

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

via Videoconference

June 24, 2020

10:02 a.m., or immediately following the preceding RGS Board of Directors meeting

In keeping with Governor Newsom's Executive Orders N-29-20 and N-35-20, the Executive Committee meeting will be conducted by videoconference and will not be held at any public offices. The public may participate in the meeting by joining a RingCentral Meeting utilizing the following link: <https://meetings.ringcentral.com/j/1492069787> or by calling 1 (623) 404-9000 and entering the meeting ID#:149 206 9787. When joining the meeting, you will be in a virtual waiting room. In order for the moderator to allow you entry from the waiting room into the meeting, you will need to email the moderator at tburaglio@rqs.ca.gov at least 15 minutes prior to the meeting start time and identify yourself by name (if joining via the web link) or by the phone number utilized if calling in via phone.

1. CALL TO ORDER / ROLL CALL

2. PUBLIC COMMENT

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

3. APPROVAL OF CONSENT AGENDA

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

- A. Approval of **February 7, 2020** Minutes *Action*
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made January 2020 through March 2020
- E. Approval of Investments Report through March 2020
- F. Approval of Management Services Agreements
- G. Approval of Dental Pool Associate Members
- H. Approval of Updates to the Personnel Rules, Regulations and Policies

4. TREASURER'S REPORT

- A. Authorize Auditor Extension *Action*
- B. Approval of FY21 Budget *Action*

5. OLD BUSINESS - None

6. NEW BUSINESS - None

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Updates on PACE, MIC/Insurance and STARS (marketing services), potential new Member Agencies *Information*
- B. Members: *Information*

8. ADJOURN

The next Regular Meeting will take place on **September 17, 2020 via Videoconference**

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
FEBRUARY 7, 2020**

The Regional Government Services Authority held a regular meeting of the Executive Committee on February 7, 2020 at the Meritage Resort in Napa, CA. The meeting was called to order at 11:56 a.m.

1. CALL TO ORDER / ROLL CALL

Introductions

Members Present: Fran Robustelli, Chair
Dan Buckshi, Member
Michael McHatten, Member
Dan Schwarz, Member
Linda Smith, Member

Members Absent: Steve Rogers, Vice-Chair

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Rich Oppenheim, Administrative Services Manager
Sky Woodruff, Agency General Counsel
Scott Kivel, Agency Special Counsel
Linadria Porter, Catalyst Group
Charles Gardiner, Catalyst Group

A. Election of Officers

Action: Moved and seconded (Schwarz/Buckshi) to nominate Steve Rogers as Executive Committee Chair and moved and seconded (Buckshi/Schwarz) to nominate Michael McHatten as Executive Committee Vice Chair

AYES: Robustelli, Buckshi, McHatten, Schwarz, Smith

NOES: None

ABSTAIN: None

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

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 Personnel Rules, Regulations and Policies

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

AYES: Robustelli, Buckshi, McHatten, Schwarz, Smith

NOES: None

ABSTAIN: None

Item 5 was moved forward for discussion prior to 4A and B.

4. TREASURER'S REPORT

A. Review of Preliminary Fiscal-Year-To- Date Financial Reports through December 2019 Information item; no action was taken. Executive Director Averett noted the loss to date (\$31k) was less than last year at this time and \$100k is being set aside for reserves. We expect to be able to add several hundred thousand in retained earnings by fiscal year end to partially restore net retained earnings after the CJPIA restatement.

B. Approval of FY19 Audited Financial Statements

Executive Director Averett corrected the agenda to note that this is an Action item, not an informational item. Averett also noted that there have been no changes to the financial statements since last discussed at the November meeting, with major impacts on the FY19 financials being the CJPIA restatement and dissolution of LGS and MSA.

Action: Moved and seconded (Buckshi/McHatten) to approve FY19 Audited Financial Statements.

AYES: Robustelli, Buckshi, McHatten, Schwarz, Smith

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Approval of Strategic Plan

Administrative Services Manager Rich Oppenheim reintroduced the Catalyst team who presented the strategic plan draft at the last meeting, noting there were only non-substantive changes to the Goals, while significant development in the involvement of staff and implementation plans.

Executive Director Averett noted that staff was eager to get going and would report back to the Committee at a high level to keep the Committee aware of progress. Charles Gardiner presented the plan. Discussion and input were received from the Committee Members, especially around how we ‘tell our story’—need to be clear on both the intangible but real value of RGS’ public agency status as well as specific advantages for partners of doing business with another government agency vs. a non-profit or for-profit entity. It was noted that most of RGS services are for core admin functions and there is a natural connection with public agencies. We should make sure that all RGS service offerings and the way we present them are aligned with public service values. This concept of who we are and what we offer should be incorporated into the strategic plan.

Action: Moved and seconded (Smith/Buckshi) to approve Strategic Plan.

AYES: Robustelli, Buckshi, McHatten, Schwarz, Smith

NOES: None

ABSTAIN: None

6. NEW BUSINESS - None

1:42 p.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

2:38 p.m. Reconvene Meeting

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

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Executive Director Averett provided updates on the PACE JPA and STARS, and outlined a proposal for an RGS legislative platform that focuses on clarity and certainty about contracting for services and on local control of operations. Over the next few meetings, Averett will develop a proposal for Committee consideration.

B. Members: No Member reports.

8. **ADJOURN** – The meeting adjourned at 2:40 p.m. The next regular meeting is scheduled for May 21, 2020 via teleconference.

RGS Position Listing

May 1, 2020

Base Department	Job Title	Status Full Time
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	1.00
1000-000 - RGS Admin-General Hours	CEO	1.00
1000-000 - RGS Admin-General Hours	Administrative Support	0.54
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.12
1000-000 - RGS Admin-General Hours	Technical Specialist	0.11
1000-000 - RGS Admin-General Hours	Deputy COO	0.05
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.00
1001-000 - RGS Finance-General Hours	Technical Specialist	0.94
1001-000 - RGS Finance-General Hours	Technical Specialist	0.73
1001-000 - RGS Finance-General Hours	Technical Advisor	0.43
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.95
1002-000 - RGS HR-Payroll Genl Hrs	Project Advisor	0.63
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.61
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.45
1003-002 - Training Svc Grp Admin	Senior Advisor	0.33
1003-002 - Training Svc Grp Admin	Senior Advisor	0.12
1003-002 - Training Svc Grp Admin	Senior Advisor	0.11
1003-002 - Training Svc Grp Admin	Intern	0.50
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.99
1006-001 - Finance Svc Grp Admin Time	Advisor	0.55
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.52
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.51
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.37
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.20
1006-001 - Finance Svc Grp Admin Time	Advisor	0.15
1006-001 - Finance Svc Grp Admin Time	Advisor	0.15
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.14
1006-001 - Finance Svc Grp Admin Time	Advisor	0.07
1006-001 - Finance Svc Grp Admin Time	Program Advisor	0.04
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.03
1006-001 - Finance Svc Grp Admin Time	Advisor	0.25
1007-001 - HR Svc Grp Admin Time	Senior Advisor	1.42
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1.35
1007-001 - HR Svc Grp Admin Time	Project Coordinator	1.17
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.93
1007-001 - HR Svc Grp Admin Time	Advisor	0.80
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.79
1007-001 - HR Svc Grp Admin Time	Advisor	0.73
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.59
1007-001 - HR Svc Grp Admin Time	Advisor	0.51
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.47
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.43
1007-001 - HR Svc Grp Admin Time	Advisor	0.39
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.38
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.34

