

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

via Videoconference

February 18, 2021

1:05 p.m. (or immediately following preceding meeting)

In keeping with Governor Newsom's Executive Orders N-29-20 and N-35-20, the Executive Committee meeting will be conducted by videoconference and will not be held at any public offices. The public may participate in the meeting by joining a RingCentral Meeting using the following link: <https://meetings.ringcentral.com/j/1485241470>; or by calling 1 (623) 404-9000 and entering the meeting ID#: 148 524 1470. When joining the meeting, you will be in a virtual waiting room. In order for the moderator to allow you entry from the waiting room into the meeting, you will need to email the moderator at tburaglio@rgs.ca.gov at least 15 minutes prior to the meeting start time and identify yourself by name (if joining via the web link) or by the phone number utilized if calling in via phone.

1. CALL TO ORDER / ROLL CALL

- A. Election of Officers

Action

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 **November 19, 2020** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made November through January 2021
- E. Approval of Investments Report through December 2020
- F. Approval of Management Services Agreements
- G. Approval of Dental Pool Associate Members

Action

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2020
- B. Approval of New Audit Services Firm Contract

Information

Action

5. OLD BUSINESS

- A. Approval of Updates to the Strategic Plan

Action

6. NEW BUSINESS

- A. Discussion of Proposed Legislative Priority – Risk Management

Information

Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Pursuant to Government Code Section 54956.9(d)(1))

Names of Cases: In the Matter of the Appeal of Membership Determination and post Retirement Employment of Linda D. Abid-Cummings, OAH Case No. 2020090772

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Douglas A. Breeze, OAH Case No. 2020100848

In the Matter of the Appeal of Membership Determination and post Retirement Employment of David W. Dowswell, OAH Case No. 2020090934

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Sheila McCrory, OAH Case No. 2020090956

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Tarlochan Sandhu, OAH Case No. 2020100708

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Margaret M. Souza, OAH Case No. 2020090931

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Pursuant to Government Code Section 54956.9(d)(4))

Initiation of litigation: (1) One potential case

Recess to Open Session

Possible Report Out of Closed Session

Information

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Updates on PACE & STARS (\$13 million); 316 clients serviced since inception
- B. Members: Challenges and successes of their jurisdictions so the JPA could better create services appropriate to what public agencies need.

Information

8. ADJOURN OPEN MEETING

The next Regular Meeting will take place on **May 20, 2021**

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
NOVEMBER 19, 2020**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 19, 2020 via teleconference. The meeting was called to order at 1:12 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Steve Rogers, Chair
Linda Smith, Vice Chair
Liz Habkirk, Member
Dan Schwarz, Member
Hilary Straus, Member
Brent Slama, Member

Members Absent: Dan Buckshi, Member

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Jefferson Kise, Finance and Operations Manager
Rich Oppenheim, Administrative Services Manager
Josh Metz, Economic Development Service Line Leader
Sky Woodruff, Authority General Counsel
Scott Kivel, Special Counsel
Tiffany Buraglio, Executive Assistant

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

Staff requested items 3C and 3H to be pulled from the Consent Agenda for discussion. Member Smith requested 3F be pulled for question.

- A. Approval of **June 24, 2020** Minutes
- B. Approval of RGS Position Listings
- D. Approval of Payments and Deposits made April 2020 through August 2020
- E. Approval of Investments Report through August 2020
- G. Approval of Municipal Dental Pool Update
 - Action:** Moved and seconded (Liz Habkirk/Dan Schwarz) to approve consent agenda.
 - AYES:** Rogers, Smith, Habkirk, Schwarz, Straus
 - NOES:** None
 - ABSTAIN:** None
- C. Approval of Regularly Scheduled Meetings Calendar
 - Executive Director Averett reviewed that the February meeting would normally be held in conjunction with the League of California City Manager’s Department Meeting. Because the meeting is unlikely to be held in person and some Members were unavailable during the last conference, staff proposes to revert to the regular 3rd Thursday of the month meeting schedule for February and waiting a few more months to discuss the possibility of an in-person meeting. Chair Rogers agreed that it was a logical proposal, as now is not the right time to plan for an in-person meeting.
- F. Approval of Management Services Agreements
 - Member Smith inquired as to why the Executive Director does not have signatory authority on agreements regardless of size. Executive Director Averett explained that the Board gave the Executive Director authority to enter into agreements years ago, however the new agreements are brought to the Executive Committee as a confirming item. Additionally, JPA counsel approves

any non-standard contract language. Chair Rogers noted that the language of the report should be amended, Member Smith suggesting “receive and file”, to avoid confusion that the Executive Committee needs to approve agreements.

