

## RGS BOARD AGENDA

*Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting.*

**SPECIAL MEETING**  
**September 21, 2023**  
**1:00 p.m.**

**via Teleconference**

**Citrus Heights Water District**, Building A, General Manager's Office, 6230 Sylvan Rd, Citrus Heights, CA 95610  
**Larkspur City Hall**, City Manager's Office, 400 Magnolia Ave, Larkspur, CA 94939  
**Napa City Hall**, City Manager's Office Blue Room, 955 School St, Napa, CA 94559  
**Yountville Town Hall**, Finance Director's Office, 6550 Yount Street, Yountville, CA 94599

The public may attend in person at any of the posted locations, or via RingCentral using the following link:  
<https://v.ringcentral.com/join/466153420>, or by calling 1-650-419-1505 and entering the meeting ID#: 466153420

### 1. CALL TO ORDER / ROLL CALL

### 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 **May 18 and 19, 2023 Minutes**

*Action*

### 4. TREASURER'S REPORT - None

### 5. OLD BUSINESS - None

### 6. NEW BUSINESS

A. Appointment of Executive Committee Member

*Action*

B. Approval of **Resolution RGSBOD2023-04** Ratifying Executive Director/CFO Debt Signing Authority

*Action*

### 7. EXECUTIVE DIRECTOR AND MEMBER REPORTS

A. Executive Director:

*Information*

B. Members:

*Information*

### 8. ADJOURN

**The next Regular Meeting will take place via teleconference on **February 15, 2024****

#### **Americans with Disabilities Act**

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

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
BOARD OF DIRECTORS MINUTES  
MAY 18, 2023**

The Regional Government Services Authority held a regular meeting of the Board of Directors on May 18, 2023 in Monterey at the Monterey Plaza Hotel & Spa. The meeting was called to order at 3:05 p.m.

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

Members Present: Hilary Straus, Chair  
Liz Habkirk, Vice Chair  
Julie Baldia, Member  
Dan Buckshi, Member  
Megan Hunter, Member  
Dan Schwarz, Member  
Linda Smith, Member

Members Absent: None

Other Attendees: Sophia Selivanoff, Acting Executive Director  
Rich Oppenheim, Administrative Services Manager  
Gina Schuchard, Interim Deputy CFO (via teleconference)  
Lindsay Rice, Accounting Manager (via teleconference)  
Deona Knight, HR Manager  
Chris Paxton, Senior Human Resources Advisor  
Carrie Rogers, Senior Advisor, Economic Development  
Richard Blut, Lead Advisor, NeoGov  
Tiffany Buraglio, Executive Assistant  
Sky Woodruff, Authority Counsel

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

A. Election of Officers

**Action:** Moved and seconded (Schwarz/Buckshi) to nominate Liz Habkirk as Board of Directors Chair

**AYES:** Straus, Habkirk, Baldia, Buckshi, Schwarz, Smith

**NOES:** None

**ABSTAIN:** None

**Action:** Moved and seconded (Habkirk/Smith) to nominate Dan Schwarz as Board of Directors Vice Chair

**AYES:** Straus, Habkirk, Baldia, Buckshi, Schwarz, Smith

**NOES:** None

**ABSTAIN:** None

**2. PUBLIC COMMENT - None**

**3. APPROVAL OF CONSENT AGENDA**

A. Approval of **February 16, 2023** Minutes

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

**AYES:** Straus, Habkirk, Baldia, Buckshi, Schwarz, Smith

**NOES:** None

**ABSTAIN:** None

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

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

- A. Appointment of Executive Committee Members.  
**Action:** Moved and seconded (Buckshi/Straus) to appoint all current Board members to the Executive Committee and appoint Member Megan Hunter to the Executive Committee.  
**AYES:** Straus, Habkirk, Baldia, Buckshi, Schwarz, Smith  
**NOES:** None  
**ABSTAIN:** None

**3:11pm Glenn Lazof joined the meeting**

- B. Approval of FY24 Proposed Budget.  
 Interim Deputy CFO Schuchard detailed the current fiscal year revenue was projected to be less than budgeted, primarily due to CalSAWS staffing transitioning from the implementation phase to a maintenance phase. FY23 was also saw investments in technology and service lines. The budget for FY24 shows an increase in employee benefits, conference and outreach expenditures, and litigation and legal fees.

A definition of Employee Expense Allowances was requested and Acting Executive Director Selivanoff defined the line item as allowances for employees to provide their own equipment and internet connectivity to perform RGS work. An inquiry was made about how the travel reimbursement line item compared to pre-pandemic levels. Interim Deputy CFO Schuchard explained the item had increased over the last year, but did not have figures as comparison to pre-pandemic numbers and noted they would be researched and provided.

