

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

August 15, 2019

1:05 p.m., or immediately following preceding meeting

Via Teleconference

Dublin Civic Center, Human Resources Director's Office, 100 Civic Plaza, Dublin, CA 94568

Larkspur City Hall, City Manager's Office, 400 Magnolia Avenue, Larkspur, CA 94939

Napa, Assistant City Manager's Office, 955 School St, Napa, CA 94559

Soledad City Hall, City Manager's Office, 248 Main Street, Soledad, CA 93960

Walnut Creek City Hall, Assistant City Manager's Office, 1666 North Main Street, Walnut Creek, CA 94596

Yountville Town Hall, Town Manager's Office, 6550 Yount Street, Yountville, CA 94599

1. CALL TO ORDER / ROLL CALL

- A. Election of Officers

Action

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 **May 16, 2019** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar (special topic – 2020 meeting schedule)
- D. Approval of Payments and Deposits made April 2019 through June 2019
- E. Approval of Investments Report through June 2019
- F. Approval of Management Services Agreements

Action

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through June 2019

Information

5. OLD BUSINESS

- A. Interim Strategic Plan Update

Action

6. NEW BUSINESS

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

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

Initiation of litigation: (1) Sixteen potential cases

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,
potential new Member Agencies

Information

B. Members:

Information

8. ADJOURN

The next Regular Meeting will take place on November 22, 2019 at 10:30 a.m. in Monterey.

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.

TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, Executive Director
SUBJECT: ELECTION OF OFFICERS

BOD Meeting: 8-15-19
Item: 1A

RECOMMENDATION

Hold election for officers.

BACKGROUND

All officer positions will be elected on both the Board of Directors and the Executive Committee to meet the annual election obligations of the JPA. Hereafter, annual elections will be scheduled for the February meeting, which is the most likely time for an in-person meeting.

FISCAL IMPACT

There is no fiscal impact of holding the elections.

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
MAY 16, 2019**

The Regional Government Services Authority held a regular meeting of the Executive Committee on May 16, 2019 via teleconference. The meeting was called to order at 1:03 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Fran Robustelli, Chair
Steve Rogers, Vice Chair
Julie Carter, Alternate Member
Michael McHatten, Member
Dan Schwarz, Member

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Jefferson Kise, Finance and Operations Manager
Rich Oppenheim, Admin Services Mgr
Tiffany Buraglio, Executive Assistant

2. PUBLIC COMMENT - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **February 21, 2019** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made February 2019 through April 2019
- E. Approval of Investments Report through March 2019
- F. Approval of Management Services Agreements

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

Action: Moved and seconded (Rogers/Schwarz) to approve consent agenda items A, B, D, E and F.

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

C. Approval of Regularly Scheduled Meetings Calendar

Executive Director Averett requested the August meeting be retained on the calendar but noted that it may be cancelled due to summer scheduling conflicts. The November meeting is to be held in conjunction with CALPELRA. Because it will be an in-person meeting, some additional items will be included on the agenda to take advantage of the good discussion opportunities, including finalizing a Strategic Plan. The JPA will pay for conference registration if Member is representing RGS, and will pay for transportation and one-night lodging, if needed, for the RGS meeting. Staff will make plans to hold the February meeting in conjunction with the City Managers meeting. The JPA would not be able to pay for the conference registration but would be able to pay for a night of lodging. Vice Chair Rogers questioned if it was intended that the February meeting would be the Friday afternoon following the conference. Executive Director Averett agreed that was the tentative proposal.

Action: Moved and seconded (Carter/Rogers) to approve consent agenda item C

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through March 2019

Information item; no action was taken. Finance and Operations Manager Kise noted JPA is losing money, but not as much as had been budgeted. Forecast that the loss at the end of the fiscal year will be less still. Supporting around 150 client contracts each year and that remains consistent. The number of training/leadership academies is going very well. The JPA's target operating reserve is met.

B. Approval of FY20 Budget

Finance and Operations Manager Kise noted that as RGS has begun involving service line leaders developing budget revenue projection. Legal services costs are proposed less than the current year's projected costs because legal costs related to PERS matters are expected to decrease. An upcoming research project for new billing software has been included in the budget, as well as budgeting a \$100,000 contribution to the insurance reserve. It is projected that the closing FY19 loss will be less than the March loss. Note – staff report section that reads “FY2019 Proposed Budget” and should say “FY2020”. FY20 projected loss is less than we have been experiencing over the last couple years, even with the inclusion of items noted in the staff report. As the agency moves forward, there will be additional lines included in revenue that are being broken out of the Miscellaneous Income line. Vice Chair Rogers noted there was less budgeted investment income for FY20 than projected in FY19. Finance and Operations Manager Kise concurred that this results from the lower amount of investible funds after dissolution of MSA. Executive Director Averett noted that this is the third year in a row we have budgeted for a deficit and it will be the smallest deficit we have budgeted. Executive Director Averett believes the JPA has taken the long-term steps to give the agency long-term financial health such as appointing Selivanoff to Deputy Executive Director for Client Services position to help strengthen client growth. Vice Chair Rogers added that the Executive Committee recognizes that JPA has been working toward profitability coming out of PERS impacts.

Action: Moved and seconded (Rogers/McHatten) to approve FY20 Budget

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Interim Strategic Plan Update

Administrative Services Manager Oppenheim noted that the November meeting is targeted to use the services of an outside consultant to guide development of a Strategic Plan. Oppenheim highlighted a few points from the interim strategic plan such as the addition of the City of Soledad as a new JPA member and the hiring of a new social media advisor to assist the JPA in outreach. Also of note is the successful production of a monthly newsletter for a year which reaches over 2,000 contacts each month. Chair Robustelli announced that she will be taking the Assistant City Manager position at another City and inquired whether that City's joining RGS would help to meet the Strategic Plan goal of increasing membership. Executive Director Averett noted that one of the objectives under the Membership growth goal was to broaden geographic diversity; however, Executive Director Averett felt that at this point in the JPA's development, membership growth even in a County already represented, helps convey the strength of the JPA and increases awareness of our services. The Executive Committee members concurred. Executive Director Averett also noted that actions have been made to reach out to Ceres as well as some agencies in Southern California. Executive Director Averett clarified that when an Executive Committee member changes employers, the EC membership remains. Board of Directors membership resides with the agency.

