

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

November 19, 2020

1:05 p.m. (or immediately following preceding 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 using the following link: <https://meetings.ringcentral.com/j/1490209086>; or by calling 1 (623) 404-9000 and entering the meeting ID#: 149 020 9086. 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@rgs.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 **September 17, 2020** Minutes *Action*
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made September through October 2020
- E. Approval of Investments Report through September 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. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2020 *Information*
- B. Approval of FY20 Audited Financial Statements *Action*

5. OLD BUSINESS

- A. Approval of Updates to the Strategic Plan *Action*

6. NEW BUSINESS

- A. Approval of Citrus Heights Water District as a New RGS Member Agency *Action*
- B. New Service Line – Economic Development *Information*

Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9(d)(41))

Names of Cases: In the Matter of the Appeal of Membership Determination and post Retirement Employment of Linda D. Abid-Cummings, OAH Case No. 2020090772

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Douglas A. Breeze, OAH Case No. 2020100848

In the Matter of the Appeal of Membership Determination and post Retirement Employment of David W. Dowswell, OAH Case No. 2020090934

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Sheila McCrory, OAH Case No. 2020090956

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Tarlochan Sandhu, OAH Case No. 2020100708

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Margaret M. Souza, OAH Case No. 2020090931

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

Initiation of litigation: (2) Two potential cases

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Ad Hoc Committee: Chair Rogers and Member Habkirk

Unrepresented employee: Executive Director

Recess to Open Session

Possible Report Out of Closed Session

Information

C. Approval of Executive Director Performance Goals for FY 2021

Action

D. Approval of Executive Director Amended Employment Agreement

Action

E. Approval of Plan to Conduct a Mid-Year Review to Consider Adjustment of Executive Director Compensation

Action

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: Updates on PACE & STARS (2 new agencies); 307 clients serviced since inception; more regular mini-news updates for EC

Information

B. Members:

Information

8. ADJOURN OPEN MEETING

The next Regular Meeting will take place on February 5 or 18, 2021

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
SEPTEMBER 17, 2020**

The Regional Government Services Authority held a regular meeting of the Executive Committee on September 17, 2020 via teleconference. The meeting was called to order at 1:09 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Steve Rogers, Chair
Dan Buckshi, Member
Liz Habkirk, Member
Dan Schwarz, Member
Brent Slama, Member
Linda Smith, Member

Members Absent: none

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Jefferson Kise, Director of Finance and Operations
Rich Oppenheim, Administrative Services Manager
Sky Woodruff, Authority Counsel
Tiffany Buraglio, Executive Assistant

A. Election of Officer – Vice Chair:

Linda Smith volunteered to serve as Vice Chair of the RGS Executive Committee. No other persons volunteered or were nominated.

Action: Linda Smith was approved by unanimous acclamation to serve as Vice Chair of the RGS Executive Committee.
Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

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

- A. Approval of **June 24, 2020** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made April 2020 through August 2020
- E. Approval of Investments Report through August 2020
- F. Approval of Management Services Agreements
- G. Approval of Municipal Dental Pool Update

Action: Moved and seconded (Smith/Habkirk) to approve consent agenda.

AYES: Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: None

H. Approval of Updates to Personnel Rules, Regulations and Policies

Executive Director Averett reviewed that adjustments had been made to the Member in Good Standing policy, linking the policy to availability of member service funds in a direct and proportionate way, and provided a more automatic process for Member Agency and Board Member control of filling interim/transitional representatives on the Board and Executive Committees. Executive Director Averett also encourage every member to designate an alternate to serve in their absence. Member Habkirk noted she did not see a timeframe outlined for the period of interim status in the policy and Executive Director Averett agreed stating that the JPA

Agreement allowed for a yearly appointment of EC members, so no appointment would be for more than a year without appointment by the Board. Chair Rogers agreed with the suggestion for members to appoint an alternate. Executive Director Averett also noted that Deputy Director Selivanoff pointed out that the Board could appoint two alternates to the Executive Committee, who could be called upon to meet quorum requirement. Staff recommended the Board appoint Executive Committee alternates when the number of Board Members exceeded the Executive Committee maximum limit (per the JPA Agreement) of seven members. Executive Director Averett also spoke to the changes in the Personnel Rules, Regulations and Policies which aimed to remove employment language which did not conform to the JPA structure of at-will employment.

Action: Moved and seconded (Habkirk/Buckshi) to approve updates to Personnel Rules, Regulations and Policies

AYES: Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through July 2020

Information item; no action was taken. Finance Manager Kise stated the FY2020 financial performance, prior to year-end adjustments, was better than last projected in May due to improved revenues the last quarter of the fiscal year. Kise also announced that the FY2020 audit was in process and the auditor has stated there will be no comments – i.e. a ‘clean’ audit. The completed audit will be ready for the November meeting.

The FY2021 gain recorded in July was better than is usually the case for the first part of any fiscal year. Although it is difficult to conclude much from one month's data, July 2020 financials compare favorably with past July records. One large client is helping with the better than anticipated growth. Chair Rogers noted that while it is good to have a large client, he inquired as to the sustainability of that client and resulting revenue stream. Executive Director Averett expressed agreement with the Chair's concern and noted that the JPA was directing more and more resources and working closely with the agency to ensure they are satisfied with RGS value and we can best partner with them. Averett also reminded the Committee that RGS' model is well suited to ramp down, should a major client change direction. The JPA is also working hard to grow other lines of business. Executive Director Averett asked Deputy Director Selivanoff to discuss a need the JPA is seeing emerge where agencies are looking to fully outsource finance functions. Deputy Director Selivanoff stated that the pandemic has caused some smaller agencies to make the mental shift to remote work, including outsourcing. Member Buckshi stated that he thought outsourcing of finance operations could be very viable and asked if it would include payroll functions to which Deputy Director Selivanoff replied it would. Chair Rogers also echoed that it could be a great opportunity and such a service is definitely in the JPA's wheelhouse.

B. Approval of Transfer/Expenditure of Legal Services Budget to RGS Insurance Reserve

Finance Manager Kise stated that when the budget was submitted, legal costs related to potential claims defense should have been included in the claims reserve and this action is correcting that.

Action: Moved and seconded (Schwarz/Smith) to approve transfer/expenditure of the portion of legal services budget not needed for normal operational legal services to the RGS Insurance Reserve.

AYES: Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Update of Adopted Strategic Plan

Information item; no action was taken. Administrative Services Manager Rich Oppenheim reminded the group that the Executive Committee approved the 5-year Strategic Plan in February 2020. Staff was planning work teams to follow through on several items, but that work was delayed by COVID. The plan is to resume formation when there are enough Administrative resources to do so.

6. NEW BUSINESS

A. Approval of Appointments to the Executive Director Ad Hoc Committee

Administrative Services Manager Rich Oppenheim stated that in November 2019, the Executive Committee approved formation of an ad hoc committee to review Executive Director performance and compensation. The committee was to be made up of the Existing Chair and the most recent past Chair. However, the past chair is no longer serving on the Executive Committee so that position will need to be filled. Member Habkirk suggested it should be someone with experience on the committee who would be better able to evaluate performance. Member Buckshi asked what was involved in serving on the committee. Vice Chair Smith asked if the self-assessment was based upon pre-determined goals. Oppenheim responded that a process was in place, with goals already established, and that the Executive Director will provide a written self-assessment on the status of goal achievement. Chair Rogers noted that there were not many tenured members to choose from. Member Habkirk was nominated to be appointed to the committee.

Action: Moved and seconded (Smith/Buckshi) to approve Member Habkirk as the second member of the Executive Director Ad Hoc Committee.

AYES: Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: None

B. Approval of Ad Hoc Committee Authority to Determine Timing of Compensation Study Award

Administrative Services Manager Rich Oppenheim stated that the Executive Committee approved an outside firm to review Executive Director compensation at the November 2019 meeting. Earlier this year it was recommended to postpone this process until mid-year and staff is recommending to move forward with this process when the Administrative funds are available.

Action: Moved and seconded (Habkirk/Slama) to approve Ad Hoc Committee authority to determine timing of compensation study award.

AYES: Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: None

C. Update on HR Model for Fixed Price Services

Information item; no action was taken. Deputy Assistant Director Sophia Selivanoff announced the JPA has been working on a HR Services model where for a small annual fee, an agency would be provided with a certain number of hours of HR consultation, mandatory personnel training and a template policy package which could be adapted to the agency's needs. The hope is to have 40-50 agencies sign up for the fixed annual price service, starting by marketing to our existing client base and expanding the marketing thereafter. Chair Rogers thought the idea was a good one and added that the JPA should inquire with risk insurance agencies who would want to refer us to clients who could use the services. Vice Chair Smith asked if the JPA would provide HR auditing services and Deputy Director Selivanoff confirmed that the JPA provides those types of services, however it is not envisioned that a needs assessment rather than an audit would be a part of the package service because of the level of detail and amount of time required for an audit.

The Chair moved Item 7 to before Closed Session so the full group could hear the reports.

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Executive Director Averett noted that the STARS program has contracted with RGS for marketing assistance and that began a few days ago. STARS has one new agency in the process of joining and one additional agency is looking to join. Executive Director Averett noted

that special districts are a significant part of the JPA's business and therefore special district representation on the RGS Board and Executive Committee could be a great assist to RGS being attuned to special districts' needs.