- Action:** Moved and seconded (Smith/Schwarz) to approve FY24 Budget.  
**AYES:** Straus, Habkirk, Baldia, Buckshi, Schwarz, Smith  
**NOES:** None  
**ABSTAIN:** None

- C. Adoption of Resolution **RGSBOD2023-03** to Delegate Appointment of Finance Director  
 Board Chair Habkirk explained the resolution was initiated so the Executive Committee could take both actions of appointing to the Executive Director and Finance Director positions at the same time.  
**Action:** Moved and seconded (Schwarz/Buckshi) to adopt Resolution **RGSBOD2023-03** to delegate appointment of Finance Director to the RGS Executive Committee.  
**AYES:** Straus, Habkirk, Baldia, Buckshi, Schwarz, Smith  
**NOES:** None  
**ABSTAIN:** None

**3:21pm Member Hunter joined the meeting**

**3:22pm Kay Randolph-Pollard joined the meeting**

**3:23pm Ashley Metzger and Kelly Bagley joined the meeting**

- D. Approval of Pay Schedule  
 Human Resources Manager Knight noted the current pay schedule was adopted by RGS in 2019 and the agency has grown considerably since that time. The categories were created so they are broad enough to attract new candidates. A newly adopted pay schedule will be posted on the agency website.

It was asked what Cost of Living index was used to create the pay scale. Human Resources Manager Knight stated a labor market drawn from the Bay Area was used. It was also explained that no employees would have their current pay changed based on the new pay scale. A question was also raised about how the new pay scale would impact rates charged to clients and Acting Executive Director Selivanoff stated there would be no change to billable rates currently, but that

the current range adjustment was to give employees an idea of where they fall within their pay scale and an idea of what future pay rates could be. It was also asked how the new RGS rate scale compared to competitors. Acting Executive Director Selivanoff noted that traditionally consulting firms are private companies and have higher pricing than RGS

**Action:** Moved and seconded (Schwarz/Buckshi) to approve pay scale.

**AYES:** Straus, Habkirk, Baldia, Buckshi, Hunter, Schwarz, Smith

**NOES:** None

**ABSTAIN:** None

**7. EXECUTIVE DIRECTOR AND MEMBER REPORTS**

A. Executive Director: None

B. Members: None

**8. ADJOURNMENT** - The meeting adjourned at 3:28 p.m. The next regular meeting date is scheduled for February 15, 2024.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
BOARD OF DIRECTORS MINUTES  
MAY 19, 2023**

The Regional Government Services Authority held a regular meeting of the Board of Directors on May 19, 2023 in Monterey at the Monterey Plaza Hotel & Spa. The meeting was called to order at 8:35 a.m.

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

Members Present: Liz Habkirk, Chair  
Dan Schwarz, Vice Chair  
Julie Baldia, Member  
Dan Buckshi, Member  
Linda Smith, Member  
Hilary Straus, Member

Members Absent: Megan Hunter, Member

Other Attendees: Sophia Selivanoff, Acting Executive Director  
Rich Oppenheim, Administrative Services Manager  
Deona Knight, HR Manager  
Chris Paxton, Senior Human Resources Advisor  
Josh Metz, Lead Advisor, Economic Development  
Ashley Metzger, Senior Advisor, Communications and Engagement  
Carrie Rogers, Senior Advisor, Economic Development  
Annie Chin, Lead Advisor, Disability and Leave Management  
Bobbi Bennett, Lead Advisor, Human Resources  
Glenn Lazof, Lead Advisor, Finance  
Kay Randolph-Pollard, Lead Advisor, Recruitment  
Steve Flint, Lead Advisor, Planning  
Patty Howard, Lead Advisor, Classification & Compensation  
Chris Sliz, Lead Advisor, Operational Development  
Richard Blut, Lead Advisor, NeoGov  
Tiffany Buraglio, Executive Assistant

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

**2. PUBLIC COMMENT - None**

**3. WORKSHOP**

**8:36 a.m. Recess to Workshop**

Strategic Planning Values and Vision - A facilitated workshop for Board and staff to review and confirm the values and vision that guide RGS. Discussion will provide direction for updating strategic priorities and possible updates to RGS' strategic plan and goals.

**11:48 a.m. Reconvene to Open Meeting**

**4. CONVENE OPEN MEETING**

**5. ADJOURNMENT - The meeting adjourned at 11:49 a.m. The next regular meeting date is scheduled for February 15, 2024.**

**TO:** BOARD OF DIRECTORS **BOD Meeting: 09-21-2023**  
**FROM:** SOPHIA SELIVANOFF, Executive Director **Item: 6A**  
**SUBJECT: APPOINTMENT OF NEW EXECUTIVE COMMITTEE MEMBER**

**RECOMMENDATION**

Approval of appointment of Brad Raulston to the Regional Government Services Authority Executive Committee, effective immediately.

**BACKGROUND**

The Amended and Restated Joint Powers Agreement authorizes the Board of Directors to appoint JPA Executive Committee members. Members of the 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.

