Board membership with similar powers as current members and geographic and socio-economic diversity.
 - Proposed invitation to City of Soledad; and proposed addition to Executive Committee.
- 3.2.1. Establish regional hubs where there is a confluence of client needs and advisor talent.
 - Alison Picard hired as HR Lead Advisor to build out Northern California hub.
- 3.4.1. Support employee learning, enrichment, and recognition.
 - Sent Advisors to CALPELRA and CSMFO conferences.
- 3.4.2. Connect with potential advisors via outreach and advertising.
 - Formed social media workgroup and hired specialist to support social media strategy.
 - Added LinkedIn Recruiter platform to RGS' LinkedIn Company page to reach broader network of potential Advisors.
 - Moving to NeoGov for RGS and client service recruitments which will allow increased functionality to reach potential Advisors more effectively.
- 4.2. LGS dissolved on December 28, 2018.
 - MSA dissolved on December 28, 2018.
- 5.3. Monthly updates (e.g. newsletter, email), with links to public RGS client work and new programs.
 - Newsletter Advisor coordinating with social media effort to expand outreach.
6. Update on Potential New Service Areas
 - 6.2.1. Launched
 - 6.2.1.1. Emergency/EOC Training Services
 - Survey of emergency planning needs distributed to newsletter recipients. Already 7 agencies have requested that RGS contact them, and the first contract for this service line is in development.
 - 6.2.2. In Development

6.2.2.1. Public Safety Services

- Developing service line and identifying potential partner agencies.

6.2.2.2. Fire Administrative Services

- Awaiting feedback on a proposed contract to serve 18 fire districts.

6.2.2.3. Occupational Safety and Risk Management

- Sent risk management Advisor to PARMA and in discussion with potential service line lead.

6.2.2.4. Payroll Consulting Services

- Continuing payroll service demand, and currently providing several payroll consulting services. Continuing to look for service Lead and additional Advisors.

6.2.3. Continuing to Explore

6.2.3.1. IT Services

- Identified potential service lead or Advisor and exploring opportunities for service delivery.

6.2.3.2. Disability Management

- Exploring pulling out this service as its own service line outside of the HR service line due to specialized knowledge and potential for growth.

7.3 Develop strategies to achieve the optimum mix of Partner Agencies

- New tools and resources for social media outreach will be incorporated and aligned with current outreach efforts to connect with potential clients.

TO: EXECUTIVE COMMITTEE
FROM: Richard Averett, Executive Director
SUBJECT: **RGS BOARD MEMBERSHIP - CITY OF SOLEDAD**

EC Meeting: 02-21-19
Item: 6A

RECOMMENDATION

Approve inviting City of Soledad as a Regional Government Services Authority Board Member, effective with Soledad City Council’s approval of membership at their March 6, 2019 City Council meeting, and authorize the Chair to enter into a membership agreement by execution of the attached Addendum.

BACKGROUND

The Amended and Restated Joint Powers Agreement authorizes the Executive Committee to approve new JPA member agencies. A two-thirds vote of the Executive Committee is required. If the Executive Committee approves adding a new member it does so by executing an Addendum to the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority, and authorizes the Chair to enter into a membership agreement by execution of the Addendum.

Located in Monterey County, the City of Soledad was officially incorporated as a municipality by the State of California on March 9, 1921. The City’s official name, Soledad meaning “solitude”, was derived from the Mission Nuestra Señora de la Soledad. Today, Soledad has an agricultural-related economy as well as a developing tourist economy due to Soledad being situated as the “Gateway to the Pinnacles”, one of the United States’ newest National Parks. The City of Soledad had a population count of 25,738 as of the 2010 census.

The City of Soledad was a partner agency of RGS in 2018 when RGS provided City Clerk services.

Adding the City of Soledad to the RGS Board will help fulfill goal 2.1 of the RGS Strategic Plan: Pursue increased Board membership with similar powers as current members and geographic and socio-economic diversity. Soledad brings geographic diversity to the Board with its location on the Central Coast, as well as socio-economic diversity with the agricultural base the City serves.

