

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
September 21, 2023**

The Regional Government Services Authority held a regular meeting of the Executive Committee on September 21, 2023 via teleconference. The meeting was called to order at 1:29 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Hilary Straus, Vice Chair
Liz Habkirk, Member
Linda Smith, Member
Celia King, Alternate Member
Megan Hunter, Member attending in a non-voting capacity; non-posted location

Members Absent: Dan Buckshi, Chair
Dan Schwarz, Member

Other Attendees: Sophia Selivanoff, Executive Director
Rich Oppenheim, Administrative Services Manager
Gina Schuchard, Interim Deputy CFO
Lindsay Rice, Accounting Manager
Deona Knight, HR Manager
Tiffany Buraglio, Executive Assistant
Sky Woodruff Authority Counsel

1. CALL TO ORDER / ROLL CALL

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

Staff requested item 3G be pulled from the consent agenda for discussion

- A. Approval of **May 18, 2023** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made April through August 2023
- D. Approval of Investments Report through August 2023
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- H. Receive and File Agency Bonus Awards Update

G. Receive and File Strategic Plan Update

Administrative Services Manager Oppenheim gave a brief presentation reviewing the Strategic Plan Values and Visions which were created at the May workshop as well as actions taken to make progress towards achieving those.

Members were interested in knowing how staff were planning to measure and advance the new values, particularly those which are difficult to quantify such as caring public service. Executive Director Selivanoff noted that the JPA does not have a toolkit in place right now to track, measure and report specific data right now, but a vision for that process will be covered in the closed session discussion at today's meeting. Administrative Services Manager Oppenheim clarified that the Values are more how staff implements the main 5 Goals and Objectives of the Strategic Plan, as opposed to being goals themselves.

Members were also interested in knowing how progress towards achieving the values and visions would be tracked and communicated back to the Executive Committee. Administrative Services Manager Oppenheim stated that he was seeking feedback on what the committee wanted and how they wanted to be presented with strategic plan updates. Members expressed wanting updates no

more frequently than on a quarterly basis and were not interested in seeing repeat updates which had not changed, but items which demonstrate progress. Direct email updates were suggested as a delivery method for updates. Offers were made to share strategic plan updates used by member agencies as possible templates. Some agencies' Strategic Plan annual updates serve to both review the past year as well as provide a preview for the upcoming year.

Action: Moved and seconded (Habkirk/King) to approve the Consent Agenda.
AYES: Straus, Habkirk, Smith, King
NOES: None
ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Preliminary FYTD Financial Reports & Business Development through June 2023
This is an informational item only. No action was taken.

Accounting Manager Rice reviewed the JPA's financial performance stating that net income over the fiscal year was \$510,840 on \$23.5 million in revenue. Revenue data was provided by service line as well as data detailing current levels of travel expenses compared to pre-COVID levels; a comparison which was requested by the committee at the May meeting. Members expressed their thanks for the follow-up on the travel expense detail.

A question was asked of Executive Director Selivanoff: is there were any major deviations in revenue line items that she felt the committee should be made aware of? Executive Director Selivanoff replied that she did not think so. She expanded on the details provided regarding the costs and revenue associated with the implementation phase of the CalSAWS project. She noted that although it could be interpreted that the CalSAWS book of business would be winding down in the near future, she projects there will be ongoing work with the project and RGS will always have a role to play in that work. An additional question asked if CalSAWS expenses were reimbursable by the client and Executive Director Selivanoff stated they absolutely were reimbursable.

5. OLD BUSINESS - None

6. NEW BUSINESS

- A. Approval of Write-Off and Remote Work Policies

Executive Director Selivanoff noted that while the JPA is in the process of revising several comprehensive policy and procedure packets, there were circumstances which made it necessary to bring two new policies to the committee.

Interim Deputy CFO Schuchard outlined the parameters of the Write-Off Policy and Executive Director Selivanoff added that the JPA does not have a frequent amount of uncollectable debt, but there also is no existing policy to deal with situations should they occur. Members expressed a desire to have updated policies with consistent levels of uniform authority for the Executive Director across all situations: expenditures, write-offs, settlements, etc. Executive Director Selivanoff agreed that although current JPA policy is not precise on defining levels of authority, it would be a good idea to incorporate that consistency when revising current policies.

Human Resources Manager Knight spoke to the timeliness of solidifying a Remote Work Policy because in order to fulfill the Department of Homeland Security I-9 verification requirement in a virtual manner, a formalized Remote Work Policy is necessary to utilize the DHS E-Verify system. Having such a policy also supports references to remote work which exist in other current policies. Executive Director Selivanoff added that there is a significant financial benefit to being able to perform the I-9 verification virtually.

Action: Moved and seconded (Smith/King) to approve Write-Off and Remote Work policies.
AYES: Straus, Habkirk, Smith, King
NOES: None
ABSTAIN: None

2:16 p.m. Recess to Closed Session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Ad Hoc Committee: Executive Committee Chair Buckshi and Immediate Past Executive Committee Chair Habkirk

Unrepresented employee: Executive Director

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9(d)(1))

Names of Cases: Abid-Cummings et al. v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003798

Breeze v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003799

Dowswell v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-8000800

Sandhu v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003801

Souza et al. v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003802

3:05 p.m. Reconvene Meeting

Report Out of Closed Session

The Executive Committee Chair noted that no reportable action was taken in closed session.

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: none

B. Members: none

8. ADJOURN – The meeting adjourned at 5:06 p.m. The next regular meeting is scheduled for November 16, 2023, via teleconference.