

RGS EXECUTIVE COMMITTEE 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

May 16, 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

2. PUBLIC COMMENT

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

- A. Approval of **February 21, 2019** Minutes *Action*
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made February 2019 through April 2019
- E. Approval of Investments Report through March 2019
- F. Approval of Management Services Agreements

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through March 2019 *Information*
- B. Approval of FY20 Budget *Action*

5. OLD BUSINESS

- A. Interim Strategic Plan Update *Action*
- B. Approval of Proposed Process to Develop a New Strategic Plan *Action*
- C. Authorization of Staff to Retain Consultant to Conduct Customer Feedback Interviews *Action*

6. NEW BUSINESS

- A. Appoint Standing Subcommittee to Review Executive Director Performance & Compensation *Action*

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Updates on Municipal Dental Pool, PACE, MIC and STARS, Cambria Precedential Decision, potential new Member Agency(ies) *Information*
- B. Members: *Information*

8. ADJOURN

The next Regular Meeting will take place on August 15, 2019 at 1:00 p.m. via teleconference.

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.

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
FEBRUARY 21, 2019**

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

1. CALL TO ORDER / ROLL CALL

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

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

2. PUBLIC COMMENT - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **November 15, 2018** Minutes
 - B. Approval of RGS Position Listings
 - C. Approval of Regularly Scheduled Meetings Calendar
 - D. Approval of Payments and Deposits made October 2018 through December 2018
 - E. Approval of Investments Report through December 2018
 - F. Approval of Management Services Agreements
- Action:** Moved and seconded (Rogers/Carter) to approve consent agenda items A, B, D, E and F.
- AYES:** Robustelli, Rogers, Carter, Schwarz
- NOES:** None
- ABSTAIN:** None

C. Approval of Regularly Scheduled Meetings Calendar

Discussion of Fall Executive Committee meeting in conjunction with CAJPA conference and alternative conference sites. There might be better relevance for Members in attending the CalPELRA conference in November. Direction provided to look into the dates, logistics and costs associated with meeting in conjunction with the CalPELRA conference.

Action: Moved and seconded (Carter/Schwarz) to approve consent agenda item C with direction to Executive Director to look into a Fall meeting in conjunction with CalPELRA conference and continue alternating meetings between on-site and teleconference until membership is sufficient to incorporate Northern and Southern California sites with a program (e.g. strategic planning).

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2018 Information item; no action was taken. Executive Director Averett noted that the fiscal year cumulative loss through December is \$75,000. For the full fiscal year, the budgeted loss was \$186,000.

5. OLD BUSINESS

- A. Interim Strategic Plan Update

Executive Director Averett added to the report that potential new JPA members included five cities from Northern CA, Central Valley, Salinas Valley and Orange County. The Sacramento Area might also be a source of new members. RGS is about to launch its Emergency Services offering.

Action: Moved and seconded (Schwarz/Carter) to approve Interim Strategic Plan

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

6. NEW BUSINESS

A. Approval of Invitation for New RGS Member – City of Soledad

Executive Director Averett noted that the City is planning to consider joining at an upcoming Council meeting, so this invitation would be effective upon the City's approval to join.

Action: Moved and seconded (Rogers/Schwarz) to approve City of Soledad as a new member.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

B. Approval of Services Agreement and Brokerage Agreement for Municipal Dental Pool

The Committee discussed how fees could be structured to encourage participation yet avoid subsidization by larger agencies.

Action: Moved and seconded (Rogers/Schwarz) to approve Municipal Dental Pool Rules and Regulations with non-profits and trusts not included as eligible participating agencies at this time.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

Action: Moved and seconded (Schwarz/Rogers) to approve authorizing the Executive Director to execute services agreement and brokerage agreement for Municipal Dental Pool, subject to the Chair's review and acceptance of amended language to ensure equity among participating agencies with respect to fees.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

Action: Moved and seconded (Carter/Schwarz) to approve authorizing the Executive Director to enter into a contract with Delta Dental for Municipal Dental Pool, and to approve RGS charges for services to the Pool.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

C. Approval of Services Agreement with Municipal Shared Services

Executive Director Averett noted the standard RGS agreement template was used for this agreement and that MSS would receive a full suite of administrative, financial and management services.

Action: Moved and seconded (Schwarz/Rogers) to approve services agreement with Municipal Shared Services

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

D. Approval of Updates to the Personnel Rules, Regulations and Policies

Executive Director Averett highlighted two areas of change and one clarification of existing policy: revision to the reserve targets; the addition of a credit card use policy; and a previously approved

update to the Member Training Allowance. Discussion ensued about the insurance claims reserve target.

Action: Moved and seconded (Rogers/Carter) to approve updates to the Personnel Rules, Regulations and Policies, amending the insurance reserve target to 150% of the booked claims expense.

AYES: Robustelli, Rogers, Carter, Schwarz

NOES: None

ABSTAIN: None

2:27 p.m. Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

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

Name of Cases: (2) Administrative Appeal of CalPERS Audit Services Review of City of Arroyo Grande

3:42 p.m. Reconvene Meeting

Report Out of Closed Session – No reportable action was taken.

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Updates on Municipal Dental Pool, PACE, MIC, STARS and BOD/EC on-line binder

B. Members: none

8. ADJOURN – The meeting adjourned at 3:46 p.m. The next regular meeting is scheduled for May 16, 2019 at 10:00 a.m. via teleconference.

RGS
Position Listing

May 2019

Base Department	Job Title	Status Full Time
1000-000 - RGS Admin-General Hours	CEO	1
1000-000 - RGS Admin-General Hours	Deputy COO	0.1
1000-000 - RGS Admin-General Hours	Administrative Support	0.6
1000-000 - RGS Admin-General Hours	Technical Specialist	0.2
1000-000 - RGS Admin-General Hours	Technical Specialist	1
1000-000 - RGS Admin-General Hours	Administrative Services Manager	1
1000-000 - RGS Admin-General Hours	Deputy Executive Director	1
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.2
1001-000 - RGS Finance-General Hours	Project Advisor	0.5
1001-000 - RGS Finance-General Hours	Technical Specialist	1
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1
1001-000 - RGS Finance-General Hours	Technical Specialist	0.7
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.4
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.9
1002-000 - RGS HR-Payroll Genl Hrs	Project Coordinator	1
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.7
1003-002 - Training Svc Grp Admin	Senior Advisor	0.1
1003-002 - Training Svc Grp Admin	Senior Advisor	0.2
1003-002 - Training Svc Grp Admin	Senior Advisor	0.1
1003-002 - Training Svc Grp Admin	Senior Advisor	0.3
1006-001 - Finance Svc Grp Admin Time	Advisor	0.2
1006-001 - Finance Svc Grp Admin Time	Advisor	0.2
1006-001 - Finance Svc Grp Admin Time	Advisor	0.25
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.5
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.6
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.2
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	1
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.3
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.25
1006-001 - Finance Svc Grp Admin Time	Advisor	0.4
1006-001 - Finance Svc Grp Admin Time	Advisor	0.25
1006-001 - Finance Svc Grp Admin Time	Chief Executive Officer	0.1
1006-001 - Finance Svc Grp Admin Time	Advisor	0.6
1007-001 - HR Svc Grp Admin Time	Advisor	0.2
1007-001 - HR Svc Grp Admin Time	ADMINISTRATIVE ASSISTANT	0.1
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.7
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.3
1007-001 - HR Svc Grp Admin Time	Advisor	0.8
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.4
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.3
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.3
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.9
1007-001 - HR Svc Grp Admin Time	Advisor	0.2
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.3
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.2
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.5
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.2
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.6

RGS
Position Listing

May 2019

1007-001 - HR Svc Grp Admin Time	Senior Advisor	1
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.8
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.2
1007-001 - HR Svc Grp Admin Time	Advisor	0.4
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.3
1007-001 - HR Svc Grp Admin Time	Advisor	0.3
1007-001 - HR Svc Grp Admin Time	Advisor	0.3
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.25
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.2
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.2
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.3
1007-001 - HR Svc Grp Admin Time	Project Coordinator	1
1007-001 - HR Svc Grp Admin Time	Technical Specialist	0.4
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.1
1007-001 - HR Svc Grp Admin Time	Advisor	0.9
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.4
1007-001 - HR Svc Grp Admin Time	Advisor	0.1
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.1
1007-001 - HR Svc Grp Admin Time	Advisor	0.1
1007-001 - HR Svc Grp Admin Time	Technical Advisor	0.2
1007-001 - HR Svc Grp Admin Time	Advisor	0.2
1008-001 - Outreach Svc Grp Admin Time	Deputy COO	1
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	1
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.1
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.2
1011-001 - Planning Svc Grp Admin Time	Senior Advisor	0.6
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.3
1011-001 - Planning Svc Grp Admin Time	Advisor	0.8
1011-001 - Planning Svc Grp Admin Time	Advisor	0.4
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.5
1011-001 - Planning Svc Grp Admin Time	Advisor	0.1
1012-001 - Public Safety Svc Grp Admin	Advisor	0.1
1012-001 - Public Safety Svc Grp Admin	Senior Advisor	0.2
1012-001 - Public Safety Svc Grp Admin	Advisor	0.2
1012-001 - Public Safety Svc Grp Admin	Advisor	0.2
1012-001 - Public Safety Svc Grp Admin	Lead Advisor	0.25
1012-001 - Public Safety Svc Grp Admin	Project Coordinator	0.9
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.1
1014-001 - EM Svc Grp Admin Time	COO	0.3
1014-001 - EM Svc Grp Admin Time	Advisor	0.2
1015-001 - PW Svc Grp Admin Time	Advisor	0.25
1015-001 - PW Svc Grp Admin Time	Advisor	0.25
1260-000 - CalACES-General Hours	Project Coordinator	1
1260-000 - CalACES-General Hours	Technical Specialist	1
1260-000 - CalACES-General Hours	ADMINISTRATIVE ASSISTANT	1
1260-000 - CalACES-General Hours	Project Advisor	1
1260-000 - CalACES-General Hours	Project Advisor	1
1260-000 - CalACES-General Hours	Technical Specialist	1
1260-000 - CalACES-General Hours	Program Coordinator	1
1260-000 - CalACES-General Hours	Project Coordinator	1