FISCAL IMPACT

After one year of membership, Soledad would be eligible to receive the same training funds as other Members in good standing. This funding, if approved by the Board or Executive Committee in the annual budget, would be available in FY2020.

**ADDENDUM
TO
AMENDED AND RESTATED JOINT POWERS AGREEMENT
CREATING THE REGIONAL GOVERNMENT SERVICES AUTHORITY**

RECITALS

WHEREAS, the Members entered into an Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority ("RGS"), effective August 25, 2016.

WHEREAS, Article II, Section 1 of said agreement provides that public entities may join as members of RGS if approved by two-thirds of the members of the Executive Committee of the RGS Board on terms and conditions approved by the Executive Committee.

WHEREAS, Article II, Section 1 further provides that new members shall be included within the term "members" following the execution of an addendum to the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority.

WHEREAS, said addendum shall be executed by the new member and the Chair of the Executive Committee.

AGREEMENT

NOW, THEREFORE, RGS, through the Chair of its Executive Committee, and the City of Soledad enter into this Addendum to memorialize and acknowledge the addition of the City of Soledad as a member of RGS.

The City of Soledad acknowledges it will be subject to the provisions of the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority following execution of this Addendum by both parties.

CITY OF SOLEDAD

Dated: _____ By: _____
City Manager

REGIONAL GOVERNMENT SERVICES AUTHORITY

Dated: _____ By: _____
Chair of the Executive Committee

APPROVED AS TO FORM

Dated: _____ By: _____
Legal Counsel
REGIONAL GOVERNMENT SERVICES AUTHORITY

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-21-2019**
FROM: RICHARD H. AVERETT, Executive Director **Item: 6B**
**SUBJECT: APPROVAL OF SERVICES AGREEMENTS AND RULES & REGULATIONS
FOR MUNICIPAL DENTAL POOL**

RECOMMENDATION

Approval of Agreements and Rules & Regulations for the Municipal Dental Pool and Authorize Executive Director to Approve Final Documents Including Delta Dental Contract for Services.

BACKGROUND

Municipal Services Authority (MSA) has hosted a dental pool for public agencies for the last four years. Since January 2018, the Pool has been self-insured. With the dissolution of MSA, RGS has assumed hosting duties. The growth of the program warrants a more formal structure, including:

1. Brokerage agreement with Keenan;
2. Insurance Advisory Committee for participating agencies (provided for within rules and regulations);
3. Provider Services Agreement with Delta Dental; and
4. Services Charge by RGS.

Brokerage agreement – This standard brokerage agreement is in draft form. Once completed, the RGS Executive Director will execute this agreement on behalf of the Pool/RGS. Under the agreement Keenan will continue to collect premiums from participating agencies and pay premiums and claims submitted by Delta Dental.

Rules and Regulations – Also in draft form, these provide for an Insurance Advisory Committee (IAC) reporting to the RGS Executive Director. RGS will provide Treasurer services, program oversight, coordination with the Program Manager (Keenan), and keep the RGS Executive Committee informed about the program. A draft of this document will be available prior to the Executive Committee’s February 21st meeting. The Executive Committee is being asked to approve this draft and authorize the RGS Executive Director to finalize the rules and regulations.

Delta Dental Contract for Services – Once Delta Dental receives that Brokerage Agreement they will prepare a contract for services between Delta Dental and RGS. The RGS Executive Director will execute this agreement on behalf of the Pool/RGS.

RGS Charges for MDP – For overseeing the program’s finances, broker activities, participating agencies’ involvement, and employee interests, RGS proposes to charge one (1) percent of monthly premiums.