B. Members: Nothing to report.

2:09 p.m. Recess to Closed Session

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

Initiation of litigation: (1) Six potential cases

2:19 p.m. Reconvene Meeting

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

8. ADJOURN – The meeting adjourned at 2:20 p.m. The next regular meeting is scheduled for November 19, 2020 via teleconference.

RGS Position Listing

November 1, 2020

| Base Department | Job Title | Status Full Time |
|---------------------------------------|---------------------------------|------------------|
| 1000-000 - RGS Admin-General Hours | Deputy COO | 0.031 |
| 1000-000 - RGS Admin-General Hours | Coordinating Advisor | 0.11 |
| 1000-000 - RGS Admin-General Hours | Technical Specialist | 0.21 |
| 1000-000 - RGS Admin-General Hours | Administrative Support | 0.49 |
| 1000-000 - RGS Admin-General Hours | Administrative Support | 1.00 |
| 1000-000 - RGS Admin-General Hours | Deputy Executive Director | 1.06 |
| 1000-000 - RGS Admin-General Hours | Administrative Services Manager | 1.07 |
| 1000-000 - RGS Admin-General Hours | CEO | 1.13 |
| 1001-000 - RGS Finance-General Hours | Project Advisor | 0.38 |
| 1001-000 - RGS Finance-General Hours | Technical Advisor | 0.83 |
| 1001-000 - RGS Finance-General Hours | Technical Specialist | 0.91 |
| 1001-000 - RGS Finance-General Hours | Coordinating Advisor | 1.08 |
| 1002-000 - RGS HR-Payroll Genl Hrs | Coordinating Advisor | 0.47 |
| 1002-000 - RGS HR-Payroll Genl Hrs | Coordinating Advisor | 0.59 |
| 1002-000 - RGS HR-Payroll Genl Hrs | Project Advisor | 0.80 |
| 1002-000 - RGS HR-Payroll Genl Hrs | Technical Specialist | 0.86 |
| 1003-002 - Training Svc Grp Admin | Senior Advisor | 0.055 |
| 1003-002 - Training Svc Grp Admin | Senior Advisor | 0.080 |
| 1003-002 - Training Svc Grp Admin | Intern | 0.22 |
| 1003-002 - Training Svc Grp Admin | Senior Advisor | 0.35 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.005 |
| 1006-001 - Finance Svc Grp Admin Time | Project Advisor | 0.047 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.069 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.078 |
| 1006-001 - Finance Svc Grp Admin Time | Project Advisor | 0.081 |
| 1006-001 - Finance Svc Grp Admin Time | Senior Advisor | 0.12 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.12 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.24 |
| 1006-001 - Finance Svc Grp Admin Time | Senior Advisor | 0.28 |
| 1006-001 - Finance Svc Grp Admin Time | Advisor | 0.36 |
| 1006-001 - Finance Svc Grp Admin Time | Senior Advisor | 0.37 |
| 1006-001 - Finance Svc Grp Admin Time | Project Advisor | 0.49 |
| 1006-001 - Finance Svc Grp Admin Time | Senior Advisor | 0.58 |
| 1006-001 - Finance Svc Grp Admin Time | Senior Advisor | 0.92 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.002 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.002 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.010 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.025 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.029 |
| 1007-001 - HR Svc Grp Admin Time | Senior Advisor | 0.041 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.065 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.087 |

RGS Position Listing

November 1, 2020

| | | |
|--|-------------------------|-------|
| 1007-001 - HR Svc Grp Admin Time | Senior Advisor | 0.091 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.098 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.11 |
| 1007-001 - HR Svc Grp Admin Time | Administrative Support | 0.12 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.12 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.13 |
| 1007-001 - HR Svc Grp Admin Time | Technical Advisor | 0.16 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.17 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.18 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.19 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.20 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.21 |
| 1007-001 - HR Svc Grp Admin Time | Lead Advisor | 0.24 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.24 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.25 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.34 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.35 |
| 1007-001 - HR Svc Grp Admin Time | Administrative Support | 0.37 |
| 1007-001 - HR Svc Grp Admin Time | Project Advisor | 0.37 |
| 1007-001 - HR Svc Grp Admin Time | Lead Advisor | 0.43 |
| 1007-001 - HR Svc Grp Admin Time | Technical Specialist | 0.45 |
| 1007-001 - HR Svc Grp Admin Time | Advisor | 0.71 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 0.83 |
| 1007-001 - HR Svc Grp Admin Time | Project Coordinator | 1.02 |
| 1007-001 - HR Svc Grp Admin Time | Senior Advisor | 1.04 |
| 1007-001 - HR Svc Grp Admin Time | Lead Advisor | 1.20 |
| 1008-001 - Outreach Svc Grp Admin Time | Advisor | 0.051 |
| 1008-001 - Outreach Svc Grp Admin Time | Senior Advisor | 0.82 |
| 1009-001 - Safety Svc Grp Admin Time | Advisor | 0.001 |
| 1011-001 - Planning Svc Grp Admin Time | Advisor | 0.050 |
| 1011-001 - Planning Svc Grp Admin Time | Advisor | 0.073 |
| 1011-001 - Planning Svc Grp Admin Time | Advisor | 0.18 |
| 1011-001 - Planning Svc Grp Admin Time | Project Advisor | 0.18 |
| 1011-001 - Planning Svc Grp Admin Time | Lead Advisor | 0.48 |
| 1011-001 - Planning Svc Grp Admin Time | Advisor | 1.12 |
| 1012-001 - Public Safety Svc Grp Admin | Advisor | 0.001 |
| 1012-001 - Public Safety Svc Grp Admin | Advisor | 0.024 |
| 1013-001 - Risk Mgt Svc Grp Admin Time | Project Advisor | 0.034 |
| 1014-001 - EM Svc Grp Admin Time | COO | 0.050 |
| 1014-001 - EM Svc Grp Admin Time | Senior Advisor | 0.105 |
| 1014-001 - EM Svc Grp Admin Time | Advisor | 0.35 |
| 1015-001 - PW Svc Grp Admin Time | Chief Executive Officer | 0.099 |
| 1015-001 - PW Svc Grp Admin Time | Project Advisor | 0.14 |

RGS Position Listing

November 1, 2020

| | | |
|--|--------------------------|-------|
| 1015-001 - PW Svc Grp Admin Time | Project Coordinator | 0.23 |
| 1016-001 - Econ Dev Svc Grp Admin Time | Senior Advisor | 0.18 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 0.048 |
| 1260-000 - CalSAWS-General Hours | Project Advisor | 0.051 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 0.15 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 0.16 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 0.21 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 0.66 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 0.66 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 0.71 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 0.76 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 0.76 |
| 1260-000 - CalSAWS-General Hours | Project Advisor | 0.76 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 0.81 |
| 1260-000 - CalSAWS-General Hours | Project Advisor | 0.85 |
| 1260-000 - CalSAWS-General Hours | Project Advisor | 0.86 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 0.87 |
| 1260-000 - CalSAWS-General Hours | Project Advisor | 0.88 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 0.90 |
| 1260-000 - CalSAWS-General Hours | Administrative Assistant | 0.97 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 1.00 |
| 1260-000 - CalSAWS-General Hours | Deputy COO | 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 | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Administrative Assistant | 1.01 |
| 1260-000 - CalSAWS-General Hours | Senior Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Project Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Lead Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 1.01 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Project Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Lead Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Project Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Project Coordinator | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.01 |

RGS Position Listing

November 1, 2020

| | | |
|---|--------------------------|-------|
| 1260-000 - CalSAWS-General Hours | Lead Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Advisor | 1.01 |
| 1260-000 - CalSAWS-General Hours | Coordinating Advisor | 1.02 |
| 1260-001 - CalSAWS M&O | COO | 1.01 |
| 1320-000 - MERA-General Hours | Senior Advisor | 0.27 |
| 1320-000 - MERA-General Hours | COO | 0.67 |
| 1320-002 - MERA-Implementation Coord | Advisor | 0.009 |
| 3060-001 - SVBGSA - General Manager | Senior Advisor | 0.75 |
| 3060-002 - SVBGSA - Finance | Senior Advisor | 0.58 |
| 3060-005 - SVBGSA - General Administratio | Administrative Assistant | 0.18 |
| 3060-005 - SVBGSA - General Administratio | Administrative Support | 0.24 |
| 3060-005 - SVBGSA - General Administratio | COO | 0.73 |
| | FTE | 71.20 |
| | Employee Count | 140 |

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-19-2020**
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. NOTE: In person meetings are suspended during the Coronavirus pandemic.

| Date | EXEC COMM | BOARD | Special Topics | Location | Notes |
|----------------------------|--------------|-------|--|--------------------------------|---|
| 2020 | | | | | |
| November 19 (Thursday) | RGS | | FY20 Audited Financial Statements, Exec Dir Comp & Perf Committee Review | telephonic | 1:00pm- 3:00pm |
| Tentative 2021 | | | | | |
| February 5 (or Feb. 18) | RGS | RGS | Appoint Members to Executive Committee, Election of Officers (all) | Carlsbad (or telephonic) | 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 | Appoint Members to Executive Committee, Election of Officers (all) | TBD | With CM Dept Mtg 11:30 - 1:00pm |
| May TBD | RGS | | Next FY Budget, Exec Dir Ad Hoc Committee Formation | TBD | 1:00pm – 3:00pm |
| September TBD | RGS | | Meeting Schedule for 2023 | TBD | 1:00pm- 3:00pm |
| November TBD | RGS | | FY22 Audited Financial Statements, Exec Dir Comp & Perf Committee Review | TBD | 1:00pm- 3:00pm |

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-19-2020**
FROM: RICHARD AVERETT, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – SEPTEMBER 2020 THROUGH OCTOBER 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 always seeks to minimize bank charges.

