

## RGS BOARD AGENDA

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

### REGULAR MEETING

August 15, 2019

1:00 p.m.

via teleconference

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

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

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

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

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

#### 1. CALL TO ORDER / ROLL CALL

A. Election of Officers

Action

#### 2. PUBLIC COMMENT

Each speaker is limited to two minutes. If you are addressing the Board on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board 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 Board, staff or public request specific items to be removed for separate action.

A. Approval of **February 21, 2019** Minutes

Action

#### 4. TREASURER'S REPORT - None

#### 5. OLD BUSINESS - None

#### 6. NEW BUSINESS

A. Appointment of Dan Buckshi to Serve on Executive Committee

Action

#### 7. EXECUTIVE DIRECTOR AND MEMBER REPORTS

A. Executive Director:

B. Members:

Information  
Information

#### 8. ADJOURN

### Next Regular Meeting February 2020

#### Americans with Disabilities Act

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

**TO:** BOARD OF DIRECTORS  
**FROM:** RICHARD H. AVERETT, Executive Director  
**SUBJECT: ELECTION OF OFFICERS**

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

**RECOMMENDATION**

Hold election for officers.

**BACKGROUND**

An election is necessary to fill the vacant Chair position on the RGS Board of Directors, brought about by the City of Walnut Creek's Board representative leaving City employment. Fran Robustelli was RGS Board Chair.

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

**FISCAL IMPACT**

There is no fiscal impact of holding the elections.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
BOARD OF DIRECTORS MINUTES  
FEBRUARY 21, 2019**

The Regional Government Services Authority held a regular meeting of the Board of Directors on February 21, 2019 at Larkspur City Hall Council Chambers. The meeting was called to order at 1:13 p.m.

**1. CALL TO ORDER**

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

Other Attendees: Richard Averett, Executive Director  
Sophia Selivanoff, Deputy Executive Director for Client Services  
Sky Woodruff, Agency General Counsel  
Peter McNamara, Keenan & Associates

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

A. Approval of **November 15, 2018** Minutes

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

**AYES:** Robustelli, Rogers, Carter, Schwarz

**NOES:** None

**ABSTAIN:** None

**4. TREASURER’S REPORT - None**

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

A. Appointment of Michael McHatten to Serve on Executive Committee

Executive Director Averett noted that Mr. McHatten is familiar with RGS services, both as a direct client in his role as City Manager and Board President of the SVBGSA.

**Action:** Moved and seconded (Schwarz/Rogers) to appoint Michael McHatten to serve on Executive Committee.

**AYES:** Robustelli, Rogers, Carter, Schwarz

**NOES:** None

**ABSTAIN:** None

B. Receive Resignation of Troy Brown from Executive Committee

Executive Director Averett noted that Mr. Brown’s other commitments have precluded his full involvement to the degree he would want.

C. Approval of Salary Schedule Update

Executive Director Averett stated that this update is required, and that the updates were to add the Deputy CEO and to increase the upper range for several positions at the lower end of the pay schedules. After discussion of the changes, Board Members noted the lower range for Interns was too low based on their experience and thought \$15 per hour was a more appropriate minimum.

**Action:** Moved and seconded (Rogers/Carter) approve Salary Schedule update with the Intern position’s lower range increased from \$12 to \$15 per hour.

**AYES:** Robustelli, Rogers, Carter, Schwarz

**NOES:** None

**ABSTAIN:** None

**7. EXECUTIVE DIRECTOR AND MEMBER REPORTS**

- A. Executive Director: none
- B. Members: none

**8. ADJOURNMENT** - The meeting adjourned at 1:21 p.m. The next regular meeting date is scheduled for September 10, 2019, location TBD.

**TO:** BOARD OF DIRECTORS **BOD Meeting: 8-15-19**  
**FROM:** RICHARD H. AVERETT, Executive Director **Item: 6A**  
**SUBJECT: APPOINTMENT OF NEW EXECUTIVE COMMITTEE MEMBER**

**RECOMMENDATION**

Approval of appointment of Dan Buckshi as a Regional Government Services Authority Executive Committee Member, effective August 15, 2019.

**BACKGROUND**

The Amended and Restated Joint Powers Agreement authorizes the Board of Directors to select new members to the JPA Executive Committee. Members of the Executive Committee may, but need not be, members of the Board of Directors. The Board seeks Executive Committee members with different skills, perspectives and knowledge of the diverse needs of the public sector.

Dan has held the City Manager position at the City of Walnut Creek since August 2017 and replaced Fran Robustelli as the City's representative on the RGS Board. Prior to joining Walnut Creek, Dan was the Chief Administrative Officer of San Luis Obispo County.

Walnut Creek has been a member agency of RGS since October 2011 and has also utilized RGS services for a number of years.

**FISCAL IMPACT**

There is a minor fiscal impact of approving this appointment, anticipating travel reimbursement costs for Mr. Buckshi to attend Executive Committee meetings.