Brad Raulston was appointed Town Manager of Yountville in June 2023, thereby becoming the Town's representative on the RGS Board according to the JPA Agreement. Mr. Raulston's role as RGS Board representative replaces Interim CM Julie Baldia who began serving as an Alternate Member in March 2023 after the retirement of Steve Rogers, Yountville Town Manager and RGS Board and Executive Committee member since 2010. Ms. Baldia has recently retired and has not requested continued service on the Executive Committee; therefore, Mr. Raulston's appointment to the Executive Committee would replace Ms. Baldia on the RGS Executive Committee.

Mr. Raulston has named Celia King, Finance Director at the Town, as Alternate Member on both the RGS Board of Directors and Executive Committee.

Prior to joining Yountville, Mr. Raulston worked at National City in San Diego County for 16 years, with the last four in the position of City Manager. Prior to his tenure with National City, Mr. Raulston worked in the private sector with land use and development companies in the San Diego area.

**FISCAL IMPACT**

There is no fiscal impact of approving this replacement appointment.

**TO:** BOARD OF DIRECTORS **BOD Meeting: 09-21-2023**  
**FROM:** GINA SCHUCHARD, Deputy CFO **Item: 6B**  
**SUBJECT: RATIFYING EXECUTIVE DIRECTOR/CFO DEBT SIGNING AUTHORITY**

**RECOMMENDATION**

Approve the resolution **RGSBOD2023-04** ratifying the Executive Director/Chief Financial Officer's debt signing authority.

**PURPOSE**

In August 2023, RGS obtained a Line of Credit and entered into a new banking relationship with Five Star Bank (FSB). The Line of Credit will be used to support potential cash requirements as RGS pays down the California Joint Powers Insurance Authority obligation of \$1.5 million over the next three years. In order to complete the Line of Credit documentation, FSB requested a letter signed by the Board Chair empowering the Executive Director/Chief Financial Officer to execute agreements on RGS's behalf.

The authority of the Executive Director/Chief Financial Officer to enter into agreements to incur debts, liabilities, or obligations is not specifically designated in the Amended and Restated Joint Powers Agreement creating the Regional Government Services Authority. Staff is recommending a resolution ratifying the Director's debt signing authority on behalf of the organization with Five Star Bank.

**FISCAL IMPACT**

No fiscal impact resulting from approving this policy.

**RESOLUTION NO. RGSBOD2023-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF REGIONAL GOVERNMENT SERVICES AUTHORITY RATIFYING THE SIGNING AUTHORITY OF THE EXECUTIVE DIRECTOR/CHIEF FINANCIAL OFFICER**

WHEREAS, pursuant to Government Code section 6505.6, Regional Government Services Authority (“RGS”) may appoint one of its officers or employees to serve as treasurer and auditor; and

WHEREAS, Section 12 of the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority (“Agreement”) provides that the Board of Directors (“Board”) has the power to appoint a Finance Director for RGS, who shall also serve as Auditor, Controller, and Treasurer; and

WHEREAS, per Resolution BOD2023-03 and Resolution EC2023-02, Sophia Selivanoff was appointed Finance Director, Auditor Controller, and Treasurer with the official title of Executive Director/Chief Financial Officer of Regional Government Services Authority; and

WHEREAS, per Article II; Section 3, the Agreement provides that all voting power resides with the Board of Directors;

WHEREAS, Article I; Section 4 of the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority (“Agreement”) provides that RGS shall have the power to do any of the following in its own name:

- a) To exercise the common powers of its Members in providing services for the operation of a public agency or other entity , including related and incidental services.
- b) To make, assume and enter into contracts, including contracts with its Members, associate members, partner agencies, consultants and vendors.
- c) To negotiate contracts with represented and unrepresented employees.
- d) To maintain, assume and employe such agents, employees, consultants, and other persons as it deems necessary to accomplish its purpose.
- e) To lease, acquire, hold and dispose of property of any kind.
- f) To invest surplus funds.
- g) To incur debts, liabilities, or obligations.
- h) To sue and be sued in its own name.
- i) To apply for grants, loans, or other assistance from persons, firms, corporations, and /or governmental entities.
- j) To prepare and support legislation related to the purposes of this Agreement.
- k) To collect payments and fees for services, as relevant law may allow.
- l) To purchase insurance or to self-insure.
- m) To enter into joint powers agreements with other public agencies when necessary or beneficial for RGS to carry out its mission.
- n) To adopt rules, regulations, policies, by laws and procedures governing its operation



WHEREAS, the Board of Directors agree to ratify the signing authority pertaining to (g) of Article I; Section 4 empowering the Executive Director/Chief Financial Officer to incur debts, liabilities, or obligations associated with Five Star Bank; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF REGIONAL GOVERNMENT SERVICES AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Board ratifies the signing authority of the Executive Director/Chief Financial Officer and is empowered to execute agreements on its behalf to incur debts, liabilities, or obligations associated with RGS accounts at Five Star Bank.

Section 2. This Resolution will be effective immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of Regional Government Services Authority, this 21<sup>th</sup> day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Elizabeth Habkirk,  
Chair, RGS Board of Directors

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Tiffany Buraglio  
Authority Clerk