

## 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 7, 2020

11:50 a.m. or immediately following the preceding meeting

The Meritage Resort  
Trinitas Boardroom  
875 Bordeaux Way  
Napa, CA 94558

#### 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 **November 22, 2019** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made October 2019 through December 2019
- E. Approval of Investments Report through December 2019
- F. Approval of Management Services Agreements
- G. Approval of Municipal Dental Pool Update
- H. Approval of Updates to the Personnel Rules, Regulations and Policies

Action

#### 4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2019
- B. Approval of FY19 Audited Financial Statements

Information

Action

#### 5. OLD BUSINESS

- A. Approval of Strategic Plan

Action

#### 6. NEW BUSINESS - None

#### 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

**Recess to Open Session**

**Possible Report Out of Closed Session**

*Information*

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

A. Executive Director: Updates on PACE, STARS,  
potential new Member Agencies

*Information*

B. Members:

*Information*

**8. ADJOURN OPEN MEETING**

**The next Regular Meeting will take place on May 21, 2020 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 22, 2019**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 22, 2019 at the Hotel Abrego in Monterey, CA. The meeting was called to order at 10:32 a.m.

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

**Introductions**

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

Members Absent: Dan Schwarz, Member

Other Attendees: Richard Averett, Executive Director  
Sophia Selivanoff, Deputy Executive Director for Client Services  
Jeff Kise, Finance and Operations Manager  
Rich Oppenheim, Administrative Services Manager  
Tiffany Buraglio, Executive Assistant  
Sky Woodruff, Agency General Counsel  
Peter McNamara, Keenan and Associates  
Linadria Porter, Catalyst Group, arrived 11:30AM  
Charles Gardiner, Catalyst Group, arrived 11:30AM

**2. PUBLIC COMMENT – None**

**Staff requested that item 6B be moved to the beginning of the meeting.**

**6. NEW BUSINESS**

B. Approval of Associate Membership for Dental Pool Participants  
Executive Director Averett introduced Mr. McNamara from Keenan and Associates. The Municipal Dental Pool (MDP) has been hosted by RGS for 5 years. There was an arrangement with Delta that Keenan could invite participants in, and it was somewhat informal, but when the MSA dissolved, it was found there was a need for more formality in the agreement. Delta wanted participants to be members of RGS which was not workable because of the associated terms and governance responsibilities of standard JPA membership. Associate Membership, created with the 2016 JPA Amended Agreement, with no governance responsibility or other terms & conditions other than participation in the Dental Pool, was acceptable to Delta Dental. Currently there are 19 agencies participating, and 5 additional wanting to join effective 1/1/20. Staff is proposing that the Executive Director of the JPA be given authority to accept new associate members, with a report new Associate Members at the next regular meeting of the Executive Committee. Mr. McNamara said the current members signed an agreement to participate with MSA and will now sign the Associate Membership agreement with RGS to replace that. Mr. McNamara expressed that Keenan is also screening applicants to the pool because it is their desire to keep the membership of the pool healthy. This year there was a 2% premium increase, mainly to increase the reserves of the pool. Mr. Woodruff emphasized that this authorization was for Municipal Dental Pool Associate Membership only and if the JPA considers another type of Associate Membership in the future, staff would come back to the EC for approval for that type of membership. Vice Chair Rogers said the proposed procedure was a good step and liked that Keenan is managing the members of pool. Discussion regarding the 10% penalty for agencies currently in a Delta Dental pool to transfer over which still stands, but this percent is on only the admin fee (of roughly 10%) so is effectively 1% of premiums. Vice-Chair Rogers asked about plans to market the Pool moving forward. He made the point that it is a good way to introduce agencies to RGS and the services they provide. Executive Director Averett agreed that the MDP

provides name recognition for RGS: agencies in the pool are from all over the state, particularly in areas RGS has not traditionally served. Alternate Member Carter asked how the 5 pending agencies are being vetted. Mr. McNamara said they have utilization data – claims for the last 3 years of premium payment history, as well as what their current plan benefits are compared to what MDP offers. None of the pending 5 agencies are currently Delta Dental customers. Executive Director Averett mentioned RGS monitors the financial transactions of the Pool and there is currently about \$900,000 in reserves in the Pool to make sure there is enough to cover a worst-case scenario if agencies stop paying their premiums. Member McHatten clarified that January 1, 2020 is the date for new membership and Executive Director Averett confirmed. Alternate Member Carter clarified the question regarding vetting: how is the financial stability of the agency vetted? Mr. McNamara said that almost all agencies are already clients of Keenan, so they have vetted their financial stability. Executive Director Averett added that there is also a process to remove a member from the pool and Mr. Woodruff said there is also a process to remove an agency from RGS Associate Membership. Vice Chair Rogers noted that when RGS was formed, the purpose was to try to help local governments. This is a great way to meet that original goal. Chair Robustelli asked if future MDP Associate Memberships are added would this appear on the consent calendar and Executive Director Averett confirmed that it would.

**Action:** Moved and seconded (Steve Rogers/Julie Carter) to approve Associate Membership for Dental Pool Participants and the procedure for the Executive Director to approve Associate Membership with a report back to the Executive Committee

**AYES:** Robustelli, Rogers, Buckshi, Carter, McHatten

**NOES:** None

**ABSTAIN:** None

### 3. APPROVAL OF CONSENT AGENDA

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

- A. Approval of **August 15, 2019** Minutes
- B. Approval of RGS Position Listings
- 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

Executive Director Averett noted there was a typo on the minutes which would be changed administratively. In the Executive Director Comments section, when discussing the MIC program, the minutes stated there were 8 members in PACE, but it should have stated MIC.

**Action:** Moved and seconded (Julie Carter/Michael McHatten) to approve consent agenda items A, B, D, E and F with the amendment to the minutes.

**AYES:** Robustelli, Rogers, Buckshi, Carter, McHatten

**NOES:** None

**ABSTAIN:** None

- C. Approval of Regularly Scheduled Meetings Calendar

Executive Director Averett reviewed that historically the JPA has rotated meetings at member agencies, then the practice moved to more telephonic meetings, but the group has found that a lot of discussion is lost via telephonic meetings. In-person meetings combined with popular conferences was considered but has proven to be logistically challenging. Vice Chair Rogers agreed that piggybacking on a conference wasn't working quite as originally thought. Executive Director Averett noted that the one conference which would normally bring everyone together is the League CM conference. Vice Chair Rogers noted that the League will take exception to doing anything during the CM meeting, so holding the JPA meeting after the CM meeting is better. Executive Director Averett noted that at least until the makeup of the Executive

Committee changes, the CM Department Meeting is the best option for getting together at a conference. For a second in-person event, staff suggest meeting at member agency locations until RGS can schedule informational seminars to draw Executive Committee Members and representatives of client and potential client agencies. Staff is also suggesting continuing with 2 telephonic meetings each year as well. Walnut Creek is a suggestion for a second in-person location in 2020. Vice Chair Rogers liked the approach of 2 in-person and 2 telephonic meetings. Vice Chair Rogers added that RGS also needs to have a presence at CSAC and CSDA as part of their approach. It was agreed that staff will calendar the rest of 2020 meetings on Members' calendars and keep Walnut Creek as the location for the September.

**Action:** Moved and seconded (Steve Rogers/Michael McHatten) to approve consent agenda item C

**AYES:** Robustelli, Rogers, Buckshi, Carter, McHatten

**NOES:** None

**ABSTAIN:** None

#### G. Approval of Updates to Personnel Rules, Regulations and Policies

Executive Director Averett wanted to highlight the new, proposed Surplus Property Disposal policy, giving the Executive Director the discretion to dispose of items valued at \$500 or less, and to sell items valued at over \$500. There will be supporting documentation of property value. Member Buckshi asked if RGS has property other than office equipment and Executive Director Averett stated that the JPA owns no property or cars, just office equipment.

Executive Director Averett wanted to also highlight the proposed modifications to the Board Member Agency Training Funds policy, including the name change to Member Services Reimbursement policy, designating separate reimbursement amounts based on membership on the Board versus the Executive Committee, only allowing funds to be used for RGS-provided services, and removing the rollover of reimbursement funds. Executive Director Averett reminded the Committee that funds could originally be used in part for outside training services. He mentioned that tracking the use and rollover amounts takes administrative time on both RGS and Members' parts, so this change in policy is trying to lessen the administrative burden. Additionally, the JPA is approaching the limit of 7 members on the Executive Committee and in the future, there could be members on the Board who are not on the Executive Committee. The difference in the reimbursement amounts recognizes the difference in services rendered to RGS. Finally, staff desired to roll the Mobile Computing Device policy into the reimbursement policy. Vice Chair Rogers noted these changes are moving in a good direction and clarity of knowing where to spend the money is helpful. Vice Chair Rogers also thought it is good to focus Executive Committee and Board members to use funds solely for RGS services. Executive Director Averett mentioned staff would like a contact at each agency so they can be contacted about possible uses of reimbursement funds as well as to provide a quarterly update on fund balance so there is no lapse of funds just because a member agency forgot funds were available. Deputy Executive Director Selivanoff offered to visit each member agency to describe off-the-shelf services members could use. Executive Director Averett suggested RGS assessment services and the RGS training academies as a possible use of funds. Mr. Oppenheim added that one member agency has been using Emergency Management services, one of our newer service lines. Vice Chair Rogers noted that the Supervisor/Manager training academies have been really well received.