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
Transaction Detail by Account
September through October 2020

12:37 PM

11/10/2020

Accrual Basis

110090 - Community Bank of the Bay Chkg

| Type | Date | Num | Name | Memo | Amount |
|-----------------|------------|-------|---------------------------------------|---|-------------|
| General Journal | 09/01/2020 | 2926 | | Life and Disability premium for 2020-08 | -2,728.67 |
| General Journal | 09/01/2020 | 2946 | | Health Premium 2020-09 | -90,451.69 |
| General Journal | 09/01/2020 | 2946 | | Delta Dental Premium 2020-09 | -6,538.74 |
| General Journal | 09/04/2020 | 2939 | | 8/31/20 net pay | -270,560.98 |
| General Journal | 09/08/2020 | 2940 | | 8/31/20 payroll taxes and fees | -78,096.11 |
| General Journal | 09/10/2020 | 2938 | | 8/31/20 MM 401a remittance | -37,648.28 |
| General Journal | 09/10/2020 | 2938 | | 8/31/20 MM 457 remittance | -22,760.57 |
| Bill Pmt -Check | 09/10/2020 | 16077 | Badawi & Associates | | -16,200.00 |
| Bill Pmt -Check | 09/10/2020 | 16078 | Employment Research Services | | -708.00 |
| General Journal | 09/10/2020 | 2978 | | 8/31/20 FSA contribution | -1,315.41 |
| General Journal | 09/10/2020 | 2979 | | 2020-08 FSA admin fee | -128.75 |
| General Journal | 09/11/2020 | 2947 | | MHN Premium 2020-09 | -446.60 |
| General Journal | 09/11/2020 | 2947 | | Superior Vision Premium 2020-09 | -1,003.73 |
| General Journal | 09/21/2020 | 2965 | | Funding to Union Bank claims account | -3,215.67 |
| General Journal | 09/21/2020 | 2967 | | 9/15/20 net pay | -271,980.65 |
| General Journal | 09/22/2020 | 2968 | | 9/15/20 payroll taxes and fees | -77,141.25 |
| General Journal | 09/24/2020 | 2966 | | 9/15/20 MM 401a remittance | -37,774.46 |
| General Journal | 09/24/2020 | 2966 | | 9/15/20 MM 457 remittance | -21,218.92 |
| General Journal | 09/24/2020 | 2980 | | 9/15/20 FSA contribution | -1,252.91 |
| Bill Pmt -Check | 09/25/2020 | Wire | Mary E Uzupis | | -26,425.00 |
| Bill Pmt -Check | 09/25/2020 | Wire | Quantum Consulting Services | | -58,516.91 |
| Bill Pmt -Check | 09/25/2020 | Wire | Soconus, Inc | | -78,350.00 |
| Bill Pmt -Check | 09/25/2020 | Wire | Xtrategi, Inc | | -18,480.00 |
| Bill Pmt -Check | 09/25/2020 | Wire | Cinnovx | | -24,360.00 |
| Bill Pmt -Check | 09/25/2020 | Wire | GovTech Consulting | | -20,500.00 |
| Bill Pmt -Check | 09/25/2020 | Wire | PYXIS Management Consulting Group LLC | | -23,520.00 |
| Bill Pmt -Check | 09/28/2020 | 16079 | City of Sacramento | | -202.96 |
| Bill Pmt -Check | 09/28/2020 | Wire | Meyers Nave | | -1,037.23 |
| Bill Pmt -Check | 09/28/2020 | 16080 | US Bank | | -22,732.16 |
| General Journal | 09/30/2020 | 2969 | | HRA Contribution Q3 2020 | -44,000.00 |
| General Journal | 09/30/2020 | 2970 | | Life and Disability premium for 2020-09 | -2,743.30 |
| General Journal | 10/01/2020 | 2971 | | Health Premium Payment 2020-10 | -92,781.83 |
| General Journal | 10/01/2020 | 2971 | | Dental Premium Payment 2020-10 | -6,718.28 |
| General Journal | 10/06/2020 | 2975 | | 9/30/20 net pay | -282,771.52 |
| General Journal | 10/07/2020 | 2976 | | 9/30/20 payroll taxes and fees | -81,240.32 |
| General Journal | 10/12/2020 | 2977 | | 9/30/20 MM 401a remittance | -39,846.82 |
| General Journal | 10/12/2020 | 2977 | | 9/30/20 MM 457 remittance | -25,382.22 |
| General Journal | 10/12/2020 | 2977 | | 9/30/20 MM 401a not of file | -333.00 |

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|---|-------------|------------|---------------------------------------|---|------------------------------------|
| General Journal | 10/12/2020 | 2977 | | 9/30/20 MM 457 not of file | -133.20 |
| Bill Pmt -Check | 10/12/2020 | 16081 | Alliant Insurance Services | | -54,714.21 |
| Bill Pmt -Check | 10/12/2020 | 16082 | Catherine Gabler | | -137.50 |
| Bill Pmt -Check | 10/12/2020 | 16083 | Employment Research Services | | -571.50 |
| General Journal | 10/13/2020 | 2978 | | Vision premium pmt 2020-10 | -1,031.80 |
| General Journal | 10/13/2020 | 2978 | | MHN Premium pmt 2020-10 | -446.40 |
| General Journal | 10/22/2020 | 2996 | | 10/15/20 net pay | -272,422.19 |
| General Journal | 10/22/2020 | 2997 | | 10/15/20 payroll taxes and fees | -75,418.34 |
| Bill Pmt -Check | 10/23/2020 | Wire | Cinnovx | | -30,258.00 |
| Bill Pmt -Check | 10/23/2020 | Wire | GovTech Consulting | | -21,125.00 |
| Bill Pmt -Check | 10/23/2020 | Wire | Mary E Uzupis | | -21,875.00 |
| Bill Pmt -Check | 10/23/2020 | Wire | PYXIS Management Consulting Group LLC | | -23,520.00 |
| Bill Pmt -Check | 10/23/2020 | Wire | Quantum Consulting Services | | -46,107.50 |
| Bill Pmt -Check | 10/23/2020 | Wire | Soconus, Inc | | -77,170.00 |
| Bill Pmt -Check | 10/23/2020 | Wire | Xtrategi, Inc | | -19,360.00 |
| Bill Pmt -Check | 10/26/2020 | 16084 | City of Sebastopol | | -825.05 |
| Bill Pmt -Check | 10/26/2020 | 16085 | Employment Research Services | | -149.50 |
| Bill Pmt -Check | 10/26/2020 | 16086 | Kendall Flintv | | -687.50 |
| Bill Pmt -Check | 10/26/2020 | 16087 | Scott N. Kivel | | -15,622.49 |
| Bill Pmt -Check | 10/26/2020 | 16088 | US Bank | | -8,410.22 |
| General Journal | 10/26/2020 | 2999 | | 10/15/20 MM 401a remittance | -38,262.90 |
| General Journal | 10/26/2020 | 2999 | | 10/15/20 MM 457 remittance | -25,867.09 |
| Bill Pmt -Check | 10/26/2020 | Wire | Meyers Nave | | -6,577.52 |
| General Journal | 10/28/2020 | 2998 | | Life and Disability premium for 2020-10 | -2,663.54 |
| Total 110090 - Community Bank of the Bay Chkg | | | | | <u>-2,534,469.39</u> |
| TOTAL | | | | | <u><u>-2,534,469.39</u></u> |

TO: EXECUTIVE COMMITTEE
FROM: JEFF KISE, Finance & Operations Manager
SUBJECT: INVESTMENT REPORT

EC Meeting: 11-19-2020
Item: 3E

RECOMMENDATION

Review and accept JPA investments made through September 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