Action: Moved and seconded (Carter/McHatten) to approve Interim Strategic Plan

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

B. Approve Proposed Process to Develop a New Strategic Plan

Administrative Services Manager Oppenheim outlined a proposal to develop a new Strategic Plan using an outside consultant. Work would begin well before the November meeting, in order to complete the development at that meeting. Deputy Executive Director for Client Services Selivanoff noted this would not be an RFP process, but the intention is to seek a consultant who is already familiar with RGS and would be ready to start work without having to spend a lot of time learning about the agency. Staff would look to the same consultant for both this and the Customer Feedback interviews project.

Action: Moved and seconded (Schwarz/Rogers) to approve proposed process to develop a new strategic plan

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

C. Authorization of Staff to Retain Consultant to Conduct Customer Feedback Interviews

Deputy Executive Director for Client Services Selivanoff noted the desire to roll out a structured and intentional customer feedback program. Staff is proposing to start project immediately, preferably before the new Strategic Plan is discussed at the November meeting. Vice Chair Rogers noted he is pleased to see staff starting on this. Member Carter thinks this will be a great measurement tool to enhance services.

Action: Moved and seconded (Rogers/Carter) to approve staff to retain consultant to conduct customer feedback interviews.

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

6. NEW BUSINESS

A. Appoint Standing Subcommittee to Review Executive Director Performance & Compensation

Administrative Services Manager Oppenheim outlined the proposal and Executive Director Averett noted that another option from counsel would be to appoint an ad hoc committee with a limited duration to do a 1-year review and compensation review. Vice Chair Rogers noted the need to establish an ad hoc committee to at least establish related benchmark agencies as well as develop goals. Member Schwarz recommend the Ad Hoc committee be composed of the current chair and immediate past chair.

Action: Moved and seconded (Schwarz/Rogers) to appoint an ad hoc committee comprised of the current Executive Committee chair and immediate past Executive Committee chair to review Executive Director performance and compensation and for staff to update data from last year's compensation survey.

AYES: Robustelli, Rogers, Carter, McHatten, Schwarz

NOES: None

ABSTAIN: None

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Averett provided updates on: Dental Pool - 20 agencies, about 2 months' worth of reserves which will probably translate into 1-2% increases for next year. PACE - we are 1 of 29 agencies. MIC - no critical issues with that group and too early to know rate impact. STARS - a bit in flux because have tried for years to grow this pool but it hasn't been successful yet. Have reached out to Keenan to see if they can assist in growing pool. Cambria Community Services District Precedential Decision - has been moved to June agenda; League and CSDA have been active in opposing as well as others. PERS will not take public comments at meeting.

B. Members: Members extended congratulations to Robustelli and welcome to McHatten

8. ADJOURN – The meeting adjourned at 2:12 p.m. The next regular meeting is scheduled for August 15, 2019 at 1:00 p.m. via teleconference.

RGS Position Listing

August 2019

Base Department	Job Title	Status Full-Time
1000-000 - RGS Admin-General Hours	Deputy COO	0.09
1000-000 - RGS Admin-General Hours	Technical Specialist	0.13
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.15
1000-000 - RGS Admin-General Hours	Administrative Support	0.50
1000-000 - RGS Admin-General Hours	Deputy Executive Director	0.96
1000-000 - RGS Admin-General Hours	Technical Specialist	1.00
1000-000 - RGS Admin-General Hours	Administrative Services Manager	1.05
1000-000 - RGS Admin-General Hours	CEO	1.08
1001-000 - RGS Finance-General Hours	Project Advisor	0.41
1001-000 - RGS Finance-General Hours	Technical Specialist	0.60
1001-000 - RGS Finance-General Hours	Technical Specialist	0.87
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.05
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.34
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.62
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.79
1002-000 - RGS HR-Payroll Genl Hrs	Project Coordinator	0.84
1003-002 - Training Svc Grp Admin	Senior Advisor	0.05
1003-002 - Training Svc Grp Admin	Senior Advisor	0.10
1003-002 - Training Svc Grp Admin	Senior Advisor	0.16
1003-002 - Training Svc Grp Admin	Senior Advisor	0.27
1006-001 - Finance Svc Grp Admin Time	Advisor	0.0002
1006-001 - Finance Svc Grp Admin Time	Advisor	0.01
1006-001 - Finance Svc Grp Admin Time	Advisor	0.04
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.06
1006-001 - Finance Svc Grp Admin Time	Advisor	0.13
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.19
1006-001 - Finance Svc Grp Admin Time	Advisor	0.27
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.33
1006-001 - Finance Svc Grp Admin Time	Advisor	0.44
1006-001 - Finance Svc Grp Admin Time	Advisor	0.45
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.52
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.97
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	1.00
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.0014
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.0029
1007-001 - HR Svc Grp Admin Time	Advisor	0.0046
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.01
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.01
1007-001 - HR Svc Grp Admin Time	Advisor	0.01
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.05
1007-001 - HR Svc Grp Admin Time	Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Advisor	0.06
1007-001 - HR Svc Grp Admin Time	Advisor	0.06
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.07
1007-001 - HR Svc Grp Admin Time	Advisor	0.08
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.17

RGS Position Listing

August 2019

1007-001 - HR Svc Grp Admin Time	Technical Advisor	0.18
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.19
1007-001 - HR Svc Grp Admin Time	Advisor	0.19
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.21
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.23
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.24
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.25
1007-001 - HR Svc Grp Admin Time	Advisor	0.27
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.28
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.30
1007-001 - HR Svc Grp Admin Time	Advisor	0.31
1007-001 - HR Svc Grp Admin Time	Advisor	0.31
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.39
1007-001 - HR Svc Grp Admin Time	Technical Specialist	0.40
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.46
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.51
1007-001 - HR Svc Grp Admin Time	Advisor	0.61
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.65
1007-001 - HR Svc Grp Admin Time	Advisor	0.86
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.87
1007-001 - HR Svc Grp Admin Time	Project Coordinator	1.09
1007-001 - HR Svc Grp Admin Time	Senior Advisor	1.33
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1.45
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.0002
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.01
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.06
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.12
1008-001 - Outreach Svc Grp Admin Time	Deputy COO	0.99
1011-001 - Planning Svc Grp Admin Time	Advisor	0.07
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.27
1011-001 - Planning Svc Grp Admin Time	Advisor	0.42
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.47
1011-001 - Planning Svc Grp Admin Time	Senior Advisor	0.51
1011-001 - Planning Svc Grp Admin Time	Advisor	0.65
1012-001 - Public Safety Svc Grp Admin	Advisor	0.01
1012-001 - Public Safety Svc Grp Admin	Advisor	0.04
1012-001 - Public Safety Svc Grp Admin	Advisor	0.10
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.06
1014-001 - EM Svc Grp Admin Time	COO	0.23
1014-001 - EM Svc Grp Admin Time	Advisor	0.26
1015-001 - PW Svc Grp Admin Time	Advisor	0.0005
1015-001 - PW Svc Grp Admin Time	Advisor	0.01
1015-001 - PW Svc Grp Admin Time	Senior Advisor	0.02
1015-001 - PW Svc Grp Admin Time	Project Advisor	0.04
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.08
1015-001 - PW Svc Grp Admin Time	Chief Executive Officer	0.19
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.79
1260-000 - CalACES-General Hours	ADMINISTRATIVE ASSISTANT	0.60