**Action:** Moved and seconded (Michael McHatten/Julie Carter) to approve consent agenda item G

**AYES:** Robustelli, Rogers, Buckshi, Carter, McHatten

**NOES:** None

**ABSTAIN:** None

#### 4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To- Date Financial Reports through September 2019  
Information item; no action was taken. Finance and Operations Manager Kise noted that through 3 months of the fiscal year, the JPA recorded a \$44k loss on \$2.5 mil revenue. The JPA is working on 107 contracts across 8 service lines including training. There is a seasonality to profit/loss because of holidays, so more profit is anticipated in the latter part of the fiscal year. Finance and Operations Manager Kise detailed a few of extraordinary items which were driving the loss: One workers comp claim, legal fees due to CALPERS challenge to RGS employees, and audit costs. Executive Director Averett noted that the increase in CalSAWS services, particularly full-time employees, and another 20 employees needed in early 2020, will help the financial outlook of the JPA. Staff, however, realizes the bread-and-butter of the JPA remains the consultant services. The financial impact of the increase in CalSAWS services should show up in Feb-March financial reports.
- B. Approve FY19 Annual Financial Reports  
This item was postponed to the next regular meeting. Audit review is usually a November agenda action item but will be informational this time. Finance and Operations Manager Kise noted that the audit started on the normal timeline, but this year, the JPA's prior insurance pool submitted documentation of an outstanding liability of \$2 million which had been anticipated to be \$600 thousand. RGS is currently questioning the accounting and reporting that came to the \$2 million liability amount. Adding to the delay in audit finalization was the dissolution of the LGS and MSA which has resulted in extra work/audit entries. The final audit will be distributed as soon as available and scheduled for approval at the Feb meeting.

#### 5. OLD BUSINESS - None

#### 6. NEW BUSINESS

Item 6B was moved to the beginning of the meeting for discussion.

- A. Approval of the City of Napa as a New RGS Member Agency  
No discussion  
**Action:** Moved and seconded (Julie Carter/Steve Rogers) to approve Napa as a new RGS Member Agency  
**AYES:** Robustelli, Rogers, Buckshi, Carter, McHatten  
**NOES:** None  
**ABSTAIN:** None
- C. Approval of Executive Director's Authority to Designate Staff Authorized to Sign Documents normally signed by the Executive Director  
Executive Director Averett noted that staff wanted to formalize a process to respond to occasional external requests of documentation of who is authorized to sign agreements. Staff also wanted to clarify and strengthen internal controls, so work can continue to flow if the Executive Director is unavailable for signatures.  
**Action:** Moved and seconded (Steve Rogers/Julie Carter) to approve Executive Director's authority to designate staff authorized to sign documents.  
**AYES:** Robustelli, Rogers, Buckshi, Carter, McHatten  
**NOES:** None  
**ABSTAIN:** None

#### 11:32 a.m. 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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Ad Hoc Committee: Chair Robustelli

Unrepresented employee: Executive Director

**12:49 p.m. Reconvene Meeting**

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

Chair Robustelli asked for a motion to approve items 6D, E and F all together. No discussion.

D. Award of Executive Director Performance Bonus

E. Approval of Executive Director Amended Employment Agreement

F. Approval of external consultant for compensation methodology and annual process for Executive Director performance and compensation review.

**Action:** Moved and seconded (Steve Rogers/Dan Buckshi) to approve items 6D, E and F

**AYES:** Robustelli, Rogers, Buckshi, Carter, McHatten

**NOES:** None

**ABSTAIN:** None

**7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS**

A. Executive Director: Executive Director Averett noted that MIC (Municipal Insurance Cooperative), a non-risk sharing pool for WC/Liability/Crime/Cyber, had been a less than satisfactory experience for the JPA. RGS will be giving preliminary notice for leaving MIC, with final notice required by March 31, 2020. RGS will also be considering changing its brokerage services provider. Asked if members have ideas for an appropriate JPA for insurance – Vice Chair Rogers said to talk to him. Staff will explore options. Member Carter inquired if RGS was just a member, or more active? Executive Director Averett noted that RGS (through MSA) was a founding member, and for the first 3 years Averett was president. Finance and Operations Manager Kise is now treasurer. Other agencies have given preliminary notice before and some have stayed, and some have left. STARS: The trusts have about \$11 million in assets. STARS is looking to add participating agencies and is looking for different options to market the trusts better. Staff is happy with the financial advisory services provided by SageView. New Member Agencies: There are no identified agencies at this point for potential new members to RGS. Software implementation: It was a FY20 budget item to implement a new financial software package. RGS' business portfolio has evolved to include 80% NTE clients and the need arose to more accurately track project financials. Staff selected Core by BQE software which is a client-oriented project management software. Staff is collapsing four current systems into one and the go live date is Feb.1, 2020. Services: Deputy Executive Director Selivanoff noted there is an Emergency Management expert on the RGS team and last summer RGS built that into a more robust service line. RGS also has a retired FEMA claims adjuster and is working on further building that team, particularly with recent events in California. Staff is looking at pulling disability services out of HR service line and offer that as a separate offering. RGS has several advisors with high-level specialty skills for that team.

B. Members: No Member reports.

**8. ADJOURN** – The meeting adjourned at 1:01pm. The next regular meeting is scheduled for February 7, 2020 at 12:00 noon in Napa.

## RGS Position Listing

February, 2020

Base Department	Job Title	Status Full Time
1000-000 - RGS Admin-General Hours	CEO	1.00
1000-000 - RGS Admin-General Hours	Administrative Support	1.00
1000-000 - RGS Admin-General Hours	Administrative Services Manager	1.00
1000-000 - RGS Admin-General Hours	Deputy Executive Director	1.00
1000-000 - RGS Admin-General Hours	Administrative Support	0.54
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.14
1000-000 - RGS Admin-General Hours	Technical Specialist	0.11
1000-000 - RGS Admin-General Hours	Deputy COO	0.07
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.00
1001-000 - RGS Finance-General Hours	Technical Specialist	0.93
1001-000 - RGS Finance-General Hours	Technical Specialist	0.63
1001-000 - RGS Finance-General Hours	Technical Advisor	0.22
1002-000 - RGS HR-Payroll Genl Hrs	Project Coordinator	0.93
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.92
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.62
1002-000 - RGS HR-Payroll Genl Hrs	Project Advisor	0.48
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.41
1003-002 - Training Svc Grp Admin	Senior Advisor	0.32
1003-002 - Training Svc Grp Admin	Senior Advisor	0.14
1003-002 - Training Svc Grp Admin	Senior Advisor	0.10
1003-002 - Training Svc Grp Admin	Senior Advisor	0.09
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.97
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.72
1006-001 - Finance Svc Grp Admin Time	Advisor	0.67
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.54
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.27
1006-001 - Finance Svc Grp Admin Time	Advisor	0.19
1006-001 - Finance Svc Grp Admin Time	Advisor	0.12
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.12
1006-001 - Finance Svc Grp Admin Time	Advisor	0.07
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.04
1006-001 - Finance Svc Grp Admin Time	Advisor	0.04
1006-001 - Finance Svc Grp Admin Time	Advisor	0.013
1007-001 - HR Svc Grp Admin Time	Senior Advisor	1.00
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1.00
1007-001 - HR Svc Grp Admin Time	Project Coordinator	1.00
1007-001 - HR Svc Grp Admin Time	Advisor	0.88
1007-001 - HR Svc Grp Admin Time	Advisor	0.84
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.79
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.60
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.55
1007-001 - HR Svc Grp Admin Time	Advisor	0.51
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.50
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.49
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.40
1007-001 - HR Svc Grp Admin Time	Advisor	0.34



## RGS Position Listing

February, 2020

1007-001 - HR Svc Grp Admin Time	Project Advisor	0.33
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.32
1007-001 - HR Svc Grp Admin Time	Advisor	0.31
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.30
1007-001 - HR Svc Grp Admin Time	Advisor	0.29
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.26
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.22
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.16
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.15
1007-001 - HR Svc Grp Admin Time	Advisor	0.14
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.11
1007-001 - HR Svc Grp Admin Time	Advisor	0.11
1007-001 - HR Svc Grp Admin Time	Technical Advisor	0.09
1007-001 - HR Svc Grp Admin Time	Advisor	0.06
1007-001 - HR Svc Grp Admin Time	Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Advisor	0.012
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.005
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.002
1007-001 - HR Svc Grp Admin Time	Advisor	0.001
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.001
1008-001 - Outreach Svc Grp Admin Time	Deputy COO	1.00
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.27
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.10
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.06
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.05
1011-001 - Planning Svc Grp Admin Time	Advisor	0.92
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.58
1011-001 - Planning Svc Grp Admin Time	Advisor	0.29
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.28
1011-001 - Planning Svc Grp Admin Time	Advisor	0.16
1011-001 - Planning Svc Grp Admin Time	Senior Advisor	0.15
1011-001 - Planning Svc Grp Admin Time	Advisor	0.07
1012-001 - Public Safety Svc Grp Admin	Advisor	0.04
1012-001 - Public Safety Svc Grp Admin	Advisor	0.03
1012-001 - Public Safety Svc Grp Admin	Advisor	0.014
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.010
1014-001 - EM Svc Grp Admin Time	COO	0.32
1014-001 - EM Svc Grp Admin Time	Advisor	0.18
1014-001 - EM Svc Grp Admin Time	Senior Advisor	0.03
1015-001 - PW Svc Grp Admin Time	Project Advisor	0.17
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.15
1015-001 - PW Svc Grp Admin Time	Chief Executive Officer	0.06
1015-001 - PW Svc Grp Admin Time	Advisor	0.02
1015-001 - PW Svc Grp Admin Time	Advisor	0.02