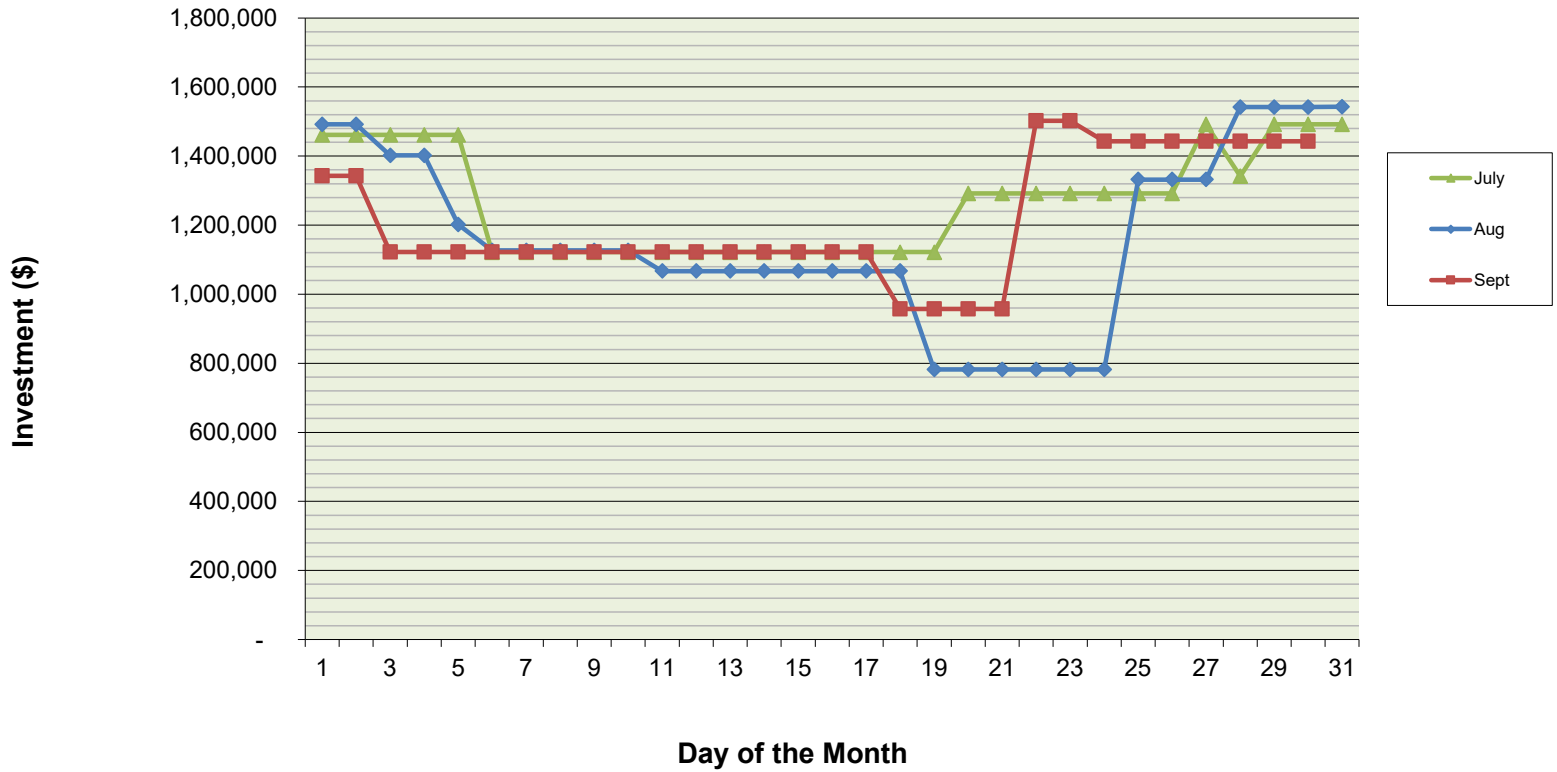
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark to market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark to market entries will be made for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

Interest rates continue to decline reflecting economic stimulus action by the Fed. The CalTrust short-term yield is running at .56% and medium term at .76% (as of early Sept 2020). The LAIF yield has averaged .60% thus far in November 2020. The Community Bank of the Bay Money Market rate is currently a very competitive .50%.

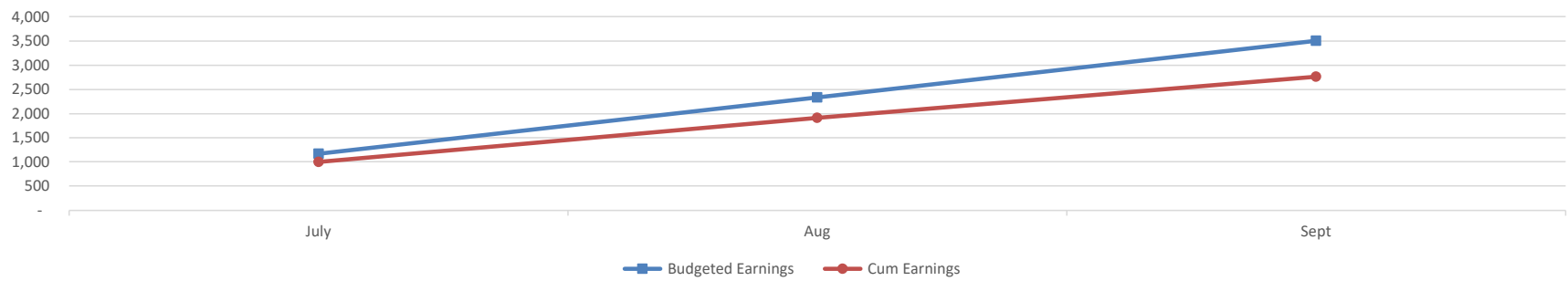
**INVESTMENT REPORT
FY 2021**

| Date | July | | | | Aug | | | | Sept | | | |
|------|------------------|---------------------------|-----------------|-----------------|------------------|---------------------------|-----------------|-----------------|------------------|---------------------------|-----------------|-----------------|
| | <u>Money Mkt</u> | | <u>CalTrust</u> | | <u>Money Mkt</u> | | <u>CalTrust</u> | | <u>Money Mkt</u> | | <u>CalTrust</u> | |
| | <u>Accounts</u> | <u>Short & Medium</u> | <u>LAIF</u> | <u>Combined</u> | <u>Accounts</u> | <u>Short & Medium</u> | <u>LAIF</u> | <u>Combined</u> | <u>Accounts</u> | <u>Short & Medium</u> | <u>LAIF</u> | <u>Combined</u> |
| 1 | 984,877 | 450,601 | 26,195 | 1,461,673 | 815,355 | 650,601 | 26,195 | 1,492,151 | 665,665 | 650,601 | 26,195 | 1,342,461 |
| 2 | 984,877 | 450,601 | 26,195 | 1,461,673 | 815,355 | 650,601 | 26,195 | 1,492,151 | 665,665 | 650,601 | 26,195 | 1,342,461 |
| 3 | 984,877 | 450,601 | 26,195 | 1,461,673 | 725,355 | 650,601 | 26,195 | 1,402,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 4 | 984,877 | 450,601 | 26,195 | 1,461,673 | 725,355 | 650,601 | 26,195 | 1,402,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 5 | 984,877 | 450,601 | 26,195 | 1,461,673 | 525,355 | 650,601 | 26,195 | 1,202,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 6 | 644,877 | 450,601 | 26,195 | 1,121,673 | 450,355 | 650,601 | 26,195 | 1,127,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 7 | 644,877 | 450,601 | 26,195 | 1,121,673 | 450,355 | 650,601 | 26,195 | 1,127,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 8 | 644,877 | 450,601 | 26,195 | 1,121,673 | 450,355 | 650,601 | 26,195 | 1,127,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 9 | 644,877 | 450,601 | 26,195 | 1,121,673 | 450,355 | 650,601 | 26,195 | 1,127,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 10 | 644,877 | 450,601 | 26,195 | 1,121,673 | 450,355 | 650,601 | 26,195 | 1,127,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 11 | 644,877 | 450,601 | 26,195 | 1,121,673 | 390,355 | 650,601 | 26,195 | 1,067,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 12 | 644,877 | 450,601 | 26,195 | 1,121,673 | 390,355 | 650,601 | 26,195 | 1,067,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 13 | 644,877 | 450,601 | 26,195 | 1,121,673 | 390,355 | 650,601 | 26,195 | 1,067,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 14 | 644,877 | 450,601 | 26,195 | 1,121,673 | 390,355 | 650,601 | 26,195 | 1,067,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 15 | 644,877 | 450,601 | 26,195 | 1,121,673 | 390,355 | 650,601 | 26,195 | 1,067,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 16 | 644,877 | 450,601 | 26,195 | 1,121,673 | 390,355 | 650,601 | 26,195 | 1,067,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 17 | 644,877 | 450,601 | 26,195 | 1,121,673 | 390,355 | 650,601 | 26,195 | 1,067,151 | 445,665 | 650,601 | 26,195 | 1,122,461 |
| 18 | 644,877 | 450,601 | 26,195 | 1,121,673 | 390,355 | 650,601 | 26,195 | 1,067,151 | 280,665 | 650,601 | 26,195 | 957,461 |
| 19 | 644,877 | 450,601 | 26,195 | 1,121,673 | 105,355 | 650,601 | 26,195 | 782,151 | 280,665 | 650,601 | 26,195 | 957,461 |
| 20 | 814,877 | 450,601 | 26,195 | 1,291,673 | 105,355 | 650,601 | 26,195 | 782,151 | 280,665 | 650,601 | 26,195 | 957,461 |
| 21 | 814,877 | 450,601 | 26,195 | 1,291,673 | 105,355 | 650,601 | 26,195 | 782,151 | 280,665 | 650,601 | 26,195 | 957,461 |
| 22 | 814,877 | 450,601 | 26,195 | 1,291,673 | 105,355 | 650,601 | 26,195 | 782,151 | 825,665 | 650,601 | 26,195 | 1,502,461 |
| 23 | 814,877 | 450,601 | 26,195 | 1,291,673 | 105,355 | 650,601 | 26,195 | 782,151 | 825,665 | 650,601 | 26,195 | 1,502,461 |
| 24 | 814,877 | 450,601 | 26,195 | 1,291,673 | 105,355 | 650,601 | 26,195 | 782,151 | 765,665 | 650,601 | 26,195 | 1,442,461 |
| 25 | 814,877 | 450,601 | 26,195 | 1,291,673 | 655,355 | 650,601 | 26,195 | 1,332,151 | 765,665 | 650,601 | 26,195 | 1,442,461 |
| 26 | 814,877 | 450,601 | 26,195 | 1,291,673 | 655,355 | 650,601 | 26,195 | 1,332,151 | 765,665 | 650,601 | 26,195 | 1,442,461 |
| 27 | 814,877 | 650,601 | 26,195 | 1,491,673 | 655,355 | 650,601 | 26,195 | 1,332,151 | 765,665 | 650,601 | 26,195 | 1,442,461 |
| 28 | 664,877 | 650,601 | 26,195 | 1,341,673 | 865,355 | 650,601 | 26,195 | 1,542,151 | 765,665 | 650,601 | 26,195 | 1,442,461 |
| 29 | 814,877 | 650,601 | 26,195 | 1,491,673 | 865,355 | 650,601 | 26,195 | 1,542,151 | 765,665 | 650,601 | 26,195 | 1,442,461 |
| 30 | 814,877 | 650,601 | 26,195 | 1,491,673 | 865,355 | 650,601 | 26,195 | 1,542,151 | 765,665 | 650,601 | 26,195 | 1,442,461 |
| 31 | 815,355 | 650,601 | 26,195 | 1,492,151 | 865,665 | 650,601 | 26,195 | 1,542,461 | | | | |