RGS Position Listing

May 1, 2020

1007-001 - HR Svc Grp Admin Time	Advisor	0.29
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.29
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.28
1007-001 - HR Svc Grp Admin Time	Advisor	0.26
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.24
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.22
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.16
1007-001 - HR Svc Grp Admin Time	Advisor	0.16
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.13
1007-001 - HR Svc Grp Admin Time	Technical Advisor	0.12
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.11
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	Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.04
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.04
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	Technical Specialist	0.03
1007-001 - HR Svc Grp Admin Time	Advisor	0.02
1007-001 - HR Svc Grp Admin Time	Advisor	0.01
1007-001 - HR Svc Grp Admin Time	Advisor	0.01
1008-001 - Outreach Svc Grp Admin Time	Deputy COO	1.00
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.52
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.10
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.05
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.05
1011-001 - Planning Svc Grp Admin Time	Advisor	1.19
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.63
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.27
1011-001 - Planning Svc Grp Admin Time	Advisor	0.24
1011-001 - Planning Svc Grp Admin Time	Advisor	0.19
1011-001 - Planning Svc Grp Admin Time	Advisor	0.06
1012-001 - Public Safety Svc Grp Admin	Advisor	0.05
1012-001 - Public Safety Svc Grp Admin	Advisor	0.02
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.04
1014-001 - EM Svc Grp Admin Time	COO	0.27
1014-001 - EM Svc Grp Admin Time	Advisor	0.26
1014-001 - EM Svc Grp Admin Time	Senior Advisor	0.07
1015-001 - PW Svc Grp Admin Time	Project Advisor	0.25
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.18
1015-001 - PW Svc Grp Admin Time	Chief Executive Officer	0.09
1015-001 - PW Svc Grp Admin Time	Advisor	0.05
1015-001 - PW Svc Grp Admin Time	Advisor	0.01
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00

RGS Position Listing

May 1, 2020

1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Lead 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	Project Coordinator	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	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	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	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Senior Advisor	1.00
1260-000 - CalSAWS-General Hours	Program Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	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	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Lead 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	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.80
1260-001 - CalSAWS M&O	COO	1.00
1320-000 - MERA-General Hours	COO	0.70
1320-000 - MERA-General Hours	Senior Advisor	0.18
1330-000 - MGSA-General Hours	Project Coordinator	0.63
3060-001 - SVBGSA - General Manager	Senior Advisor	0.81
3060-002 - SVBGSA - Finance	Senior Advisor	0.12
3060-005 - SVBGSA - General Administration	COO	0.38
3060-005 - SVBGSA - General Administration	Administrative Support	0.23
3060-005 - SVBGSA - General Administration	Administrative Assistant	0.12
FTE		77.10
Employee Count		140

TO: EXECUTIVE COMMITTEE **EC Meeting: 06-24-2020**
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 next 24 months, 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
2020					
June 24 (Wednesday)	RGS		Next FY Budget; Conflict of Interest Policy update (even years)	telephonic	10:00am-10:30am rescheduled May 21, 2020 mtg
September 17 (Thursday)	RGS		Exec Dir Ad Hoc Committee Formation, Meeting Schedule for 2021	telephonic	1:00pm-3:00pm
November 19 (Thursday)	RGS		FY20 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	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		Next FY Budget, Exec Dir Ad Hoc Committee Formation	telephonic	1:00pm-3:00pm
September 16 (Thursday)	RGS		Meeting Schedule for 2022	TBD	1:00pm-3:00pm
November 19 (Thursday)	RGS		FY21 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	telephonic	1:00pm-3:00pm
Tentative 2022					
February TBD	RGS	RGS	Election of Officers (all)	TBD	With CM Dept Mtg 11:30 - 1:00pm

TO: EXECUTIVE COMMITTEE **EC Meeting: 6-24-2020**
FROM: RICHARD AVERETT, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – JANUARY 2020 THROUGH MARCH 2020

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 March 31, 2020

9:13 AM

05/08/2020

Accrual Basis

	Type	Date	Num	Name	Memo	Amount	Balance	
110060 - Rabobank Checking Account							4,842.12	
	Check	01/31/2020			Service Charge	-80.00	4,762.12	
	Transfer	02/05/2020			Funds Transfer - close Money Market acct	11,628.78	16,390.90	
	Deposit	03/02/2020	77013733		Closure of acct #9090	-16,390.90	0.00	
Total 110060 - Rabobank Checking Account							-4,842.12	0.00
110090 - Community Bank of the Bay Chkg							99,497.44	
	Deposit	01/02/2020			Deposit	3,937.50	103,434.94	
	Deposit	01/02/2020			Deposit	83,278.34	186,713.28	
	General Journal	01/02/2020	2635		Anthem Health Ins Premium 2020-01	-40,716.22	145,997.06	
	General Journal	01/02/2020	2636		Dental premium 2020-01	-5,167.09	140,829.97	
	General Journal	01/02/2020	2637		Health Ins Actives premium 2020-01	-34,057.15	106,772.82	
	Transfer	01/06/2020			Funds Transfer	185,000.00	291,772.82	
	Deposit	01/06/2020			Deposit	17,721.58	309,494.40	
	Deposit	01/06/2020			Deposit	5,949.89	315,444.29	
	Deposit	01/06/2020			Deposit	4,951.20	320,395.49	
	Transfer	01/07/2020			Funds Transfer	50,000.00	370,395.49	
	General Journal	01/07/2020	2650		12/31/19 net pay	-243,521.72	126,873.77	
	General Journal	01/08/2020	2651		12/31/19 payroll taxes and fees	-83,871.93	43,001.84	
	Transfer	01/09/2020			Funds Transfer	280,000.00	323,001.84	
	Bill Pmt -Check	01/10/2020	16010	Employment Research Services		-177.50	322,824.34	
	Bill Pmt -Check	01/10/2020	16011	Glicksman Consulting, LLC		-3,000.00	319,824.34	
	Bill Pmt -Check	01/10/2020	16012	Steven Rogers		-436.41	319,387.93	
	Deposit	01/10/2020			Deposit	4,271.36	323,659.29	
	General Journal	01/10/2020	2652		12/31/19 MM 401a remittance12/31/19 MM 401a rer	-27,226.92	296,432.37	
	General Journal	01/10/2020	2652		12/31/19 MM 457 remittance	-28,506.87	267,925.50	
	Deposit	01/10/2020			Deposit	19,304.35	287,229.85	
	Transfer	01/10/2020			Funds Transfer	30,000.00	317,229.85	
	Transfer	01/10/2020			Funds Transfer	-280,000.00	37,229.85	
	General Journal	01/10/2020	2683		FSA Contribution PPE 12-31-19	-1,050.39	36,179.46	
	General Journal	01/10/2020	2685		FSA Admin Fee 2019-12	-70.00	36,109.46	
	General Journal	01/13/2020	2658		MHN Premium 2019-12	-466.60	35,642.86	
	General Journal	01/13/2020	2670		MHN Premium 2020-01	-446.60	35,196.26	
	Deposit	01/14/2020			Deposit	18,745.14	53,941.40	
	Deposit	01/18/2020			Deposit	5,776.55	59,717.95	
	Deposit	01/21/2020			Deposit	50,748.66	110,466.61	
	Transfer	01/21/2020			Funds Transfer	250,000.00	360,466.61	
	Transfer	01/22/2020			Funds Transfer	25,000.00	385,466.61	