## RGS Position Listing

February, 2020

1015-001 - PW Svc Grp Admin Time	Senior Advisor	0.013
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Program Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Senior Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Deputy COO	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.80
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00
1260-001 - CalSAWS M&O	COO	1.00
1320-000 - MERA-General Hours	COO	0.70
1320-000 - MERA-General Hours	Senior Advisor	0.19
1330-000 - MGSA-General Hours	Project Coordinator	0.66
3060-001 - SVBGSA - General Manager	COO	0.81
3060-005 - SVBGSA - General Administratio	Administrative Support	0.21
3060-005 - SVBGSA - General Administratio	Senior Advisor	0.19
3060-005 - SVBGSA - General Administratio	Administrative Assistant	0.12
<b>FTE</b>		<b>65.99</b>
<b>Employee Count</b>		<b>132</b>

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 02-07-2020**  
**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-person in conjunction with a relevant conference or other event.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
<b>Tentative 2020</b>					
February 7	RGS	RGS	Election of Officers (all), FY19 Audited Financial Statements	Napa	With CM Dept Mtg 11:45 - 3:00pm
May (Thursday) 21	RGS		FY20 Budget; Conflict of Interest Policy update (even years), Exec Dir Ad Hoc Committee Formation	telephonic	1:00pm-3:00pm
September (Thursday) 17	RGS		Meeting Schedule for 2021	Walnut Creek	1:00pm-3:00pm
November (Thursday) 19	RGS		FY20 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	telephonic	1:00pm-3:00pm
<b>Tentative 2021</b>					
February TBD	RGS	RGS	Election of Officers (all)	TBD	With CM Dept Mtg 11:30am-1:00pm
May (Thursday) 20	RGS		FY21 Budget, Exec Dir Ad Hoc Committee Formation	telephonic	1:00pm-3:00pm
September (Thursday) 16	RGS		Meeting Schedule for 2022	TBD	1:00pm-3:00pm
November (Thursday) 19	RGS		FY21 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	telephonic	1:00pm-3:00pm

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 2-7-2020**  
**FROM:** RICHARD AVERETT, CFO **Item: 3D**  
**SUBJECT: PAYMENTS AND DEPOSITS – OCTOBER 2019 THROUGH DECEMBER 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. Executive Director or designee reviews and authorizes payments. All payments, including electronic payments, are reviewed again 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 Community Bank of the Bay 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 December 31, 2019

2:50 PM

01/29/2020

Accrual Basis

110060 - Rabobank Checking Account		Type	Date	Num	Name	Memo	Amount	Balance
								<b>299,988.22</b>
	Deposit		10/01/2019			Deposit	456.59	300,444.81
	Deposit		10/01/2019			Deposit	2,475.15	302,919.96
	Deposit		10/04/2019			Deposit	5,949.89	308,869.85
	General Journal		10/04/2019	2555		10/31/19 Net Pay	-236,405.50	72,464.35
	Deposit		10/04/2019			Deposit	9,000.00	81,464.35
	Deposit		10/07/2019			Deposit	100,952.81	182,417.16
	General Journal		10/07/2019	2556		9/30/19 payroll taxes and fees	-73,627.25	108,789.91
	Deposit		10/08/2019			Deposit	3,066.15	111,856.06
	General Journal		10/09/2019	2558		9/30/19 FSA contribution	-650.41	111,205.65
	General Journal		10/09/2019	2560		2019-09 FSA admin fee	-55.00	111,150.65
	Deposit		10/10/2019			Deposit	2,570.98	113,721.63
	General Journal		10/10/2019	2511		9/30/19 Mass Mutual 457 remittance	-31,961.55	81,760.08
	General Journal		10/10/2019	2511		9/30/19 Mass Mutual 401a remittance	-18,164.29	63,595.79
	Deposit		10/11/2019			Deposit	59,382.47	122,978.26
	Deposit		10/11/2019			Deposit	184.00	123,162.26
	Deposit		10/12/2019			Deposit	851.50	124,013.76
	General Journal		10/15/2019	2512		Health Ins Actives premium 2019-10	-20,364.89	103,648.87
	General Journal		10/15/2019	2513		Health Ins Actives Kaiser premium 2019-10	-23,084.49	80,564.38
	General Journal		10/15/2019	2514		Dental premium 2019-10	-3,278.28	77,286.10
	General Journal		10/15/2019	2515		Vision premium pmt 2019-10	-481.58	76,804.52
	Deposit		10/15/2019			Deposit	10,943.55	87,748.07
	General Journal		10/15/2019	2521		MHN Premium 2019-09	-446.60	87,301.47
	Deposit		10/17/2019			Deposit	3,057.14	90,358.61
	Deposit		10/18/2019			Deposit	18,894.38	109,252.99
	Transfer		10/18/2019			Funds Transfer	200,000.00	309,252.99
	General Journal		10/21/2019	2522		10/15/19 net pay	-274,570.52	34,682.47
	Transfer		10/21/2019			Funds Transfer	25,000.00	59,682.47
	Transfer		10/21/2019			Funds Transfer	35,000.00	94,682.47
	General Journal		10/22/2019	2523		10/15/19 payroll taxes and fees	-86,654.71	8,027.76
	Deposit		10/22/2019			Deposit	36,743.08	44,770.84
	Deposit		10/23/2019			Deposit	3,300.20	48,071.04
	Deposit		10/23/2019			Deposit	18,964.90	67,035.94
	General Journal		10/24/2019	2559		10/15/19 FSA contribution	-765.41	66,270.53
	Deposit		10/25/2019			Deposit	27,615.90	93,886.43
	Deposit		10/25/2019			Deposit	102.90	93,989.33
	General Journal		10/25/2019	2542		10/15/19 Mass Mutual 457 remittance	-36,473.52	57,515.81
	General Journal		10/25/2019	2542		10/15/19 Mass Mutual 401a remittance	-21,771.35	35,744.46
	Bill Pmt -Check		10/28/2019	5667	Badawi & Associates		-24,111.00	11,633.46
	Bill Pmt -Check		10/28/2019	5668	Employment Research Services		-552.90	11,080.56

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	10/28/2019	5670	Medix Consulting LLC		-24,920.00	-13,839.44
Bill Pmt -Check	10/28/2019	5671	Meyers Nave		-2,492.53	-16,331.97
Bill Pmt -Check	10/28/2019	5672	Oregon Dept of Revenue		-16.44	-16,348.41
Bill Pmt -Check	10/28/2019	5673	Quantum Consulting Services		-59,758.65	-76,107.06
Bill Pmt -Check	10/28/2019	5674	Scott N. Kivel		-3,001.25	-79,108.31
Bill Pmt -Check	10/28/2019	5675	Suzanne Hill		-765.00	-79,873.31
Bill Pmt -Check	10/28/2019	5676	Turning Technologies		-1,000.00	-80,873.31
Bill Pmt -Check	10/28/2019	5677	US Bank		-61,664.98	-142,538.29
Deposit	10/28/2019			Deposit	218,545.15	76,006.86
Bill Pmt -Check	10/29/2019	Wire	GovTech Consulting		-20,708.09	55,298.77
Bill Pmt -Check	10/29/2019	5679	Mary E Uzupis		-31,294.43	24,004.34
Bill Pmt -Check	10/29/2019	Wire	Matrix6, Inc.		-26,818.75	-2,814.41
Bill Pmt -Check	10/29/2019	Wire	Xstrategi, Inc		-15,070.00	-17,884.41
Deposit	10/29/2019			Deposit	327,097.48	309,213.07
General Journal	10/29/2019	2548		Life and Disability premium for 2015-	-1,928.47	307,284.60
Transfer	10/31/2019			Funds Transfer	-300,000.00	7,284.60
General Journal	10/31/2019	2557		Wire Fees 2019-10	-120.00	7,164.60
General Journal	10/31/2019	2564		Balance Adjustment	0.16	7,164.76
Check	10/31/2019			Service Charge	-50.00	7,114.76
Deposit	11/01/2019			Deposit	6,600.40	13,715.16
Deposit	11/01/2019			Deposit	145,009.41	158,724.57
Deposit	11/01/2019			Deposit	2,029.50	160,754.07
Deposit	11/05/2019			Deposit	2,475.15	163,229.22
Deposit	11/05/2019			Deposit	20,830.26	184,059.48
Transfer	11/05/2019			Funds Transfer	135,000.00	319,059.48
General Journal	11/06/2019	2546		10/31/19 net pay	-294,419.68	24,639.80
Transfer	11/06/2019			Funds Transfer	75,000.00	99,639.80
General Journal	11/07/2019	2547		10/31/19 payroll taxes and fees	-92,632.23	7,007.57
Deposit	11/08/2019			Deposit	13,130.14	20,137.71
General Journal	11/11/2019	2545		10/31/19 MM 401a remittance	-39,268.42	-19,130.71
General Journal	11/11/2019	2545		10/31/19 MM 457 remittance	-26,439.32	-45,570.03
Transfer	11/11/2019			Funds Transfer	130,000.00	84,429.97
General Journal	11/12/2019	2549		Health Ins Actives premium 2019-11	-44,250.66	40,179.31
General Journal	11/12/2019	2550		Health Ins Actives premium 2019-11	-24,623.45	15,555.86
General Journal	11/12/2019	2551		Dental premium 2019-11	-5,346.15	10,209.71
General Journal	11/12/2019	2552		Vision premium pmt 2019-11	-846.86	9,362.85
General Journal	11/12/2019	2553		MHN Premium Pay 2019-11	-446.00	8,916.85
Deposit	11/12/2019			Deposit	32,245.13	41,161.98
General Journal	11/12/2019	2603		FSA Admin Fee	-88.00	41,073.98
Deposit	11/13/2019			Deposit	4,125.85	45,199.83
General Journal	11/13/2019	2571		FSA Contribution PPE 10-31-19	-1,227.91	43,971.92
Deposit	11/13/2019			Deposit	6,086.19	50,058.11
General Journal	11/13/2019	2597		Reimburse RGS for Wrkr Comp Claim	-2,899.49	47,158.62