RGS Position Listing

August 2019

1260-000 - CalACES-General Hours	Technical Specialist	0.95
1260-000 - CalACES-General Hours	Project Advisor	1.00
1260-000 - CalACES-General Hours	Project Coordinator	1
1260-000 - CalACES-General Hours	Technical Specialist	1
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	Project Coordinator	1.00
1260-000 - CalACES-General Hours	Technical Specialist	1.00
1260-000 - CalACES-General Hours	Project Advisor	1.00
1260-000 - CalACES-General Hours	Technical Specialist	1.01
1260-001 - CalACES M&O	COO	1.01
1320-000 - MERA-General Hours	Senior Advisor	0.23
1320-000 - MERA-General Hours	COO	0.67
1330-000 - MGSA-General Hours	Project Coordinator	0.68
1671-001 - Albany - City Clerk Adviser	Project Coordinator	0.01
3060-001 - SVBGSA - General Manager	COO	0.78
3060-005 - SVBGSA - General Administratio	ADMINISTRATIVE ASSISTANT	0.12
3060-005 - SVBGSA - General Administratio	Administrative Support	0.19
	FTE	48.32
	Employee Count	114

TO: EXECUTIVE COMMITTEE **EC Meeting: 8-15-2019**
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 on the Third Thursday of the month and up to two in conjunction with a relevant conference or other event.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
2019					
August 15 (Thursday)	RGS	RGS	Election of Officers, Meeting Schedule for 2020	telephonic	1:00pm-3:00pm
November 22 (Friday)	RGS		Strategic Plan Development, Exec Dir Comp Committee, FY19 Audited Financial Statements,	Monterey	With CALPELRA 10:30am-2:30pm
Tentative 2020					
February 5-7	RGS	RGS	Election of Officers (all)	Napa	With CM Dept Mtg 11:30am-1:00pm
May 21 (Thursday)	RGS		FY20 Budget; Conflict of Interest Policy update (even years)	telephonic	1:00pm-3:00pm
October 7-9	RGS		Exec Dir Comp Committee, Meeting Schedule for 2021	Long Beach	Consolidate Aug & Nov meetings to League Annual Conf?
November 19 (Thursday)	RGS		FY20 Audited Financial Statements	telephonic	1:00pm-3:00pm
Tentative 2021					
February TBD	RGS	RGS	Election of Officers (all)	TBD	With CM Dept Mtg 11:30am-1:00pm
May 20 (Thursday)	RGS		FY21 Budget	telephonic	
August 19 (Thursday)	RGS		Meeting Schedule for 2022	telephonic	

TO: EXECUTIVE COMMITTEE **EC Meeting: 8-15-2019**
FROM: RICHARD AVERETT, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – APRIL 2019 THROUGH JUNE 2019

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 June 30, 2019

7:51 AM
08/08/2019
Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
110060 - Rabobank Checking Account						39,540.38
Deposit	04/02/2019			Deposit	18,313.74	57,854.12
General Journal	04/02/2019	2294		Wrkrs Comp claims Reimburse	-2,800.22	55,053.90
Deposit	04/03/2019			Deposit	5,669.58	60,723.48
Deposit	04/03/2019			Deposit	5,949.89	66,673.37
Transfer	04/03/2019			Funds Transfer	210,000.00	276,673.37
General Journal	04/04/2019	2279		3/31/19 net pay	-196,839.15	79,834.22
General Journal	04/05/2019	2278		3/31/19 payroll taxes and fees	-53,732.64	26,101.58
Transfer	04/08/2019			Funds Transfer	50,000.00	76,101.58
Deposit	04/08/2019			Deposit	59,762.50	135,864.08
General Journal	04/08/2019	2321		2019-03 FSA admin fee	-50.00	135,814.08
General Journal	04/09/2019	2319		3/31/19 FSA contribution	-650.41	135,163.67
General Journal	04/10/2019	2287		3/31/19 MM 401a remittance	-26,542.60	108,621.07
General Journal	04/10/2019	2287		3/31/19 MM 457 remittance	-17,102.96	91,518.11
Bill Pmt -Check	04/10/2019	Wire	Tracker RMS		-9,120.00	82,398.11
General Journal	04/10/2019	2288		Dental premium 2019-03 Replacement	-2,984.20	79,413.91
Deposit	04/12/2019			Deposit	15,200.25	94,614.16
Check	04/13/2019			Service Charge	-195.00	94,419.16
Deposit	04/15/2019			Deposit	32,041.88	126,461.04
Bill Pmt -Check	04/16/2019	5604	Keenan & Associates (MIC)		-1,602.21	124,858.83
Bill Pmt -Check	04/16/2019	5605	Mary E Uzupis		-42,541.44	82,317.39
Bill Pmt -Check	04/16/2019	5606	Matrix6, Inc.		-27,696.31	54,621.08
Bill Pmt -Check	04/16/2019	5607	Meyers Nave		-3,049.22	51,571.86
Bill Pmt -Check	04/16/2019	5608	Quantum Consulting Services		-35,210.00	16,361.86
Bill Pmt -Check	04/16/2019	5609	Scott N. Kivel		-2,270.38	14,091.48
Bill Pmt -Check	04/16/2019	5610	Suzanne Hill		-420.00	13,671.48
Bill Pmt -Check	04/16/2019	5611	Tripepi Smith & Associates		-120.00	13,551.48
Transfer	04/16/2019			Funds Transfer	150,000.00	163,551.48
General Journal	04/16/2019	2289		Health Ins Actives premium 2019-04	-20,364.89	143,186.59
General Journal	04/16/2019	2290		Dental premium 2019-04	-2,628.37	140,558.22
General Journal	04/16/2019	2291		Health Ins Actives premium 2019-04	-19,262.31	121,295.91
General Journal	04/16/2019	2292		Vision premium pmt 2019-04	-406.34	120,889.57
General Journal	04/16/2019	2293		MHN Premium 2019-04	-369.60	120,519.97
Deposit	04/18/2019			Deposit	9,293.00	129,812.97
Deposit	04/19/2019			Deposit	242.00	130,054.97
Deposit	04/19/2019			Deposit	8,014.45	138,069.42