H. Approval of Updates to Personnel Rules, Regulations and Policies

Executive Director Averett noted that this policy was brought to the Executive Committee because of a client request for a policy that the JPA did not have formally written. Deputy Executive Director Selivanoff stated that a request was made from CalSAWS, a JPA client, to provide the agency with the JPA’s Diversity, Equity and Inclusion Policy. Although the concepts of a DEI policy are followed at RGS, it had never been formalized in writing. This addition to the Personnel Rules, Regulations and Policies document is a very broad description of the JPA’s intentions and objectives, which will be turned into actionable items to increase equity and inclusion.

Action: Moved and seconded (Liz Habkirk/Dan Schwarz) to approve Regularly Scheduled Meetings Calendar, Management Services Agreements, and Updates to Personnel Rules, Regulations and Policies

AYES: Rogers, Smith, Habkirk, Schwarz, Straus

NOES: None

ABSTAIN: None

1:26 p.m. Brent Slama joined the meeting.

4. TREASURER’S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2020

Information item; no action was taken. Finance Manager Kise announced that the JPA had a slight net gain in each of the first three months. Net Income was four times the budgeted amount for this time period and well above the same time period last year. Chair Rodgers noted this was encouraging news and Executive Director stated that normally the first 5-6 months of the fiscal year are typically low, if not negative so these numbers are especially encouraging. Executive Director Averett is happy with the results, but the JPA is not resting and is actively trying to develop service lines and keep administrative costs low. Chair Rodgers asked if the JPA’s largest client, CalSAWS, just doesn’t want any of its own staff and Deputy Executive Director Selivanoff explained that the agency is a very complex organization that is bringing together three separate welfare systems in the state of California. It has been a massive project. Once the merge is complete, the JPA expects their system of employment to change, but that is projected to be several years away.

B. Approval of FY20 Audited Financial Statements

Finance Manager Kise stated that Badawi and Associates has completed the audit and has been the JPA’s auditor for four years and Finance Manager Kise would be putting together an RFP for a new auditor for the next fiscal year. The audit was clean with no management comments or adjusted journal entries against work RGS had done. Vice Chair Smith asked for clarification regarding the second bullet point on page 3 and Finance Manager Kise noted that was a typo. Member Habkirk inquired as to how frequently the JPA changed auditors and Finance Manager Kise answered that the JPA observed a three-year auditor rotation with two one-year extension options. This year was the first extension for Badawi and he doesn’t expect to extend again.

Action: Moved and seconded (Linda Smith/Liz Habkirk) to approve FY20 Audited Financial Statements

AYES: Rogers, Smith, Habkirk, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Approval of Updates to Strategic Plan

Administrative Services Manager Rich Oppenheim highlighted the updates to the Strategic Plan. In Goal 2, the JPA has expanded benefits to more advisors to aid in the JPA's overall retention and recruitment goals. In Goal 1, the JPA is changing the goal language to expand its range of entities it serves to include not just local government agencies. The JPA is planning to have the Executive Committee discuss those potential clients the next time the group is able to meet in person. Chair Rogers provided feedback about meeting to discuss the strategic plan and client definition, as either an in-person meeting or zoom meeting, based on staff proposal and COVID risks. Vice Chair Smith asked for clarification that the update to Goal 4 could also be listed under Goal 1, part B. Executive Director Averett concurred and suggested possibly changing the wording of Goal 1, part B to specify client service needs and that the JPA is not looking to change the public service focus of the JPA.

Action: Moved and seconded (Linda Smith/Dan Schwarz) to approve updates to Strategic Plan

AYES: Rogers, Smith, Habkirk, Schwarz, Slama, Straus

NOES: None

ABSTAIN: None

6. NEW BUSINESS

Items 6B and 6A were reversed in order to hear from Economic Development Service Line Leader Metz before he had to leave the meeting.