RGS
Position Listing

May 2019

1260-000 - CalACES-General Hours	Project Advisor	1
1260-000 - CalACES-General Hours	Technical Specialist	1
1260-000 - CalACES-General Hours	Technical Specialist	1
1260-000 - CalACES-General Hours	Technical Specialist	1
1260-000 - CalACES-General Hours	Technical Specialist	1
1260-001 - CalACES M&O	COO	1
1320-000 - MERA-General Hours	COO	0.8
1320-000 - MERA-General Hours	Senior Advisor	0.3
1330-000 - MGSA-General Hours	Project Coordinator	0.8
1671-001 - Albany - City Clerk Adviser	Project Coordinator	0.5
3060-001 - SVBGSA - General Manager	COO	0.8
3060-005 - SVBGSA - General Administratio	Administrative Support	0.2
	FTE	56.95
	Employee Count	111

TO: EXECUTIVE COMMITTEE **EC Meeting: 5-16-2019**
FROM: Tiffany Buraglio, Executive Assistant **Item: 3C**
SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

MEETING SCHEDULE

The following are regularly scheduled meetings for the upcoming years, along with special topics to be discussed. Quarterly meetings are conducted telephonically twice a year on the Third Thursday of the month and up to two in conjunction with a relevant conference or other event.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
2019					
May 16 (Thursday)	RGS		FY20 Budget; Investment Policy, Conflict of Interest (even years)	telephonic	1:00pm-3:00pm
August 15 (Thursday)	RGS		Exec Dir Compensation Committee, Election of Officers, Meeting Schedule for 2020	telephonic	1:00pm-3:00pm
November 22 (Friday)	RGS	RGS	FY19 Audited Financial Statements,	Monterey, CA	With CALPELRA 10:30am-2:30pm
Tentative 2020					
February 5-7	RGS			Napa	With CM Dept Mtg 11:30am-1:00pm
May 21 (Thursday)	RGS		FY20 Budget; Investment Policy, Conflict of Interest (even years)	telephonic	1:00pm-3:00pm
September TBD	RGS	RGS	Exec Dir Compensation Committee, Election of Officers (all), Meeting Schedule for 2021		Consolidate Aug & Nov meetings to League Annual Conf?
November 19 (Thursday)	RGS		FY20 Audited Financial Statements	telephonic	1:00pm-3:00pm
Tentative 2021					
February TBD	RGS				With CM Dept Mtg 11:30am-1:00pm
May 20 (Thursday)	RGS		FY21 Budget; Investment Policy, Conflict of Interest (even years)		

TO: EXECUTIVE COMMITTEE **EC Meeting: 5-16-2019**
FROM: RICHARD AVERETT, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – FEBRUARY 2019 THROUGH APRIL 2019

RECOMMENDATION

Review and approve expenditures made by the JPA for the period indicated.

BACKGROUND

The Executive Committee reviews and approves expenditures made by the JPA on a quarterly basis. This approval process is a component of JPA internal controls. Deposit history is also included in the report.

The following procedures are being implemented to maintain effective internal controls.

1. Invoices are received by staff.
2. JPA staff review invoices for accuracy and assignment to correct general ledger accounts.
3. The Executive Director or designee reviews, prints and signs/authorizes checks. All payments, including electronic payments, are reviewed by the Executive Director in a weekly disbursement report submitted by the Finance Department. This report contains all disbursements from the previous week. Information provided includes: date of transaction, amount, vendor or recipient, method of payment, identity of first and second staff approvers, and check or journal number.
4. All payments are brought to the next regular meeting of Executive Committee (or Board of Directors) meeting for review and approval.

FISCAL IMPACT

The net impact of all payments and deposits made this period maintains a minimal bank cash balance consistent with meeting funding obligations, while maximizing interest earnings in the Rabobank money market account, in the Local Agency Investment Fund (LAIF) investment pool and in the CalTrust medium term and short term investment pools. Staff seeks to minimize bank charges at all times.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequently approved action by the Board/Executive Committee.

Regional Government Services
Payment and Disbursement Report
As of April 30, 2019

11:28 AM

05/08/2019

Accrual Basis

	Type	Date	Num	Name	Memo	Amount	Balance
110060 - Rabobank Checking Account							284,345.79
	Deposit	02/01/2019			Deposit	3,706.50	288,052.29
	Deposit	02/01/2019			Deposit	5,776.85	293,829.14
	Deposit	02/04/2019			Deposit	31,739.85	325,568.99
	Deposit	02/06/2019			Deposit	6,949.89	332,518.88
	General Journal	02/06/2019	2209		1/31/19 net pay	-203,053.85	129,465.03
	Check	02/07/2019	172	Franchise Tax Board		-1,030.16	128,434.87
	General Journal	02/07/2019	2210		1/31/19 payroll taxes and fees	-63,654.71	64,780.16
	General Journal	02/11/2019	2208		1/31/19 MM 401a remittance	-27,919.33	36,860.83
	General Journal	02/11/2019	2208		1/31/19 MM 457 remittance	-16,233.94	20,626.89
	Deposit	02/11/2019			Deposit	51,316.60	71,943.49
	General Journal	02/12/2019	2211		FSA Admin Fee 2018-01	-50.00	71,893.49
	General Journal	02/12/2019	2211		FSA Annual Fees 2019	-636.00	71,257.49
	General Journal	02/12/2019	2212		1/31/19 FSA contribution	-650.41	70,607.08
	Check	02/13/2019			Service Charge	-27.57	70,579.51
	Deposit	02/15/2019			Deposit	4,125.25	74,704.76
	Deposit	02/15/2019			Deposit	2,678.75	77,383.51
	Bill Pmt -Check	02/19/2019	5582	American Fidelity Assurance Company		-150.00	77,233.51
	Bill Pmt -Check	02/19/2019	5583	City of San Rafael		-23,878.58	53,354.93
	Bill Pmt -Check	02/19/2019	5584	Employment Research Services		-175.00	53,179.93
	Bill Pmt -Check	02/19/2019	5585	Keenan & Associates (MIC)		-2,747.11	50,432.82
	Bill Pmt -Check	02/19/2019	5586	Matrix6, Inc.		-30,642.00	19,790.82
	Bill Pmt -Check	02/19/2019	5587	Meyers Nave		-6,362.28	13,428.54
	Bill Pmt -Check	02/19/2019	5588	Talent Guard		-5,410.80	8,017.74
	Bill Pmt -Check	02/19/2019	5589	Tripepi Smith & Associates		-176.25	7,841.49
	Deposit	02/19/2019			Deposit	150.05	7,991.54
	Deposit	02/19/2019			Deposit	61,380.52	69,372.06
	General Journal	02/19/2019	2226		Vision premium pmt 2019-02	-571.32	68,800.74
	Deposit	02/20/2019			Deposit	787.62	69,588.36
	Bill Pmt -Check	02/21/2019	5590	Mary E Uzupis		-35,787.50	33,800.86
	Transfer	02/21/2019			Funds Transfer	250,000.00	283,800.86
	General Journal	02/21/2019	2224		Health Ins Actives premium 2019-02	-20,728.70	263,072.16
	General Journal	02/21/2019	2225		Health Ins Actives premium 2019-02	-20,019.18	243,052.98
	General Journal	02/21/2019	2227		MHN Premium 2019-02	-369.60	242,683.38
	Deposit	02/22/2019			Deposit	1,940.12	244,623.50
	General Journal	02/22/2019	2222		2/15/19 net pay	-178,636.80	65,986.70