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	01/22/2020	2668		1/15/20 net pay	-260,614.78	124,851.83
General Journal	01/23/2020	2669		1/15/20 payroll taxes and fees	-81,652.69	43,199.14
Deposit	01/23/2020			Deposit	9,077.05	52,276.19
Deposit	01/24/2020			Deposit	18,288.50	70,564.69
Deposit	01/24/2020			Deposit	21,395.00	91,959.69
Deposit	01/27/2020			Deposit	106,408.59	198,368.28
Deposit	01/27/2020			Deposit	153.70	198,521.98
Bill Pmt -Check	01/27/2020	16013	City of Laguna Beach		-825.05	197,696.93
Bill Pmt -Check	01/27/2020	16014	Keenan & Associates		-3,453.00	194,243.93
Bill Pmt -Check	01/27/2020	16015	L-Soft International, Inc.		-500.30	193,743.63
Bill Pmt -Check	01/27/2020	16016	Linked in		-9,275.00	184,468.63
Bill Pmt -Check	01/27/2020	16017	Meyers Nave		-3,224.45	181,244.18
Bill Pmt -Check	01/27/2020	16018	Oregon Dept of Revenue		-17.42	181,226.76
Bill Pmt -Check	01/27/2020	16019	US Bank		-10,355.28	170,871.48
General Journal	01/27/2020	2684		FSA Contribution PPE 1-15-20	-1,050.39	169,821.09
Transfer	01/28/2020			Funds Transfer	250,000.00	419,821.09
Deposit	01/28/2020			Deposit	636,294.39	1,056,115.48
Transfer	01/28/2020			Funds Transfer	-650,000.00	406,115.48
General Journal	01/28/2020	2677		Trx to Union Bank Wrkr comp chkg	-3,225.43	402,890.05
Bill Pmt -Check	01/28/2020	Wire	Mary E Uzupis		-17,714.32	385,175.73
Bill Pmt -Check	01/28/2020	Wire	Xtrategi, Inc		-19,360.00	365,815.73
Bill Pmt -Check	01/28/2020	Wire	GovTech Consulting		-21,222.73	344,593.00
Bill Pmt -Check	01/28/2020	Wire	Medix Consulting LLC		-53,857.23	290,735.77
Bill Pmt -Check	01/28/2020	Wire	Quantum Consulting Services		-70,487.81	220,247.96
General Journal	01/29/2020	2675		1/15/20 MM 401a remittance	-33,430.12	186,817.84
General Journal	01/29/2020	2675		1/15/20 MM 457 remittance	-27,192.41	159,625.43
General Journal	01/29/2020	2676		Life and Disability premium for 2015-	-2,324.05	157,301.38
Deposit	01/30/2020			Deposit	183.00	157,484.38
Deposit	01/30/2020			Deposit	6,306.47	163,790.85
Deposit	01/31/2020			Deposit	44,031.29	207,822.14
Deposit	02/01/2020			Deposit	3,300.20	211,122.34
General Journal	02/03/2020	2678		Health Ins premium 2020-02	-77,313.78	133,808.56
General Journal	02/03/2020	2679		Dental premium 2020-02	-5,641.44	128,167.12
Deposit	02/04/2020			Deposit	56,610.39	184,777.51
Deposit	02/05/2020			Deposit	5,949.89	190,727.40
Transfer	02/05/2020			Funds Transfer	190,000.00	380,727.40
General Journal	02/06/2020	2686		1/31/20 Net Pay	-265,294.36	115,433.04
Deposit	02/06/2020			Deposit	2,000.00	117,433.04
Deposit	02/07/2020			Deposit	18,070.98	135,504.02
General Journal	02/07/2020	2687		1/31/20 payroll taxes and fees	-83,037.22	52,466.80
Deposit	02/10/2020			Deposit	333.33	52,800.13

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	02/10/2020	16020	City of Gilroy		-825.05	51,975.08
Bill Pmt -Check	02/10/2020	16021	Employment Research Services		-691.70	51,283.38
Bill Pmt -Check	02/10/2020	16022	Linked in		-4,185.00	47,098.38
Bill Pmt -Check	02/10/2020	16023	Neogov		-8,180.64	38,917.74
Bill Pmt -Check	02/10/2020	16024	The Catalyst Group		-21,652.05	17,265.69
Bill Pmt -Check	02/10/2020	16025	Scott N. Kivel		-11,788.02	5,477.67
Deposit	02/10/2020			Deposit	16,258.94	21,736.61
General Journal	02/10/2020	2718		FSA Admin Fee	-733.80	21,002.81
General Journal	02/11/2020	2690		MHN Premium 2020-02	-446.60	20,556.21
General Journal	02/11/2020	2691		Vision premium pmt 2020-02	-885.06	19,671.15
General Journal	02/11/2020	2719		1/31/20 FSA contribution	-1,050.39	18,620.76
General Journal	02/12/2020	2689		1/31/20 MM 401a remittance	-35,603.42	-16,982.66
General Journal	02/12/2020	2689		1/31/20 MM 457 remittance	-27,506.00	-44,488.66
General Journal	02/12/2020	2689		1/31/20 MM 401a remittance	-23.38	-44,512.04
Transfer	02/12/2020			Funds Transfer	35,000.00	-9,512.04
Deposit	02/14/2020			Deposit	13,123.56	3,611.52
Transfer	02/14/2020			Funds Transfer	10,000.00	13,611.52
Deposit	02/14/2020			Deposit	2,475.15	16,086.67
Deposit	02/18/2020			Deposit	53,250.41	69,337.08
Transfer	02/19/2020			Funds Transfer	275,000.00	344,337.08
Deposit	02/21/2020			Deposit	26,702.85	371,039.93
Deposit	02/21/2020			Deposit	4,951.20	375,991.13
General Journal	02/21/2020	2697		2/15/20 net pay	-261,642.49	114,348.64
General Journal	02/24/2020	2698		2/15/20 payroll taxes and fees	-73,816.94	40,531.70
Deposit	02/24/2020			Deposit	48,451.90	88,983.60
Deposit	02/25/2020			Deposit	1,491.31	90,474.91
Deposit	02/25/2020			Deposit	610,811.51	701,286.42
Bill Pmt -Check	02/25/2020	Wire	Quantum Consulting Services		-79,320.29	621,966.13
Bill Pmt -Check	02/25/2020	Wire	Mary E Uzupis		-34,903.72	587,062.41
Bill Pmt -Check	02/25/2020	Wire	Soconus, Inc		-58,869.34	528,193.07
Bill Pmt -Check	02/25/2020	Wire	Xtrategi, Inc		-20,240.00	507,953.07
Bill Pmt -Check	02/25/2020	Wire	GovTech Consulting		-22,000.00	485,953.07
Bill Pmt -Check	02/25/2020	16026	Calpers		-30,000.00	455,953.07
Bill Pmt -Check	02/25/2020	16027	Meyers Nave		-3,412.15	452,540.92
Bill Pmt -Check	02/25/2020	16028	The Catalyst Group		-9,580.00	442,960.92
Bill Pmt -Check	02/25/2020	16029	Tripepi Smith & Associates		-502.00	442,458.92
Bill Pmt -Check	02/25/2020	16030	US Bank		-28,891.66	413,567.26
Transfer	02/25/2020			Funds Transfer	-330,000.00	83,567.26
General Journal	02/25/2020	2700		Life and Disability premium for 2020-02	-2,312.93	81,254.33
General Journal	02/26/2020	2720		2/15/20 FSA contribution	-1,098.01	80,156.32
Deposit	02/27/2020			Deposit	1,155.20	81,311.52