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 11-19-2020**
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 | September 2020 | \$131,000 | Financial Services |
| El Dorado Hills Fire Department | September 2020 | \$22,195 | NeoGov Implementation |
| Kimley-Horn / SJCOG | October 2020 | \$83,730 | Transportation Outreach |
| Marina | September 2020 | | Planning Services |
| Merced County Association of Governments (MCAG) | October 2020 | \$2,999 | Technical Communications |
| Mt. View Sanitary District | September 2020 | \$75,000 | Financial Services |
| Rural North Vacaville Water District | October 2020 | \$5,000 | Emergency Response & CalOES funding |
| Santa Barbara Metropolitan Transit District (SBMTD) | July 2020 | \$12,500 | HR – Recruitment |
| Silicon Valley Regional Valley Interoperability Authority (SVRIA) | July 2020 | \$15,000 | HR – Recruitment |
| University of California Santa Cruz (UCSC) | September 2020 | \$60,000 | Economic Development |

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: 11-19-2020
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 Glendora
- City of Larkspur
- 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
- Central Marin Police Authority
- Regional Government Services
- East Contra Costa Fire Protection District
- Metropolitan Transportation Commission

REVIEW FOR THIS MEETING

As of July 1, 2020, one new agency joined the pool, bringing the total to 26. No new joining agencies are presented this quarter and one agency has enrolled to begin effective January 1, 2021.

FISCAL IMPACT

Adding new Associate Members will increase monthly premiums paid into the pool, which should contribute to price stability for Pool Members if claims continue in line with projections. As the total premiums paid increase, RGS' administrative fee revenue has increased.

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-19-2020**
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

- DEI Policy – As required by our partner agency, CalSAWS. In September, CalSAWS Executive Director sent the following message to all service providers: “Diversity, Equity, and Inclusion (DEI) is very important to CalSAWS and our member counties. As a vendor partner of CalSAWS, we assume that DEI is equally important to you and your organization. At this time, CalSAWS believes that it is important to publicly acknowledge our partners’ commitment to DEI. As a result, I am requesting that you provide me with your corporate DEI plan for publication on our public website.”

RGS has not formalized a DEI policy, and this request has initiated a broad policy statement, attached; which will be followed by a more inclusive and action-oriented associated program, drawn from our whole team’s experience; and as much as possible, from the experience of stakeholders and customers.

Ultimately, we see this program document as a road map for all local agencies to take actions that result in more diversity, equity and inclusion.

FISCAL IMPACT

There are no fiscal impacts of approving the proposed changes.

SECTION 48: Organizational Policies
POLICY TITLE: Diversity, Equity and Inclusion Policy
POLICY NUMBER: 48.4
LAST UPDATE: 11/20

Diversity, Equity and Inclusion Policy

48.4.1 **Purpose:** Regional Government Services Authority (RGS) was launched in 2002 to support local governments in delivering the best possible outcomes for the communities they serve. Today, the spirit of intergovernmental collaboration, resource sharing and continuous improvement is alive and well—and we are pivoting with our partners and communities to explicitly address the issues of diversity, equity and inclusion.

48.4.2 **General Policy:** At RGS, we believe that diversity and inclusion represent best practice. Respecting and learning from the personal experiences, values, and worldviews that arise from differences of culture and circumstance brings our local governments better solutions, better community, and ultimately creates a better world.

RGS is committed to advancing equity-focused local government practices and to fostering a welcoming and inclusive environment within the workforce of local governments; and in the communities they serve to ensure that everyone is treated fairly, has a voice in community affairs, and has equitable access to opportunities and resources.

RGS is a consulting agency and must offer other public agencies outstanding technical and strategic advice; as well as excellent value for public funds expended. RGS recognizes that consulting staff are drawn from an experienced public sector talent pool that is historically unbalanced and lacking diversity and inclusiveness in several important ways.

48.4.3 **Internal Programs and Systems:** RGS has designed and is in the initial implementation stages of several programs to enhance the diversity, equity and inclusiveness of its own workforce. These include:

- Development of a new compensation model. RGS recognizes existing industry and/or profession-linked inequity in pay scales. RGS is working to compensate all staff at levels appropriate to the strategic or tactical nature of the services they provide to clients, regardless of the legacy inequities which exist.
- Increased use of targeted and active recruitment strategies.
- Intentional “teaming” of diverse professionals, fostering the learning and growth of the whole RGS workforce through exposure to different perspectives and experiences.
- Building and maintaining an awareness of best practices and recommendations for diversity, equity, and inclusion, and using those to

guide our internal policies and procedures as well as our work with partner agencies.

- Recognize how diverse populations have been historically impacted by biased institutional and systemic policies and procedures. Develop systems to guide RGS and our partner agencies in recognizing inequities and implementing positive change.
- Leveraging our use of remote technologies to remove access barriers to employment.

48.4.4 **Services to Partner Agencies:** RGS service line leaders carry out our commitments to support diversity, equity and inclusion for our partner agencies in many ways relative to the specific services they deliver. We advise, facilitate, strategize with and support our partner agencies to:

- Serve as a catalyst for anti-racism by removing barriers and stigmas, providing equal opportunities, and building community engagement and collaborative relations.
- Make institutional changes to increase inclusion and equity relative to services, governance, and public policy decision making. Institutional policies, practices, and behaviors within and across institutions are examined and adjusted to promote diversity, rectify injustices, build in fair outcomes, and promote anti-racism.
- Hold themselves accountable to their communities, being fully engaged, with a transparent agenda and process. Agency goals and actions should acknowledge and align with the values of diversity, equity and inclusion.

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

EC Meeting: 11-19-2020
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through September 2020, and are attached for review.

ANALYSIS

All reports are draft and unaudited. Accruals for earned but not paid vacation 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.

Fiscal Year 2021

For the first three months of the fiscal year, the JPA performance resulted in net income of \$41,055 which is four times the profit budgeted and significantly better than the \$43,720 loss for the same period last year. Client billings and expense reimbursements were greater than forecasted, and administrative services revenue for Municipal Shared Services, the Municipal Dental pool and STARS also exceeded the amount budgeted. The vacation accrual balance continues to grow and exceeded the amount budgeted due to the growth in fully benefitted CalSAWS-assigned employees. The Professional Fees line item continues to reflect the pass-through costs of contractors supporting CalSAWS. The offset for this can be seen in the client expense reimbursement revenue item.

The September 30th net position is \$238,509 reflecting both the profitable months and budgeted contributions to the claims reserve net of claims expense.

Regional Government Services
Profit & Loss Budget vs. Actual
 July through September 2020