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	02/22/2019			Deposit	2,475.45	68,462.15
General Journal	02/25/2019	2223		2/15/19 payroll taxes and fees	-53,383.14	15,079.01
Deposit	02/25/2019			Deposit	196,740.41	211,819.42
Bill Pmt -Check	02/25/2019	5591	Employment Research Services		-284.98	211,534.44
Bill Pmt -Check	02/25/2019	5592	Scott N. Kivel		-3,920.78	207,613.66
Bill Pmt -Check	02/25/2019	5593	Tripepi Smith & Associates		-439.50	207,174.16
Bill Pmt -Check	02/25/2019	5594	US Bank		-8,803.83	198,370.33
Deposit	02/25/2019			Deposit	122,945.67	321,316.00
Deposit	02/25/2019			Deposit	44.62	321,360.62
Check	02/25/2019	173	Franchise Tax Board		-368.01	320,992.61
Deposit	02/26/2019			Deposit	6,602.50	327,595.11
Transfer	02/26/2019			Funds Transfer	-275,000.00	52,595.11
General Journal	02/27/2019	2239		2/15/19 Mass Mutual 457 remittance	-17,559.87	35,035.24
General Journal	02/27/2019	2239		2/15/19 Mass Mutual 401a remittance	-25,952.37	9,082.87
General Journal	02/27/2019	2242		FSA Contribution PPE 2-15-19	-650.41	8,432.46
General Journal	02/28/2019	2240		Life and Disability premium for 2019-02	-1,240.44	7,192.02
General Journal	02/28/2019	2243			-60.00	7,132.02
Deposit	03/01/2019			Deposit	601.98	7,734.00
Deposit	03/01/2019			Deposit	46,020.33	53,754.33
Deposit	03/01/2019			Deposit	4,868.75	58,623.08
Deposit	03/04/2019			Deposit	185,570.51	244,193.59
Deposit	03/05/2019			Deposit	4,951.50	249,145.09
Transfer	03/05/2019			Funds Transfer	200,000.00	449,145.09
Transfer	03/06/2019			Funds Transfer	-200,000.00	249,145.09
General Journal	03/06/2019	2246		2/28/19 net pay	-175,910.99	73,234.10
General Journal	03/07/2019	2247		2/28/19 payroll taxes and fees	-47,496.02	25,738.08
Bill Pmt -Check	03/08/2019	5595	Mary E Uzupis		-40,794.16	-15,056.08
Bill Pmt -Check	03/08/2019	5596	Matrix6, Inc.		-27,755.00	-42,811.08
Bill Pmt -Check	03/08/2019	5597	Quantum Consulting Services		-18,864.00	-61,675.08
Bill Pmt -Check	03/08/2019	5598	The Walking Man		-625.00	-62,300.08
Deposit	03/08/2019			Deposit	5,949.89	-56,350.19
Deposit	03/08/2019			Deposit	44.62	-56,305.57
Deposit	03/08/2019			Deposit	11,042.38	-45,263.19
General Journal	03/08/2019	2282		2019-02 FSA admin fee	-50.00	-45,313.19
General Journal	03/11/2019	2245		2/28/19 MM 401a remittance	-23,749.51	-69,062.70
General Journal	03/11/2019	2245		2/28/19 MM 457 remittance	-14,522.14	-83,584.84
Deposit	03/11/2019			Deposit	74,875.73	-8,709.11
General Journal	03/11/2019	2251		To Fund Wrkr Comp Claims Acct	-4,000.00	-12,709.11
Transfer	03/11/2019			Funds Transfer	135,000.00	122,290.89
General Journal	03/11/2019	2280		2/28/19 FSA contribution	-650.41	121,640.48

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	03/14/2019	2252		Health Ins Anthem & Comp Care premium 2019-03	-25,533.73	96,106.75
General Journal	03/14/2019	2253		Health Ins Kaiser premium 2019-03	-19,262.31	76,844.44
General Journal	03/14/2019	2254		Dental premium 2019-03	-2,984.20	73,860.24
General Journal	03/14/2019	2255		Vision premium pmt 2019-03	-399.65	73,460.59
General Journal	03/14/2019	2256		MHN Premium Payment 2019-03	-369.60	73,090.99
Deposit	03/15/2019			Deposit	862.00	73,952.99
Deposit	03/15/2019			Deposit	1,200.00	75,152.99
Deposit	03/15/2019			Deposit	11,508.40	86,661.39
Deposit	03/18/2019			Deposit	101,180.49	187,841.88
Deposit	03/18/2019			Deposit	44.62	187,886.50
Deposit	03/18/2019			Deposit	300.10	188,186.60
Transfer	03/20/2019			Funds Transfer	75,000.00	263,186.60
General Journal	03/21/2019	2269		3/15/19 net pay	-194,640.58	68,546.02
Deposit	03/22/2019			Deposit	33,620.81	102,166.83
General Journal	03/22/2019	2270		3/15/19 payroll taxes and fees	-56,515.81	45,651.02
Bill Pmt -Check	03/25/2019	5599	City of Foster City		-3,500.00	42,151.02
Bill Pmt -Check	03/25/2019	5600	Employment Research Services		-223.00	41,928.02
Bill Pmt -Check	03/25/2019	5601	Meyers Nave		-4,632.98	37,295.04
Bill Pmt -Check	03/25/2019	5602	Tripepi Smith & Associates		-471.25	36,823.79
Bill Pmt -Check	03/25/2019	5603	US Bank		-14,410.29	22,413.50
Deposit	03/25/2019			Deposit	282,425.37	304,838.87
Deposit	03/26/2019			Deposit	1,650.10	306,488.97
Deposit	03/26/2019			Deposit	113.10	306,602.07
Transfer	03/26/2019			Funds Transfer	-250,000.00	56,602.07
General Journal	03/26/2019	2281		3/15/19 FSA contribution	-650.41	55,951.66
General Journal	03/27/2019	2274		MSS Wrkrs Cmp Claims Funding	-2,823.54	53,128.12
Deposit	03/28/2019			Deposit	16,583.75	69,711.87
Transfer	03/28/2019			Funds Transfer	50,000.00	119,711.87
General Journal	03/28/2019	2273		3/15/19 MM 401a remittance	-27,331.65	92,380.22
General Journal	03/28/2019	2273		3/15/19 MM 457 remittance	-17,177.20	75,203.02
General Journal	03/28/2019	2275		Life and Disability premium for 2019-03	-1,240.44	73,962.58
Deposit	03/29/2019			Deposit	712.80	74,675.38
General Journal	03/29/2019	2276		Q1 2019 HRA Funding	-35,000.00	39,675.38
General Journal	03/31/2019	2283		Bank Wire Fees 2019-03	-135.00	39,540.38
Deposit	04/02/2019			Deposit	18,313.74	57,854.12
General Journal	04/02/2019	2294		Wrkrs Comp claims Reimburse	-2,800.22	55,053.90
Deposit	04/03/2019			Deposit	5,669.58	60,723.48
Deposit	04/03/2019			Deposit	5,949.49	66,672.97
Transfer	04/03/2019			Funds Transfer	210,000.00	276,672.97
General Journal	04/04/2019	2279		3/31/19 net pay	-196,839.15	79,833.82

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	04/05/2019	2278		3/31/19 payroll taxes and fees	-53,732.64	26,101.18
Transfer	04/08/2019			Funds Transfer	50,000.00	76,101.18
Deposit	04/08/2019			Deposit	59,762.50	135,863.68
General Journal	04/10/2019	2287		3/31/19 MM 401a remittance	-26,542.60	109,321.08
General Journal	04/10/2019	2287		3/31/19 MM 457 remittance	-17,102.96	92,218.12
Bill Pmt -Check	04/10/2019	Wire	Tracker RMS		-9,120.00	83,098.12
General Journal	04/10/2019	2288		Dental premium 2019-03 Replacement	-2,984.20	80,113.92
Deposit	04/12/2019			Deposit	15,200.25	95,314.17
Deposit	04/15/2019			Deposit	32,041.88	127,356.05
Bill Pmt -Check	04/16/2019	5604	Keenan & Associates (MIC)		-1,602.21	125,753.84
Bill Pmt -Check	04/16/2019	5605	Mary E Uzupis		-42,541.44	83,212.40
Bill Pmt -Check	04/16/2019	5606	Matrix6, Inc.		-27,696.31	55,516.09
Bill Pmt -Check	04/16/2019	5607	Meyers Nave		-3,049.22	52,466.87
Bill Pmt -Check	04/16/2019	5608	Quantum Consulting Services		-35,210.00	17,256.87
Bill Pmt -Check	04/16/2019	5609	Scott N. Kivel		-2,270.38	14,986.49
Bill Pmt -Check	04/16/2019	5610	Suzanne Hill		-420.00	14,566.49
Bill Pmt -Check	04/16/2019	5611	Tripepi Smith & Associates		-120.00	14,446.49
Transfer	04/16/2019			Funds Transfer	150,000.00	164,446.49
General Journal	04/16/2019	2289		Health Ins Actives premium 2019-04	-20,364.89	144,081.60
General Journal	04/16/2019	2290		Dental premium 2019-04	-2,628.37	141,453.23
General Journal	04/16/2019	2291		Health Ins Actives premium 2019-04	-19,262.31	122,190.92
General Journal	04/16/2019	2292		Vision premium pmt 2019-04	-406.34	121,784.58
General Journal	04/16/2019	2293		MHN Premium 2019-04	-369.60	121,414.98
Deposit	04/18/2019			Deposit	9,293.00	130,707.98
Deposit	04/19/2019			Deposit	242.00	130,949.98
Deposit	04/19/2019			Deposit	8,014.45	138,964.43
Deposit	04/19/2019			Deposit	38,384.55	177,348.98
Transfer	04/19/2019			Funds Transfer	25,400.00	202,748.98
Deposit	04/22/2019			Deposit	825.05	203,574.03
General Journal	04/22/2019	2295		4/15/19 net pay	-186,176.72	17,397.31
General Journal	04/22/2019	2296		4/15/19 payroll taxes and fees	-54,410.65	-37,013.34
Deposit	04/22/2019			Deposit	332,041.16	295,027.82
Transfer	04/23/2019			Funds Transfer	150,000.00	445,027.82
Deposit	04/23/2019			Deposit	181,654.06	626,681.88
Transfer	04/23/2019			Funds Transfer	-395,000.00	231,681.88
Bill Pmt -Check	04/25/2019	5612	Employment Research Services		-145.00	231,536.88
Bill Pmt -Check	04/25/2019	5613	Oregon Dept of Revenue		-20.13	231,516.75
Bill Pmt -Check	04/25/2019	5614	US Bank		-34,655.80	196,860.95
General Journal	04/25/2019	2303		4/15/19 Mass Mutual 457 remittance	-18,477.84	178,383.11
General Journal	04/25/2019	2303		4/15/19 Mass Mutual 401a remittance	-26,670.93	151,712.18