B. New Service Line – Economic Development

Information item; no action was taken Deputy Executive Director Selivanoff introduced Josh Metz as the JPA's new Economic Development Leader. Staff met Metz when the JPA was assisting in the sunseting of the Fort Ord Reuse Authority and Metz was Executive Director of FORA. Economic Development Leader Metz described how the JPA was slowly rolling out an Economic Development Service line for public agencies. He has been sending out Economic Overview reports to various clients. Member Straus inquired if the Economic Development services included grant writing and administration and Economic Development Leader Metz said they do, and described an example.

1:58 p.m. Economic Development Leader Metz left the meeting.

A. Approval of Citrus Heights Water District as a New RGS Member Agency

No discussion.

Action: Moved and seconded (Dan Schwarz/Linda Smith) to approve Citrus Heights Water District as a new RGS member agency.

AYES: Rogers, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: Straus

Item 7 was moved before the Closed Session

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: Executive Director Averett updated there were two new Special Districts who joined the STARS program. There were no updates on the PACE program. RGS has now served over 300 clients since inception, with about 100 active clients at any given time, showing good retention in client base. Executive Director Averett noted his intention to provide more regular updates to the Executive Committee. Executive Director Averett also noted that he hoped to be able to hear updates from Members at a future meeting detailing the challenges and successes of their jurisdictions so the JPA could better create services appropriate to what public agencies need.

B. Members: Nothing to report.

2:12 p.m. Authority Special Counsel Kivel joined meeting

2:15 p.m. Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Pursuant to Government Code Section 54956.9(d)(41))

Names of Cases: In the Matter of the Appeal of Membership Determination and post Retirement Employment of Linda D. Abid-Cummings, OAH Case No. 2020090772

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Douglas A. Breeze, OAH Case No. 2020100848

In the Matter of the Appeal of Membership Determination and post Retirement Employment of David W. Dowswell, OAH Case No. 2020090934

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Sheila McCrory, OAH Case No. 2020090956

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Tarlochan Sandhu, OAH Case No. 2020100708

In the Matter of the Appeal of Membership Determination and post Retirement Employment of Margaret M. Souza, OAH Case No. 2020090931

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Pursuant to Government Code Section 54956.9(d)(4))

Initiation of litigation: (2) Two potential cases

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Ad Hoc Committee: Chair Rogers and Member Habkirk

Unrepresented employee: Executive Director

3:32 p.m. Reconvene Meeting

Deputy Director Selivanoff, Finance Manager Kise and Special Counsel Kivel left the meeting

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

C. Approval of Executive Director Performance Goals for FY2021

Action: Moved and seconded (Linda Smith/Brent Slama) to approve Executive Director performance goals for FY2021

AYES: Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: None

D. Approval of Executive Director Amended Employment Agreement

Chair Rogers reported: “California Government Code section 54953 requires every legislative body of a local agency to orally report a summary of proposed actions on salaries, salary schedules, or fringe benefits of executive-level employees before approval. The following information satisfies this requirement. The Executive Director’s new contract will increase the base salary from \$211,908.48 to \$216,146.65. No other changes are being approved.”

Action: Moved and seconded (Dan Schwarz/Liz Habkirk) to approve Executive Director amended employment agreement to adjust Executive Director base salary by 2% and proceed with compensation methodology.

AYES: Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: None

E. Approval of Plan to Conduct a Mid-Year Review to Consider Adjustment of Executive Director Compensation

Chair Rogers recognized the challenges of leading at this time of COVID and expressed appreciation of how the Executive Director and team had focused on how to protect employees during COVID, yet still worked to make sure the work of the JPA was relevant.

Action: Moved and seconded (Liz Habkirk/Linda Smith) to approve plan to proceed with an Executive Director compensation study in January and commit to review a potential mid-year compensation adjustment rather than wait until a November 2021 review after the compensation methodology and salary study are completed.

AYES: Rogers, Bukshi, Habkirk, Schwarz, Slama, Smith

NOES: None

ABSTAIN: None

8. **ADJOURN** – The meeting adjourned at 3:40 p.m. The next regular meeting is scheduled for February 18, 2021 via teleconference.

