

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
NOVEMBER 19, 2015**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 19, 2015 at Yountville Community Hall Art Room. The meeting was called to order at 10:27 a.m.

1. CALL TO ORDER

Members Present: Ken Nordhoff, Chair
Dan Schwarz, Vice-Chair
Julie Carter, Alternate Member
Steve Rogers, Member
Members Absent: Mike Garvey, Member
Other Attendees: Richard Averett, Executive Director
Jennifer Bower, Director of Administrative Services

2. PUBLIC COMMENT – None.

3. APPROVAL OF CONSENT AGENDA

Item 3F was pulled by the Vice Chair so he could abstain from voting on an item affecting his agency.

- A. Approval of **August 27, 2015** Minutes
- B. Approval of Payments and Deposits made July 2015 through September 2015
- C. Approval of Investments Report through September 2015
- D. Approval of Regularly Scheduled Meetings Calendar
- E. Acceptance of RGS Position Listings
- G. Approval of RGS Template Agreements by Executive Director
Action: Moved and seconded (Rogers/Carter) to approve consent agenda items A-E and G.
AYES: Nordhoff, Schwarz, Carter, Rogers
NOES: None
ABSTAIN: None
- F. Approval of Management Services Agreements
Action: Moved and seconded (Rogers/Carter) to approve consent agenda item.
AYES: Nordhoff, Carter, Rogers
NOES: None
ABSTAIN: Schwarz

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2015
Executive Director Averett reviewed financial performance, noting that preliminary net gain is \$228,844 and the reported net equity is slightly understated compared to the FY2015 audited financial statements by the amount of the audit adjustments primarily for over-accrual of vacation leave. This is an information item and no action was taken.
- B. Approval of Independently Audited FY2015 Audited Financial Statements
Executive Director Averett reviewed the audited financial statements and noted that net negative loss of \$227,006 due to an additional member contribution to insurance reserves (MSA). Net equity was \$741,810. All previous auditor comments have been successfully addressed.
Action: Moved and seconded (Schwarz/Rogers) to approve Independently Audited FY2015 Audited Financial Statements
AYES: Nordhoff, Schwarz, Carter, Rogers
NOES: None
ABSTAIN: None

5. OLD BUSINESS

A. Approval of Training Funds Policy Update

Discussed and referred to staff for development of guidelines for use and funding levels. Spending with RGS is a priority, including such RGS services as: team building; facilitation; include the BES-replacement training offered by Stanford and Berkeley; professional development; address rollover of unused funds. All funding should incorporate promotion of RGS services.

This item was continued to a future meeting.

B. Approval of RGS Five-Year Goals

Discussion and amendment of Goals as presented. Provide Committee with yearly updates (at November meeting).

Recessed for lunch at 11:30 a.m.

Reconvened at 1:19 p.m.

Action: Moved and seconded (Schwarz/Rogers) to approve RGS Five-Year Goals as amended, and return to the Committee for review at the next regular meeting.

AYES: Nordhoff, Schwarz, Carter, Rogers

NOES: None

ABSTAIN: None

Recess to Closed Session 1:50 p.m.

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): One potential case.

Reconvene Regular Meeting 3:30 p.m.

C. Report from Closed Session

The Chair reported that no action was taken. Direction was provided and awaiting follow-up report.

6. NEW BUSINESS

A. Approve Ad Hoc Compensation Committee Decisions

Discussion. For future meetings, the Chair and Vice-Chair will review performance and serve as the Executive Director Compensation Committee, a Standing Committee. Place this item on the May meeting calendar.

Action: Moved and seconded (Carter/Schwarz) to approve Ad Hoc Compensation Committee Decisions

AYES: Nordhoff, Schwarz, Carter, Rogers

NOES: None

ABSTAIN: None

7. EXECUTIVE DIRECTOR, COMMITTEE, MSA AND MEMBER REPORTS

A. Executive Director: future study session topics, such as contracting and subcontracting guidelines, to be addressed in study session retreat in the Fall (November, Thursday/Friday) rather than springtime. Potential topics include enhancing and protecting the organizational structure and business model; building on MSA model; marketing the agencies.

B. MSA: updates on MIC will be provided in MSA meetings.

C. Finance Committee: future Finance Committee activity will be assumed by Executive Committee until more Executive Committee/Board members warrant reactivation of the Finance Committee.

D. Members: none.

8. ADJOURNMENT – The meeting adjourned at 3:48 p.m. The next regular meeting is scheduled for February 18, 2016 at 1:00 p.m. in Dublin.