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/26/2019			Deposit	35,085.12	186,797.30
Transfer	04/26/2019			Funds Transfer	-135,000.00	51,797.30
Deposit	04/29/2019			Deposit	1,981.80	53,779.10
Deposit	04/29/2019			Deposit	116.00	53,895.10
Deposit	04/29/2019			Deposit	90,549.29	144,444.39
Total 110060 · Rabobank Checking Account					<u>-139,901.40</u>	<u>144,444.39</u>
TOTAL					<u>-139,901.40</u>	<u>144,444.39</u>

TO: EXECUTIVE COMMITTEE
FROM: RICHARD AVERETT, Executive Director/CFO
SUBJECT: INVESTMENT REPORT

EC Meeting: 5-16-2019
Item: 3E

RECOMMENDATION

Review and accept JPA investments made through March 2019.

BACKGROUND

The Board of Directors or Executive Committee regularly reviews the investment policy, with the latest approved policy being May 26, 2017. The approved investment policy enables the agency to invest in bank sweep, money market and Certificate of Deposit (CD) accounts, the Local Agency Investment Fund (LAIF), Treasury and Municipal debt instruments, and the California Investment Trust pool (CalTrust). The JPA is also authorized to make cash flow loans to other public agencies. Currently the JPA has no such 'alternative' investments. RGS has a Rabobank money market account, LAIF account and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

FISCAL IMPACT

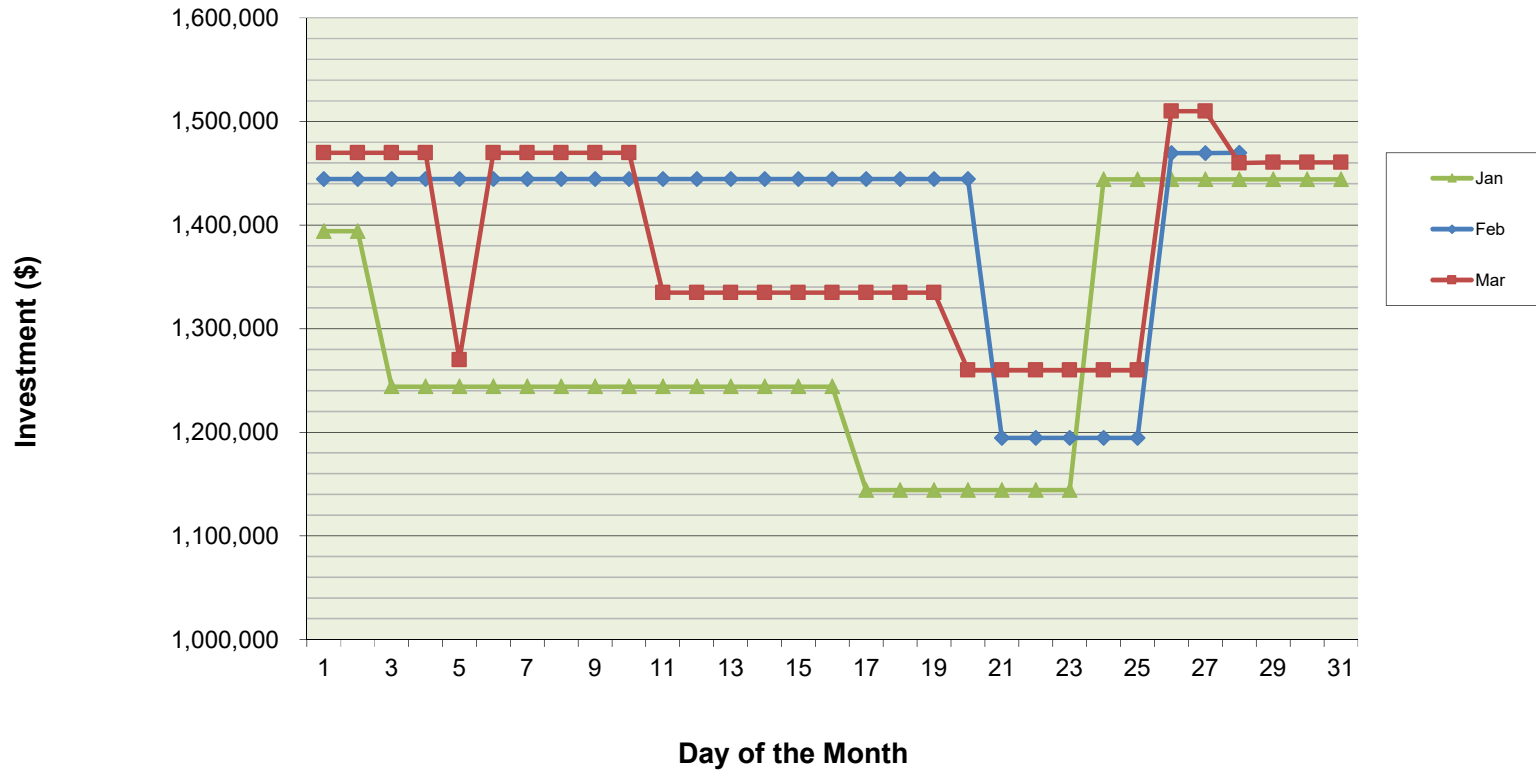
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark to market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark to market entries will be made for the fiscal year end statements.

Currently the CalTrust Medium Term and Short-Term yields are inverted with the short-term yield at 2.54% and medium term at 2.38% (as of 5/7/19). The LAIF yield has averaged 2.45% in May.

