

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
NOVEMBER 17, 2016**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 17, 2016 at the Yountville Community Center Art Room. The meeting was called to order at 10:10 a.m.

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

Members Present: Ken Nordhoff, Chair  
Dan Schwarz, Vice-Chair  
Steve Rogers, Member  
Julie Carter, Alternate Member

Members Absent: Michael Garvey, Member

Other Attendees: Richard Averett, Executive Director  
Jennifer Bower, Director of Administrative Services  
Kendall Flint, Director of Outreach & Communication  
Jeff Kise, Finance & Operations Manager  
Mark Moses, Director of Finance Services  
Sophia Selivanoff, Director of HR Services  
Fran Robustelli, Walnut Creek ACM

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

- A. Approval of **September 15, 2016** Minutes
  - B. Approval of RGS Position Listings
  - C. Approval of Regularly Scheduled Meetings Calendar
  - D. Approval of Payments and Deposits made September 2016 through October 2016
  - E. Approval of Investments Report through September 2016
  - F. Approval of Management Services Agreements
- Action:** Moved and seconded (Rogers/Carter) to approve consent agenda.  
**AYES:** Nordhoff, Schwarz, Rogers, Carter  
**NOES:** None  
**ABSTAIN:** None

**4. TREASURER'S REPORT**

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2016  
Executive Director Averett reviewed the preliminary year-to-date financial reports, noting that the loss year to date is \$112,000 – worse than expected. The loss is attributable to the CalPERS audit of LGS and its impact on our largest client. Therefore, cost control measures are being implemented to slow the trajectory, giving RGS time to grow revenues. The Mobile Commuting Devise reimbursements, scheduled to be available next month, will be suspended until financial performance improves.
- B. Approval of Independently Audited FY2016 Audited Financial Statements  
Financial performance for last year was on target, with a net \$41,000 gain, after making an additional \$200,000 contribution to insurance reserves, and net equity of \$783,000.  
**Action:** Moved and seconded (Rogers/Schwarz) to approve Audited FY2016 Financial Statements.  
**AYES:** Nordhoff, Schwarz, Rogers, Carter  
**NOES:** None  
**ABSTAIN:** None

## 5. OLD BUSINESS

**Recess to Closed Session** 10:18 a.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** 10:45 a.m.

- A. Report from Closed Session – The Chair reported that no action was taken.

## 6. NEW BUSINESS

- A. Approval of Auditor RFP and Authorization to Issue RFP  
**Action:** Moved and seconded (Rogers/Carter) to approve Auditor RFP and Authorization to Issue RFP.  
**AYES:** Nordhoff, Schwarz, Rogers, Carter  
**NOES:** None  
**ABSTAIN:** None

## 7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

- A. Executive Director: Reminder of mobile computing device reimbursement suspension.
- B. Members: When possible, schedule closed sessions at the end of business; the Chair is retiring at the end of the year and was congratulated for contributions to the JPA over the years.

## 8. RECESS TO STUDY SESSION 10:47 a.m.

**Adjourn for lunch** 11:30 a.m.

**Reconvene to Study Session** 1:39 p.m.

Overview of study session purpose: presenting areas of work that support RGS' mission to serve local agencies cost-effectively and financially sustainably. An important factor in doing this is to manage and reduce risks; these programs strengthen the claim that RGS is the common law employer.

- A. Presentation regarding RGS education efforts related to StanCOG Measure L, SLOCOG Measure J and HCAG Measure U.
  1. Support for education efforts on behalf of partner agencies.
  2. Requested a policy be developed that clearly reinforces the JPA's core values for support of education but not advocacy in terms of future outreach and/or ballot efforts.
- B. Overview of Communications Services
  1. Support for RGS services for education and community involvement but not for advocacy.
  2. Staff will vet potential education efforts/programs with Executive Director to ensure that they are not in conflict with RGS values.
  3. Strategic Planning: Overview of RGS Strategic Planning and Facilitation Services.
- C. HR Service Model: Value of needs assessments, team approach, risk management.
- D. Financial Services: Assessments, service evolution, internal controls.
- E. Payroll Services: Developing to meet smaller agencies need for backup, implementation of complex regulations and MOUs. Difficult to scale and therefore difficult to get adequate ROI.
- F. Training Program: Objectives, development, success to-date. Possibly create video of services.
- G. GIS Mapping: Identifying agencies sending trainees, matching with location of academies, past and present clients, and future academy sites.
- H. Relationship Management Software: Objectives, functionality and use.