FISCAL IMPACT

RGS proposes to charge one (1) percent of monthly premiums, which currently are \$220,000. Estimated staff costs to support the program at this higher level are just over \$2,000 per month. As the program grows, this revenue will grow, as will staff workload. The workload is not expected to grow proportionally with the growth in monthly premiums and therefore annual reviews could result in recommendations to

lower the fees charged. Costs for external services such as a review of financial transactions by an independent auditor will be paid directly from the pool proceeds.

Municipal Dental Pool Rules and Regulations

PREAMBLE

The Municipal Dental Pool ("MDP") is created for the purpose of the establishment, operation, and maintenance of a Dental Program, and such other coverages and associated services as Regional Government Services Authority (RGS) may later determine, and to provide a forum for discussion, study, development, and implementation of programs regarding employee benefits, insurance, and self-insurance MDP is sponsored by a Joint Powers Authority entitled Regional Government Services Authority ("RGS" or "Board").

ARTICLE I MEMBERSHIP

- A. Membership in MDP is open to any California public agency, and trust or non-profit serving public agencies, if legally permissible. Membership shall be deemed to be effective when the prospective Participating Agency or "Agencies" has:
1. Been approved by the Executive Director and Program Manager;
 2. Has executed the Agreement; and
 3. Agreed in writing to be bound by these Rules and Regulations.
- B. For purposes of Section A above, "public agency" means any city, state, county, or local government or an agency of city, state, county, other public entity such as a joint powers authority.
- C. A representative of the Participating Agency may participate in Advisory Committee meetings with the Executive Director to provide input on all matters affecting the program. Participation is voluntary, but helps ensure the program best meets the needs of Participating Agencies.

ARTICLE II EXECUTIVE DIRECTOR

Duties of Executive Director

- A. The Executive Director refers to the RGS Executive Director and is appointed and can be removed by the RGS Board.
- B. Executive Director duties with respect to MDP include:
1. Establish an Insurance Advisory Committee (IAC) for MDP Agencies to provide input into the program's administration;
 2. Provide Treasurer services for the program;
 3. Provide program oversight;
 4. Assist the vendor in strengthening the program through outreach, coordination, and management; and
 5. Keep the RGS Board/Executive Committee informed about the program's status (e.g. membership, IOC/member input, lives covered, claims volume and account balance).

6. The Executive Director has the authority to contract for services as appropriate.

**ARTICLE III
PROGRAM MANAGER**

A Program Manager shall oversee the day-to-day operations and administrative functions of MDP. The Program Manager shall also act as MDP's benefits consultant and insurance broker for the organization, supporting the IAC, Executive Director and RGS Board/Executive Committee. Given its extensive experience as an insurance broker/consultant and in the management of pooled insurance programs and joint powers authorities, Keenan shall serve as MDP's Program Manager. Keenan shall serve at the pleasure of the Executive Director and may be removed as the Program Manager by the Executive Director with the advice and consent of the majority of the Participating Agencies and RGS Board or Executive Committee. The compensation of the Program Manager will be set by agreement with RGS.

**ARTICLE IV
INSURANCE ADVISORY COMMITTEE**

- A. There shall be created an Insurance Advisory Committee ("IAC") whose purpose shall be to advise and consult with the RGS Executive Director and Program Manager with respect to the interests and concerns of the MDP Agencies. Each Participating Agency can designate one individual from the organization to serve on the IAC. Individuals shall serve on the IAC at the pleasure of the appointing Agency and any individual so serving may be removed and replaced by the appointing Agency at any time for any reason.
- B. The IAC may select one individual to serve as its Chair. If selected, the Chair shall preside over all meetings of the IAC.
- C. The IAC shall function only in an advisory capacity and shall have no authority to take any action or make any decision on behalf of the RGS Board with respect to the MDP.
- D. All meetings of the IAC will be called, held and conducted in compliance with the provisions of the Brown Act.
- E. The IAC members shall not receive compensation for their service on the Committee. Expenses incurred by an IAC member at the direction or request of the Executive Director shall be eligible for reimbursement from the program only if approved in advance.
- F. The IAC shall meet telephonically or in-person at least once annually. Additional meetings may be convened upon request of the Chair or any IAC member, or at the request or direction of the Executive Director.
- G. The IAC may establish rules governing its own conduct and procedure and have such expressed or implied, as is not inconsistent with or contrary to the laws of the State of

California, these Rules and Regulations, the Agreement, or any rule, policy, procedure, action, or directive of the Board.