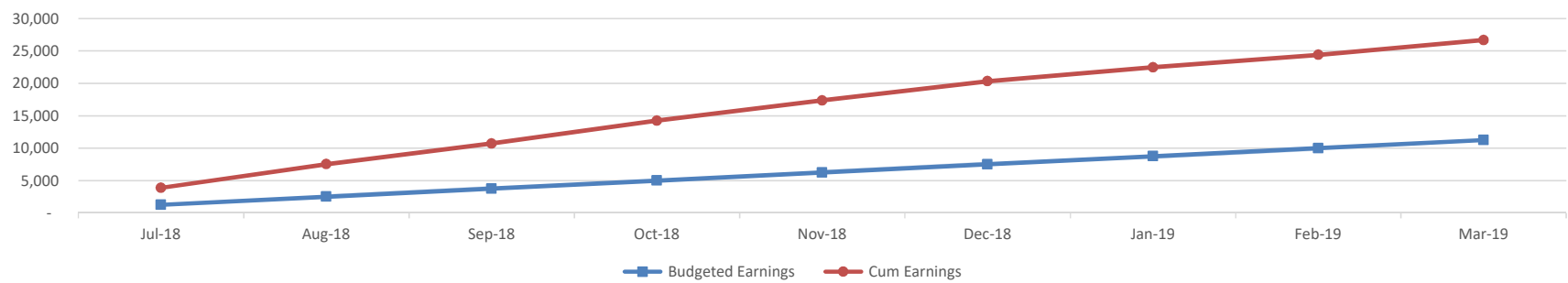
**INVESTMENT REPORT
FY 2019**

Date	Jan				Feb				Mar			
	<u>Rabobank</u>	<u>CalTrust</u>	LAIF	Combined	<u>Rabobank</u>	<u>CalTrust</u>	LAIF	Combined	<u>Rabobank</u>	<u>CalTrust</u>	LAIF	Combined
	<u>Money Mkt</u>	<u>Short & Medium</u>			<u>Money Mkt</u>	<u>Short & Medium</u>			<u>Money Mkt</u>	<u>Short & Medium</u>		
1	270,457	1,122,521	1,195	1,394,173	420,492	1,022,899	1,195	1,444,587	445,550	1,023,169	1,195	1,469,914
2	270,457	1,122,521	1,195	1,394,173	420,492	1,022,899	1,195	1,444,587	445,550	1,023,169	1,195	1,469,914
3	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	445,550	1,023,169	1,195	1,469,914
4	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	445,550	1,023,169	1,195	1,469,914
5	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	245,550	1,023,169	1,195	1,269,914
6	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	245,550	1,223,169	1,195	1,469,914
7	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	245,550	1,223,169	1,195	1,469,914
8	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	245,550	1,223,169	1,195	1,469,914
9	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	245,550	1,223,169	1,195	1,469,914
10	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	245,550	1,223,169	1,195	1,469,914
11	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
12	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
13	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
14	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
15	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
16	120,457	1,122,521	1,195	1,244,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
17	120,457	1,022,521	1,195	1,144,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
18	120,457	1,022,521	1,195	1,144,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
19	120,457	1,022,521	1,195	1,144,173	420,492	1,022,899	1,195	1,444,587	110,550	1,223,169	1,195	1,334,914
20	120,457	1,022,521	1,195	1,144,173	420,492	1,022,899	1,195	1,444,587	35,550	1,223,169	1,195	1,259,914
21	120,457	1,022,521	1,195	1,144,173	170,492	1,022,899	1,195	1,194,587	35,550	1,223,169	1,195	1,259,914
22	120,457	1,022,521	1,195	1,144,173	170,492	1,022,899	1,195	1,194,587	35,550	1,223,169	1,195	1,259,914
23	120,457	1,022,521	1,195	1,144,173	170,492	1,022,899	1,195	1,194,587	35,550	1,223,169	1,195	1,259,914
24	420,457	1,022,521	1,195	1,444,173	170,492	1,022,899	1,195	1,194,587	35,550	1,223,169	1,195	1,259,914
25	420,457	1,022,521	1,195	1,444,173	170,492	1,022,899	1,195	1,194,587	35,550	1,223,169	1,195	1,259,914
26	420,457	1,022,521	1,195	1,444,173	445,492	1,022,899	1,195	1,469,587	285,550	1,223,169	1,195	1,509,914
27	420,457	1,022,521	1,195	1,444,173	445,492	1,022,899	1,195	1,469,587	285,550	1,223,169	1,195	1,509,914
28	420,457	1,022,521	1,195	1,444,173	445,550	1,023,169	1,195	1,469,914	235,550	1,223,169	1,195	1,459,914
29	420,457	1,022,521	1,195	1,444,173				-	235,550	1,223,765	1,195	1,460,510
30	420,457	1,022,521	1,195	1,444,173				-	235,550	1,223,765	1,195	1,460,510
31	420,492	1,022,521	1,195	1,444,208				-	235,550	1,223,765	1,195	1,460,510

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 5-16-2019**
FROM: RICHARD H AVERETT, Executive Director **Item: 3F**
SUBJECT: CLIENT SERVICES – MANAGEMENT SERVICES AGREEMENTS

RECOMMENDATION

Approve authorizing the Executive Director to execute management services agreements with the agencies described in the following table:

AGENCY	START DATE	NTE (IF ANY)	SERVICE(S) PROVIDED
Adelanto	May 2019	\$30,000	HR Services
Crockett Community Service District	April 2019		HR Services
Fairfield	April 2019	\$100,000	HR Services
Fort Ord Reuse Authority	January 2019	\$100,000	Strategic Planning
Fresno Council of Governments (subcontract to GHD)	March 2019	\$64,000	Public Outreach
Gilroy	October 2018	\$16,320	Strategic Planning
Healdsburg	March 2019	\$41,000	Strategic Planning
Hidden Valley Lake Community Services District	February 2019	\$30,000	Financial Services
Laguna Beach	March 2019	\$30,000	Financial Services
Laguna Beach	March 2019	\$30,000	Recruiting Services
Las Gallinas Valley Sanitary District	March 2019	\$13,000	On-Call HR Services
Las Gallinas Valley Sanitary District	March 2019	\$27,000	HR Services
Marin Clean Energy	April 2019	\$25,000	Coaching & Development
Menlo Park Fire Protection District	April 2019	\$10,000	Fire Fighter Orientation
Milpitas	April 2019	\$18,000	Training
Municipal Shared Services Corp	January 2019		Admin Services
Peninsula Clean Energy	April 2019		HR Services
Riverbank	January 2019	\$10,000	Strategic Services
San Jacinto	March 2019	\$8,000	Recruitment
Sausalito	April 2019	\$25,000	Financial Services
South Lake Tahoe	April 2019	\$20,000	HR Services

AGENCY	START DATE	NTE (IF ANY)	SERVICE(S) PROVIDED
Upland	March 2019	\$40,000	HR Services
Windsor	March 2019		Public Works

All management services agreements use, whenever possible, the standard RGS template agreement approved by JPA Counsel. Changes to the terms of the standard RGS agreement or use of a partner agency's standard agreement are countersigned by JPA Counsel.

FISCAL IMPACT

The hourly or monthly rates charged to all partner agencies for services are sufficient to pay all salaries, benefits, insurance and administrative costs of the JPA.

TO: EXECUTIVE COMMITTEE
FROM: JEFFERSON KISE, Finance Manager
SUBJECT: FINANCIAL REPORT ANALYSIS

EC Meeting: 5-16-2019
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through March 2019, and are attached for review.

ANALYSIS

All reports are draft and unaudited. Accruals for earned but not paid leave time are posted to the financials monthly. When cash is received on an advanced billing, it is posted to the deferred revenue liability account. Upon invoicing for services rendered the deferred revenue is reversed and revenue is recognized. There is no impact on net position of the agency.

For FY2019 RGS budgeted a \$185,980 loss on \$9,689,000 in revenue. Through the 9 months ended March 31st, 2019, the JPA has a \$71,554 loss on \$6,745,244 in revenue and is currently supporting 152 client contracts. Additionally, RGS has run 6 leadership academies which reach over 20 different agencies.

JPA Admin overhead costs continue to reflect the cost cutting initiated in the Fall of 2016. These measures were undertaken to counteract expenses incurred by the JPA in response to the CalPERS audit of a major client, thus negatively impacting the sharing of RGS overhead expenses.

Net equity, including operating and insurance reserves, for the JPA is \$1,703,583. The operating reserve minimum target is 10% of budgeted client revenue or \$890,000 for the current fiscal year. The minimum target for the insurance reserve balance is 150% of booked claims liabilities \$1.2 million for the current fiscal year. With funding from the dissolution of MSA the current operating reserve target of \$890,000 is met, leaving \$813,583 for the insurance reserve.