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	02/27/2020			Deposit	87.00	81,398.52
Deposit	02/27/2020			Deposit	79,023.45	160,421.97
General Journal	02/27/2020	2699		2/15/20 MM 401a remittance	-36,149.26	124,272.71
General Journal	02/27/2020	2699		2/15/20 MM 457 remittance	-27,214.16	97,058.55
General Journal	03/02/2020	2701		Health Insur Premiums 2020-03	-80,551.45	16,507.10
General Journal	03/02/2020	2702		Dental premium 2020-03	-6,014.27	10,492.83
Deposit	03/02/2020			Deposit	96,784.65	107,277.48
Deposit	03/02/2020			Deposit	16,390.90	123,668.38
Transfer	03/04/2020			Funds Transfer	150,000.00	273,668.38
Deposit	03/05/2020			Deposit	7,342.00	281,010.38
Deposit	03/05/2020			Deposit	5,949.89	286,960.27
Deposit	03/05/2020			Deposit	12,614.30	299,574.57
General Journal	03/05/2020	2715		2/29/20 net pay	-266,670.12	32,904.45
Transfer	03/05/2020			Funds Transfer	50,000.00	82,904.45
Deposit	03/06/2020			Deposit	1,612.50	84,516.95
General Journal	03/06/2020	2716		3/08/20 payroll taxes and fees	-71,442.68	13,074.27
Deposit	03/06/2020			Deposit	18,135.88	31,210.15
Transfer	03/08/2020			Funds Transfer	35,000.00	66,210.15
Deposit	03/09/2020			Deposit	13,716.96	79,927.11
General Journal	03/09/2020	2750		HSA Admin Fee 2020-03	-106.40	79,820.71
Bill Pmt -Check	03/10/2020	16031	City of Napa		-299.79	79,520.92
Bill Pmt -Check	03/10/2020	16032	Delta Diablo Sanitary	Refund of check number 32631 payment of voided i	-2,352.90	77,168.02
Bill Pmt -Check	03/10/2020	16033	Employment Research Services		-654.40	76,513.62
Deposit	03/10/2020			Deposit	116,929.55	193,443.17
General Journal	03/10/2020	2751		HSA Contribution PPE 2-29-20	-1,208.01	192,235.16
General Journal	03/11/2020	2722		2/29/20 MM 401a remittance	-34,300.76	157,934.40
General Journal	03/11/2020	2722		2/29/20 MM 457 remittance	-23,605.70	134,328.70
General Journal	03/12/2020	2723		Vision premium pmt 2020-03Vision premium pmt 20	-1,002.59	133,326.11
General Journal	03/12/2020	2724		MHN Premium Payment 2020-03	-446.60	132,879.51
Deposit	03/12/2020			Deposit	81,632.85	214,512.36
Deposit	03/13/2020			Deposit	3,160.00	217,672.36
Transfer	03/13/2020			Funds Transfer	-210,000.00	7,672.36
Deposit	03/16/2020			Deposit	100,094.24	107,766.60
Deposit	03/19/2020			Deposit	227,178.50	334,945.10
General Journal	03/19/2020	2741		3/15/20 net pay	-266,504.18	68,440.92
Transfer	03/19/2020			Funds Transfer	165,000.00	233,440.92
Deposit	03/20/2020			Deposit	404,338.10	637,779.02
Deposit	03/20/2020			Deposit	23,078.31	660,857.33
General Journal	03/20/2020	2742		3/15/20 payroll taxes and fees	-78,837.56	582,019.77
Transfer	03/20/2020			Funds Transfer	-515,000.00	67,019.77
Deposit	03/23/2020			Deposit	24,615.84	91,635.61

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Deposit	03/24/2020			Deposit	25,736.07	117,371.68
Transfer	03/24/2020			Funds Transfer	260,000.00	377,371.68
General Journal	03/24/2020	2752		HSA Contribution PPE 3-15-20	-1,218.54	376,153.14
Bill Pmt -Check	03/25/2020	Wire	GovTech Consulting		-19,758.83	356,394.31
Bill Pmt -Check	03/25/2020	Wire	Mary E Uzupis		-32,673.69	323,720.62
Bill Pmt -Check	03/25/2020	Wire	Quantum Consulting Services		-84,204.53	239,516.09
Bill Pmt -Check	03/25/2020	Wire	Soconus, Inc		-70,972.52	168,543.57
Bill Pmt -Check	03/25/2020	Wire	Xtrategi, Inc		-17,600.00	150,943.57
Bill Pmt -Check	03/25/2020	16034	Meyers Nave		-7,634.52	143,309.05
Bill Pmt -Check	03/25/2020	16035	US Bank		-12,926.40	130,382.65
General Journal	03/25/2020	2746		3/15/20 MM 401a remittance	-36,943.72	93,438.93
General Journal	03/25/2020	2746		3/15/20 MM 457 remittance	-21,767.49	71,671.44
General Journal	03/25/2020	2748		Life and Disability premium for 2020-03	-2,486.92	69,184.52
Deposit	03/27/2020			Deposit	14,095.55	83,280.07
Deposit	03/27/2020			Deposit	113,551.45	196,831.52
Deposit	03/27/2020			Deposit	212.75	197,044.27
Deposit	03/30/2020			Deposit	79,918.25	276,962.52
General Journal	03/30/2020	2745		J Avila 3/15/20 MM 401a PPE3-15-20	-424.29	276,538.23
General Journal	03/30/2020	2745		J Avila 3/15/20 MM 457 PPE3-15-20	-212.15	276,326.08
General Journal	03/30/2020	2747		Q1 2020 HSA Funding	-34,500.00	241,826.08
Transfer	03/31/2020			Funds Transfer	-145,000.00	96,826.08
Total 110090 · Community Bank of the Bay Chkg					-2,671.36	96,826.08
TOTAL					-7,513.48	96,826.08

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

EC Meeting: 6-24-2020
Item: 3E

RECOMMENDATION

Review and accept JPA investments made through March 2020.