RGS Position Listing

February 1, 2021

Base Department	Job Title	Staus Full-Time
1000-000 - RGS Admin-General Hours	Deputy COO	0.03
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.13
1000-000 - RGS Admin-General Hours	Technical Specialist	0.24
1000-000 - RGS Admin-General Hours	Administrative Support	0.53
1000-000 - RGS Admin-General Hours	Administrative Support	1.08
1000-000 - RGS Admin-General Hours	Administrative Services Manager	1.13
1000-000 - RGS Admin-General Hours	Deputy Executive Director	1.16
1000-000 - RGS Admin-General Hours	CEO	1.21
1001-000 - RGS Finance-General Hours	Project Advisor	0.62
1001-000 - RGS Finance-General Hours	Technical Advisor	0.92
1001-000 - RGS Finance-General Hours	Technical Specialist	0.98
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.17
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.49
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.63
1002-000 - RGS HR-Payroll Genl Hrs	Project Advisor	0.90
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.97
1003-002 - Training Svc Grp Admin	Senior Advisor	0.05
1003-002 - Training Svc Grp Admin	Senior Advisor	0.07
1003-002 - Training Svc Grp Admin	Intern	0.22
1003-002 - Training Svc Grp Admin	Senior Advisor	0.34
1006-001 - Finance Svc Grp Admin Time	Advisor	0.02
1006-001 - Finance Svc Grp Admin Time	Advisor	0.03
1006-001 - Finance Svc Grp Admin Time	Advisor	0.06
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.07
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.08
1006-001 - Finance Svc Grp Admin Time	Advisor	0.09
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.12
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.12
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.13
1006-001 - Finance Svc Grp Admin Time	Advisor	0.23
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.28
1006-001 - Finance Svc Grp Admin Time	Advisor	0.28
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.33
1006-001 - Finance Svc Grp Admin Time	Advisor	0.34
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.52
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.68
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.99
1007-001 - HR Svc Grp Admin Time	Advisor	0.00
1007-001 - HR Svc Grp Admin Time	Advisor	0.00
1007-001 - HR Svc Grp Admin Time	Advisor	0.01
1007-001 - HR Svc Grp Admin Time	Advisor	0.02
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Advisor	0.06

RGS Position Listing

February 1, 2021

1007-001 - HR Svc Grp Admin Time	Advisor	0.09
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.09
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.11
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.11
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.12
1007-001 - HR Svc Grp Admin Time	Advisor	0.14
1007-001 - HR Svc Grp Admin Time	Advisor	0.16
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.20
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.22
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.22
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.23
1007-001 - HR Svc Grp Admin Time	Advisor	0.24
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.27
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.28
1007-001 - HR Svc Grp Admin Time	Advisor	0.28
1007-001 - HR Svc Grp Admin Time	Advisor	0.36
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.37
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.38
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.45
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.47
1007-001 - HR Svc Grp Admin Time	Technical Specialist	0.53
1007-001 - HR Svc Grp Admin Time	Advisor	0.75
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.88
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.89
1007-001 - HR Svc Grp Admin Time	Project Coordinator	1.03
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1.30
1008-001 - Outreach Svc Grp Admin Time	Project Coordinator	0.01
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.04
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.91
1009-001 - Safety Svc Grp Admin Time	Advisor	0.00
1011-001 - Planning Svc Grp Admin Time	Advisor	0.07
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.15
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.52
1011-001 - Planning Svc Grp Admin Time	Advisor	1.06
1012-001 - Public Safety Svc Grp Admin	Advisor	0.00
1012-001 - Public Safety Svc Grp Admin	Advisor	0.02
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.05
1014-001 - EM Svc Grp Admin Time	COO	0.04
1014-001 - EM Svc Grp Admin Time	Senior Advisor	0.13
1014-001 - EM Svc Grp Admin Time	Advisor	0.37
1015-001 - PW Svc Grp Admin Time	Chief Executive Officer	0.11
1015-001 - PW Svc Grp Admin Time	Project Advisor	0.20
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.25
1016-001 - Econ Dev Svc Grp Admin Time	Senior Advisor	0.32