Regional Government Services
Profit & Loss
 July 2018 through March 2019

	<u>Jul 18</u>	<u>Aug 18</u>	<u>Sep 18</u>	<u>Oct 18</u>	<u>Nov 18</u>	<u>Dec 18</u>	<u>Jan 19</u>
Ordinary Income/Expense							
Income							
440301 · Client Billings	650,452	681,353	627,971	677,825	575,832	566,551	642,401
440400 · LGS & MSA - Admin. Services	19,999	19,999	19,999	19,999	19,999	19,999	
480000 · Miscellaneous Income	54,007	107,915	81,567	110,454	94,287	99,694	107,513
Total Income	<u>724,458</u>	<u>809,267</u>	<u>729,537</u>	<u>808,278</u>	<u>690,118</u>	<u>686,244</u>	<u>749,914</u>
Gross Profit	724,458	809,267	729,537	808,278	690,118	686,244	749,914
Expense							
511010 · Salaries - Regular	509,054	537,256	494,384	541,773	479,161	491,327	510,485
511072 · Salaries - Nonbillable	924	-6,264	1,722	2,845	826	-35,129	7,161
512002 · Medicare Employer Expense	7,375	7,781	7,129	7,832	6,965	7,128	7,464
512003 · Workers' Comp Exp clerical	3,729	3,729	3,750	3,729	3,729	21	
512004 · Employee Assistance Program	370	370	370	370	370	370	370
512005 · Health Insurance Expense	32,632	32,636	32,656	32,649	29,603	30,455	35,332
512006 · Dental Insurance Expense	2,580	2,580	2,580	2,447	2,415	3,676	2,711
512007 · Vision Insurance Expense	421	421	421	403	377	386	429
512008 · Life Insurance Expense	438	432	432	428	415	420	394
512009 · Long Term Disability Expense	521	513	513	509	495	500	471
512011 · Stars 401A Expense	53,904	56,797	52,267	57,116	51,027	48,788	53,364
512014 · Short Term Disability Expense	467	460	460	455	440	446	421
512015 · Unemployment Expense	807	882	702	874	661	9,494	10,279
512018 · FSA Health & Day Care Expense	399	63	61	61	62	61	61
512019 · Employee Expense Allowances	7,338	7,493	6,726	7,407	6,652	6,198	8,622
520107 · APS (ADP) Payroll Fees	762	754	765	766	749	752	1,470
520108 · Communications - Agency Expense	460	376	414	414	497	497	414
520201 · Office Supplies				9			
520202 · Bank Fees & Services	380	707	288	306	398	294	896
520204 · Printing & Postage	2,781	166	731	6,443	260	47	4,222
520301 · Audit Services					15,576		
520302 · Legal Services	6,830	22,780	2,859	22,693	21,060	18,888	6,891
520314 · Administrative Services							3,875
520320 · Professional Services	28,480	60,641	56,638	62,544	53,882	48,819	78,495
520501 · Professional Dues & Membership	3,557	3,047	1,706	2,455	1,781	1,958	2,093
520502 · Training & Development	70	140		70	210		
520503 · Conferences & Meetings	4,911	3,275	1,356	12,362	642	799	3,352
520504 · Publications	1,830	6,884	3,527	5,125	2,477	2,564	5,455
520508 · Licenses & Fees							
520700 · Workers Comp Insurance Expense							3,198
520701 · General Liability Insurance Exp	18,932	18,932	18,932	18,932	18,932		5,556
520702 · Claims Expense							296
520801 · Mileage Reimbursement	3,893	3,944	3,228	2,611	2,738	3,652	3,634
520803 · Travel Reimbursement	7,461	26,821	13,549	13,161	16,891	15,915	9,602
520805 · Supplies & Meals Reimbursement	786	1,792	1,314	1,903	1,317	1,728	911
520904 · Computer Install & Maintenance	3,191	3,189	3,305	4,478	2,000	3,707	4,625
570100 · Equipment Purchase	380	1,019					108
Total Expense	<u>705,663</u>	<u>799,616</u>	<u>712,785</u>	<u>813,170</u>	<u>722,608</u>	<u>663,761</u>	<u>772,657</u>
Net Ordinary Income	18,795	9,651	16,752	-4,892	-32,490	22,483	-22,743
Other Income/Expense							
Other Income							
520100 · Investment Income	3,867	3,659	3,196	3,526	3,123	2,951	2,154
Total Other Income	<u>3,867</u>	<u>3,659</u>	<u>3,196</u>	<u>3,526</u>	<u>3,123</u>	<u>2,951</u>	<u>2,154</u>
Other Expense							
529996 · Attributed OPEB / HRA Expense	17,229	17,229	17,299	17,229	17,229	17,299	17,229
529997 · Unallocated Admin. Svcs - RGS	-124,432	-127,618	-112,790	-155,497	-151,009	-136,947	-126,157
529999 · Allocated Unbillable Expenses	124,432	127,618	112,790	155,497	151,009	136,947	126,157
Total Other Expense	<u>17,229</u>	<u>17,229</u>	<u>17,299</u>	<u>17,229</u>	<u>17,229</u>	<u>17,299</u>	<u>17,229</u>
Net Other Income	<u>-13,362</u>	<u>-13,570</u>	<u>-14,103</u>	<u>-13,703</u>	<u>-14,106</u>	<u>-14,348</u>	<u>-15,075</u>
Net Income	<u><u>5,433</u></u>	<u><u>-3,919</u></u>	<u><u>2,649</u></u>	<u><u>-18,595</u></u>	<u><u>-46,596</u></u>	<u><u>8,135</u></u>	<u><u>-37,818</u></u>

Regional Government Services
Profit & Loss
 July 2018 through March 2019

8:53 AM

05/08/2019

Accrual Basis

	<u>Feb 19</u>	<u>Mar 19</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
440301 · Client Billings	599,832	678,220	5,700,437
440400 · LGS & MSA - Admin. Services			119,994
480000 · Miscellaneous Income	117,357	152,019	924,813
Total Income	<u>717,189</u>	<u>830,239</u>	<u>6,745,244</u>
Gross Profit	717,189	830,239	6,745,244
Expense			
511010 · Salaries - Regular	467,033	507,554	4,538,027
511072 · Salaries - Nonbillable	8,865	6,011	-13,039
512002 · Medicare Employer Expense	6,799	7,398	65,871
512003 · Workers' Comp Exp clerical		1,602	20,289
512004 · Employee Assistance Program	370	370	3,330
512005 · Health Insurance Expense	34,446	34,840	295,249
512006 · Dental Insurance Expense	2,711	2,633	24,333
512007 · Vision Insurance Expense	429	420	3,707
512008 · Life Insurance Expense	395	396	3,750
512009 · Long Term Disability Expense	473	473	4,468
512011 · Stars 401A Expense	49,117	53,290	475,670
512014 · Short Term Disability Expense	421	421	3,991
512015 · Unemployment Expense	3,149	2,355	29,203
512018 · FSA Health & Day Care Expense	50	50	868
512019 · Employee Expense Allowances	7,031	7,496	64,963
520107 · APS (ADP) Payroll Fees	1,080	731	7,829
520108 · Communications - Agency Expense	599	497	4,168
520201 · Office Supplies	33	92	134
520202 · Bank Fees & Services	658	333	4,260
520204 · Printing & Postage	2,369	635	17,654
520301 · Audit Services			15,576
520302 · Legal Services	4,206	10,176	116,383
520314 · Administrative Services	3,875	3,875	11,625
520320 · Professional Services	77,737	90,141	557,377
520501 · Professional Dues & Membership	1,878	2,178	20,653
520502 · Training & Development	225	75	790
520503 · Conferences & Meetings	3,768	5,013	35,478
520504 · Publications	1,497	2,705	32,064
520508 · Licenses & Fees		251	251
520700 · Workers Comp Insurance Expense	3,198	3,198	9,594
520701 · General Liability Insurance Exp	5,556	5,556	111,328
520702 · Claims Expense	604	5,077	5,977
520801 · Mileage Reimbursement	2,697	5,034	31,431
520803 · Travel Reimbursement	17,613	19,828	140,841
520805 · Supplies & Meals Reimbursement	857	1,508	12,116
520904 · Computer Install & Maintenance	2,064	2,767	29,326
570100 · Equipment Purchase	34	1,072	2,613
Total Expense	<u>711,837</u>	<u>786,051</u>	<u>6,688,148</u>
Net Ordinary Income	5,352	44,188	57,096
Other Income/Expense			
Other Income			
520100 · Investment Income	1,912	2,303	26,691
Total Other Income	1,912	2,303	26,691
Other Expense			
529996 · Attributed OPEB / HRA Expense	17,299	17,299	155,341
529997 · Unallocated Admin. Svcs - RGS	-133,887	-153,747	-1,222,084
529999 · Allocated Unbillable Expenses	133,887	153,747	1,222,084
Total Other Expense	<u>17,299</u>	<u>17,299</u>	<u>155,341</u>
Net Other Income	<u>-15,387</u>	<u>-14,996</u>	<u>-128,650</u>
Net Income	<u><u>-10,035</u></u>	<u><u>29,192</u></u>	<u><u>-71,554</u></u>

Balance Sheet

05/08/2019

As of March 31, 2019

Accrual Basis

Mar 31, 19

ASSETS

Current Assets

Checking/Savings

110030 · LAIF Account	1,214
110040 · CalTRUST Medium Term Fund	895,615
110050 · CalTRUST Short Term Fund	330,001
110060 · Rabobank Checking Account	39,540
110070 · Rabobank Money Market	235,581
110080 · Union Bank Worker Comp Checking	1,747

Total Checking/Savings	1,503,698
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Accounts Receivable

131130 · Accounts Receivable	1,269,497
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Total Accounts Receivable	1,269,497
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Other Current Assets

120005 · Prepaid Expenses	29,788
120010 · Prepaid Insurance	37,885
131131 · Accounts Receivable - Misc	10,991

Total Other Current Assets	78,664
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Total Current Assets	2,851,859
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Other Assets

180001 · Loan due to JPA	27,322
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Total Other Assets	27,322
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TOTAL ASSETS	<u>2,879,181</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

220010 · Accounts Payable	112,910
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Total Accounts Payable	112,910
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Other Current Liabilities

214070 · Due To/From MSA	-146,549
221003 · 457/401A Retirement Liability	43,646
221006 · FSA Liability	650
221008 · Workers' Comp. Liability	0
221009 · General Insurance Liability	51
221015 · Health Insurance Liability	-7,883
221016 · Long Term Disability Liability	-20
221017 · Short Term Disability Liability	-9
221023 · Dental Insurance Liability	-242
221024 · Vision Insurance Liability	-140
221025 · Life Insurance/AD&D Liability	85
230060 · Accrued Salaries, Wages & Taxes	250,205
240010 · Deferred Revenue	44,996
250001 · Accrued Vacation	110,707

Total Other Current Liabilities	295,497
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Total Current Liabilities	408,407
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Long Term Liabilities

260005 · Health Reimbursement Account	-32,672
260006 · IBNR - GL	80,000
260007 · IBNR - WC	50,000
260008 · Case Reserves - WC	52,894
260009 · Workers Comp Claims Liability	160,873
260010 · General Liability Claims	456,096

Total Long Term Liabilities	767,191
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Total Liabilities	1,175,598
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Equity

32000 · Retained Earnings	-235,355
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370000 · Fund Bal Unreserved/Unrestrictd	2,010,487
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Net Income	-71,549
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Total Equity	1,703,583
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TOTAL LIABILITIES & EQUITY	<u>2,879,181</u>
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TO: EXECUTIVE COMMITTEE
FROM: JEFF KISE, Finance & Operations Manager
SUBJECT: APPROVAL OF RGS FY2020 BUDGET

BOD Meeting: 5-16-2019
Item: 4B

RECOMMENDATION

Review and approve the proposed FY2020 Budget for RGS.