BACKGROUND

The Executive Committee regularly reviews the investment policy, with the latest approved policy being February 7, 2020. 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 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

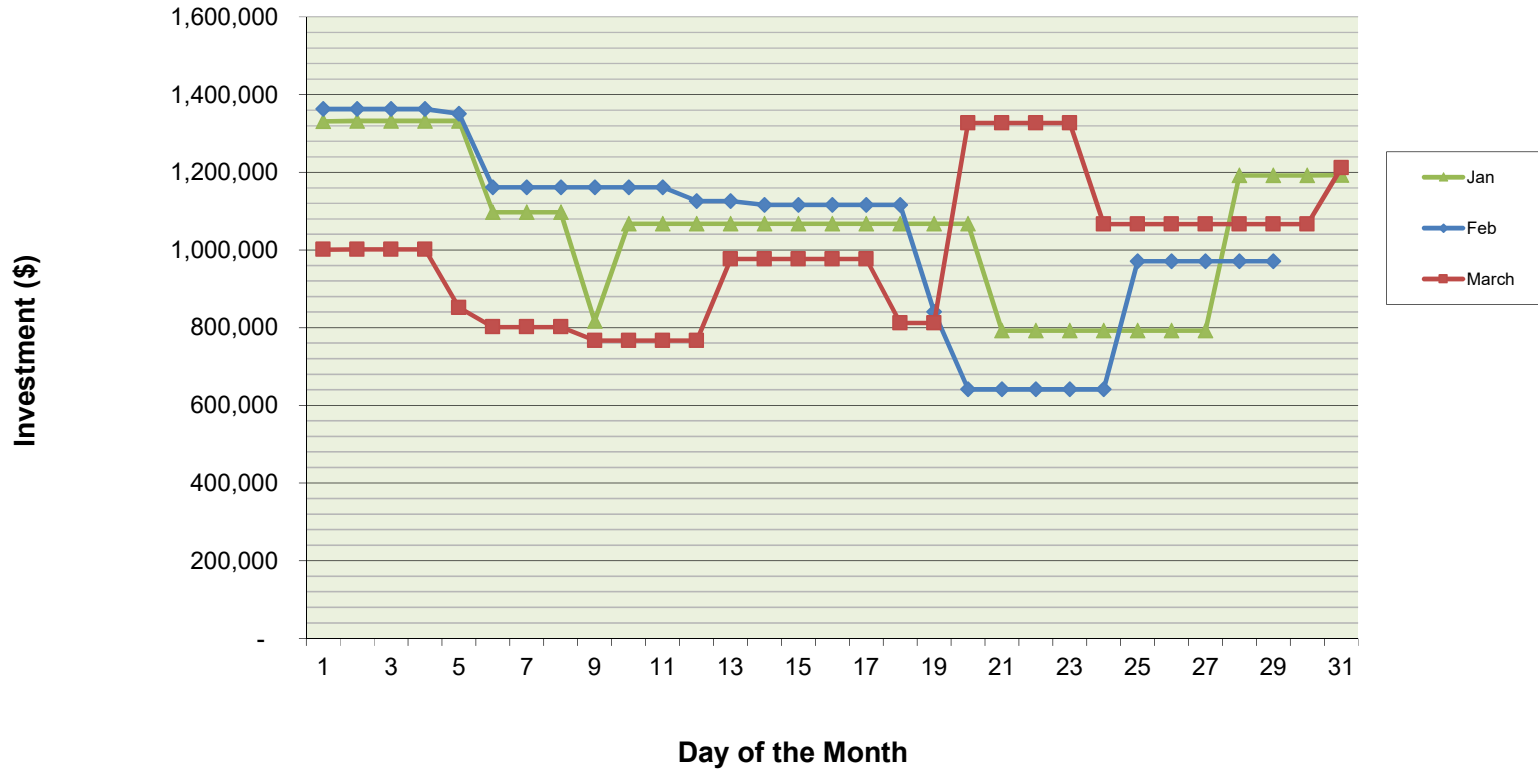
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark to market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark to market entries will be made for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

Currently the CalTrust Medium Term and Short-Term yields are no longer inverted with the short-term yield at 1.18% and medium term at 1.52% (as of early May/2020). The LAIF yield has averaged 1.65% in April 2020. When the agency moved to Community Bank of the Bay it negotiated a competitive Money Market rate which was is currently 1.0%.