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	11/15/2019			Deposit	2,293.50	49,452.12
Deposit	11/15/2019			Deposit	15,807.50	65,259.62
Deposit	11/15/2019			Deposit	7,426.65	72,686.27
Deposit	11/19/2019			Deposit	101,152.60	173,838.87
Transfer	11/20/2019			Funds Transfer	200,000.00	373,838.87
General Journal	11/21/2019	2576		11/21/19 net pay	-270,406.17	103,432.70
Deposit	11/21/2019			Deposit	18,096.63	121,529.33
General Journal	11/22/2019	2577		11/15/19 payroll taxes and fees	-82,762.69	38,766.64
Deposit	11/22/2019			Deposit	1,650.40	40,417.04
Bill Pmt -Check	11/25/2019	Wire	GovTech Consulting		-23,000.00	17,417.04
Bill Pmt -Check	11/25/2019	Wire	Mary E Uzupis		-26,212.20	-8,795.16
Bill Pmt -Check	11/25/2019	Wire	Medix Consulting LLC		-34,743.30	-43,538.46
Bill Pmt -Check	11/25/2019	Wire	Quantum Consulting Services		-74,307.92	-117,846.38
Bill Pmt -Check	11/25/2019	Wire	Xtrategi, Inc		-15,180.00	-133,026.38
Bill Pmt -Check	11/25/2019	5680	Municipal Shared Services		-15,471.72	-148,498.10
Bill Pmt -Check	11/25/2019	5681	US Bank		-17,831.19	-166,329.29
Transfer	11/25/2019			Funds Transfer	170,000.00	3,670.71
Deposit	11/25/2019			Deposit	130,054.94	133,725.65
General Journal	11/26/2019	2602		FSA Contributin PPE 11-15-19	-1,127.91	132,597.74
General Journal	11/27/2019	2578		11/15/19 MM 401a remittance	-35,716.14	96,881.60
General Journal	11/27/2019	2578		11/15/19 MM 457 remittance	-23,233.43	73,648.17
Transfer	11/27/2019			Funds Transfer	-65,000.00	8,648.17
General Journal	11/27/2019	2596		Life and Disability premium for 2015-	-2,364.73	6,283.44
Check	11/30/2019			Service Charge	-230.00	6,053.44
Transfer	12/04/2019			Funds Transfer	-100,000.00	-93,946.56
Transfer	12/04/2019			Funds Transfer	100,000.00	6,053.44
Check	12/04/2019			Service Charge	-15.00	6,038.44
General Journal	12/06/2019	2641		FSA Admin Fee 2019-11	-81.00	5,957.44
Deposit	12/09/2019			Deposit	1,318.50	7,275.94
General Journal	12/10/2019	2640		FSA Contribution PPE 11-30-19	-1,227.91	6,048.03
General Journal	12/24/2019	2638		12/15/19 FSA contribution	-1,155.91	4,892.12
General Journal	12/31/2019	2639		Scanner Fee 2019-12	-50.00	4,842.12
Total 110060 · Rabobank Checking Account					-295,146.10	4,842.12

**110090 · Community Bank of the Bay Chkg**

						<b>1,985.00</b>
Deposit	10/01/2019			Interest	15.00	2,000.00
Deposit	11/25/2019			Deposit	790,714.55	792,714.55
Deposit	11/25/2019			Deposit	825.05	793,539.60
General Journal	11/25/2019	2600		Calcard Rebate Income	890.74	794,430.34
Transfer	11/26/2019			Funds Transfer	-760,000.00	34,430.34
Deposit	11/26/2019			Deposit	98.60	34,528.94
Deposit	11/26/2019			Deposit	26,311.60	60,840.54
Transfer	11/27/2019			Funds Transfer	-50,000.00	10,840.54

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	12/02/2019			Deposit	99,987.43	110,827.97
Transfer	12/04/2019			Funds Transfer	100,000.00	210,827.97
Transfer	12/04/2019			Funds Transfer	160,000.00	370,827.97
General Journal	12/05/2019	2594		11/30/19 net pay	-238,817.07	132,010.90
General Journal	12/06/2019	2595		11/30/19 payroll taxes and fees	-69,047.91	62,962.99
Deposit	12/06/2019			Deposit	2,475.45	65,438.44
Deposit	12/06/2019			Deposit	6,578.98	72,017.42
Deposit	12/06/2019			Deposit	5,949.89	77,967.31
Deposit	12/09/2019			Deposit	17,057.57	95,024.88
Bill Pmt -Check	12/10/2019	16001	Dan Buckshi		-166.91	94,857.97
Bill Pmt -Check	12/10/2019	16002	Meyers Nave		-10,949.04	83,908.93
Transfer	12/11/2019			Funds Transfer	50,000.00	133,908.93
General Journal	12/11/2019	2604		Health Ins Active & Comp Care premium 2019-12	-35,197.19	98,711.74
General Journal	12/11/2019	2605		Health Ins Kaiser premium 2019-12	-34,853.35	63,858.39
General Journal	12/11/2019	2606		MHN Premium 2019-12	-446.00	63,412.39
General Journal	12/11/2019	2607		Dental premium 2019-12	-5,425.11	57,987.28
General Journal	12/11/2019	2608		Vision premium pmt 2019-12	-1,713.98	56,273.30
General Journal	12/11/2019	2610		11/30/19 MM 401a remittance	-27,623.50	28,649.80
General Journal	12/11/2019	2610		1130/19 MM 457 remittance30	-19,531.54	9,118.26
Deposit	12/12/2019			Deposit	4,978.64	14,096.90
Deposit	12/16/2019			Deposit	4,125.55	18,222.45
Deposit	12/16/2019			Deposit	30,035.08	48,257.53
Deposit	12/18/2019			Deposit	14,818.90	63,076.43
Deposit	12/18/2019			Deposit	653,998.81	717,075.24
Transfer	12/18/2019			Funds Transfer	320,000.00	1,037,075.24
General Journal	12/18/2019	2615			-12,000.00	1,025,075.24
General Journal	12/19/2019	2612		12/15/19 net pay	-260,230.40	764,844.84
Deposit	12/20/2019			Deposit	5,100.00	769,944.84
Deposit	12/20/2019			Deposit	1,524.20	771,469.04
General Journal	12/20/2019	2613		12/15/19 payroll taxes and fees	-86,408.16	685,060.88
Transfer	12/20/2019			Funds Transfer	-650,000.00	35,060.88
Deposit	12/20/2019			Deposit	20,882.04	55,942.92
Deposit	12/20/2019			Deposit	4,950.90	60,893.82
Deposit	12/20/2019			Deposit	150.80	61,044.62
Transfer	12/23/2019			Funds Transfer	170,000.00	231,044.62
Bill Pmt -Check	12/24/2019	Wire	Xstrategi, Inc		-18,480.00	212,564.62
Bill Pmt -Check	12/24/2019	Wire	Mary E Uzupis		-20,527.26	192,037.36
Bill Pmt -Check	12/24/2019	Wire	GovTech Consulting		-19,000.00	173,037.36
Bill Pmt -Check	12/24/2019	wire	Medix Consulting LLC		-28,240.08	144,797.28
Bill Pmt -Check	12/24/2019	Wire	Quantum Consulting Services		-64,647.55	80,149.73
Bill Pmt -Check	12/24/2019	16003	League of California Cities		-450.00	79,699.73
Bill Pmt -Check	12/24/2019	16004	Meyers Nave		-7,596.40	72,103.33
Bill Pmt -Check	12/24/2019	16005	Salinas Police Dept		-825.05	71,278.28



<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Bill Pmt -Check	12/24/2019	16006	Scott N. Kivel	RGS Related Legal Services	-1,912.29	69,365.99
Bill Pmt -Check	12/24/2019	16007	The Catalyst Group		-6,535.00	62,830.99
Bill Pmt -Check	12/24/2019	16008	Tripepi Smith & Associates		-105.00	62,725.99
Bill Pmt -Check	12/24/2019	16009	US Bank		-17,899.22	44,826.77
Deposit	12/24/2019			Deposit	91,584.48	136,411.25
General Journal	12/26/2019	2616		12/15/19 MM 401a remittance	-32,972.13	103,439.12
General Journal	12/26/2019	2616		12/15/19 MM 457 remittance	-17,169.14	86,269.98
Transfer	12/26/2019			Funds Transfer	-60,000.00	26,269.98
Deposit	12/26/2019			Deposit	20,300.31	46,570.29
General Journal	12/26/2019	2634		Life and Disability premium for 2015-	-2,304.71	44,265.58
Deposit	12/27/2019			Deposit	2,475.15	46,740.73
General Journal	12/30/2019	2623		HRA Contribution Q4 2019	-9,500.00	37,240.73
Deposit	12/31/2019			Deposit	62,256.71	99,497.44
Total 110090 - Community Bank of the Bay Chkg					<u>97,512.44</u>	<u>99,497.44</u>
<b>TOTAL</b>					<b><u>-197,633.66</u></b>	<b><u>104,339.56</u></b>

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

**EC Meeting: 2-7-2020**  
**Item: 3E**

**RECOMMENDATION**

Review and accept JPA investments made through December 2019.