- H. The powers of the IAC include:
1. Review contracts to which MDP is a party.
 2. Recommend benefits insurance and insurance-related programs to be offered to the Agencies;
 3. Work with the Program Manager, as appropriate, to provide input regarding MDP's insurance programs and day-to-day operations
 4. Review the renewal and other financial related aspects of MDP

ARTICLE V FINANCE

- A. MDP shall operate on a program year from January 1st through December 31st.
- B. No less than 90 days before the end of the program year, the Executive Director shall propose an operating budget ("Operating Budget") for the following program year for review and recommendation by the IAC. A copy of the Operating Budget shall be transmitted to each of the Participating Agencies.
- C. As necessary, an Operating Account shall be established and maintained by the Program Manager for monies that may be received by MDP for the benefit of the Program. Funds from the Operating Account shall be used for the payment of the operating expenses of MDP.
- D. Each Member shall be responsible for the payment of its own insurance premiums. A 2% late fee will be charged for premiums received thirty (30) days after the due date, and a 5% late fee will be charged for premiums received sixty (60) days after the due date.
- E. Request made to provide a timeline for annual renewal process, advising when the preliminary renewal will be available, when renewal rates are presented to the Board, and when and rates are released to Agencies.

ARTICLE VI INSURANCE COVERAGE AND OTHER SERVICES

- A. The Program Manager shall solicit and obtain quotes from insurance carriers for presentation to the Participating Agencies and Executive Director.
- B. The Board or their designee shall determine the carrier(s) and insurance options that will be made available to the Participating Agencies.
- C. MDP will make available the third-party administration (TPA) services to its self-insured Agencies.

- D. Self-insured Participating Agencies will be required to accept the terms and conditions of the TPA service agreement entered into by MDP's Executive Director

**ARTICLE VII
ACCOUNTS AND RECORDS**

- A. MDP is accountable for all funds received by the pool and dispersed by it and, to that end, MDP shall establish and maintain such funds and accounts as may be required by good accounting practice or by any provision of law or any resolution of MDP. Accounting duties may be provided by a third party, such as SETECH, under contract. Books and records of MDP in the hands of the Program Manager shall be open to inspection at all reasonable times by representatives of the Agencies. As soon as practical after the close of each program year, MDP shall give, or cause to be given, a complete written report of all financial activities for such program year to each Agency.
- B. RGS may make, or contract with a Certified Public Accountant to make, for an appropriate review of the accounts, records, and financial affairs of MDP.

Deleted: strictly

**ARTICLE VIII
TERMINATION OF MEMBERSHIP**

- A. Any Member who has been a member of MDP for at least two (2) years may terminate its membership and its participation in the MDP by providing notice in the manner prescribed in Section B below. Termination will be effective as of the last day of the then-current program year.
- B. Notice must be given at least 60 days before the end of the program year. Notice must be in writing signed by the chief executive of the Agency, addressed to the Program Manager and/or Executive Director. If an Agency submits notice of an intent to terminate, but subsequently decides to remain in MDP, the Agency shall not be permitted to submit another termination notice for two years. The Executive Director has the right to impose a termination fee upon any Agency who fails to provide notice in the manner required by these Rules and Regulations.
- C. Any Agency withdrawing from MDP shall not be eligible to reapply for membership for a period of two (2) years.
- D. An Agency may be involuntarily terminated from MDP upon agreement by both the Executive Director and Program Manager at any IAC meeting at which a quorum is present.
- E. Grounds for involuntary termination include, but are not limited to, the following:

1. Failure or refusal to abide by the Agreement or Bylaw, and/or any amendment thereto;
2. Any action which in the opinion of the Executive Director and Program Manager is contrary to best the interests, goals and/or objectives of MDP and its Agencies.
3. Failure of an Agency to disclose a material fact to MDP or its Program Manager which, in the opinion of the Executive Director, constitutes fraud, misrepresentation or concealment for the purposes of obtaining coverage with
5. Failure for more than 60 days to pay any of its share of the Program Manager's fees;
6. The cancellation of insurance obtained through MDP for non-payment of plan premiums, or
7. Failure for more than 60 days to make any payment due for TPA services secured through MDP.

Involuntary termination shall have the effect of eliminating the Agency as a Participating Agency of MDP. Termination shall be effective upon such other date as the Executive Director may specify, but in no case less than thirty (30) days after notice of involuntary termination is given. If termination occurs before the last day of the program year, any insurance obtained by the terminated Agency through MDP shall continue until the first day of the month following the termination date, but in no way relieves the terminating Agency from any financial obligation to pay for premiums.

ARTICLE IX DISPOSITION OF PROPERTY AND FUNDS

In the event of the dissolution of MDP, the complete rescission, or other final termination of the Program by all Participating Agencies then a party to the Agreement, any property interest remaining in MDP following a discharge of all obligations shall be disposed of pursuant to each Participating Agency's pro rata share of the remaining interest, less five (5) percent for RGS to oversee dissolution. The pro rata share shall be distributed to participants who have been members for at least 24 months and are participants on the date of termination.

ARTICLE X INVESTMENT OF FUNDS

- A. MDP shall have the power to invest or cause to be invested, in compliance with Section 6509.5 of the California Government Code, such funds as are not necessary for the immediate operation of MDP as allowed by Section 53601 of the California Government Code. Another section that references codes that was requested to be reviewed.
- B. The level of cash to be retained for the actual operation of MDP shall be determined by the Executive Director, with the advice and concurrence of the Program Manager and Participating Agencies.

**ARTICLE XI
AMENDMENT**

- A. Amendment to these Rules and Regulations may be proposed by any Participating Agency.
- B. Except as otherwise provided in these Rules and Regulations, amendments to these Rules and Regulations must be adopted by a two-thirds (2/3) majority of Participating Agencies and approval by RGS. Any amendments duly adopted by the Board shall be binding upon all Participating Agencies of MDP. Any amendment that would alter the rights of the Agencies or would fundamentally change the purpose of the MDP as established in the Preamble to these Rules and Regulations, must be approved by a 2/3rds majority of all Participating Agencies and by the RGS Board or Executive Committee. The effective date of any amendment will be on the first day of the next month following adoption, unless otherwise stated.

**ARTICLE XI
SEVERABILITY**

Should any portion, term, condition, or provision of these Rules and Regulations be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

**ARTICLE XII
EFFECTIVE DATE**

These Rules and Regulations shall become effective immediately upon their adoption by the RGS Board or Executive Committee.

Approved: TBD

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-21-2019**
FROM: RICHARD H. AVERETT, Executive Director **Item: 6C**
SUBJECT: APPROVAL OF SERVICES AGREEMENT WITH MUNICIPAL SHARED SERVICES

RECOMMENDATION

Approval of Services Agreement with Municipal Shared Services Corporation (MSS).

BACKGROUND

In late December 2019, RGS began providing administrative and management services for MSS. MSS is a **non-profit benefit corporation** serving local governments, and therefore qualifies as an agency with whom RGS may contract. The contract is being finalized but utilizes the standard RGS agreement template. The scope of work is a full array of RGS management and support services, including:

- Provide negotiation and managerial resolution to all outstanding issues from dissolved agencies.
- Accounting services, including:
 - Creating and maintaining accounting records for all MSS financial transactions.
 - Opening bank accounts on behalf of MSS, and performing the deposits, check writing and reconciliation thereof.
 - Paying vendor invoices and issuing year end 1099s.
 - Provide financial reporting as requested.
 - Placing insurance on behalf of MSS.
- Establishing and maintaining an electronic record keeping system.
- Establishing and maintaining email accounts.
- Performing all state-mandated reporting when due.
- Working with insurance carriers on claim documentation, settlements, payments, etc. as need for the disposition of insurance claims and/or benefit settlement agreements.
- Communicating with legal counsel on matters as they relate to MSS formation, insurance claims, predecessor entity matters as they relate to the rights and responsibilities of MSS, etc.
- Negotiating with former clients and employees regarding the transfer of their CalPERS pension service credits, unfunded accrued liability and pension benefit settlements.

FISCAL IMPACT

Services will be invoiced at a monthly flat fee of \$10,000.

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-21-2019**
FROM: RICHARD H. AVERETT, Executive Director **Item: 6D**
SUBJECT: PERSONNEL RULES, REGULATIONS AND POLICIES UPDATES

RECOMMENDATION

Approval of updates to the personnel rules, regulations, and policies.

BACKGROUND

At the November 16, 2017 Board of Directors meeting, the Board approved bringing only individual sections of the Personnel Rules, Regulations and Policies which had undergone material changes for approval. Minor changes such as spelling and grammar corrections are not presented for approval.

It was also approved that such changes would be brought to the Executive Committee Consent Calendar for approval instead of the Board of Directors.

The Personnel Rules, Regulations, and Policies continue to be presented as one all-encompassing document to all JPA employees. Given the nature of the JPA, with employees at various worksites, there is a need for employees to be able to use a single document to find information relevant to employment rules, policies, practices, and procedures. This document is available on the ESelfserve payroll/timecard program, which is where many JPA employment-related documents are placed for easy access. All employees must log in to this system regularly. The document is also available to the public upon request.

FISCAL IMPACT

There is no fiscal impact of approving these updates to the JPAs' Personnel Rules, Regulations, and Policies.

REVIEW FOR THIS MEETING

The Personnel Rules, Regulations and Policies Update report was moved from the meeting Consent Calendar for this review due to the necessity of having discussion regarding the updates to Financial Reserves Designation – Net Assets policy.

- Update to the Financial Reserves Designation – With the dissolution of MSA, where insurance reserves were maintained, it is recommended that RGS establish an insurance reserve. The JPA The JPA operating reserve target is \$960,000 or 10% of the current year's budget. The recommended minimum claims reserve is 50% of expensed claims, with a target of 100% of expensed claims. Current expensed claims total \$799,863. Both minimum targets - \$960,000 and \$400,000 for operating and insurance reserves, respectively – are met. The JPA is currently \$60,000 shy of achieving the full insurance target balance. Predicted losses for the rest of the fiscal year and normal annual upward adjustments to claims expenses will likely keep the JPA from achieving its 100 percent target this year.
- Addition of the Credit Card Program and Use policy.
- Board Member Agency Training Funds – updated to reflect March 2017 Board decision to allocate at least 50% of funds to internal RGS services.
- The entire Personnel Rules, Regulations & Policies document has been reviewed for references to Local Government Services Authority and Municipal Services Authority after each JPA was

dissolved. References to either dissolved JPA have been removed from the document. The Cooperation Agreement and Utilization Plan (former policy 48.1) and Allocation of JPA Administrative Expenses (former policy 49.2) were entirely removed from the packet and the remaining policies in the respective sections were re-numbered.