BACKGROUND

Fiscal Year (FY) 2020 proposed budget for Regional Government Services Authority was prepared in accordance with overall direction provided by the Executive Committee and Board of Directors. The budget is presented in a format similar to P&L financial reports provided to the Executive Committee at their regular meetings. Several budget assumptions have been made in developing these budgets. They are:

- Service Line leaders have participated in forecasting revenues for the JPA's various service areas.
- Health Insurance and Workers Comp & General Liability are assumed to increase 5% and 3% respectively.
- Legal fees are projected to decrease from past years as known cases are winding down.
- Staff is actively investigating new timekeeping and project management software to improve project budget tracking. The FY20 budget includes \$100,000 to cover the estimated implementation and seat licensing costs.
- Consultant costs for assistance in developing a strategic plan (\$15,000) and for conducting customer satisfaction interviews (\$7,500) are included.
- A \$100,000 contribution to the insurance reserves is budgeted. The amount is intended to cover the next actuarial adjustment to booked claims and add to the funding level of the JPA's reserves.

FY2018 FINANCIAL PERFORMANCE

The RGS FY2018 results show net gain of \$7,285 versus the budgeted loss of \$162,900. RGS managed 159 customer assignments.

FY2019 PROJECTED FINANCIAL PERFORMANCE

The RGS 2019 budget was adopted in May 2018, showing a budgeted net loss for the year of \$186,000. Forecasted revenue will be almost \$1,100,000 less than budgeted, largely because the projected Contract Staff and Finance service lines came in 20% & 42% below estimate respectively. Some of the revenue shortfall has been mitigated by the JPA being paid by LGS, MSA & MSS in FY19, none of which was forecasted because phaseout was anticipated earlier in the calendar year. The number of client assignments dropped 5% to 151. Legal costs associated with CalPERS activity are forecasted to total \$155,000 or 155% of the amount budgeted. Despite these adverse factors, the JPA's projected loss of \$51,000 is considerably less than the amount budgeted.

FY2019 PROPOSED BUDGET

The proposed budget for RGS is for a net loss of \$12,800. Client revenue is projected to grow 7% or \$523,000 over the projected FY19 total.

The JPA revenue account structure has been refined to reflect the three primary types of revenue; client services, administrative services and other types of revenue. The projected FY19 results and FY20 budget break down revenue into these new categories. The pass through of expenses billable to clients has become a significant figure and is now given a more specific account title. The JPA's largest client is forecasted to incur almost \$1.2 million in billable expenses in FY2020.

The JPA budget includes several significant one-time items. Staff is in the process of evaluating new timekeeping and project management software for which \$100,000 has been budgeted. This amount is expected to cover up front costs and recurring licensing fees. The budget also includes \$23,000 for Strategic Planning and Customer Satisfaction consultants.

Given the final dissolution of LGS & MSA, the JPA is now carrying its own insurance liabilities and reserves. The current JPA reserve policies are for it to have 10% of its budgeted client revenue as an Operating Reserve, and 150% of booked claims liabilities as an Insurance Reserve. The table below outlines the projected FY19 and Budgeted FY20 reserve balances:

	FY19 Target	Forecast	FY20 Target	FY20 Budget
Operating Reserve	890,000	890,000	837,000	877,200
Insurance Reserve	1,200,000	832,700	1,200,000	932,700

The FY20 budget keeps the operating reserve fully funded while adding \$100,000 to the insurance reserve.

This budget continues the JPA investment in Advisors and administrative capacity to continue providing services to public agencies. Stable financial performance enables the JPA to continue funding for Member Agency training at the \$10,000 per Member level, with half or more being provided by RGS Advisors.

JPA TOTAL

	FY18 Actual	FY19 Budget	FYE19 Projected	FY19 Variance	FY20 Budget
Ordinary Income/Expense					
Income					
440301 - Client Billings	8,127,280	8,933,000	7,847,000	(1,086,000)	8,370,000
440400 - Admin. Services	367,384	-			
440401 - LGS & MSA			119,994	120,000	-
440402 - MSS			60,000	60,000	120,000
440402 - Municipal Dental Pool			6,300	6,300	25,000
440404 - STARS			8,600	8,600	8,600
480000 - Miscellaneous Income	685,971	756,000		301,000	
480100 - Client Expense Reimbursement			1,053,000		1,308,000
480200 - Purchasing Card Rebate			2,800		2,800
480300 - Other			1,200		900
Total Income	9,180,635	9,689,000	9,098,900	(590,100)	9,835,300
Gross Profit	9,180,635	9,689,000	9,098,900	(590,100)	9,835,300
Expense					
511010 - Salaries - Regular	6,518,389	7,247,229	6,125,700	(1,121,500)	6,376,800
511072 - Salaries - Nonbillable	-4,996	52,000	-	(52,000)	-
512002 - Medicare Employer Expense	94,493	105,000	87,800	(17,200)	92,500
512003 - Workers' Comp Exp clerical	71,152	46,032	20,300	(25,700)	-
512004 - Employee Assistance Program	5,285	4,000	4,400	400	4,000
512005 - Health Insurance Expense	399,046	412,000	393,700	(18,300)	413,400
512006 - Dental Insurance Expense	34,298	31,000	32,400	1,400	32,400
512007 - Vision Insurance Expense	5,626	5,000	4,900	(100)	4,900
512008 - Life Insurance Expense	5,491	5,000	5,000	-	5,000
512009 - Long Term Disability Expense	6,681	7,000	6,000	(1,000)	6,000
512011 - Stars 401A Expense	678,764	761,000	634,200	(126,800)	669,600
512014 - Short Term Disability Expense	6,110	6,000	5,300	(700)	5,300
512015 - Unemployment Expense	36,450	67,000	31,602	(35,400)	31,600
512018 - FSA Health & Day Care Expense	1,277	3,000	1,200	(1,800)	1,200
512019 - Employee Expense Allowances	82,914	82,000	86,600	4,600	86,600
520107 - APS (ADP) Payroll Fees	11,622	13,000	10,400	(2,600)	10,400
520108 - Communications - Agency Expense	6,012	6,000	5,600	(400)	5,600
520201 - Office Supplies	1,413	1,000	200	(800)	1,000
520202 - Bank Fees & Services	4,972	6,000	5,700	(300)	5,700
520204 - Printing & Postage	16,853	25,000	23,500	(1,500)	23,500
520301 - Audit Services	25,230	25,000	15,576	(9,400)	18,800
520302 - Legal Services	171,000	100,000	155,200	55,200	80,000
520314 - Administrative Services	0	-	15,500	15,500	46,500
520320 - Professional Services	287,887	294,000	743,200	449,200	1,025,500
520501 - Professional Dues & Membership	30,641	29,000	27,500	(1,500)	27,500
520502 - Training & Development	0	52,000	1,100	(50,900)	40,000
520503 - Conferences & Meetings	54,224	28,000	33,400	5,400	40,000
520504 - Publications	35,294	27,000	42,800	15,800	42,800
520505 - Program Hosting Expenses			13,900	13,900	13,900
520508 - Licenses & Fees	0	-	251	300	-
520700 - Workers Comp Insurance Expense	0	-	19,200	19,200	39,500
520701 - General Liability Insurance Exp	325,000	108,719	128,000	19,300	68,700
520702 - Claims Expense	0	-	8,000	8,000	26,600
520801 - Mileage Reimbursement	56,578	54,000	41,900	(12,100)	41,900
520803 - Travel Reimbursement	116,765	73,000	187,800	114,800	241,800
520805 - Supplies & Meals Reimbursement	15,610	18,000	16,200	(1,800)	16,200
520904 - Computer Install & Maintenance	36,610	39,000	39,100	100	139,100
522798 - Miscellaneous Expense			-	-	
570100 - Equipment Purchase	2,770	4,000	3,500	(500)	3,500
Total Expense	9,139,461	9,735,980	8,976,600	(759,200)	9,687,800
Net Ordinary Income	41,174	(46,980)	122,300	169,100	147,500