**BACKGROUND**

The 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 money market accounts at Rabobank and the Community Bank of the Bay, a LAIF account and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

**FISCAL IMPACT**

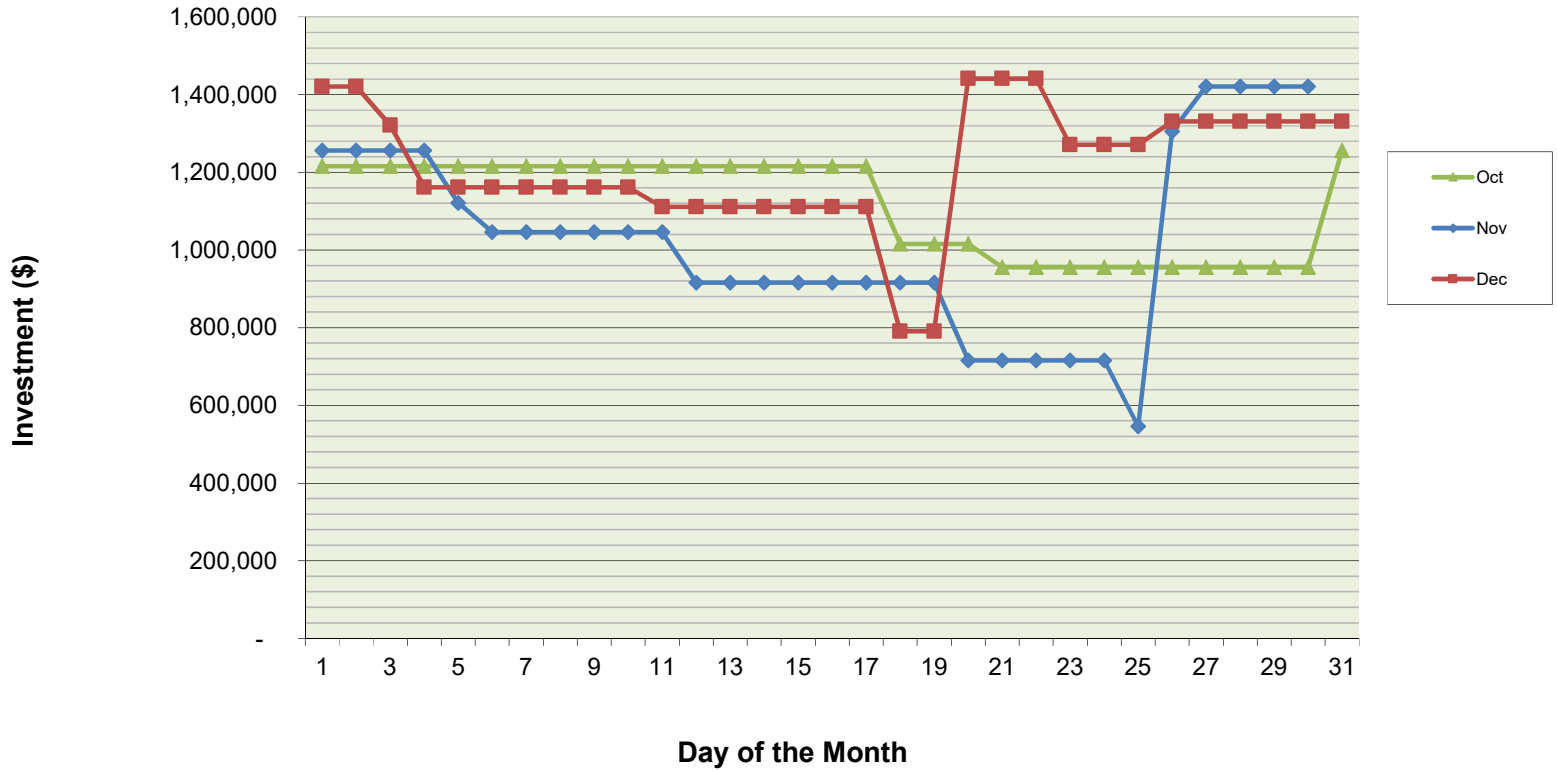
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark to market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark to market entries will be made for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

Currently the CalTrust Medium Term and Short-Term yields are no longer inverted with the short-term yield at 1.87% and medium term at 1.93% (as of 1/29/2020). The LAIF yield has averaged 2.04% in December 2019. When the agency moved to Community Bank of the Bay it negotiated a very competitive Money Market rate which was is currently 1.82%.