8:01 AM
 11/06/2020
 Accrual Basis

| | <u>Jul - Sep 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 440301 - Client Billings | 2,937,640 | 2,258,355 | 679,285 | 130% |
| 440400 - Admin Services | | | | |
| 440402 - MSS | 9,000 | | 9,000 | 100% |
| 440403 - Municipal Dental Pool | 12,498 | 12,500 | -2 | 100% |
| 440404 - STARS | 2,942 | 1,250 | 1,692 | 235% |
| Total 440400 - Admin Services | 24,440 | 13,750 | 10,690 | 178% |
| 480000 - Miscellaneous Income | | | | |
| 480100 - Client Expense Reimbursement | 806,553 | 705,500 | 101,053 | 114% |
| 480200 - Purchasing Card Rebate | | 1,000 | -1,000 | |
| 480300 - Other | 98 | 750 | -652 | 13% |
| 480000 - Miscellaneous Income - Other | 335 | | | |
| Total 480000 - Miscellaneous Income | 806,986 | 707,250 | 99,736 | 114% |
| Total Income | 3,769,066 | 2,979,355 | 789,711 | 127% |
| Gross Profit | 3,769,066 | 2,979,355 | 789,711 | 127% |
| Expense | | | | |
| 511010 - Salaries - Regular | 2,227,881 | 1,597,750 | 630,131 | 139% |
| 511072 - Salaries - Nonbillable | 38,514 | 24,500 | 14,014 | 157% |
| 512002 - Medicare Employer Expense | 32,216 | 23,250 | 8,966 | 139% |
| 512003 - Workers' Comp Exp clerical | 27 | | | |
| 512004 - Employee Assistance Program | 1,340 | 1,500 | -160 | 89% |
| 512005 - Health Insurance Expense | 243,239 | 226,584 | 16,655 | 107% |
| 512006 - Dental Insurance Expense | 19,450 | 12,500 | 6,950 | 156% |
| 512007 - Vision Insurance Expense | 2,984 | 2,000 | 984 | 149% |
| 512008 - Life Insurance Expense | 2,582 | 1,750 | 832 | 148% |
| 512009 - Long Term Disability Expense | 2,935 | 2,250 | 685 | 130% |
| 512011 - Stars 401A Expense | 221,088 | 159,750 | 61,338 | 138% |
| 512014 - Short Term Disability Expense | 2,763 | 2,000 | 763 | 138% |
| 512015 - Unemployment Expense | 3,935 | 15,000 | -11,065 | 26% |
| 512018 - FSA Health & Day Care Expense | 386 | 500 | -114 | 77% |
| 512019 - Employee Expense Allowances | 19,424 | 21,000 | -1,576 | 92% |
| 512020 - HRA Retirement Benefit Expense | 34,359 | 36,875 | -2,516 | 93% |
| 520107 - APS (ADP) Payroll Fees | 2,844 | 3,250 | -406 | 88% |
| 520108 - Communications - Agency Expense | 1,154 | 1,750 | -596 | 66% |
| 520201 - Office Supplies | | 250 | -250 | |
| 520202 - Bank Fees & Services | 597 | 1,500 | -903 | 40% |
| 520204 - Printing & Postage | 333 | 9,500 | -9,167 | 4% |
| 520301 - Audit Services | 16,200 | 6,000 | 10,200 | 270% |
| 520302 - Legal Services | 9,063 | 19,386 | -10,323 | 47% |
| 520314 - Administrative Services | 2,073 | | 2,073 | 100% |
| 520320 - Professional Services | 744,405 | 640,500 | 103,905 | 116% |
| 520501 - Professional Dues & Membership | 14,627 | 11,250 | 3,377 | 130% |
| 520502 - Training & Development | 1,479 | 8,750 | -7,271 | 17% |
| 520503 - Conferences & Outreach | 2,943 | 10,000 | -7,057 | 29% |
| 520504 - Publications | 8,165 | 4,750 | 3,415 | 172% |
| 520505 - Program Hosting Expenses | | 1,500 | -1,500 | |
| 520508 - Licenses & Fees | 33 | 500 | -467 | 7% |
| 520509 - Meeting Expenses | | 1,250 | -1,250 | |
| 520700 - Workers Comp Insurance Expense | 11,465 | 12,500 | -1,035 | 92% |
| 520701 - General Liability Insurance Exp | 12,249 | 15,000 | -2,751 | 82% |
| 520702 - Claims Expense | | | | |
| 520801 - Mileage Reimbursement | 1,541 | 18,750 | -17,209 | 8% |
| 520803 - Travel Reimbursement | 410 | 20,500 | -20,090 | 2% |
| 520805 - Supplies & Meals Reimbursement | 89 | 5,500 | -5,411 | 2% |
| 520904 - Computer Install & Maintenance | 9,333 | 11,000 | -1,667 | 85% |
| 522798 - Miscellaneous Expense | | | | |
| 560100 - Service Group Admin costs | | | | |
| 570100 - Equipment Purchase | 1,147 | 875 | 272 | 131% |
| Total Expense | 3,693,273 | 2,931,470 | 761,803 | 126% |

| | <u>Jul - Sep 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|----------------------|----------------------|-----------------------|--------------------|
| Net Ordinary Income | 75,793 | 47,885 | 27,908 | 158% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 520100 - Investment Income | 2,762 | 3,500 | -738 | 79% |
| 520200 - Insurance Claim Reimbursements | | 12,500 | -12,500 | |
| Total Other Income | <u>2,762</u> | <u>16,000</u> | <u>-13,238</u> | <u>17%</u> |
| Other Expense | | | | |
| 529990 - Contribution to MSA Reserves | | | | |
| 529991 - RGS Claims Reserve Contribution | 37,500 | 53,864 | -16,364 | 70% |
| 529996 - Attributed OPEB / HRA Expense | | | | |
| 529997 - Unallocated Admin. Svcs - RGS | -491,941 | | -491,941 | 100% |
| 529999 - Allocated Unbillable Expenses | 491,941 | | 491,941 | 100% |
| Total Other Expense | <u>37,500</u> | <u>53,864</u> | <u>-16,364</u> | <u>70%</u> |
| Net Other Income | <u>-34,738</u> | <u>-37,864</u> | <u>3,126</u> | <u>92%</u> |
| Net Income | <u><u>41,055</u></u> | <u><u>10,021</u></u> | <u><u>31,034</u></u> | <u><u>410%</u></u> |

Regional Government Services

8:10 AM

Balance Sheet

11/06/2020

As of September 30, 2020

Accrual Basis

Sep 30, 20

ASSETS

Current Assets

Checking/Savings

| | |
|--|---------|
| 110030 · LAIF Account | 26,288 |
| 110040 · CalTRUST Medium Term Fund | 514,620 |
| 110050 · CalTRUST Short Term Fund | 154,945 |
| 110080 · Union Bank Worker Comp Checking | 2,893 |
| 110090 · Community Bank of the Bay Chkg | 194,684 |
| 111000 · Community Bank of the Bay MMkt | 765,965 |

| | |
|------------------------|-----------|
| Total Checking/Savings | 1,659,395 |
|------------------------|-----------|

Accounts Receivable

| | |
|------------------------------|-----------|
| 131130 · Accounts Receivable | 1,678,393 |
|------------------------------|-----------|

| | |
|---------------------------|-----------|
| Total Accounts Receivable | 1,678,393 |
|---------------------------|-----------|

Other Current Assets

| | |
|-------------------------------------|--------|
| 120005 · Prepaid Expenses | 61,017 |
| 120010 · Prepaid Insurance | 56,132 |
| 120100 · FSA Funding Deposit | 1,801 |
| 131131 · Accounts Receivable - Misc | 16,484 |

| | |
|----------------------------|---------|
| Total Other Current Assets | 135,434 |
|----------------------------|---------|

| | |
|----------------------|-----------|
| Total Current Assets | 3,473,222 |
|----------------------|-----------|

Other Assets

| | |
|--------------------------|--------|
| 180001 · Loan due to JPA | 20,240 |
|--------------------------|--------|

| | |
|--------------------|--------|
| Total Other Assets | 20,240 |
|--------------------|--------|

TOTAL ASSETS

| |
|-----------|
| 3,493,462 |
|-----------|

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|---------------------------|---------|
| 220010 · Accounts Payable | 318,748 |
|---------------------------|---------|

| | |
|------------------------|---------|
| Total Accounts Payable | 318,748 |
|------------------------|---------|

Other Current Liabilities

| | |
|--|---------|
| 214070 · Due To/From MSA | 0 |
| 221003 · 457/401A Retirement Liability | 65,695 |
| 221006 · FSA Liability | 1,378 |
| 221008 · Workers' Comp. Liability | 0 |
| 221015 · Health Insurance Liability | -7,037 |
| 221016 · Long Term Disability Liability | 13 |
| 221017 · Short Term Disability Liability | 24 |
| 221023 · Dental Insurance Liability | -473 |
| 221024 · Vision Insurance Liability | -604 |
| 221025 · Life Insurance/AD&D Liability | 473 |
| 221029 · Garnishments | 0 |
| 230060 · Accrued Salaries, Wages & Taxes | 363,527 |
| 240010 · Deferred Revenue | 74,559 |
| 250001 · Accrued Vacation | 280,045 |

| | |
|---------------------------------|---------|
| Total Other Current Liabilities | 777,600 |
|---------------------------------|---------|

| | |
|--|------------------|
| Total Current Liabilities | 1,096,348 |
| Long Term Liabilities | |
| 260005 · Health Reimbursement Account | -9,641 |
| 260006 · IBNR - GL | 60,000 |
| 260007 · IBNR - WC | 7,788 |
| 260008 · Case Reserves - WC | 52,894 |
| 260009 · Workers Comp Claims Liability | 150,890 |
| 260010 · General Liability Claims | 1,896,676 |
| Total Long Term Liabilities | 2,158,607 |
| Total Liabilities | 3,254,955 |
| Equity | |
| 32000 · Retained Earnings | -724,144 |
| 370000 · Fund Bal Unreserved/Unrestrictd | 919,542 |
| 390000 · Insurance Claims Reserves | 2,060 |
| Net Income | 41,051 |
| Total Equity | 238,509 |
| TOTAL LIABILITIES & EQUITY | 3,493,464 |

TO: EXECUTIVE COMMITTEE
FROM: RICHARD AVERETT, Executive Director/CFO
SUBJECT: AUDIT OF FISCAL YEAR ENDING JUNE 30, 2020

EC Meeting: 11-19-2019
Item: 4B

RECOMMENDATION

Approval of Fiscal Year 2020 audited financial statements.

BACKGROUND

The outside audit firm of Badawi and Associates was retained to complete the FY2020 audit, making this the fourth year in which they have performed the JPA audit.

UPDATE

The audited fiscal year end June 30, 2020, net loss of \$83,380 is a \$374,074 improvement from the loss of \$457,454 in the prior fiscal year. We received a clean audit, with no management comments nor adjusting entries other than the insurance reserve adjustments resulting from the updated claims actuarial report and CJPIA's annual retrospective adjustment.