SECTION 49: Financial Policies
POLICY TITLE: Financial Reserves Designation – Net Assets
POLICY NUMBER: 49.3
LAST UPDATE: 02/19

Financial Reserves Designation – Net Assets

- 49.4.1 **Purpose:** This policy provides for prudent financial reserve targets for operations and insurance contingencies.
- 49.4.2 **Background:** The Board of Directors and Executive Committee established a policy to have a target level of net assets for contingencies such as revenue fluctuations and business opportunities. Adequate reserves will enable the JPA to better adapt to significant and rapid increases or decreases in client workload, and for use as an opportunity fund enabling the agency to take advantage of unique circumstances that have a high likelihood of resulting in favorable return on investment. In addition, beginning in January 2019, the JPA became the direct certificate holder for its insurance policies. As such, adequate reserves will allow for higher self-retentions and aid in controlling premium costs.
- 49.4.3 **Net Asset Amounts:** The JPA's reserve amount needs to be segregated between operating reserves and insurance reserves. The operating reserves meet two objectives: normal business risks (e.g. significant and rapid loss of revenue), and business opportunities. Minimum net asset amounts are reviewed annually. The approved target minimum net assets for RGS is 10% of the forecasted upcoming fiscal year gross revenue. Insurance reserves reflect the JPA's risks from claims. These risks include IBNR, case reserves and existing claims liability, tempered by insurance coverage. A minimum insurance reserve of 50% of expensed claims should cover eventual net payout, but a target 100% or full funding of expensed claims would provide resources to allow for the long recovery period before insurance proceeds.

SECTION 49: Financial Policies
POLICY TITLE: Credit Card Program and Use
POLICY NUMBER: 49.5
LAST UPDATE: 02/19

Credit Card Program and Use: Agency credit cards are available to certain Agency employees for use when transacting authorized Agency business. The program is managed by a Program Administrator designated by the Executive Director. Purchases are subject to public scrutiny; employees shall follow a strict rule of personal conduct that will not compromise the Agency in the conduct of its business.

49.5.1 **Purpose:** The purpose of establishing a credit card program is to:

- Consolidate purchases into one invoice for payment, thereby reducing administrative costs associated with multiple payment transactions;
- Promote efficient and secure on-line procurement of goods and services; and
- Reduce purchase cycle time.
- Payment of travel expenses for appropriate business travel

49.5.2 **Card Issuance:** The Executive Director, in conjunction with Department Heads, will evaluate the operational necessity for the issuance of Agency credit cards. The Executive Director or Department Head will instruct the Program Administrator to order Agency credit cards for approved employees.

49.5.2.1 **Limits:** The Executive Director, in conjunction with Department Heads, will set monthly purchase limits for each Cardholder account. If limits are not appropriate for transacting normal business operations, the Executive Director may modify card limits.

49.5.3 **Card Revocation:** Agency issued credit cards may be revoked for:

- Cardholder employment separation;
- Failure to comply with any of the Credit Card Program and Use policy;
- Minimal account use; or
- When deemed as unnecessary for operational necessity for the Cardholder.

49.5.4 **Acceptable Purchases/Uses:** Agency issued credit cards may be used for Agency business only, including, but not limited to:

- Approved supplies and equipment;
- Approved services such as printing or shipping;
- Approved professional dues;
- Authorized Conference/Seminar registration; and
- Authorized travel related expenses.

49.5.5 **Unacceptable Purchases/Uses:** Agency issued credit cards may not be used to purchase inappropriate items including, but not limited to:

- Cash advances;
- Money orders, cashier's checks, traveler's checks;
- Alcohol or tobacco products;
- Any expenses which do not conform to policies outlined in the RGS Personnel, Rules, Regulations and Policies; and
- Personal goods or services of any kind, even if the intention is to reimburse the Agency at a later time.

49.5.5.1 **Noncompliant/Inadvertent Charges:** For any charges questioned as unacceptable, or any charge made inadvertently for personal use, the Cardholder will be asked to resolve the charge by:

- Returning questioned items and provide Program Administrator with documentation of the credit for the return; or
- Reimbursing the Agency for the total dollar amount of the charge via personal check or paycheck deduction.

49.5.6 **Payment Approval:** The Executive Director shall designate an Approving Official for each Cardholder account who will review reconciled statements and submit to Finance for payment. The Approving Official for any Cardholder account may not be by the Cardholder themselves.