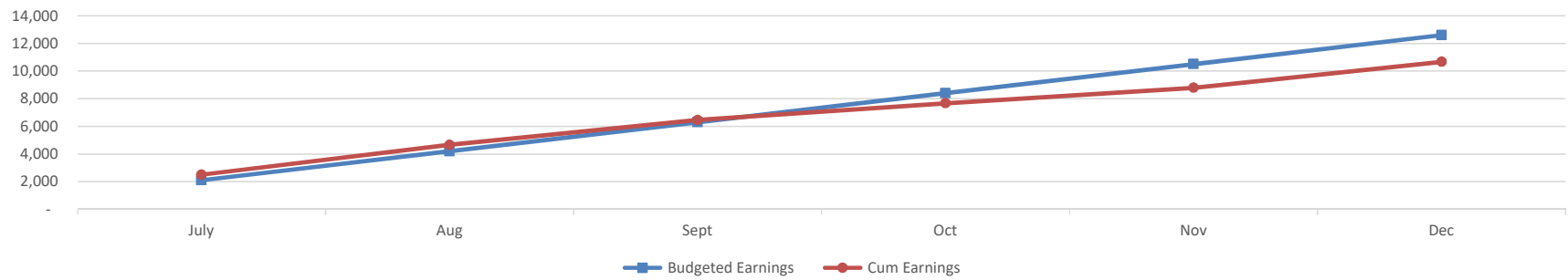
**INVESTMENT REPORT  
FY 2020**

Date	Oct				Nov				Dec			
	<u>CalTrust</u>		<u>LAIF</u>	<u>Combined</u>	<u>CalTrust</u>		<u>LAIF</u>	<u>Combined</u>	<u>CalTrust</u>		<u>LAIF</u>	<u>Combined</u>
	<u>Money Mkt</u>	<u>Short &amp; Medium</u>			<u>Money Mkt</u>	<u>Short &amp; Medium</u>			<u>Money Mkt</u>	<u>Short &amp; Medium</u>		
<u>Accounts</u>	<u>Medium</u>			<u>Accounts</u>	<u>Medium</u>			<u>Accounts</u>	<u>Medium</u>			
1	593,996	620,601	1,195	1,215,792	634,083	620,601	1,195	1,255,879	999,300	420,601	1,195	1,421,096
2	593,996	620,601	1,195	1,215,792	634,083	620,601	1,195	1,255,879	999,300	420,601	1,195	1,421,096
3	593,996	620,601	1,195	1,215,792	634,083	620,601	1,195	1,255,879	899,300	420,601	1,195	1,321,096
4	593,996	620,601	1,195	1,215,792	634,083	620,601	1,195	1,255,879	739,300	420,601	1,195	1,161,096
5	593,996	620,601	1,195	1,215,792	499,083	620,601	1,195	1,120,879	739,300	420,601	1,195	1,161,096
6	593,996	620,601	1,195	1,215,792	424,083	620,601	1,195	1,045,879	739,300	420,601	1,195	1,161,096
7	593,996	620,601	1,195	1,215,792	424,083	620,601	1,195	1,045,879	739,300	420,601	1,195	1,161,096
8	593,996	620,601	1,195	1,215,792	424,083	620,601	1,195	1,045,879	739,300	420,601	1,195	1,161,096
9	593,996	620,601	1,195	1,215,792	424,083	620,601	1,195	1,045,879	739,300	420,601	1,195	1,161,096
10	593,996	620,601	1,195	1,215,792	424,083	620,601	1,195	1,045,879	739,300	420,601	1,195	1,161,096
11	593,996	620,601	1,195	1,215,792	424,083	620,601	1,195	1,045,879	689,300	420,601	1,195	1,111,096
12	593,996	620,601	1,195	1,215,792	294,083	620,601	1,195	915,879	689,300	420,601	1,195	1,111,096
13	593,996	620,601	1,195	1,215,792	294,083	620,601	1,195	915,879	689,300	420,601	1,195	1,111,096
14	593,996	620,601	1,195	1,215,792	294,083	620,601	1,195	915,879	689,300	420,601	1,195	1,111,096
15	593,996	620,601	1,195	1,215,792	294,083	620,601	1,195	915,879	689,300	420,601	1,195	1,111,096
16	593,996	620,601	1,195	1,215,792	294,083	620,601	1,195	915,879	689,300	420,601	1,195	1,111,096
17	593,996	620,601	1,195	1,215,792	294,083	620,601	1,195	915,879	689,300	420,601	1,195	1,111,096
18	393,996	620,601	1,195	1,015,792	294,083	620,601	1,195	915,879	369,300	420,601	1,195	791,096
19	393,996	620,601	1,195	1,015,792	294,083	620,601	1,195	915,879	369,300	420,601	1,195	791,096
20	393,996	620,601	1,195	1,015,792	294,083	420,601	1,195	715,879	1,019,300	420,601	1,195	1,441,096
21	333,996	620,601	1,195	955,792	294,083	420,601	1,195	715,879	1,019,300	420,601	1,195	1,441,096
22	333,996	620,601	1,195	955,792	294,083	420,601	1,195	715,879	1,019,300	420,601	1,195	1,441,096
23	333,996	620,601	1,195	955,792	294,083	420,601	1,195	715,879	849,300	420,601	1,195	1,271,096
24	333,996	620,601	1,195	955,792	294,083	420,601	1,195	715,879	849,300	420,601	1,195	1,271,096
25	333,996	620,601	1,195	955,792	124,083	420,601	1,195	545,879	849,300	420,601	1,195	1,271,096
26	333,996	620,601	1,195	955,792	884,083	420,601	1,195	1,305,879	909,300	420,601	1,195	1,331,096
27	333,996	620,601	1,195	955,792	999,083	420,601	1,195	1,420,879	909,300	420,601	1,195	1,331,096
28	333,996	620,601	1,195	955,792	999,083	420,601	1,195	1,420,879	909,300	420,601	1,195	1,331,096
29	333,996	620,601	1,195	955,792	999,083	420,601	1,195	1,420,879	909,300	420,601	1,195	1,331,096
30	333,996	620,601	1,195	955,792	999,244	420,601	1,195	1,421,040	909,300	420,601	1,195	1,331,096
31	634,083	620,601	1,195	1,255,879					909,300	420,601	1,195	1,331,096

### COMBINED INVESTMENTS



### Investment Earnings



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 02-07-2020**  
**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
Del Rey Oaks	Dec. 2019	\$3,000	HR Services
Livermore Area Recreation and Park District	Nov. 2019	\$18,000	Leadership Academy
Marin Emergency Radio Authority (MERA)	Jan. 2020	\$215,400	HR Services
GHD (subconsultant)	Dec. 2019	\$43,420	Public Outreach
San Joaquin Council of Governments	Oct. 2019	\$85,800	HR Services
Sunnyvale	March 2020	\$2,300	Customer Service Training
Templeton Community Services District	Dec. 2019	\$24,000	HR Services
Valley Water (formerly Santa Clara Valley Water District)	July 2019	\$37,000	Training
Windsor	Nov. 2019	\$10,000	Financial Services

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:** RICHARD H. AVERETT, Executive Director  
**SUBJECT:** APPROVAL OF MUNICIPAL DENTAL POOL UPDATE

**EC Meeting: 2-7-2020**  
**Item: 3G**

**RECOMMENDATION**

Approve Municipal Dental Pool update.

**BACKGROUND**

At the November 22, 2019 Executive Committee meeting, authority was granted for the Executive Director to approve new RGS Dental Pool Associate Memberships.

The current RGS Dental Pool Associate Members are:

- City of Alhambra
- City of Azusa
- City of Baldwin Park
- City of Bellflower
- City of Bishop
- City of Chino
- City of Claremont
- City of Dana Point
- City of Desert Hot Springs
- City of Hawaiian Gardens
- City of Larkspur / Central Marin Police Authority
- City of Linwood
- City of Oxnard
- City of Pico Rivera
- City of Rialto
- City of Santa Ana
- City of Upland
- County of Mendocino
- Town of Corte Madera
- Town of Woodside
- Central Marin Fire Authority
- Regional Government Services
- East Contra Costa Fire Protection District
- Metropolitan Transportation Commission

**REVIEW FOR THIS MEETING**

As of January 1, 2020, five new agencies joined the pool, bringing the total to 24. No new joining agencies are presented this quarter.

**FISCAL IMPACT**

Adding new Associate Members will increase monthly premiums paid into the pool, which should contribute to the gradual increase in reserves and thus price stability of the Pool. As the total premiums paid increase, RGS' administrative fee revenue increases slightly.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 2-7-2020**  
**FROM:** RICHARD H. AVERETT, Executive Director **Item: 3H**  
**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.

### REVIEW FOR THIS MEETING

- Investment Policy – A change to the review schedule of the Investment Policy. The existing policy requires an annual review by the Board of Directors, and proposed changes bring the review process in line with California Code, which does not require annual review. The changes only affected one paragraph of the policy and the applicable paragraph is shown below.

49.1.14 **Policy Review:** The JPA’s investment policy shall ~~be adopted each year by the Board reviewed internally each year and will be brought to the governing body when changes are necessitated in accordance with California code.~~ This investment policy shall be reviewed **internally** at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. Any amendments to the policy shall be forwarded to the ~~Boards governing body~~ for approval.

- Policies Dealing with Anti-Harassment – Updates to three Equal Employment/Anti-discrimination policies are proposed for approval. Updates incorporate new training requirements of SB 778, including 2 hours of training on anti-harassment and prevention of abusive conduct for supervisory and managerial employees and 1 hour of training for all other employees. The updates also incorporate CROWN Act requirements which adds traits associated with race, including, but not limited to natural hairstyles, to the list of protected classes. Last, the updates provide more guidance to RGS staff on reporting requirements and procedures. RGS Advisors face multiple scenarios in which they may be exposed to or become aware of harassment or discrimination. This

could be internal to RGS, or at a partner agency regarding themselves or a partner agency employee. These policies help clarify actions and responses for several scenarios, and clarify roles, responsibilities, and communication channels.

**FISCAL IMPACT**

There are no fiscal impacts of approving the proposed changes other than the required training costs.



**SECTION 23: Equal Employment/Anti-discrimination**  
**POLICY TITLE: Anti-discrimination Policy**  
**POLICY NUMBER: 23.1**  
**LAST UPDATE: 11/17**

**Anti-discrimination Policy:** The JPA is committed to equal opportunity in employment and services. The JPA, its employees, contractors, and agents shall not discriminate or harass with respect to service provision, program operation, or in the recruitment, selection, testing, training, transfer, promotion, demotion, termination, performance appraisal process, compensation, or in any other term, condition, or privilege of employment because of the individual's actual or perceived:

- Race, including traits historically including, but not limited to, hair texture and protective hairstyles
- Color
- Religion including religious dress and grooming practices
- Gender
- National origin
- Ancestry
- Citizenship status
- Age
- Marital status
- Physical or mental disability
- Medical condition
- Genetic information
- Sexual orientation
- Gender expression
- Gender identity
- Breast-feeding status
- Military or veteran's status
- Undocumented immigrant status
- Accommodation requests
- Engagement in protected activities.
- Affordable Care Act benefits.

~~race, color, religion including religious dress and grooming practices, gender, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, gender expression, gender identity, breast feeding status, military veteran's status, undocumented immigrant status, accommodation requests, engaging in protected activities, or any other basis protected by law, or on the basis of a perception that an individual is associated with a person who has, or is perceived to have, any of these characteristics. Harassment based on any of the protected categories listed above is also prohibited. Discrimination based on an employee receiving a health insurance tax credit or subsidy through the federal~~

## PART C – POLICIES

~~Affordable Care Act, employee's status as an undocumented immigrant on a driver's license are also prohibited.~~

PART C – POLICIES

**SECTION 23: Equal Employment/Anti-discrimination**  
**POLICY TITLE: Reporting Harassment or Discrimination**  
**POLICY NUMBER: 23.4**  
**LAST UPDATE: 05/13**

**Reporting Harassment or Discrimination:**

23.4.1 **Reporting:** Any employee who believes he ~~or~~ /she has been harassed or discriminated against in violation of this policy should promptly report it orally or in writing to the employee's immediate supervisor, human resources, or the Executive Director. An employee is not required to complain first to their immediate supervisor if that person is the individual who is harassing and/or engaging in discriminatory actions against the employee. Instead, the employee may report the harassment/discrimination to any management employee.