FY20 was a year of significant growth for the JPA. Total revenue was up \$4,012,500 or 44% compared to the prior fiscal year. The growth was largely attributable to the growth in staff assigned to one client, therefore as is consistent with the JPA business model the corresponding salary and benefit expenses grew as well. The most significant reason why profitability did not grow in relationship to revenue is that employees used very little vacation time in the spring/early summer due to the COVID19 pandemic. Therefore, the JPA carried both their salary expense and vacation accrual through the year. Normally when vacation time is taken the reduction in the leave accrual offsets the salary cost. This item alone totals \$135,000 at the end of the year.

First year contributions to the claims reserve were \$100,000 which was augmented by a \$15,471 insurance reimbursement. However, the Arroyo Grande CalPERS settlement as well as workers compensation claims and legal expenses allocated at the end of the year left the reserve with a deficit balance of \$27,522. This deficit will be made up by increased FY21 contributions and claims reimbursements (the JPA has already met its retention on the active Workers Compensation claim so it is receiving periodic claims reimbursements from the carrier). In May 2020 the JPA was forecasted to finish the year with a fund balance of \$102,000. The audited fund balance is \$134,353.

TO: EXECUTIVE COMMITTEE
FROM: RICHARD OPPENHEIM, Administrative Services Manager
SUBJECT: UPDATES TO ADOPTED STRATEGIC PLAN

EC Meeting: 11-19-2020
Item: 5A

RECOMMENDATION

Staff recommends:

- Approval of actions taken to achieve strategic plan goals; and
- Approval of revisions to Goal 1 language that expands RGS' client definition in recognition of our evolving market.

Staff also requests feedback on scheduling an in-person meeting in 2021 to revisit the strategic plan and client parameters for new members and COVID-19 impacts to clients and RGS services.

STRATEGIC PLAN UPDATES

Goal 1: Outstanding Service for Local Government

- Expand client definition beyond traditional local government, which has traditionally included cities, counties, special districts, JPAs, and to a limited degree, non-profits that serve local governments. Other not-for-profit organizations also serve constituencies where local government is not the appropriate provider, such as universities/colleges, non-profits serving smaller communities (e.g. HOAs) and regional collaboratives.

Goal 2 Leadership, Staffing, and Teamwork

- Conducted exploratory interviews with service line leaders and key administrative staff and held team-building session to improve communication.
- Expanded benefits to employees that regularly work an average of 20 hours and an average of 30 hours to improve recruitment and retention. Employees that make significant contributions to RGS will now access medical, dental, and vision benefits.

Goal 3: Financial and Risk Management

- Created white paper on AB5 used by RGS and shared with CSDA and posted on their website.
- Resolved major outstanding issues carried over from dissolved partner JPAs.

Goal 4: RGS Growth

- Developing Economic Development as a new service line and reformulating our Communications and Outreach service line.

Goal 5: Industry Leadership

- Adding a special district member to broaden agency types and regional representation.
- Diversity, Equity, and Inclusion initiative – developing our internal policy and formulating a best practice to help other agencies.

BACKGROUND

In February 2020, the Executive Committee approved RGS' 5-Year strategic plan. The strategic plan identified the following goals:

- 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.

After adoption of the strategic plan, staff were preparing to form work teams for each of the goals to move forward on implementation strategies and measures/outcomes for each goal. However, COVID-related uncertainty regarding revenues has delayed the formation of workgroups to keep RGS administrative costs down. RGS staff have continued to use the recently adopted 5-Year Strategic Plan to guide our work and priorities moving forward. Staff has implemented several strategies already in progress and will continue on others when administrative resources are available to launch work groups to support implementation strategies.

During the service line leader team-building session held in October 20, Staff noted that while RGS serves traditional forms of local government, such as cities, counties, special districts and JPAs, RGS has begun work with other entities that impact local government agencies such as universities, non-profits, and regional collaboratives. These represent potential new markets for RGS growth. Staff suggested broadening the client definition of Goal 1 by striking local government in both the goal and implementation strategy D (see Strategic Plan revision document in agenda packet for specific changes).

RGS Chair Rogers discussed with Staff the possibility of scheduling a Strategic Plan study session, for the benefit of newer Committee members and to consider updating the Plan. Staff suggest part of this discussion include type of clients served and RGS's evolving market. An in-person meeting is preferable for active discussion and interaction, social distancing and other health protocols followed. Given recent spiking in positive COVID testing, Staff suggested planning begin when pandemic conditions improve.

FISCAL IMPACT

There is no fiscal impact for approving the updates and language change in the strategic plan. There is a fiscal impact for coordinating and conducting the in-person meeting in 2021 to revisit the strategic plan. Costs will be determined based on location selected and the number of members and RGS staff attending.

Introduction

The RGS Strategic Plan maps out the high-level goals and strategies that will guide RGS in achieving its mission over the next five years. As with any strategic plan, no one can know the future and the changes it will bring. However, the Strategic Plan sets intent and direction for the organization in five core areas: outstanding client service; leadership, staffing, and teamwork; financial and risk management; RGS growth; and industry leadership. The Strategic Plan also includes desired outcomes, actions, and milestones to guide RGS work. These outcomes, actions, and milestones will be refined and improved as the organization learns and grows.

Mission Statement

Our mission is to provide quality, innovative, cost-effective services to public agencies.

RGS Values

RGS leadership and team members support and apply these values in every engagement.

Expertise: RGS serves public sector agencies with its team of public sector experts.

Solutions: RGS encourages and develops innovative, sustainable, practical solutions to achieve the right level and right kind of service for each Agency's unique organizational needs.

Perseverance: RGS listens, works with the client, and sticks with it until the client's needs and challenges are met.

Open Source Sharing: RGS tracks emerging best practices, successful strategies, and lessons learned, and shares them freely with other public agencies.

Integrity: RGS pledges to act with honesty, openness, and full transparency to further sustainable, responsive, local governments.

2020 Strategic Goals

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.

If we do the right thing, for the right reasons, we will be successful.
Richard Averett

Implementation Strategies

Strategic 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.

- A. Build a culture of long-term client service and care.
- B. Develop and implement a model for growing existing and new service lines.
- C. Capture and demonstrate the value of the collective wisdom of RGS to help clients strategize for the future of ~~local government~~ service delivery.

Strategic Goal 2 – Leadership, Staffing, and Teamwork

Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.

- A. Improve teamwork and knowledge sharing to strengthen RGS expertise.
- B. Understand internal RGS expertise and capabilities
- C. Develop consulting mindset for customer service, business development, and innovation mindset at all levels.
- D. Prepare and implement a long-term plan to attract, develop, and retain staff and develop sustainable RGS leadership.

Strategic Goal 3 – Financial and Risk Management

Ensure continued financial stability and growth with effective risk management.

- A. Diversify revenue types and sources.
- B. Manage CalPERS, outsourcing, and AB5 issues by applying appropriate service line delivery models, expanding customer communications, and targeting external advocacy.
- C. Evaluate each service line for opportunities, risks, and mitigation and offset strategies.
- D. Streamline and improve administrative functions, financial assessment, and project reporting.

Strategic Goal 4 – RGS Growth

Develop and promote the RGS story, building on core values and strengths that serve local government.

- A. Define and communicate the RGS mission, values, services, and value proposition for clients.
- B. Continuously identify local government service needs and monitor the market to position RGS to provide the highest value client service.

Strategic Goal 5 – Local Government 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.

- A. Demonstrate commitment to the RGS mission and public accountability principles and values; share experiences and facilitate an understanding of effective public policy.
- B. Engage Board and Executive Committee members in innovative initiatives for RGS and local government.
- C. Collaborate with industry associations to support and advance RGS and the collaborative governance model.
- D. Expand JPA membership to support and diversify RGS leadership and to promote the organization.

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-19-20**
FROM: Richard Averett, Executive Director **Item: 6A**
SUBJECT: RGS BOARD MEMBERSHIP – CITRUS HEIGHTS WATER DISTRICT

RECOMMENDATION

Approve Citrus Heights Water District as a Regional Government Services Authority Member Agency, effective immediately, provided the CHWD Board approves membership in RGS at their November 18, 2020 Board meeting.

BACKGROUND

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

Citrus Heights Water District is a water provider established in 1920, serving Sacramento and Placer Counties. The District serves approximately 67,000 customers across a service area of 12.2 miles with a staff of over 30 employees. The District is governed by a body of three elected members on a Board of Directors with an appointed General Manager. Citrus Heights Water District has been a partner agency of RGS since 2016, receiving primarily Human Resources services.

Adding Citrus Heights Water District to the RGS Board will help fulfill goal 2.1 of the RGS Strategic Plan: *Pursue increased Board membership with similar powers as current members and geographic and socio-economic diversity.* CHWD brings Board membership to seven.

FISCAL IMPACT

After one year of membership, CHWD would be eligible to receive the same Member Services reimbursement funds as other Members in good standing. This funding, if approved by the Board or Executive Committee in the annual budget, would be available in FY2022.