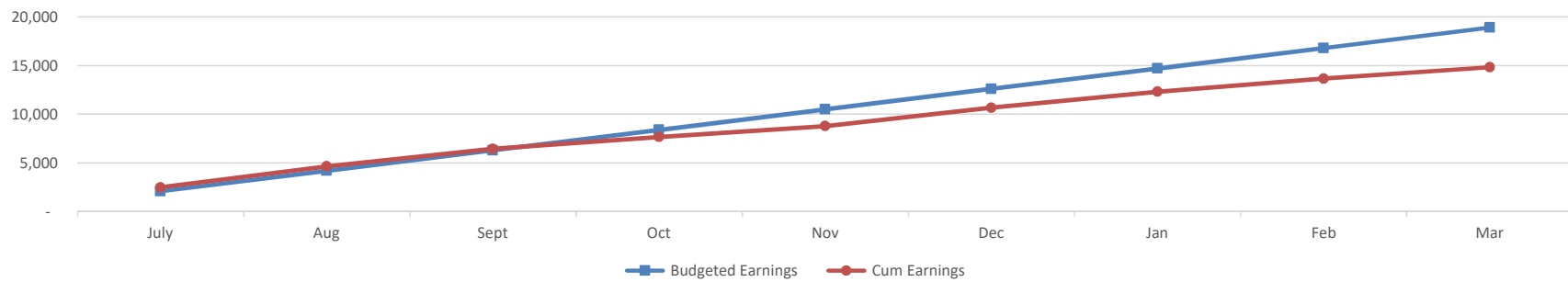
**INVESTMENT REPORT
FY 2020**

Date	Jan				Feb				March			
	<u>Money Mkt</u> <u>Accounts</u>	<u>CalTrust</u> <u>Short &</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u> <u>Accounts</u>	<u>CalTrust</u> <u>Short &</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u> <u>Accounts</u>	<u>CalTrust</u> <u>Short &</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	909,300	420,601	1,195	1,331,096	741,080	620,601	1,195	1,362,876	549,451	450,601	1,195	1,001,247
2	910,433	420,601	1,195	1,332,229	741,080	620,601	1,195	1,362,876	550,127	450,601	1,195	1,001,923
3	910,433	420,601	1,195	1,332,229	741,080	620,601	1,195	1,362,876	550,127	450,601	1,195	1,001,923
4	910,433	420,601	1,195	1,332,229	741,080	620,601	1,195	1,362,876	550,127	450,601	1,195	1,001,923
5	910,433	420,601	1,195	1,332,229	729,451	620,601	1,195	1,351,247	400,127	450,601	1,195	851,923
6	675,433	420,601	1,195	1,097,229	539,451	620,601	1,195	1,161,247	350,127	450,601	1,195	801,923
7	675,433	420,601	1,195	1,097,229	539,451	620,601	1,195	1,161,247	350,127	450,601	1,195	801,923
8	675,433	420,601	1,195	1,097,229	539,451	620,601	1,195	1,161,247	350,127	450,601	1,195	801,923
9	395,433	420,601	1,195	817,229	539,451	620,601	1,195	1,161,247	315,127	450,601	1,195	766,923
10	365,433	700,601	1,195	1,067,229	539,451	620,601	1,195	1,161,247	315,127	450,601	1,195	766,923
11	365,433	700,601	1,195	1,067,229	539,451	620,601	1,195	1,161,247	315,127	450,601	1,195	766,923
12	365,433	700,601	1,195	1,067,229	504,451	620,601	1,195	1,126,247	315,127	450,601	1,195	766,923
13	365,433	700,601	1,195	1,067,229	504,451	620,601	1,195	1,126,247	525,127	450,601	1,195	976,923
14	365,433	700,601	1,195	1,067,229	494,451	620,601	1,195	1,116,247	525,127	450,601	1,195	976,923
15	365,433	700,601	1,195	1,067,229	494,451	620,601	1,195	1,116,247	525,127	450,601	1,195	976,923
16	365,433	700,601	1,195	1,067,229	494,451	620,601	1,195	1,116,247	525,127	450,601	1,195	976,923
17	365,433	700,601	1,195	1,067,229	494,451	620,601	1,195	1,116,247	525,127	450,601	1,195	976,923
18	365,433	700,601	1,195	1,067,229	494,451	620,601	1,195	1,116,247	360,127	450,601	1,195	811,923
19	365,433	700,601	1,195	1,067,229	219,451	620,601	1,195	841,247	360,127	450,601	1,195	811,923
20	365,433	700,601	1,195	1,067,229	219,451	420,601	1,195	641,247	875,127	450,601	1,195	1,326,923
21	90,433	700,601	1,195	792,229	219,451	420,601	1,195	641,247	875,127	450,601	1,195	1,326,923
22	90,433	700,601	1,195	792,229	219,451	420,601	1,195	641,247	875,127	450,601	1,195	1,326,923
23	90,433	700,601	1,195	792,229	219,451	420,601	1,195	641,247	875,127	450,601	1,195	1,326,923
24	90,433	700,601	1,195	792,229	219,451	420,601	1,195	641,247	615,127	450,601	1,195	1,066,923
25	90,433	700,601	1,195	792,229	549,451	420,601	1,195	971,247	615,127	450,601	1,195	1,066,923
26	90,433	700,601	1,195	792,229	549,451	420,601	1,195	971,247	615,127	450,601	1,195	1,066,923
27	90,433	700,601	1,195	792,229	549,451	420,601	1,195	971,247	615,127	450,601	1,195	1,066,923
28	740,433	450,601	1,195	1,192,229	549,451	420,601	1,195	971,247	615,127	450,601	1,195	1,066,923
29	740,433	450,601	1,195	1,192,229	549,451	420,601	1,195	971,247	615,127	450,601	1,195	1,066,923
30	740,433	450,601	1,195	1,192,229					615,127	450,601	1,195	1,066,923
31	741,080	450,601	1,195	1,192,876					760,127	450,601	1,195	1,211,923

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 06-24-2020**
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
Calaveras Council of Governments	Dec. 2019	\$22,100	Compensation & Classification study
Castro Valley Sanitary District (CV San)	Jan. 2020	\$14,400	HR – Knowledge Management
Clearlake	April 2020	\$19,999	Financial Services
Del Paso Manor Water District	Feb. 2020	\$20,000	Recruiting
East Contra Costa Fire Protection District	Jan. 2020	\$45,000	Financial Services
GHD – Fresno Council of Govts	Jan. 2020	\$23,320	Public Outreach
Las Gallinas Valley Sanitary District (GLVSD)	April 2020	\$45,000	Financial Services
Moreno Valley	Feb. 2020	\$25,000	Moreno Valley
Redwood City	March 2020	\$25,000	Financial Services
Sausalito	Feb. 2020	\$25,000	HR Strategic Management
Sausalito	March 2020	\$25,000	Budget Assistance
Sausalito	March 2020	\$25,000	HR – COVID-19 Consulting
Sausalito	March 2020	\$25,000	Recruiting
Sausalito-Marín Sanitary District	March. 2020	\$4,120	Staff Retreat Training
Soledad	Jan. 2020		Elections Assistance (City Clerk)
Drake Haglan - Stanislaus County	Feb. 2020	\$71,587	Public Outreach
Sunnyvale	Dec. 2019	\$50,000	Procurement Assistance
Westlake Village	March 2020	\$25,000	Financial Assistance.

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.

SUMMARY OF AGREEMENTS BY AGENCY TYPE & SERVICE GROUP RGS 2020 Service Agreements: Jan – May

Entity Type	Service Type	Agreements	Agreement Value
City		18	\$817,499
	Financial Services	5	\$144,999
	HR Services	10	\$357,800
	Outreach	2	\$30,000
	Planning	1	\$284,700
County		4	\$110,907
	Financial Services	1	\$6,000
	HR Services	1	\$10,000
	Outreach	2	\$94,907
Special District		13	\$569,550
	Financial Services	2	\$70,000
	HR Services	7	\$456,000
	Training	4	\$43,550
Grand Total		35	\$1,497,956

TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, Executive Director
SUBJECT: APPROVAL OF MUNICIPAL DENTAL POOL UPDATE

EC Meeting: 6-24-2020
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 Lynwood
- 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 has contributed to increased reserves and should contribute to price stability for Pool Members. As the total premiums paid increase, RGS' administrative fee revenue has increase.

TO: EXECUTIVE COMMITTEE **EC Meeting: 6-24-2020**
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 online 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

- Conflict of Interest Policy – As required by the California Fair Political Practices Commission, agencies must review its Conflict of Interest Policy every two years. Staff is recommending no changes to the current RGS Conflict of Interest Policy.
- Member in Good Standing Policy – Update allows the Executive Director, with notification to the Chair of the Board of Directors or Executive Committee, to temporarily excuse a Board or Executive Committee member unable to fulfill duties without adversely affecting Member in Good Standing service credit.

FISCAL IMPACT

There are no fiscal impacts of approving the proposed changes.

SECTION 48: Organizational Policies
POLICY TITLE: Conflict of Interest
POLICY NUMBER: 48.1
LAST UPDATE: ~~01/1905/20~~

Conflict of Interest

48.2.1 **Purpose:** The Political Reform Act of 1974 (Government Code) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes.

48.2.2 **Conflict of Interest Code:** The Fair Political Practices Commission has adopted a regulation that contain the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency’s code.

48.2.2.1 **Adopted Terms:** The terms of 2 California Code Regulations Section and any amendments duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. These regulations and the attached appendix, designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Regional Government Services Joint Powers Authority.

48.2.2.2 **Designated Officials:** Designated officials and employees shall file statements of economic interests with the Regional Government Services Authority who will make the statements available for public inspection and reproduction (Gov. Code Section 81008.) The Secretary will retain statements for all designated officials and employees.

48.2.2.3 **Local Agency Review:** The Government Code requires every local agency to review their conflict of interest code and to either amend the code if necessary or report that no amendment is necessary every even-numbered year.

48.2.2.4 **Designated Officers and Employees**

Position	Disclosure Category
Board Directors, Alternates, and Executive Committee Members	1
Executive Director/Chief Financial Officer	1
General Counsel	1
Department Directors	1
Consultants*	1

PART H – ORGANIZATIONAL POLICIES

*Consultants shall be included in the list of designated officials and employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

- 48.2.2.5 Consultant Determinations:** The Chief Executive Officer, or designee, may determine in writing on a case by case basis that a particular consultant, although a designed position, is hired to perform a range of duties that is limited in scope and thus does not require compliance, or full compliance with disclosure requirements. Any such written determination shall include a description of the consultant's duties and a statement as to the extent of disclosure requirements. The Chief Executive Officer may determine whether a contract consultant constitutes a consultant as defined in the Political Reform Act. The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
- 48.2.2.6 Disclosure Category 1:** Persons in this category must disclose all investments and business positions in business entities, doing business in, and sources of income and interests in real property, in the state in which the Authority operates.