23.4.2 **Receiving Complaints:** Any JPA management employee, including executive manager, administrative manager, or regional/lead advisor, who receives a complaint of harassment ~~or~~ /discrimination, or who observes or otherwise learns about harassing ~~or discriminatory~~ conduct is required to notify ~~human resources~~ the HR Manager or Executive Director immediately. ~~Failure to do so may result in disciplinary action.~~

Any employee assigned to a partner agency ~~and~~ who receives a complaint or observes or otherwise learns of a complaint must inform the JPA ~~human resources~~ HR Manager or Executive Director immediately. ~~Human resources will then inform with the partner agency of the complaint.~~

Failure to report a complaint may result in disciplinary action.

RGS employees may be exposed to or become aware of harassment or discrimination in a variety of ways in the course of their employment:

Formatted: Indent: First line: 0"

**23.4.2.1 Internal Complaint:** In a case in which an employee believes that he or she has been sexually harassed or discriminated against by another RGS employee, it is appropriate to follow RGS policies and procedures for reporting a complaint to the HR Manager or the Executive Director. Additionally, an employee may report directly to any executive manager, administrative manager, or regional/lead advisor, who will take action as noted above

An employee is not required to discuss the complaint with their immediate supervisor if that person is the individual who is harassing and/or engaging in discriminatory actions against the employee. The employee must report the harassment/discrimination to the HR Manager or Executive Director.

Formatted: Indent: Left: 0", Hanging: 1.44"

The JPA will conduct an internal investigation. Complete confidentiality cannot be guaranteed because an effective

Formatted: Indent: Left: 1.44", First line: 0"

## PART C – POLICIES

investigation may require revealing relevant information. However, confidentiality will be protected to the extent possible.

**23.4.2.2 External Complaint:** In a case in which an RGS Advisor believes he or she has been sexually harassed or discriminated against by a partner agency's employee or a member of the public at a partner agency OR witnesses another RGS employee being sexually harassed or discriminated against by an partner agency's employee or member of the public at a partner agency, it is appropriate to follow RGS policies and procedures for reporting a complaint as listed above.

Formatted: Indent: Left: 0.63", Hanging: 0.81"

The Human Resources Manager will notify the employee's supervisor and will work with the employee and his or her supervisor to assess the situation and coordinate the logistics of continuing the assignment. This could mean, for example:

- Tailoring the existing assignment
- Reassigning the Advisor to another assignment
- Reassigning the Advisor to another agency

Formatted: Indent: Left: 0", Hanging: 1.44"

Formatted: Indent: Left: 1.44", First line: 0.31"

The RGS Human Resources Manager will be responsible to contact the partner agency's management to report the complaint. If RGS serves as the agency's Human Resources staff, RGS HR Manager will notify the RGS staff members that represent HR.

Formatted: Indent: Left: 0", Hanging: 1.44"

The partner agency will drive the internal investigation; as external consultants, RGS staff members are prohibited from engaging in internal investigations in partner agencies.

Complete confidentiality cannot be guaranteed as an effective investigation may require revealing relevant information. However, confidentiality will be protected to the extent possible.

As an employee of RGS, the RGS Advisor will follow RGS policies and procedures. The RGS Advisor and HR Manager must maintain confidentiality as appropriate and cooperate with the partner agency's investigation.

The safety and security of RGS Advisors and staff is of paramount importance; in the event that the partner agency is not willing to initiate an HR investigation based on a complaint of sexual harassment or discrimination, the Executive Director, HR Manager, and/or RGS Legal Counsel will determine appropriate action.

PART C – POLICIES

**23.4.2.3 Complaint in a Partner Agency**

If an RGS Advisor receives a complaint from, is made aware of, or witnesses a case of harassment or discrimination in the course of working in a partner agency, he or she must notify the RGS HR Manager or Executive Director of the issue as soon as possible.

Formatted: Font: Bold

The RGS HR Manager must contact the appropriate manager in the partner agency to report the issue or complaint and will also inform the Lead Advisor. RGS staff must use the agency's policy for guidance as to proper reporting procedures. In the absence of agency policy, the issue or complaint must be reported to the agency's HR Manager which may be the chief executive (unless he or she is allegedly involved in the issue or complaint.)

If RGS serves as the agency's Human Resources staff, the RGS HR Manager will notify the RGS Lead Advisor for HR services.

Formatted: Indent: Left: 0", Hanging: 1.44"

The partner agency will drive the internal investigation; as external consultants, RGS staff members are prohibited from engaging in internal investigations.

Complete confidentiality cannot be guaranteed because an effective investigation may require revealing relevant information. However, confidentiality will be protected to the extent possible.

RGS staff and management must maintain confidentiality as appropriate and cooperate with partner agency's HR investigations.

**23.4.2.4 Third-Party Complaint Filed on Behalf of RGS Employee**

If an employee of a partner agency files an internal complaint stating that an RGS employee is being harassed or discriminated against, the RGS Advisor must inform the RGS HR Manager or Executive Director as soon as they are notified of the complaint.

Formatted: Font: Bold

Formatted: Indent: Left: 0", Hanging: 1.44"

The RGS HR Manager will work with the Advisor and Supervisor and/or Lead to assess the facts of the situation and the logistics of continuing the assignment. This could mean:

- Tailoring the existing assignment
- Reassigning the Advisor to another assignment
- Reassigning the Advisor to another agency

Formatted: Indent: Left: 1.44", First line: 0.31"

The partner agency will drive the internal investigation; as external consultants, RGS staff members are prohibited from engaging in internal investigations.

Formatted: Indent: Left: 0", Hanging: 1.44"

## PART C – POLICIES

---

Complete confidentiality cannot be guaranteed because an effective investigation may require revealing relevant information. However, confidentiality will be protected to the extent possible.

- The RGS Advisor and RGS HR will cooperate with the partner agency investigation.
- The RGS Advisor and staff will follow the agency's harassment policies and will take appropriate steps to assist the agency in implementing an investigation.
- The RGS Advisor will notify the Supervisor and/or Lead Advisor of any actions he or she has taken to assist in the agency's investigation. The Lead Advisor will share any information with the RGS HR Manager.

Formatted: Indent: Left: 1.75", Hanging: 0.25"

Formatted: Indent: First line: 0"

23.4.3 **Action Taken with No Complaint Filed:** If RGS human resources becomes aware of likely inappropriate actions or behavior, it may undertake an investigation even though no complaint has been filed.

PART C – POLICIES

**SECTION 23: Equal Employment/Anti-discrimination**  
**POLICY TITLE: Dissemination**  
**POLICY NUMBER: 23.7**  
**LAST UPDATE: 06/08**

**Dissemination:** Policy and complaint procedures shall be provided to employees, and to new employees. As required by law, once every two years, the JPA will also conduct two hours of anti- harassment and prevention of abusive conduct training for its supervisors and Board members, and one hour of such training for employees. The training will educate them to recognize, avoid, and correct harassing, discriminatory, and abusive behavior. ~~From time to time, the JPA may also conduct training for its employees to assist them in learning how to recognize, avoid, and correct harassing and discriminatory behavior.~~

Formatted: Font: Georgia

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

**EC Meeting: 2-7-2020**  
**Item: 4A**

### **RECOMMENDATION**

No action is required of the Executive Committee. These are informational, preliminary financial reports through December 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.

Through the six months ended December 31st, 2019, the JPA has a \$31,400 loss on \$5,990,000 in revenue and worked on 116 client contracts. Actual versus budget for the first six months reflects the JPA recognizing \$1,073,000 or 22% more revenue than budgeted, and the loss of \$31,400 is better than the \$60,000 loss forecasted. The JPA has typically lost money in the first six of seven months of the fiscal year, which is then largely offset in the second half of the fiscal year. With RGS expected to add another 15-20 positions to support client needs in early calendar year 2020, the JPA expects this trend to be especially true this year.

Notable first quarter impacts include:

- The significant growth in the CalSAWS client engagement has resulted in \$1,160,000 more revenue in the October through December period when compared to last year.
- RGS has run 6 leadership academies and webinars, with 63 participants, from 26 different agencies.
- One active Worker's Comp claim is generating far more in claims cost than anticipated, costing \$45,500 in this fiscal year compared to the \$13,000 that was budgeted.
- Legal fees are 75% over budget due to the active defense in the new CalPERS action against 16 former RGS employees.

JPA administrative costs increase as the client business grows, however costs grow at a lesser rate than revenue reflecting the operating leverage of the JPA business model. Comparing the first six months ended December 31<sup>st</sup>, with the first six months of the prior year (FY19), revenue is up 35% and direct JPA admin costs are up 15%.

The dramatic increase in CJPIA claims reserves are now reflected on the JPA balance sheet which has dramatically reduced net equity. Currently net equity of \$245,304 is well below the target of 10% of budgeted client revenue or \$837,000 for the current fiscal year. The minimum target for the insurance reserve balance is 150% of booked claims liabilities or now \$3,281,000. Thus, the insurance reserve is completely consumed by the new CJPIA claims reserve amount.