RGS Position Listing

February 1, 2021

1260-000 - CalSAWS-General Hours	Project Coordinator	0.07
1260-000 - CalSAWS-General Hours	Project Coordinator	0.08
1260-000 - CalSAWS-General Hours	Project Coordinator	0.08
1260-000 - CalSAWS-General Hours	Project Coordinator	0.08
1260-000 - CalSAWS-General Hours	Project Coordinator	0.08
1260-000 - CalSAWS-General Hours	Project Coordinator	0.12
1260-000 - CalSAWS-General Hours	Project Coordinator	0.13
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.29
1260-000 - CalSAWS-General Hours	Project Advisor	0.29
1260-000 - CalSAWS-General Hours	Project Coordinator	0.38
1260-000 - CalSAWS-General Hours	Project Coordinator	0.38
1260-000 - CalSAWS-General Hours	Project Coordinator	0.42
1260-000 - CalSAWS-General Hours	Project Coordinator	0.80
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.81
1260-000 - CalSAWS-General Hours	Project Coordinator	0.84
1260-000 - CalSAWS-General Hours	Project Coordinator	0.88
1260-000 - CalSAWS-General Hours	Project Coordinator	0.88
1260-000 - CalSAWS-General Hours	Project Advisor	0.88
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.92
1260-000 - CalSAWS-General Hours	Project Advisor	0.93
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.94
1260-000 - CalSAWS-General Hours	Project Advisor	0.96
1260-000 - CalSAWS-General Hours	Project Advisor	0.98
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.06
1260-000 - CalSAWS-General Hours	Project Coordinator	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Project Coordinator	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.09
1260-000 - CalSAWS-General Hours	Senior Advisor	1.09
1260-000 - CalSAWS-General Hours	Project Advisor	1.09
1260-000 - CalSAWS-General Hours	Lead Advisor	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Project Coordinator	1.09
1260-000 - CalSAWS-General Hours	Project Coordinator	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Project Advisor	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09

RGS Position Listing

February 1, 2021

1260-000 - CalSAWS-General Hours	Advisor	1.09
1260-000 - CalSAWS-General Hours	Deputy COO	1.09
1260-000 - CalSAWS-General Hours	Lead Advisor	1.09
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.09
1260-000 - CalSAWS-General Hours	Lead Advisor	1.10
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.12
1260-001 - CalSAWS M&O	COO	1.09
1320-000 - MERA-General Hours	Senior Advisor	0.33
1320-000 - MERA-General Hours	COO	0.73
1320-002 - MERA-Implementation Coord	Advisor	0.02
3060-001 - SVBGSA - General Manager	Senior Advisor	0.80
3060-002 - SVBGSA - Finance	Senior Advisor	0.66
3060-005 - SVBGSA - General Administrati	Administrative Assistant	0.23
3060-005 - SVBGSA - General Administrati	Administrative Support	0.24
3060-005 - SVBGSA - General Administrati	COO	0.81
3890-000 - SVRIA-General Manager Service	Senior Advisor	0.21
	FTE	78.42
	Employee Count	147



TO: EXECUTIVE COMMITTEE **EC Meeting: 02-18-2021**
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 next 24 months, 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-person in conjunction with a relevant conference or other event. NOTE: In person meetings are suspended during the Coronavirus pandemic.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
2021					
February 18 (Thursday)	RGS	RGS	Appoint Members to Executive Committee, Election of Officers (all)	telephonic	1:00pm-3:00pm
May 20 (Thursday)	RGS		Next FY Budget, Exec Dir Ad Hoc Committee Formation	telephonic	1:00pm-3:00pm
September 16 (Thursday)	RGS		Meeting Schedule for 2022	TBD	1:00pm-3:00pm
November 19 (Thursday)	RGS		FY21 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	telephonic	1:00pm-3:00pm
Tentative 2022					
February 17 (Thursday)	RGS	RGS	Appoint Members to Executive Committee, Election of Officers (all)	TBD	With CM Dept Mtg 11:30 - 1:00pm
May 19 (Thursday)	RGS		Next FY Budget, Exec Dir Ad Hoc Committee Formation	TBD	1:00pm – 3:00pm
September 15 (Thursday)	RGS		Meeting Schedule for 2023	TBD	1:00pm-3:00pm
November 17 (Thursday)	RGS		FY22 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	TBD	1:00pm-3:00pm
Tentative 2023					
February 16 (Thursday)	RGS	RGS	Appoint Members to Executive Committee, Election of Officers (all)	TBD	With CM Dept Mtg 11:30 - 1:00pm

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-18-2021**
FROM: RICHARD AVERETT, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – NOVEMBER 2020 THROUGH JANUARY 2021

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. Executive Director or designee reviews and authorizes payments. All payments, including electronic payments, are reviewed again 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 Community Bank of the Bay money market account, in the Local Agency Investment Fund (LAIF) investment pool and in the CalTrust medium term and short-term investment pools. Staff always seeks to minimize bank charges.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequent contractual obligations.