SECTION 50: Board Policies
POLICY TITLE: Member in Good Standing
POLICY NUMBER: 50.1
LAST UPDATE: ~~11/1706/20~~

Overview: The Executive Committee’s definition of a member in good standing assists it in exercising its authority to cancel an Agency’s Membership. Every member agency has one Board representative. The Board of Directors, in turn, appoints members to the Executive Committee. This policy applies to all Directors and Committee Members.

50.1.1 Responsibilities of Board & Executive Committee Members: Board and Committee Members support the work of the JPA by participating in the governance, including attendance at JPA meetings, and in strategic planning workshops. They also serve a key role in promoting the JPA’s mission to provide professional and cost-effective services to public agencies and non-profits. Both governance and outreach require active participation by members. Day-to-day operations are led by the Executive Director, with the Executive Committees and Executive Director relationship as a partnership, with the appropriate involvement of the Board and Executive Committee members as both critical and expected. These guidelines are proposed to assist the governing bodies in determining membership in good standing.

- All members will be responsible for regularly attending meetings, either in person or by sending a designated alternate. A member in good standing will be one who either personally, or via an alternate, attended three-fourths (3/4) of scheduled meetings during the fiscal year.
- All members will actively contribute to the work of the Board and/or Executive Committee and show concern for the JPA’s development. This includes but is not limited to:
 - Informing other public agencies about the mission of the JPA.
 - Acting as an ambassador for the JPA, representing the JPA to other public agencies in a positive manner.
 - Keeping up to date on current trends in public governance and determining how the JPA can effectively serve other public agencies in light of changing trends.
 - Reviewing the annual financial statements of the JPA and ensuring, through their governance role, that the JPA is operated in an ethical, legal and financially sustainable manner.
- After successfully completing a year of service on the Board or Executive Committee, a Member Agency shall be fully eligible for training resources and reimbursements as other Members; all of which are subject to appropriation and funding availability.

50.1.2 Active Engagement: The Executive Director and Board or Executive Committee members encourage all members to actively engage in the work of the JPA. A recurring or continued failure of a member to actively participate shall

PART J – BOARD POLICIES

result in an action item on the next regular agenda which will consider the removal of the member. Removal by the Board or Executive Committee shall be considered removal by the other body, and removal by the Executive Committee will cancel the Agency Membership represented by the member. Failure of a member to meet the above guidelines as determined by a two-thirds majority of the other members will result in the removal of the member.

50.1.2.1 **Exceptions:** Should an Executive Committee or Board member become temporarily unable to perform the duties outlined above, the Executive Director may determine the member to be temporarily inactive from Committee participation and shall notify the Chair of the Board of Directors and/or Chair of the Executive Committee. This action would preserve the membership status and the excused member's service credit would not be adversely impacted, while the number of members required for a quorum is based on the number of active members.

TO: EXECUTIVE COMMITTEE **EC Meeting: 6-24-2020**
FROM: JEFFERSON KISE, Finance and Operations Manager **Item: 4A**
**SUBJECT: AUTHORIZE EXECUTIVE DIRECTOR TO EXTEND EXTERNAL AUDITOR
ENGAGEMENT**

RECOMMENDATION

Authorize the Executive Director to extend external auditor engagement for one additional year.

BACKGROUND

The engagement with Badawi & Associates was approved for independent audit services of fiscal years 2017 through 2019. JPA policy allows for the extension of the contract for up to two years. This engagement was for RGS, LGS and MSA. Three fiscal year financial reports have been performed for the JPAs and staff is requesting the Executive Committee extend the engagement for the FY2020 audit. The firm has performed well and gained a sound understanding of the needs of RGS. Given the current workload on staff, it is requested that a one-year extension be approved so staff can focus the time and expense necessary to solicit and select a new auditor.

FISCAL IMPACT

The three-year engagement used a cost of living escalator for the second and third-year services. The last year of audit costs totaled \$26,250 for all three agencies, with RGS requiring the most work. Badawi has quoted \$18,000 for the fourth-year costs for RGS only. Note that in prior years when RGS, LGS, & MSA were covered by the engagement letter, RGS was allocated 60% of the engagement costs.

TO: EXECUTIVE COMMITTEE
FROM: JEFF KISE, Finance & Operations Manager
SUBJECT: APPROVAL OF RGS FY2021 BUDGET

BOD Meeting: 6-24-2020
Item: 4B

RECOMMENDATION

Review and approve the proposed FY2021 Budget for RGS.

FY2021 PROPOSED BUDGET

The proposed budget for RGS is for a net profit of \$46,000.

REVENUES

Client revenue is projected to decline 9% or \$762,600 over the projected FY20 total. The JPA revenue account structure reflects three general types of revenue: client billings for staff time, administrative services for other entities, and miscellaneous income.

1. Client Billings assumptions - small growth in two of the largest clients, several contracts holding steady, elimination of expired or expiring contracts, and reduction of the remaining client billings by 20%. It should be pointed out that the JPAs 2nd, 3rd and 8th largest client contracts do not continue into FY21. Together these account for just under \$2,000,000 (20%) of FY20 revenue. Despite the loss of several large clients and the overall 20% reduction in other advisory revenue, the CalSAWS contract makes up for nearly all the reductions.
2. Administrative Services revenue - forecasts based on historic experience and active engagements projected into the new fiscal year. Municipal Shared Services is expected to wind down by the end of the fiscal year, the municipal dental pool has grown some this year but is not forecasted to grow further next year.
3. Miscellaneous Income – forecasts based on historic experience and active engagements projected into the new fiscal year. CalSAWS independent contractors account for over 90% of the client expense reimbursement figure.

EXPENSES

Payroll and employee benefits make up the majority of costs, along with insurance premiums and claims and reserve set-asides. As mentioned above, the professional fees reflect the CalSAWS consultant costs which are billed to the client. Legal fees remain elevated due to the ongoing CalPERS actions. Adjustments have been made to reflect reduced travel and in-person meetings.

This budget continues the JPA investment in Advisors and administrative capacity to continue providing services to public agencies. Relatively stable overall financial performance enables the JPA to fund Member Agency service credit of up to \$12,000 per agency.

BACKGROUND

Fiscal Year (FY) 2021 proposed budget for Regional Government Services Authority is presented in a format similar to P&L financial reports provided to the Executive Committee at their regular meetings. Several budget assumptions have been made which are briefly outlined below:

The growth of CalSAWS and the impact of the COVID-19 pandemic have required significant analysis and refinements to the JPA forecasting model. Significant assumptions for the proposed FY21 budget and projected FYE 2020 performance are:

- Recent growth in CalSAWS revenue will grow modestly.
- Advisory Service revenue forecast has been reduced 53% from the FYE20 projection for most other clients.
- Health Insurance costs are forecasted to increase 7% in the next calendar year.
- Legal fees are projected to remain at the elevated level experienced in FY20.
- A \$150,000 contribution to the insurance reserves is budgeted.
- Quoted General Liability and Cyber renewal premium is used, while the current Worker's Compensation rate factor has been applied to the projected salary cost to forecast this premium cost.
- In anticipation of continued social distancing requirements, expenses related to travel, conferences and training academies have been reduced.