Regional Government Services
Payment and Disbursement Report
As of June 30, 2019

7:51 AM
08/08/2019
Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/19/2019			Deposit	38,384.55	176,453.97
Transfer	04/19/2019			Funds Transfer	25,400.00	201,853.97
Deposit	04/22/2019			Deposit	825.05	202,679.02
General Journal	04/22/2019	2295		4/15/19 net pay	-186,176.72	16,502.30
General Journal	04/22/2019	2296		4/15/19 payroll taxes and fees	-54,410.65	-37,908.35
Deposit	04/22/2019			Deposit	332,041.16	294,132.81
Transfer	04/23/2019			Funds Transfer	150,000.00	444,132.81
Deposit	04/23/2019			Deposit	181,654.06	625,786.87
Transfer	04/23/2019			Funds Transfer	-395,000.00	230,786.87
General Journal	04/24/2019	2320		4/15/19 FSA contribution	-650.41	230,136.46
Bill Pmt -Check	04/25/2019	5612	Employment Research Services		-145.00	229,991.46
Bill Pmt -Check	04/25/2019	5613	Oregon Dept of Revenue		-20.13	229,971.33
Bill Pmt -Check	04/25/2019	5614	US Bank		-34,655.80	195,315.53
General Journal	04/25/2019	2303		4/15/19 Mass Mutual 457 remittance	-18,477.84	176,837.69
General Journal	04/25/2019	2303		4/15/19 Mass Mutual 401a remittance	-26,670.93	150,166.76
Deposit	04/26/2019			Deposit	35,085.12	185,251.88
Transfer	04/26/2019			Funds Transfer	-135,000.00	50,251.88
General Journal	04/26/2019	2317		Dental Wire Reimbursement	2,984.20	53,236.08
Deposit	04/29/2019			Deposit	1,981.80	55,217.88
Deposit	04/29/2019			Deposit	116.00	55,333.88
Deposit	04/29/2019			Deposit	90,549.29	145,883.17
General Journal	04/29/2019	2330		Life and Disability premium for 2019-04	-1,240.44	144,642.73
General Journal	04/30/2019	2316		Wrkrs Comp Claim Reimburse	-3,677.92	140,964.81
Deposit	05/02/2019			Deposit	151,219.78	292,184.59
Deposit	05/02/2019			Deposit	5,949.89	298,134.48
Deposit	05/03/2019			Deposit	20,385.42	318,519.90
Deposit	05/06/2019			Deposit	21,311.96	339,831.86
General Journal	05/06/2019	2310		Close MSA Checking	1,393.85	341,225.71
General Journal	05/06/2019	2314		4/30/19 net pay	-207,434.78	133,790.93
General Journal	05/07/2019	2315		4/30/19 payroll taxes and fees	-62,244.20	71,546.73
Check	05/07/2019	174	Franchise Tax Board		-760.53	70,786.20
General Journal	05/08/2019	2350		2015- FSA admin fee	-55.00	70,731.20
General Journal	05/09/2019	2348		4/30/19 FSA contribution	-650.41	70,080.79
Deposit	05/10/2019			Deposit	12,000.15	82,080.94
General Journal	05/10/2019	2313		4/30/19 MM 401a remittance	-29,482.06	52,598.88
General Journal	05/10/2019	2313		4/30/19 MM 457 remittance	-22,105.22	30,493.66

Regional Government Services
Payment and Disbursement Report
As of June 30, 2019

7:51 AM
08/08/2019
Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Transfer	05/10/2019			Funds Transfer	115,000.00	145,493.66
Bill Pmt -Check	05/13/2019	5615	Mary E Uzupis		-23,100.00	122,393.66
Bill Pmt -Check	05/13/2019	5616	Matrix6, Inc.		-33,731.25	88,662.41
Bill Pmt -Check	05/13/2019	5617	Quantum Consulting Services		-34,525.00	54,137.41
Bill Pmt -Check	05/13/2019	5618	Suzanne Hill		-300.00	53,837.41
Bill Pmt -Check	05/13/2019	5619	Tripepi Smith & Associates		-87.50	53,749.91
Deposit	05/13/2019			Deposit	61,087.33	114,837.24
Transfer	05/14/2019			Funds Transfer	-60,000.00	54,837.24
General Journal	05/15/2019	2323		Health Ins Actives premium 2019-05	-20,364.89	34,472.35
General Journal	05/15/2019	2324		Health Ins Kaiser premium 2019-05	-19,262.31	15,210.04
General Journal	05/15/2019	2325		Dental premium 2019-05	-2,784.27	12,425.77
General Journal	05/15/2019	2326		Vision premium pmt 2019-05	-452.93	11,972.84
Deposit	05/16/2019			Deposit	52,025.02	63,997.86
Deposit	05/20/2019			Deposit	1,861.00	65,858.86
Transfer	05/20/2019			Funds Transfer	205,000.00	270,858.86
Deposit	05/20/2019			Deposit	107,997.72	378,856.58
Deposit	05/21/2019			Deposit	446.25	379,302.83
General Journal	05/21/2019	2341		5/15/19 net pay	-206,132.62	173,170.21
Deposit	05/22/2019			Deposit	127.60	173,297.81
General Journal	05/22/2019	2342		5/15/19 payroll taxes and fees	-57,532.96	115,764.85
Bill Pmt -Check	05/24/2019	5620	CCMF		-3,000.00	112,764.85
Bill Pmt -Check	05/24/2019	5621	Employment Research Services		-106.00	112,658.85
Bill Pmt -Check	05/24/2019	5622	Meyers Nave		-1,505.95	111,152.90
Bill Pmt -Check	05/24/2019	5623	US Bank		-7,908.02	103,244.88
Deposit	05/24/2019			Deposit	15,024.99	118,269.87
General Journal	05/24/2019	2339		Life and Disability premium for 2019-05	-1,240.44	117,029.43
General Journal	05/24/2019	2340		5/15/19 Mass Mutual 457 remittance	-18,608.32	98,421.11
General Journal	05/24/2019	2340		5/15/19 Mass Mutual 401a remittance	-28,244.75	70,176.36
General Journal	05/24/2019	2349		5/15/19 FSA Contribution	-650.41	69,525.95
Transfer	05/28/2019			Funds Transfer	-60,000.00	9,525.95
Deposit	05/28/2019			Deposit	261,375.16	270,901.11
Transfer	05/29/2019			Funds Transfer	-250,000.00	20,901.11
Deposit	05/29/2019			Deposit	72,916.53	93,817.64
Check	05/31/2019			Service Charge	-110.00	93,707.64
Deposit	06/03/2019			Deposit	22,970.50	116,678.14
Deposit	06/04/2019			Deposit	940.38	117,618.52