Regional Government Services
Payment and Disbursement Report
November 1, 2020 through January 31, 2021

3:23 PM

02/10/2021

Accrual Basis

	Type	Date	Num	Name	Memo	Amount	Balance
110090 - Community Bank of the Bay Chkg							113,994.83
	Deposit	11/02/2020			Deposit	12,665.80	126,660.63
	General Journal	11/02/2020	3003		Health Ins premiums 2020-11	-98,145.80	28,514.83
	General Journal	11/02/2020	3003		Dental Ins premium 2020-11	-7,180.27	21,334.56
	Deposit	11/04/2020			Deposit	991.22	22,325.78
	Transfer	11/04/2020			Funds Transfer	340,000.00	362,325.78
	General Journal	11/05/2020	3001		10/31/20 net pay	-278,937.47	83,388.31
	Deposit	11/06/2020			Deposit	288.75	83,677.06
	Deposit	11/06/2020			Deposit	330.60	84,007.66
	Deposit	11/06/2020			Deposit	52,445.35	136,453.01
	General Journal	11/06/2020	3002		10/31/20 payroll taxes and fees	-77,189.40	59,263.61
	General Journal	11/06/2020	3047		Dental Pool Q3 2020	14,114.29	73,377.90
	General Journal	11/06/2020	3057		APS Tax Reimbursement 11-06-20	10.07	73,387.97
	Deposit	11/09/2020			Deposit	22,934.20	96,322.17
	Deposit	11/09/2020			Deposit	19,922.72	116,244.89
	General Journal	11/09/2020	3043		2020-11 FSA admin fee	-129.85	116,115.04
	General Journal	11/10/2020	3004		10/31/20 MM 401a remittance	-38,449.87	77,665.17
	General Journal	11/10/2020	3004		10/31/20 MM 457 remittance	-24,087.36	53,577.81
	Bill Pmt -Check	11/10/2020	16089	Tripepi Smith & Associates		-877.50	52,700.31
	General Journal	11/10/2020	3041		10/31/20 FSA contribution	-1,315.41	51,384.90
	General Journal	11/12/2020	3012		MHN premium pmt 2020-11	-446.60	50,938.30
	General Journal	11/12/2020	3012		Vision premium pmt 2020-11	-1,113.15	49,825.15
	Deposit	11/13/2020			Deposit	8,122.50	57,947.65
	General Journal	11/13/2020	3056		401a Not on File Employee PPE 10-31-20	-405.57	57,542.08
	General Journal	11/16/2020	3006		K Flint Loan Payment	1,806.76	59,348.84
	Deposit	11/17/2020			Deposit	16,028.93	75,377.77
	Transfer	11/18/2020			Funds Transfer	285,000.00	360,377.77
	General Journal	11/19/2020	3019		11/15/20 net pay	-276,026.82	84,350.95
	Deposit	11/19/2020			Deposit	4,195.12	88,546.07
	General Journal	11/20/2020	3020		11/15/20 payroll taxes and fees	-77,051.19	11,494.88
	Deposit	11/23/2020			Deposit	9,830.75	21,325.63
	Deposit	11/23/2020			Deposit	879,462.87	900,788.50
	Deposit	11/23/2020			Deposit	71,991.77	972,780.27
	Transfer	11/24/2020			Funds Transfer	-680,000.00	292,780.27
	Bill Pmt -Check	11/24/2020	16090	Employment Research Services		-151.32	292,628.95
	Bill Pmt -Check	11/24/2020	16091	Glicksman Consulting, LLC		-3,000.00	289,628.95
	Bill Pmt -Check	11/24/2020	16092	Keenan & Associates		-1,500.00	288,128.95
	Bill Pmt -Check	11/24/2020	16093	US Bank		-13,899.03	274,229.92
	Transfer	11/24/2020			Funds Transfer	70,000.00	344,229.92
	General Journal	11/24/2020	3042		11/15/20 FSA contribution	-1,252.91	342,977.01