FY2020 PROJECTED FINANCIAL PERFORMANCE

The RGS 2020 budget was adopted in May 2019, with a budgeted net loss for the year of \$12,800. Currently, forecasted revenue will be \$2,844,000 more than budgeted largely because the growth with CalSAWS over the last three months. This growth will help drive the improved JPA performance for the last quarter. For almost all other active clients, revenue is forecasted to be 50% less than normally expected for the final three months of the year.

FY2019 FINANCIAL PERFORMANCE

Until CJPIA discovered their reporting error and provided the \$1,440,000 retrospective adjustment statement, RGS was on track to have a net profit of \$46,870 vs the budgeted loss of \$186,000. The \$504,279 Special Item shown is the net result of the CJPIA retrospective adjustment and the dissolution of MSA & LGS. The final net loss of \$457,453 reflects these extraordinary and unforeseen items.

Regional Government Services

FY2021 Budget

	FY19 Actual	FY20 Budget	FY20 Projected	FY20 Variance	FY21 Budget
Ordinary Income/Expense					
Income					
440301 · Client Billings	7,841,232	8,370,000	9,839,000	1,469,000	9,033,419
440400 · Admin Services					
440401 · LGS & MSA	119,994				
440402 · MSS	60,000	120,000	80,000	-40,000	0
440403 · Muncipal Dental Pool	22,860	25,000	49,000	24,000	50,000
440404 · STARS	8,553	8,600	5,000	-3,600	5,000
Total 440400 · Admin Services	211,407	153,600	134,000	-19,600	55,000
480000 · Miscellaneous Income					
480100 · Client Expense Reimbursement	1,126,155	1,308,000	2,685,000	1,377,000	2,822,000
480200 · Purchasing Card Rebate	3,010	2,800	4,000	1,000	4,000
480300 · Other	841	900	18,000	17,000	3,000
Total 480000 · Miscellaneous Income	1,130,006	1,311,700	2,707,000	1,395,000	2,829,000
Total Income	9,182,645	9,835,300	12,680,000	2,844,400	11,917,419
Gross Profit	9,182,645	9,835,300	12,680,000	2,844,400	11,917,419
Expense					
511010 · Salaries - Regular	6,125,598	6,376,800	7,674,000	1,297,000	6,391,000
511072 · Salaries - Nonbillable	-15,970		98,000	98,000	98,000
512002 · Medicare Employer Expense	89,032	92,500	111,000	19,000	93,000
512003 · Workers' Comp Exp clerical	20,309		0	0	0
512004 · Employee Assistance Program	4,435	4,000	6,000	2,000	6,000
512005 · Health Insurance Expense	404,482	413,400	693,000	280,000	906,337
512006 · Dental Insurance Expense	32,256	32,400	50,000	18,000	50,000
512007 · Vision Insurance Expense	4,971	4,900	8,000	3,000	8,000
512008 · Life Insurance Expense	4,780	5,000	7,000	2,000	7,000
512009 · Long Term Disability Expense	5,920	6,000	9,000	3,000	9,000
512011 · Stars 401A Expense	639,829	669,600	767,000	97,000	639,000
512014 · Short Term Disability Expense	5,267	5,300	8,000	3,000	8,000
512015 · Unemployment Expense	32,645	31,600	60,000	28,000	60,000
512018 · FSA Health & Day Care Expense	1,029	1,200	2,000	1,000	2,000
512019 · Employee Expense Allowances	87,176	86,600	84,000	-3,000	84,000
512020 · HRA Retirement Benefit Expense					147,500
520107 · APS (ADP) Payroll Fees	10,078	10,400	13,000	3,000	13,000
520108 · Communications - Agency Expense	5,661	5,600	7,000	1,000	7,000
520201 · Office Supplies	134	1,000	1,000	0	1,000
520202 · Bank Fees & Services	4,969	5,700	6,000	0	6,000
520204 · Printing & Postage	26,610	23,500	46,000	23,000	38,000
520301 · Audit Services	15,576	18,800	26,790	8,000	18,000
520302 · Legal Services	133,312	80,000	143,000	63,000	143,000
520314 · Administrative Services	23,250	46,500	46,000	-1,000	0
520320 · Professional Services	806,242	1,025,500	2,272,000	1,247,000	2,562,000
520501 · Professional Dues & Membership	36,087	27,500	45,000	18,000	45,000
520502 · Training & Development	4,855	40,000	21,000	-19,000	35,000
520503 · Conferences & Outreach	40,532	40,000	42,000	2,000	40,000
520504 · Publications	49,852	42,800	19,000	-24,000	19,000
520505 · Program Hosting Expenses	348	13,900	9,000	-5,000	6,000

	FY19 Actual	FY20 Budget	FY20 Projected	FY20 Variance	FY21 Budget
520508 · Licenses & Fees	470		2,000	2,000	2,000
520509 · Meeting Expenses				0	5,000
520700 · Workers Comp Insurance Expense	-815	39,500	41,000	2,000	50,000
520701 · General Liability Insurance Exp	85,781	68,700	68,000	-1,000	60,000
520702 · Claims Expense	-784	26,600	65,000	38,000	
520801 · Mileage Reimbursement	51,424	41,900	75,000	33,000	75,000
520803 · Travel Reimbursement	185,252	241,800	164,000	-78,000	82,000
520805 · Supplies & Meals Reimbursement	17,643	16,200	22,000	6,000	22,000
520904 · Computer Install & Maintenance	42,134	139,100	44,000	-95,000	44,000
570100 · Equipment Purchase	3,678	3,500	500	-3,000	3,500
Total Expense	8,984,048	9,687,800	12,755,290	3,068,000	11,785,337
Net Ordinary Income	198,597	147,500	-75,290	-223,600	132,082
Other Income/Expense					
Other Income					
520100 · Investment Income	48,742	25,200	20,000	-5,000	14,000
520200 · Claim reimbursements					50,000
Total Other Income	48,742	25,200	20,000	-5,000	64,000
Other Expense					
529991 · RGS Claims Expense		100,000	35,000	-65,000	150,000
529996 · Attributed OPEB / HRA Expense	200,513	85,500	70,000	-16,000	
529997 · Unallocated Admin. Svcs - RGS	-1,652,115		-2,241,000	-2,241,000	
529999 · Allocated Unbillable Expenses	1,652,115		2,241,000	2,241,000	
530000 · Special Item	504,279				
Total Other Expense	704,792	185,500	105,000	-81,000	150,000
Net Other Income	-656,050	-160,300	-85,000	76,000	-86,000
Net Income	-457,453	-12,800	-160,290	-147,600	46,082

Fund Balance	FY19 Actual	FY20 Projected	FY21 Budget
Operating Reserve - beginning		227,000	67,000
Operating Reserve - ending	227,000 (a)	67,000	113,000
Claims Reserve - beginning		-	35,000
Claims Reserve - ending	- (b)	35,000	135,000
Total Fund Balance	227,000	102,000	248,000

(a) Per FY19 audit

(b) Eliminated by CJPIA retrospective adjustment