Regional Government Services
Payment and Disbursement Report
As of June 30, 2019

7:51 AM
08/08/2019
Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	06/05/2019			Deposit	5,949.89	123,568.41
Transfer	06/05/2019			Funds Transfer	165,000.00	288,568.41
General Journal	06/06/2019	2343		5/31/19 net pay	-210,702.78	77,865.63
Deposit	06/07/2019			Deposit	5,440.10	83,305.73
General Journal	06/07/2019	2344		5/31/19 payroll taxes and fees	-58,727.09	24,578.64
Bill Pmt -Check	06/10/2019	5625	Employment Research Services		-133.00	24,445.64
Bill Pmt -Check	06/10/2019	5626	Mary E Uzupis		-30,540.92	-6,095.28
Bill Pmt -Check	06/10/2019	5627	Matrix6, Inc.		-30,930.56	-37,025.84
Bill Pmt -Check	06/10/2019	5628	Quantum Consulting Services		-24,286.00	-61,311.84
Bill Pmt -Check	06/10/2019	5629	Scott N. Kivel		-2,756.69	-64,068.53
Bill Pmt -Check	06/10/2019	5630	Tripepi Smith & Associates		-35.00	-64,103.53
Deposit	06/10/2019			Deposit	52,556.63	-11,546.90
Transfer	06/10/2019			Funds Transfer	65,000.00	53,453.10
General Journal	06/10/2019	2379		2019-05 FSA admin fee	-55.00	53,398.10
General Journal	06/11/2019	2380		5/31/19 FSA contribution	-650.41	52,747.69
General Journal	06/12/2019	2347		5/31/19 MM 401a remittance	-27,412.62	25,335.07
General Journal	06/12/2019	2347		5/31/19 MM 457 remittance	-15,746.87	9,588.20
Deposit	06/14/2019			Deposit	3,300.20	12,888.40
Deposit	06/14/2019			Deposit	56,780.98	69,669.38
Deposit	06/17/2019			Deposit	230,478.83	300,148.21
General Journal	06/18/2019	2361		Health Ins COBRA premium 2015-	-20,364.89	279,783.32
General Journal	06/18/2019	2362		Health Ins Actives premium 2019-06	-19,262.31	260,521.01
General Journal	06/18/2019	2363		Dental premium 2019-06	-2,784.27	257,736.74
General Journal	06/18/2019	2364		MHN Premium 2019-06	-369.60	257,367.14
General Journal	06/18/2019	2365		Vision premium pmt 2019-06	-452.93	256,914.21
General Journal	06/18/2019	2377		Wire Fee 6-18-19	-75.00	256,839.21
Deposit	06/20/2019			Deposit	267,866.42	524,705.63
General Journal	06/20/2019	2359		6/15/19 net pay	-189,052.69	335,652.94
Transfer	06/21/2019			Funds Transfer	-280,000.00	55,652.94
General Journal	06/21/2019	2360		6/15/19 payroll taxes and fees	-53,952.07	1,700.87
Deposit	06/24/2019			Deposit	1,425.00	3,125.87
Deposit	06/24/2019			Deposit	125,738.78	128,864.65
Bill Pmt -Check	06/25/2019	5631	City of Walnut Creek		-3,150.00	125,714.65
Bill Pmt -Check	06/25/2019	5632	Meyers Nave		-2,269.30	123,445.35
Bill Pmt -Check	06/25/2019	5633	US Bank		-18,964.84	104,480.51
General Journal	06/25/2019	2381		6/15/19 FSA contribution	-650.41	103,830.10

Regional Government Services
Payment and Disbursement Report
 As of June 30, 2019

7:51 AM
 08/08/2019
 Accrual Basis

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Deposit	06/26/2019			Deposit	4,125.55	107,955.65
Transfer	06/26/2019			Funds Transfer	-275,000.00	-167,044.35
Transfer	06/26/2019			Funds Transfer	275,000.00	107,955.65
General Journal	06/26/2019	2373		6/15/19 MM 401a remittance	-26,274.73	81,680.92
General Journal	06/26/2019	2373		6/15/19 MM 457 remittance	-14,795.89	66,885.03
Deposit	06/27/2019			Deposit	45,736.80	112,621.83
Transfer	06/27/2019			Funds Transfer	-44,000.00	68,621.83
General Journal	06/27/2019	2374		Life and Disability premium for 2019-06	-1,261.07	67,360.76
Deposit	06/28/2019			Deposit	8,936.50	76,297.26
General Journal	06/28/2019	2375		HRA Contribution Q2 2019	-12,500.00	63,797.26
General Journal	06/28/2019	2378		Wire Fee & Bank Fee	-80.00	63,717.26
Total 110060 - Rabobank Checking Account					<u>24,176.88</u>	<u>63,717.26</u>
TOTAL					<u>24,176.88</u>	<u>63,717.26</u>

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

EC Meeting: 8-15-2019
Item: 3E

RECOMMENDATION

Review and accept JPA investments made through June 2019.