49.5.7 **Cardholder Responsibilities:** By accepting an Agency issued credit card, the cardholder shall agree to abide by all policies outlined in the Credit Card Program and Use policy including, but not limited to:

49.5.7.1 **Card Security:** The Cardholder is responsible for keeping the card in a safe place to protect against theft, fraud and misuse.

49.5.7.2 **Documentation:** The Cardholder shall be responsible for providing accurate and complete documentation to the Program Administrator for all charges applied to their card. Documentation may be submitted at the time of use or any time up to the deadline communicated by the Program Administrator. Documentation must include:

- Vendor name and contact information;
- Date of transaction;
- Itemization of items purchased;
- Total dollar amount of transaction; and
- Business purpose for charge, including names of any other individuals other than the Cardholder who received goods or services. Business purpose may be handwritten on the receipt.

49.5.7.3 **Insufficient Documentation:** In certain cases, documentation is not available for charges, or one or more of the required pieces of information detailed above is not included on the documentation. In such cases, a written description which provides all the information outlined above must be provided to the Program Administrator.

49.5.7.4 **Timely Submittal:** The Cardholder shall submit all documentation by the deadline requested by the Program Administrator.

49.5.7.5 **Incorrect Charges:** Any incorrect charges on the billing statement must be addressed immediately with the vendor by the Cardholder. If a credit or refund is issued, documentation for the credit must be provided to the Program Administrator. If the charge is to be disputed with the bank, contact the Program Administrator with the details. Reasons for incorrect charges can include, but are not limited to:

- Incorrect/damaged/no merchandise/service received;
- Dollar amount of charge does not match dollar amount on documentation; and
- Charge never made (fraud).

49.5.7.6 **Lost or Stolen Cards:** The Cardholder is responsible for immediately notifying the Program Administrator of a lost or stolen card. The Program Administrator will cancel the card. Failure to do so could make the Cardholder responsible for any fraudulent use of the card.

49.5.7.7 **Employment Separation:** The Cardholder is responsible for returning the Agency credit card to the Program Administrator before the issuance of the last paycheck.

49.5.8 **Program Administrator Responsibilities:**

49.5.8.1 **Log:** The Program Administrator will maintain a log of Agency cardholders and account numbers.

49.5.8.2 **Bank Contact:** The Program Administrator is responsible for communications with the bank regarding:

- Disputed charges after being provided with information from the Cardholder;
- Declined activity;
- Adjusting credit limits approved by the Executive Director, and;
- Opening or closing accounts.

49.5.8.3 **Reconciliation:** Reconciliation of the Cardholder statements is necessary to ensure the accuracy of the statement and to prevent any payment errors. The Program Administrator shall reconcile the monthly credit card statements by:

- Ensuring all charges were made in accordance with the policies outlined in the Credit Card Program and Use policy;
- Allocating charges to the appropriate budget code;
- Resolving questions on purchases with Cardholders; and
- Ensuring accurate and complete documentation is provided for all charges on all Agency credit cards.

49.5.8.4 **Reporting:** The Program Administrator is responsible for reporting misuse of an Agency credit card to the Executive Director.

49.5.8.5 **Submission:** The Program Administrator shall submit all reconciled credit card statements with allocation information and documentation to the approving official in a timely manner in accordance with the Accounts Payable schedule.

49.5.9 **Misuse of Agency Credit Card:** Misuse of an Agency credit card may be defined as, but are not limited to:

- Repeatedly failing to provide complete and accurate documentation for charges in a time frame requested by the Program Administrator;
- Repeated personal use of the credit card (whether inadvertent or intentional);
- Repeatedly making unacceptable purchases.

49.5.9.1 **Penalties for Misuse:** Penalties for misuse of an Agency credit card are at the Executive Director's discretion and may include, but are not limited to:

- Permanent or temporary revocation of Agency credit card;
- Repayment of questioned charges as outlined above;
- Disciplinary action up to and including criminal charges; and
- Termination.