JPA TOTAL

	FY18 Actual	FY19 Budget	FYE19 Projected	FY19 Variance	FY20 Budget
Other Income/Expense					
Other Income					
520100 - Investment Income	7,861	15,000	33,000	18,000	25,200
Total Other Income	7,861	15,000	33,000	18,000	25,200
Other Expense					
529xxx - Claims Reserve account		100,000	-	(100,000)	100,000
529996 - Attributed OPEB / HRA Expense	41,750	54,000	207,100	153,100	85,500
529997 - Unallocated Admin. Svcs - RGS	(1,603,770)	(1,952,000)	(1,632,000)	320,000	(1,600,000)
529999 - Allocated Unbillable Expenses	1,603,770	1,952,000	1,632,000	(320,000)	1,600,000
Total Other Expense	41,750	154,000	207,100	53,100	185,500
Net Other Income	(33,889)	(139,000)	(174,100)	(35,100)	(160,300)
Net Income	7,285	(185,980)	(51,800)	134,000	(12,800)



TO: EXECUTIVE COMMITTEE
FROM: RICHARD AVERETT, Executive Director
SUBJECT: STRATEGIC PLAN UPDATE

EC Meeting: 5-16-2019
Item: 5A

RGS Strategic Plan High-Level Goals

1. Develop 5-Year Strategic Plan
2. Increase Membership to Seven Agencies by 2018.
3. Ensure RGS' Continued Financial Stability
4. Move LGS to Dormant Status
5. Expand Communication with Executive Committee
6. Update on Potential New Service Areas
7. Align Client Development and Service Delivery with Best Management Practices

Quarterly Progress Report for 05-16-2019 meeting

- 1.1. Develop a formal 5-year Strategic Plan for RGS using an outside facilitator. To include mission, values & goals with timelines and assignments.
 - Proposing November 2019 meeting in Monterey as target date for development of a non-interim strategic plan using an outside facilitator.
- 2.1. Pursue increased Board membership with similar powers as current members and geographic and socio-economic diversity.
 - City of Soledad joined RGS as a member agency.
- 3.2.1. Establish regional hubs where there is a confluence of client needs and advisor talent.
 - Scheduled weekly meeting with service line leaders and regional leads to share key information on new clients, potential for cross-selling, need for a multi-disciplinary team or local resource, tips from our history with a client.
- 3.2.2. Make lead advisors more visible as part of the RGS image.
 - Developed a partner agency outreach process and timeline to establish communication cycles with Lead Advisors to address services and customer satisfaction.
- 3.3.4. Assess current management tools for payroll, finance and project management to determine long term ability to support growth.
 - Identified a short list of potential project management systems and evaluating best fit.
- 3.4.2. Connect with potential advisors via outreach and advertising.
 - Developing resources for Advisors to understand audience of each outreach platform (LinkedIn, MailChimp, website) and how to engage with content to increase visibility to more potential Advisors.
- 5.3. Monthly updates (e.g. newsletter, email), with links to public RGS client work and new programs.
 - Completed a year of monthly newsletters and assembling a Year in Review special feature of activity by service line.
 - Hired social media specialist to better utilize LinkedIn platform.



TO: EXECUTIVE COMMITTEE **EC Meeting: 5-16-2019**
FROM: RICHARD OPPENHEIM, Administrative Services Manager **Item: 5B**
**SUBJECT: APPROVAL OF PROPOSED PROCESS TO DEVELOP A NEW
STRATEGIC PLAN**

RECOMMENDATION

Authorize RGS Staff to select a professional services consultant to develop a strategic plan with the goal of finalization of the plan at the in-person November meeting in Monterey.

BACKGROUND

An Agency Action Plan was discussed during the Executive Committee Study Session on November 11, 2016. It was approved as an interim strategic plan during the Executive Committee meeting on March 26, 2017. Staff provides a progress report on the plan at each regular meeting of the Executive Committee.

Goal one of the interim strategic plan is to develop a 5-year strategic plan led by an external facilitator to assist RGS. RGS Staff proposes to request a proposal for the facilitator work and select the consultant by early Fall, so work could begin prior to the November meeting. The goal would be to conclude development of the Strategic Plan at a Study Session held in conjunction with the November 2019 Executive Committee Meeting in Monterey.

FISCAL IMPACT

The estimated cost of the outside facilitator is expected to be less than \$15,000. Funds are available in the proposed FY2020 budget.



TO: EXECUTIVE COMMITTEE **EC Meeting: 5-16-2019**
FROM: SOPHIA SELIVANOFF, Deputy Executive Director **Item: 5C**
**SUBJECT: AUTHORIZE STAFF TO RETAIN CONSULTANT TO CONDUCT
CUSTOMER FEEDBACK INTERVIEWS**

RECOMMENDATION

Authorize RGS Staff to select a professional services consultant to conduct customer feedback interviews with key clients

BACKGROUND

During the Executive Committee Study Session on November 11, 2017, several Committee Members identified “stay interviews” (or interviews conducted for the primary purpose of retaining clients) as a critical way to obtain customer feedback and develop service strategies to meet evolving needs and retain key clients. A Committee Member additionally recommended the interviews of a handful of clients be conducted by a third-party consultant rather than an RGS employee. At the same Study Session, Committee Members also expressed the importance of staff routinely checking with all or many clients as to their customer experience with RGS and to identify other needs RGS might address.

In order to obtain and effectively use key customer feedback, RGS Staff proposes to select a consultant immediately, so that information collected can inform and guide both current and potential service offerings and communication activities.

In addition, RGS Staff have developed a preliminary outline of a regular lifecycle of customer feedback activities, data compilation, and communications tools. Based on findings from the initial interviews conducted by the selected consultant, Staff will refine the proposed feedback program and promptly implement regular client engagement activities and communications. This more formal customer feedback process, combined with the consultant’s findings from selected key clients, will be presented to the Executive Committee at the November meeting and routinely thereafter.

FISCAL IMPACT

The estimated cost of the consultant is expected to be less than \$7,500. Funds are available in the proposed FY2020 budget.

TO: EXECUTIVE COMMITTEE **EC Meeting: 5-16-2019**
FROM: RICHARD OPPENHEIM, Administrative Services Manager **Item: 6A**
SUBJECT: EXECUTIVE DIRECTOR COMPENSATION AND PERFORMANCE

RECOMMENDATION

Appoint a standing sub-committee for the purposes of considering annually reviewing Executive Director performance and tri-annually reviewing compensation.

BACKGROUND

In June 2014, RGS staff brought the Executive Director's performance evaluation and compensation methodology to the Executive Committee for discussion and direction, resulting in the Committee directing staff to modify the approach. This was done and in August 2015, the Committee accepted the modified methodology and assigned Committee Members Schwarz and Rogers as an Ad Hoc Committee to meet with staff to finalize the annual review process and establish benchmark agencies for tri-annually surveying of chief executive officer compensation.

The benchmark agencies included surveying all RGS member agencies current as of 2014 and several other Bay Area or other agencies having a more regional or statewide approach.

In November 2015, members Rogers and Schwarz affirmed the tri-annually compensation methodology and approved a 3.11% adjustment in salary to raise the Executive Director's base compensation to the survey salary average. In addition, Members Schwarz and Rogers approved conducting compensation studies only once every three years for review by May and adoption by the Executive Committee, effective July. Intervening years will have no study and adjustments, if any, would be made on other factors, such as a COLA, CPI, or another indicator.

The Ad Hoc Committee also recommended a performance review be conducted annually and the Executive Committee approved this recommendation. Prior to 2016, Executive Director performance was reviewed annually or 'catching up' with reviews for two or more years when not performed annually. Individual and Agency goals were established and used as criteria for evaluating performance. The last performance review was conducted in November 2015, based on 2014/15 performance, and a one-time bonus of 5% was awarded. Since that time, priorities for the Agency (and necessarily for the Executive Director) have shifted to winding down LGS and resolving CalPERS matters with that agency. RGS established an interim Strategic Plan to provide direction and priority. Now that LGS and MSA have been dissolved, staff is proposing the development of a more formal Strategic Plan, to be completed at the Executive Committee's November meeting. The new Strategic Plan objectives would provide current objectives and goals for the Executive Director's performance evaluation, should the Sub-Committee choose to resume annual reviews.

A compensation study was completed in October 2018, using the same benchmark agencies except for the substitution of ABAG with PARSAC as a comparator agency, since ABAG had been

absorbed into MTC. The compensation study was updated for this change in February 2019. Staff is proposing formation of a Sub-Committee to:

1. Consider resuming annual performance evaluations and consider conducting reviews for those years in which no reviews were conducted;
2. Consider using the new Strategic Plan for future Executive Director evaluations and possible use of an outside professional facilitator; and
3. Consider adjusting the Executive Director's compensation to the average of the benchmark agencies.

FISCAL IMPACT

There is no impact of creating a Sub-Committee to annually review the Executive Director's performance and review the current benchmark survey.