BACKGROUND

The Board of Directors or Executive Committee regularly reviews the investment policy, with the latest approved policy being May 17, 2018. The 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

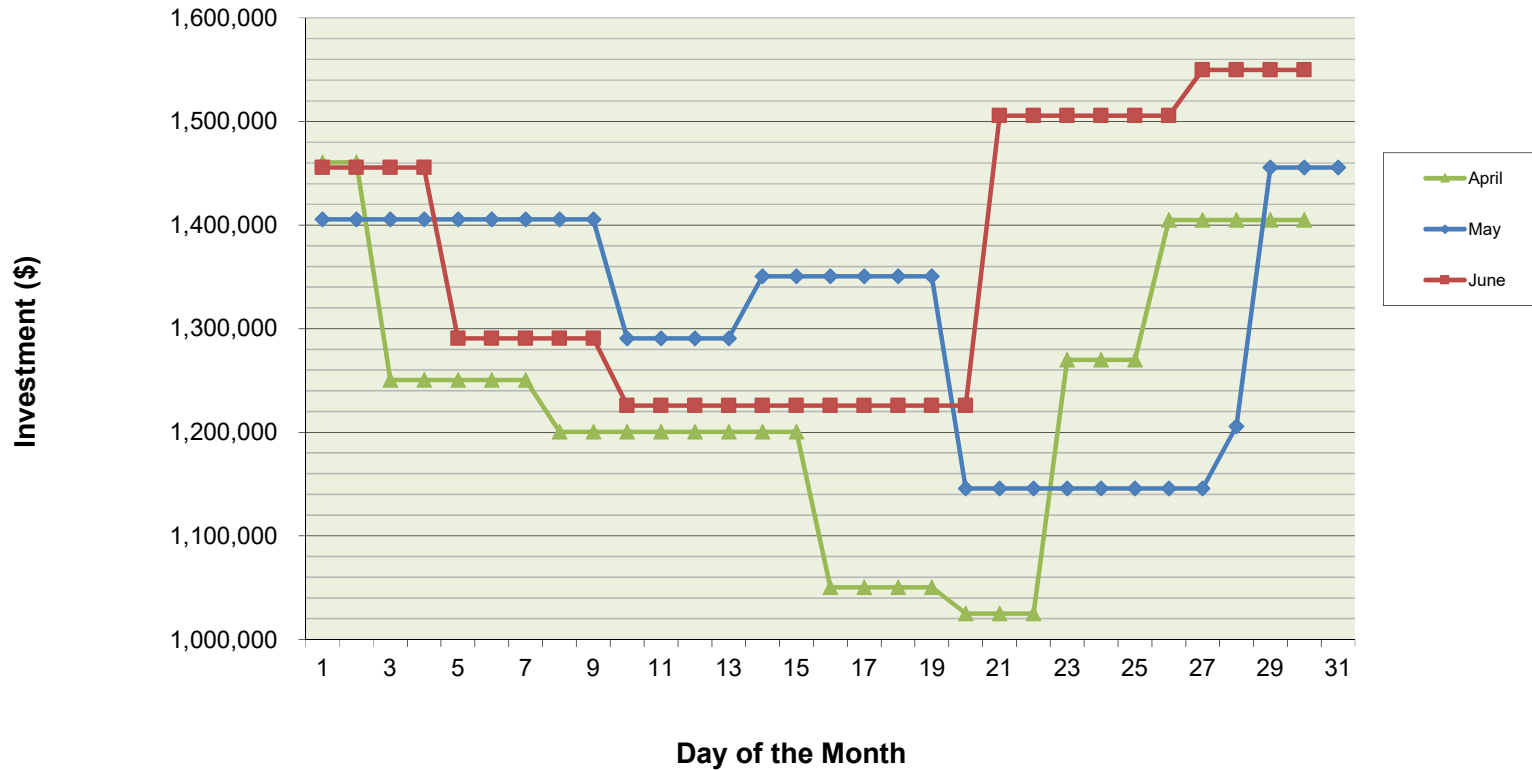
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark to market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark to market entries will be made for the fiscal year end statements. The June 30, 2019 results reflect the mark to market transaction.

Currently the CalTrust Medium Term and Short-Term yields are inverted with the short-term yield at 2.34% and medium term at 2.18% (as of 8/8/19). The LAIF yield has averaged 2.4% in July 2019.