- I. RGS Marketing and Outreach: Remove perception that LGS is offering services to new clients. Now that we offer so many and varied services, we need 30-second elevator speech about RGS services.
- J. Public Safety Support Services Model: New program under development; experienced personnel in police, fire, public safety support services, policies. Market to risk pools.
- K. Building Alliances: Using Tracker software to reach out to other JPAs; identifying common needs and next steps.

Additional feedback: In the future, an organizational chart of Administrative positions, functions. Develop a strategic plan using an outside facilitator. Communicate more with Board/Executive Committee regarding new programs, development of programs, so the Board/Executive Committee are up to date/aware of and can give timely feedback.

**Recess study session 5:12 p.m.**

**Reconvene study session Friday 11/18/2016 8:58 a.m.**

Agency Goals:

- A. Develop a formal 5-year Strategic Plan for RGS using an outside facilitator: mission, values, goals with timelines and assignments.
- B. Increase membership to seven agencies by 2018.
  - 1. Pursue existing goal of members with powers similar to RGS and geographic diversity;
  - 2. Clearly define membership benefits and be able to articulate to prospective members;
  - 3. Explore subscription/associate membership, associate member benefits (e.g. first year free, discounts on training, etc).
  - 4. Use Tracker to communicate regularly.
- C. Regional Hubs
  - 1. Establish regional hubs where there is a confluence of client needs and advisor talent;
  - 2. Make lead advisors more visible as part of the RGS image.
- D. Administrative and Technical Service
  - 1. Rework in strategic plan;
  - 2. Possibly develop a ratio of admin staff to client services;
  - 3. Establish what we need to achieve the level of services.
- E. Financial Sustainability
  - 1. Set reserve goal as a percentage of operating costs as opposed to fixed dollar amount.
  - 2. Develop service areas for reports and profit and loss accountability for Service Group Directors.
  - 3. Review suitability of current accounting software to determine long term ability to support growth.
- F. LGS
  - 1. Requested clear recognition on website of LGS' reduced role, having only required information.
  - 2. Consider LGS as a dormant entity that exists as it applies to MSA.
- G. Communications with Board/Executive Committee
  - 1. Quarterly meetings for ongoing business and have a commitment to an annual Study Session for Strategic Planning.
  - 2. Monthly updates (e.g. newsletter, email), with links to public RGS client work and new programs.
  - 3. Quantify service developments and hold Department Directors accountable for feedback; inform Board/EC of new opportunities and costs, and update governing body.
- H. Executive Committee membership
  - 1. Explore ex-officio representatives.
  - 2. Consider experts in relevant fields.
- I. New Service Areas
  - 1. Public Safety Services

- a) Possibly offer EOC training services, including EOC staffing plans, CIO, preparation for small agencies.
2. Training for Planning, Parks & Rec, Library Commissioners
  - a) Kendall Flint doing this in March for Transportation Commissions
  - b) Review other training opportunities across service lines.
3. IT Services
  - a) Management of IT services contracts is a needed service.
4. Building Official Services
  - a) May be a business opportunity, as contracting with a private firm or individual is a perception problem.
5. New markets may be captured through mergers.
6. Project Management.

**Reconvene RGS EC Meeting 12:02 p.m.**

9. **ADJOURNMENT** – The meeting adjourned at 12:03 p.m. The next regular meeting is scheduled for February 16, 2017 at 1:00 p.m. in Dublin.