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

RECITALS

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

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

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

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

AGREEMENT

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

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

CITRUS HEIGHTS WATER DISTRICT

Dated: _____ By: _____
General Manager

REGIONAL GOVERNMENT SERVICES AUTHORITY

Dated: _____ By: _____
Executive Committee Chair

APPROVED AS TO FORM

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

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-19-2020**
FROM: AD HOC COMMITTEE **Item: 6C**
**SUBJECT: EXECUTIVE DIRECTOR PERFORMANCE GOALS FOR FISCAL YEAR
2021**

RECOMMENDATION

The Ad Hoc committee recommends:

- Approval of Executive Director performance goals for Fiscal Year (FY) 2021.

The Ad Hoc Committee acknowledges the strong performance of the Executive Director during a tumultuous year. Given the realities for many of the member/client organizations that RGS serves, a bonus this year seems untimely, even though Executive Director performance is commended.

BACKGROUND

In May 2020, the Executive Committee had an abbreviated Executive Committee meeting due to COVID-related issues. The selection of an Ad Hoc Committee for the purposes of performance review was moved to the September 2020 Executive Committee meeting agenda.

At the September 2020 meeting, the Executive Committee formed the annual Ad Hoc Committee to review Executive Director performance. In the process adopted by the Executive Committee in November 2019, Ad Hoc Committee composition included the current Chair and former Chair of the Executive Committee. Since the former Chair was no longer a member of the Executive Committee, member Habkirk volunteered to serve in that capacity along with Chair Rogers.

On October 16, 2020, the Ad Hoc Committee met with the RGS Administrative Services Manager to discuss the process for Executive Director performance evaluation and provide information as needed. The Administrative Services Manager provided past performance bonus actions and parameters and last year's performance evaluation and goals for FY 2020.

On November 6, 2020, the Ad Hoc Committee met with the RGS Executive Director and Administrative Services Manager. Ahead of this meeting, the Executive Director provided this year's performance sub-evaluation and goals for FY 2020. The Ad Hoc Committee gave feedback on the performance evaluation and goals. The final Executive Director goals for FY 2021 recommended are:

- A. *Fiscal Sustainability*: Believing that delivering Outstanding Service (Strategic Goal 1) will result in fiscal sustainability, the Executive Director will:
 - a. Increase client revenues to \$15M, primarily by expanding services to CalSAWS, enabling investments in building out new(er) consulting service lines such as economic development, full-service financial services, and administrative services (through teams of payroll, finance and HR consultants).
 - b. Assess COVID-19 impacts on consulting services and develop strategies strengthen services off-site support.

- c. Conduct more outreach to non-CalPERS agencies, both in state and outside of California, including communications with/through municipal professional associations and RGS employees' contacts in Western States.
 - d. Conduct client satisfaction surveys for feedback and response.
 - e. Further develop LinkedIn and/or other social media presence.
- B. Risk Management: To support Strategic Goal 3 (Financial and Risk Management) the Executive Director will:
- a. Conclude winddown of the CalPERS audit of LGS within limited resources already allocated;
 - b. Oversee legal services to resolve existing CalPERS challenges from the CalPERS determination of client common law employment of RGS employees. Protect the RGS business model; and
 - c. Adapt business practices to continue reducing exposure to adverse determinations by moving toward more project-focused, multi-disciplinary team service.
- C. Governance: To support Strategic Goal 5 (Local Government Leadership) the Executive Director will:
- a. Maintain monthly newsletter to approximately 2000 local government professions and regularly update the Board/Executive Committee on RGS activities
 - b. Increase the agency type and geographic diversity of Board Member agencies from the current all cities and mostly Bay Area;
 - c. Encourage Board/Executive Committee involvement in RGS governance, through measures such as asking Executive Committee members to participate in task forces, special projects and RGS-conducted regional and statewide best practices/sharing/education panels; and
 - d. Develop new policies on member training stipend to include broader and exclusive use of RGS services, recognition of Executive Committee service requiring additional Member service beyond that of Board service, and ease of tracking/utilization.
- D. Organizational Sustainability: To support Strategic Goal 4 (RGS Growth) the Executive Director will:
- a. Identify regional and statewide opportunities to engage with local agency decision makers, such as serve on panels, task forces, sponsorship, and service offerings such as the Municipal Dental Pool and the STARS retirement program;
 - b. Define and communicate the RGS mission, values and services to potential clients through participation in existing activities by other organizations (such as trade groups and local/regional chapters) and in creating other activities that promote learning/sharing among decision makers;
 - c. Ensure administrative resources can support growth and configuration of services, such as implement of Professional Services Automation software, and personnel/staffing are skilled, motivated and coordinated to serve our unique business model;

- d. Develop an agency-wide bonus plan for Executive Committee approval that aligns our public service ethic with the RGS business model, while being self-funded and renewable from net retained earnings; and
- e. Propose to the Executive Committee the expansion of RGS ‘market area’ of agencies served and services offered. This would clarify what entities can be served while aligning with the RGS mission, and include consideration of a broader list of non-profits, educational institutions and home-owner associations.

The Ad Hoc Committee reviewed Executive Director performance goals for FY 2021 and sub-evaluation of last year’s goals provided by the Executive Director. They acknowledged the Executive Director’s has led the organization through a tumultuous year, both in responding to COVID and in dealing with legacy issues in the transition and PERS issues. They noted areas of improvement include increased communications with the Board and holding clear goal-setting sessions. However, they did not recommend a performance bonus this year, due to realities facing member and client agencies this year.

FISCAL IMPACT

There is no fiscal impact to the JPA for approving Executive Director goals for FY 2021.

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-19-2020**
FROM: AD HOC COMMITTEE **Item: 6D**
**SUBJECT: EXECUTIVE DIRECTOR AMENDED EMPLOYMENT AGREEMENT
(COMPENSATION INCREASE)**

RECOMMENDATION

The Ad Hoc Committee recommends the following for Executive Committee action:

1. Adjust Executive Director base salary by 2% as a cost of living adjustment.

BACKGROUND

In May 2020, the Executive Committee had an abbreviated Executive Committee meeting due to COVID-related issues. The selection of an Ad Hoc Committee for the purposes of compensation review was moved to the September 2020 Executive Committee meeting agenda.

At the September 2020 meeting, the Executive Committee formed the annual Ad Hoc Committee to review Executive Director compensation. Chair Rogers and Chair Habkirk were identified as Ad Hoc Committee members.

On October 16, 2020, the Ad Hoc Committee met with the RGS Administrative Services Manager to discuss the process for Executive Director compensation review and provide information as needed. The Administrative Services Manager provided past compensation actions.

On November 6, 2020, the Ad Hoc Committee met with the RGS Executive Director and Administrative Services Manager. It was noted that the compensation methodology and salary study, that had been awarded to a vendor selected earlier this year, was currently on hold until mid-fiscal year, based on financial performance. So, currently, there was no salary study to aid decisions around annual compensation.

The Ad Hoc Committee recommends bifurcating the salary increase amount. They would recommend an immediate cost of living increase now. Then, they would make additional recommendations to consider conducting a mid-year review after the selected vendor completes the compensation methodology and salary study.

FISCAL IMPACT

The fiscal impact to the JPA is the CPI increase of 2% to the Executive Director's compensation. The Executive Director's current annual compensation is \$211,908.48. A 2% increase would be \$4238.17, bringing annual compensation up to \$216,146.65.

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-19-2020**
FROM: AD HOC COMMITTEE **Item: 6E**
**SUBJECT: MID-YEAR REVIEW TO CONSIDER ADJUSTMENT OF EXECUTIVE
DIRECTOR COMPENSATION**

RECOMMENDATION

The Ad Hoc Committee makes the following recommendations for Executive Committee action:

1. Proceed with Executive Director compensation methodology and study in early 2021.
2. Commit to review a potential mid-year compensation adjustment based on results of the compensation study, rather than holding until next year's compensation and performance review in November 2021.

BACKGROUND

In November 2019, the Executive Committee approved the recommendations of the Ad Hoc Committee to engage the services of an outside firm to develop a new compensation methodology and comparison study for Ad Hoc Committee consideration for the tri-annual study. RGS frequently performs these services for its clients, so the Ad Hoc committee wanted an outside vendor's independence.

On May 5, 2020, the Ad Hoc Committee recommended postponing this study until mid-year, based on financial performance. Koff and Associates, the selected vendor, indicated that they would honor their proposal later in this fiscal year when we are ready to proceed.

At the September 2020 meeting, the Executive Committee formed the annual Ad Hoc Committee to review Executive Director compensation. Chair Rogers and Chair Habkirk were identified as Ad Hoc Committee members. Additionally, the Ad Hoc Committee was authorized to direct staff to move forward with the third-party vendor to proceed with a compensation methodology and to prepare an Executive Director compensation based on mid-year financial performance.

On September 11, 2019, the Ad Hoc Committee met with the RGS Executive Director and Administrative Services Manager to discuss compensation. Based on this meeting, the Ad Hoc Committee recommend a 2% cost of living adjustment to the Executive Director's compensation.

The Ad Hoc Committee also proposed the Executive Committee commit to reviewing and potentially doing a mid-year adjustment based on the results of the vendor methodology and survey rather than holding until his next annual compensation review in November 2021. The Committee members felt a market salary survey was appropriate and critical to get a benchmark to determine the appropriate compensation for this executive position.

FISCAL IMPACT

The fiscal impact to the JPA is the search for and work done by an external firm to help the JPA establish a new Executive Director compensation methodology, as well as if there are any compensation actions taken during a potential mid-year compensation review.