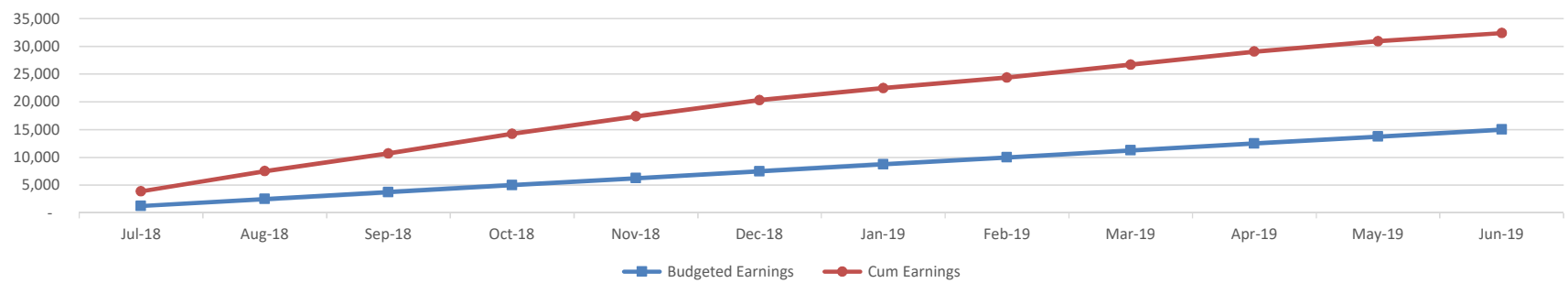
**INVESTMENT REPORT
FY 2019**

Date	April				May				June			
	<u>Rabobank</u>	<u>CalTrust</u>	LAIF	Combined	<u>Rabobank</u>	<u>CalTrust</u>	LAIF	Combined	<u>Rabobank</u>	<u>CalTrust</u>	LAIF	Combined
	Money Mkt	Short & Medium			Money Mkt	Short & Medium			Money Mkt	Short & Medium		
1	235,580	1,223,662	1,195	1,460,437	530,209	874,273	1,195	1,405,676	580,209	874,273	1,195	1,455,676
2	235,580	1,223,662	1,195	1,460,437	530,209	874,273	1,195	1,405,676	580,209	874,273	1,195	1,455,676
3	25,580	1,223,662	1,195	1,250,437	530,209	874,273	1,195	1,405,676	580,283	874,273	1,195	1,455,750
4	25,580	1,223,662	1,195	1,250,437	530,209	874,273	1,195	1,405,676	580,283	874,273	1,195	1,455,750
5	25,580	1,223,662	1,195	1,250,437	530,209	874,273	1,195	1,405,676	415,283	874,273	1,195	1,290,750
6	25,580	1,223,662	1,195	1,250,437	530,209	874,273	1,195	1,405,676	415,283	874,273	1,195	1,290,750
7	25,580	1,223,662	1,195	1,250,437	530,209	874,273	1,195	1,405,676	415,283	874,273	1,195	1,290,750
8	25,580	1,173,662	1,195	1,200,437	530,209	874,273	1,195	1,405,676	415,283	874,273	1,195	1,290,750
9	25,580	1,173,662	1,195	1,200,437	530,209	874,273	1,195	1,405,676	415,283	874,273	1,195	1,290,750
10	25,580	1,173,662	1,195	1,200,437	415,209	874,273	1,195	1,290,676	350,283	874,273	1,195	1,225,750
11	25,580	1,173,662	1,195	1,200,437	415,209	874,273	1,195	1,290,676	350,283	874,273	1,195	1,225,750
12	25,580	1,173,662	1,195	1,200,437	415,209	874,273	1,195	1,290,676	350,283	874,273	1,195	1,225,750
13	25,580	1,173,662	1,195	1,200,437	415,209	874,273	1,195	1,290,676	350,283	874,273	1,195	1,225,750
14	25,580	1,173,662	1,195	1,200,437	475,209	874,273	1,195	1,350,676	350,283	874,273	1,195	1,225,750
15	25,580	1,173,662	1,195	1,200,437	475,209	874,273	1,195	1,350,676	350,283	874,273	1,195	1,225,750
16	25,580	1,023,662	1,195	1,050,437	475,209	874,273	1,195	1,350,676	350,283	874,273	1,195	1,225,750
17	25,580	1,023,662	1,195	1,050,437	475,209	874,273	1,195	1,350,676	350,283	874,273	1,195	1,225,750
18	25,580	1,023,662	1,195	1,050,437	475,209	874,273	1,195	1,350,676	350,283	874,273	1,195	1,225,750
19	25,580	1,023,662	1,195	1,050,437	475,209	874,273	1,195	1,350,676	350,283	874,273	1,195	1,225,750
20	180	1,023,662	1,195	1,025,037	270,209	874,273	1,195	1,145,676	350,283	874,273	1,195	1,225,750
21	180	1,023,662	1,195	1,025,037	270,209	874,273	1,195	1,145,676	630,283	874,273	1,195	1,505,750
22	180	1,023,662	1,195	1,025,037	270,209	874,273	1,195	1,145,676	630,283	874,273	1,195	1,505,750
23	395,180	873,662	1,195	1,270,037	270,209	874,273	1,195	1,145,676	630,283	874,273	1,195	1,505,750
24	395,180	873,662	1,195	1,270,037	270,209	874,273	1,195	1,145,676	630,283	874,273	1,195	1,505,750
25	395,180	873,662	1,195	1,270,037	270,209	874,273	1,195	1,145,676	630,283	874,273	1,195	1,505,750
26	530,180	873,662	1,195	1,405,037	270,209	874,273	1,195	1,145,676	355,283	1,149,273	1,195	1,505,750
27	530,180	873,662	1,195	1,405,037	270,209	874,273	1,195	1,145,676	399,283	1,149,273	1,195	1,549,750
28	530,180	873,662	1,195	1,405,037	330,209	874,273	1,195	1,205,676	399,283	1,149,273	1,195	1,549,750
29	530,180	873,662	1,195	1,405,037	580,209	874,273	1,195	1,455,676	399,283	1,149,273	1,195	1,549,750
30	530,180	873,662	1,195	1,405,037	580,209	874,273	1,195	1,455,676	399,283	1,149,273	1,195	1,549,750
31	-	-	-	-	580,209	874,273	1,195	1,455,676	-	-	-	-

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 8-15-2019**
FROM: RICHARD H AVERETT, Executive Director **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
Atherton	May 2019	\$25,000	HR Services
Brentwood	May 2019	\$34,800	Public Outreach
Gold Ridge Fire Protection District Short Form Agreement	June 2019	\$5,000	HR Services
Hidden Valley Lake Community Services District	April 2019		Training – Emergency Management Services
Marysville	June 2019	\$60,000	HR Services
Monterey County	June 2019		Public Works
Monterey Peninsula Regional Park District	July 2019	\$25,000	Public Works
GHD – Sub for Humboldt County Association of Governments	June 2019	\$45,960	Public Outreach
Rocklin	April 2019	\$170,000	Public Works
San Leandro	April 2019	\$8,400	Training
Sausalito	June 2019	\$60,000	Strategic Planning
Soledad	July 2019	\$25,000	Public Outreach
Stanislaus County	May 2019	\$28,000	HR Services
Suisun City	July 2019	\$50,000	Strategic Planning
Vacaville	May 2019	\$50,000	Financial Services
Ventura County Transportation Commission (VCTC)	July 2019	\$50,000	HR Services
Walnut Creek	May 2019	\$25,000	Emergency Management Plan Update
Windsor	June 2019	\$4,500	Training

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: 8-15-2019
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through June 2019, 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 revenue. Through the 12 months ended June 30th, 2019, the JPA has a \$28,126 loss on \$9,182,752 in revenue and worked on 173 client contracts. Additionally, RGS has run 10 leadership academies and webinars, with 211 participants, from 56 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 JPA in response to the CalPERS audit of a major client, thus negatively impacting the sharing of RGS overhead expenses.

Net equity, including operating and insurance reserves, for the JPA is \$1,747,011. The operating reserve minimum target is 10% of budgeted client revenue or \$890,000 for the current fiscal year. The minimum target for the insurance reserve balance is 150% of booked claims liabilities or \$1.2 million for the current fiscal year. With funding from the dissolution of MSA the current operating reserve target of \$890,000 is met, and the insurance reserve is 71% funded at \$857,011.