**Regional Government Services**  
**Profit & Loss**  
 July through December 2019

10:44 AM  
 02/02/2020  
 Accrual Basis  
 Jul - Dec 19

Ordinary Income/Expense	
Income	
440301 - Client Billings	4,726,407
440400 - Admin Services	
440402 - MSS	50,000
440403 - Municipal Dental Pool	22,674
440404 - STARS	2,550
Total 440400 - Admin Services	75,224
480000 - Miscellaneous Income	
480100 - Client Expense Reimbursement	1,173,864
480200 - Purchasing Card Rebate	1,577
480300 - Other	16,445
Total 480000 - Miscellaneous Income	1,191,886
Total Income	5,993,517
Gross Profit	5,993,517
Expense	
511010 - Salaries - Regular	3,733,206
511072 - Salaries - Nonbillable	20,848
512002 - Medicare Employer Expense	54,326
512003 - Workers' Comp Exp clerical	53
512004 - Employee Assistance Program	2,447
512005 - Health Insurance Expense	264,993
512006 - Dental Insurance Expense	21,485
512007 - Vision Insurance Expense	3,405
512008 - Life Insurance Expense	3,316
512009 - Long Term Disability Expense	4,004
512011 - Stars 401A Expense	358,604
512014 - Short Term Disability Expense	3,596
512015 - Unemployment Expense	26,971
512018 - FSA Health & Day Care Expense	389
512019 - Employee Expense Allowances	42,589
520107 - APS (ADP) Payroll Fees	5,551
520108 - Communications - Agency Expense	3,825
520201 - Office Supplies	111
520202 - Bank Fees & Services	3,328
520204 - Printing & Postage	21,689
520301 - Audit Services	24,111
520302 - Legal Services	69,961
520314 - Administrative Services	22,750
520320 - Professional Services	895,633
520501 - Professional Dues & Membership	25,166
520502 - Training & Development	12,557
520503 - Conferences & Meetings	30,160
520504 - Publications	12,997
520505 - Program Hosting Expenses	5,010
520508 - Licenses & Fees	1,329
520700 - Workers Comp Insurance Expense	21,295
520701 - General Liability Insurance Exp	36,539
520702 - Claims Expense	45,476
520801 - Mileage Reimbursement	37,169
520803 - Travel Reimbursement	105,607
520805 - Supplies & Meals Reimbursement	11,068
520904 - Computer Install & Maintenance	19,010
522798 - Miscellaneous Expense	
560100 - Service Group Admin costs	
570100 - Equipment Purchase	39
Total Expense	5,950,613
Net Ordinary Income	42,904
Other Income/Expense	
Other Income	
520100 - Investment Income	10,668
Total Other Income	10,668
Other Expense	
529991 - RGS Claims Reserve	50,000
529996 - Attributed OPEB / HRA Expense	34,998
529997 - Unallocated Admin. Svcs - RGS	-1,064,716
529999 - Allocated Unbillable Expenses	1,064,716
Total Other Expense	84,998
Net Other Income	-74,330
Net Income	-31,426

**Regional Government Services**  
**Balance Sheet**  
As of December 31, 2019

10:50 AM  
01/30/2020  
Accrual Basis  
Dec 31, 19

**ASSETS**

**Current Assets**

**Checking/Savings**

110030 · LAIF Account	1,237
110040 · CalTRUST Medium Term Fund	303,832
110050 · CalTRUST Short Term Fund	122,050
110060 · Rabobank Checking Account	4,842
110070 · Rabobank Money Market	86,648
110080 · Union Bank Worker Comp Checking	1,716
110090 · Community Bank of the Bay Chkg	99,497
111000 · Community Bank of the Bay MMkt	823,787
<b>Total Checking/Savings</b>	<u>1,443,609</u>

**Accounts Receivable**

131130 · Accounts Receivable	1,583,150
<b>Total Accounts Receivable</b>	<u>1,583,150</u>

**Other Current Assets**

120005 · Prepaid Expenses	72,814
120010 · Prepaid Insurance	77,540
131131 · Accounts Receivable - Misc	11,591
<b>Total Other Current Assets</b>	<u>161,945</u>

**Total Current Assets** 3,188,704

**Other Assets**

180001 · Loan due to JPA	30,999
<b>Total Other Assets</b>	<u>30,999</u>

**TOTAL ASSETS** 3,219,703

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

220010 · Accounts Payable	204,454
<b>Total Accounts Payable</b>	<u>204,454</u>

**Other Current Liabilities**

214070 · Due To/From MSA	0
221003 · 457/401A Retirement Liability	55,734
221006 · FSA Liability	1,338
221008 · Workers' Comp. Liability	0
221015 · Health Insurance Liability	-3,810
221016 · Long Term Disability Liability	-42
221017 · Short Term Disability Liability	-29
221023 · Dental Insurance Liability	-432
221024 · Vision Insurance Liability	-1,082
221025 · Life Insurance/AD&D Liability	701
221029 · Garnishments	0
230060 · Accrued Salaries, Wages & Taxes	326,961
240010 · Deferred Revenue	72,763
250001 · Accrued Vacation	128,624
<b>Total Other Current Liabilities</b>	<u>580,726</u>

**Total Current Liabilities** 785,180

<b>Long Term Liabilities</b>	
260005 · Health Reimbursement Account	15,748
260006 · IBNR - GL	60,000
260007 · IBNR - WC	7,788
260008 · Case Reserves - WC	52,894
260009 · Workers Comp Claims Liability	156,113
260010 · General Liability Claims	<u>1,896,676</u>
<b>Total Long Term Liabilities</b>	<b><u>2,189,219</u></b>
<b>Total Liabilities</b>	<b>2,974,399</b>
<b>Equity</b>	
32000 · Retained Earnings	-692,810
370000 · Fund Bal Unreserved/Unrestrictd	919,542
390000 · Insurance Claims Reserves	50,000
Net Income	<u>-31,428</u>
<b>Total Equity</b>	<b><u>245,304</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>3,219,703</u></u></b>

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 2-7-2020**  
**FROM:** RICHARD AVERETT, Executive Director/CFO **Item: 4B**  
**SUBJECT: APPROVAL OF AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR  
ENDING JUNE 30, 2019**

**RECOMMENDATION**

Review and approve the independent audit reports for fiscal year (FY) 2019.

**BACKGROUND**

The outside audit firm of Badawi and Associates was retained to complete the FY2019 audit. The June 30, 2019 audited financial statements for the JPA, along with the audit will be posted to the JPA web site.

**AUDIT RESULTS**

Audit results are summarized below, with more information and analysis in the Management Discussion and Analysis section of the audit report. The FY2019 results reflect the continuing investment made to enhance capacity and financial sustainability of the JPA. The stable financial performance of the JPA will permit a continued ability to provide quality services to our clients.

***RGS FINANCIAL HIGHLIGHTS***

- There were two significant, non-operating events that contribute to the changes to the JPA's financial position: the dissolutions of Local Government Services Authority (LGS) and Municipal Services Authority (MSA); and the correction of a reporting error by the California Joint Powers Insurance Authority (CJPIA) of the RGS retrospective contributions payable.
- The audited financial statements reflect a \$457,454 loss on \$9,182,646 of revenue. JPA operating results generated a nominal \$2,000 loss.
- Revenue was flat compared to FY2018 while the Authority continues to expand its service offerings and the number of partner agencies served. In FY2019 RGS administered 132 client contracts and reached many new agencies through their participation in our 10 leadership academies.
- Net Assets at the end of the fiscal year are \$226,700 which is below the minimum target of \$890,000 reflecting the impact of the \$1,400,000 retrospective claims liability adjustment by CJPIA.
- JPA financial policies and procedures continue to result in clean audits where no management letter was warranted.



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 2-7-2019**  
**FROM:** RICHARD OPPENHEIM, Administrative Services Manager **Item: 5A**  
**SUBJECT: APPROVAL OF RGS 5-YEAR STRATEGIC PLAN**

### **RECOMMENDATION**

Approval of the RGS 5-Year strategic plan to replace the current interim strategic plan. The high-level goals of the proposed strategic plan are:

- Goal 1: Outstanding Service for Local Government.** Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.
- Goal 2 Leadership, Staffing, and Teamwork.** Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.
- Goal 3: Financial and Risk Management.** Ensure continued financial stability and growth with effective risk management.
- Goal 4: RGS Growth.** Develop and promote the RGS story, building on core values and strengths that serve local government.
- Goal 5: Industry Leadership.** Earn a reputation in the local government industry as a leader for collaborative efforts and as a thought leader for public policy and governance issues.

The proposed strategic plan also modifies the RGS mission statement to delete the word “exclusively”, in order to be consistent with RGS services provided to non-profits that serve local governments.

### **BACKGROUND**

An Agency Action Plan was discussed during the Executive Committee Study Session on November 11, 2016. It was approved as an interim strategic plan during the Executive Committee meeting on March 26, 2017.

A goal of the interim strategic plan was to develop a 5-year strategic plan led by an external facilitator to assist RGS. The Executive Committee approved the process to develop a new strategic plan on May 16, 2019. RGS Staff selected the Catalyst Group on October 7, 2020 and work began after that date.

Catalyst engaged with RGS Executive Committee members, Executive Leadership, and employees to solicit feedback and assist RGS in building out a 5-Year strategic plan. Catalyst attended the November 22, 2019 Executive Committee meeting in Monterey, CA to present a draft version of strategic plan goals and implementation strategies.

Since November, we have continued to refine the strategic plan, presented a draft plan to a sub-group of employees that indicated an interest in following progress, and are proposing a final strategic plan for the Executive Committee on February 7, 2020.

**FISCAL IMPACT**

The estimated cost of the proposal was \$33,242. As of January 2, 2020, Catalyst had invoiced RGS \$21,652.05. Funds are available in the proposed FY2020 budget.