Regional Government Services
Profit & Loss
 July 2018 through June 2019

8:00 PM
 08/08/2019
 Accrual Basis
TOTAL

Ordinary Income/Expense	
Income	
440301 · Client Billings	7,841,230
440400 · Admin Services	
440401 · LGS & MSA	119,994
440402 · MSS	60,000
440403 · Muncipal Dental Pool	22,860
440404 · STARS	8,553
Total 440400 · Admin Services	211,407
480000 · Miscellaneous Income	
480100 · Client Expense Reimbursement	1,126,263
480200 · Purchasing Card Rebate	3,010
480300 · Other	842
Total 480000 · Miscellaneous Income	1,130,115
Total Income	9,182,752
Gross Profit	9,182,752
Expense	
511010 · Salaries - Regular	6,125,599
511072 · Salaries - Nonbillable	-15,970
512002 · Medicare Employer Expense	89,032
512003 · Workers' Comp Exp clerical	20,309
512004 · Employee Assistance Program	4,440
512005 · Health Insurance Expense	404,482
512006 · Dental Insurance Expense	32,255
512007 · Vision Insurance Expense	4,967
512008 · Life Insurance Expense	4,780
512009 · Long Term Disability Expense	5,920
512011 · Stars 401A Expense	639,828
512014 · Short Term Disability Expense	5,267
512015 · Unemployment Expense	32,646
512018 · FSA Health & Day Care Expense	1,028
512019 · Employee Expense Allowances	87,177
520107 · APS (ADP) Payroll Fees	10,077
520108 · Communications - Agency Expense	5,659
520201 · Office Supplies	134
520202 · Bank Fees & Services	4,969
520204 · Printing & Postage	26,611
520301 · Audit Services	15,576
520302 · Legal Services	133,313
520314 · Administrative Services	23,250
520320 · Professional Services	806,242
520501 · Professional Dues & Membership	36,087
520502 · Training & Development	4,855
520503 · Conferences & Meetings	40,532
520504 · Publications	49,853
520505 · Program Hosting Expenses	348
520508 · Licenses & Fees	469
520700 · Workers Comp Insurance Expense	19,188
520701 · General Liability Insurance Exp	127,996
520702 · Claims Expense	12,058
520801 · Mileage Reimbursement	51,423
520803 · Travel Reimbursement	185,252
520805 · Supplies & Meals Reimbursement	17,644
520904 · Computer Install & Maintenance	42,133
522798 · Miscellaneous Expense	
560100 · Service Group Admin costs	
570100 · Equipment Purchase	3,678
Total Expense	9,059,107
Net Ordinary Income	123,645

	<u>TOTAL</u>
Other Income/Expense	
Other Income	
520100 - Investment Income	48,742
Total Other Income	<u>48,742</u>
Other Expense	
529996 - Attributed OPEB / HRA Expense	200,513
529997 - Unallocated Admin. Svcs - RGS	-1,652,114
529999 - Allocated Unbillable Expenses	1,652,114
Total Other Expense	<u>200,513</u>
Net Other Income	<u>-151,771</u>
Net Income	<u><u>-28,126</u></u>

Regional Government Services
Balance Sheet
As of June 30, 2019

8:20 PM
08/08/2019
Accrual Basis
Jun 30, 19

ASSETS

Current Assets

Checking/Savings

110030 - LAIF Account	1,222
110040 - CalTRUST Medium Term Fund	765,186
110050 - CalTRUST Short Term Fund	406,625
110060 - Rabobank Checking Account	63,717
110070 - Rabobank Money Market	399,352
110080 - Union Bank Worker Comp Checking	2,145

Total Checking/Savings 1,638,247

Accounts Receivable

131130 - Accounts Receivable	1,222,029
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Total Accounts Receivable 1,222,029

Other Current Assets

120005 - Prepaid Expenses	54,588
131131 - Accounts Receivable - Misc	28,590

Total Other Current Assets 83,178

Total Current Assets 2,943,454

Other Assets

180001 - Loan due to JPA	24,999
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Total Other Assets 24,999

TOTAL ASSETS 2,968,453

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

220010 - Accounts Payable	110,958
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Total Accounts Payable 110,958

Other Current Liabilities

214070 - Due To/From MSA	-146,563
220012 - Accounts Payable - Misc.	370
221003 - 457/401A Retirement Liability	40,168
221006 - FSA Liability	650
221008 - Workers' Comp. Liability	0
221015 - Health Insurance Liability	-4,281
221023 - Dental Insurance Liability	-132
221024 - Vision Insurance Liability	-177
221029 - Garnishments	0
230060 - Accrued Salaries, Wages & Taxes	281,697
240010 - Deferred Revenue	31,113
250001 - Accrued Vacation	107,776

Total Other Current Liabilities 310,621

Total Current Liabilities 421,579

Long Term Liabilities

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 799,863

Total Liabilities 1,221,442

Equity

32000 - Retained Earnings	-235,355
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370000 - Fund Bal Unreserved/Unrestrictcd	2,010,487
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Net Income	-28,121
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Total Equity 1,747,011

TOTAL LIABILITIES & EQUITY 2,968,453



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

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

EC Meeting: 8-15-2019
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 05-16-2019 meeting

- 1.1. Develop a formal 5-year Strategic Plan for RGS using an outside facilitator. To include mission, values & goals with timelines and assignments.
 - Identified potential consultants to facilitate the non-Interim Strategic Plan in November and sent proposal information.
- 2.1. Pursue increased Board membership with similar powers as current members and geographic and socio-economic diversity.
 - In discussion with prospective Napa County member agency.
- 3.2.1. Establish regional hubs where there is a confluence of client needs and advisor talent.
 - Identified consultants for customer feedback interviews and sent proposal information.
- 3.4.2. Connect with potential advisors via outreach and advertising.
 - Social Media Coordinator has increased RGS presence on LinkedIn to get posts and activity seen by more potential advisors.
- 6.2. Communicate quarterly the status of potential new service lines.
 - Continuing public works demand, and currently providing several public works consulting services. Continuing to look for service Lead and additional Advisors.
 - Added a new Emergency Services Advisor with extensive FEMA experience to assist agencies in recovering state and federal disaster funds.
 - Recruitment Team utilizing an effective online skill testing platform to assess software skills of potential applicants ahead of hire.