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	11/25/2020	Wire	Cinnovx		-40,597.00	302,380.01
Bill Pmt -Check	11/25/2020	Wire	GovTech Consulting		-21,500.00	280,880.01
Bill Pmt -Check	11/25/2020	Wire	Mary E Uzupis		-19,512.50	261,367.51
Bill Pmt -Check	11/25/2020	Wire	PYXIS Management Consulting Group LLC		-23,520.00	237,847.51
Bill Pmt -Check	11/25/2020	Wire	Quantum Consulting Services		-50,173.50	187,674.01
Bill Pmt -Check	11/25/2020	Wire	Soconus, Inc		-100,090.00	87,584.01
Bill Pmt -Check	11/25/2020	Wire	Xtrategi, Inc		-19,360.00	68,224.01
Deposit	11/25/2020			Deposit	744.02	68,968.03
Deposit	11/25/2020			Deposit	1,884.00	70,852.03
Deposit	11/25/2020			Deposit	6,692.20	77,544.23
Deposit	11/25/2020			Deposit	15,916.26	93,460.49
General Journal	11/26/2020	3032		Life and Disability premium for 2015-	-2,857.09	90,603.40
General Journal	11/29/2020	3031		11/15/15 MM 401a remittance	-38,120.91	52,482.49
General Journal	11/29/2020	3031		11/15/20 MM 457 remittance	-23,861.36	28,621.13
Deposit	11/30/2020			Deposit	54,599.08	83,220.21
Transfer	11/30/2020			Funds Transfer	35,000.00	118,220.21
General Journal	12/01/2020	3033		Health Ins premiums 2020-12	-100,520.68	17,699.53
General Journal	12/01/2020	3033		Dental Ins premium 2020-12	-7,389.63	10,309.90
Bill Pmt -Check	12/02/2020	16094	Kendall Flintv		-7,025.00	3,284.90
Deposit	12/04/2020			Deposit	453.75	3,738.65
General Journal	12/04/2020	3029		11/30/20 net pay	-286,575.53	-282,836.88
Transfer	12/04/2020			Funds Transfer	365,000.00	82,163.12
Deposit	12/04/2020			Deposit	8,726.45	90,889.57
General Journal	12/07/2020	3030		11/30/20 payroll taxes and fees	-80,154.57	10,735.00
Deposit	12/07/2020			Deposit	5,823.88	16,558.88
Check	12/07/2020	505	Franchise Tax Board		-6.92	16,551.96
Transfer	12/08/2020			Funds Transfer	120,000.00	136,551.96
General Journal	12/08/2020	3085		2020-12 FSA admin fee	-132.05	136,419.91
Deposit	12/09/2020			Deposit	61,348.80	197,768.71
General Journal	12/09/2020	3083		11/30/20 FSA contribution	-1,315.41	196,453.30
Bill Pmt -Check	12/10/2020	16095	Employment Research Services		-245.95	196,207.35
Bill Pmt -Check	12/10/2020	16096	Scott N. Kivel		-44,231.08	151,976.27
General Journal	12/10/2020	3035		11/30/20 MM 401a remittance	-39,512.71	112,463.56
General Journal	12/10/2020	3035		11/30/20 MM 457 remittance	-23,723.25	88,740.31
General Journal	12/10/2020	3036		MHN Premium Pmt 2020-12	-446.60	88,293.71
General Journal	12/10/2020	3036		Vision Premium Pmt 2020-12	-1,140.36	87,153.35
General Journal	12/10/2020	3037		Reimburse Wrkr Comp Claims 2020-12	-3,839.55	83,313.80
Deposit	12/11/2020			Deposit	2,165.00	85,478.80
Deposit	12/11/2020			Deposit	10,032.90	95,511.70
Deposit	12/14/2020			Deposit	786.20	96,297.90
Deposit	12/14/2020			Deposit	153,188.04	249,485.94
Deposit	12/14/2020			Deposit	332.22	249,818.16
Bill Pmt -Check	12/15/2020	Wire	Meyers Nave		-7,124.65	242,693.51

Type	Date	Num	Name	Memo	Amount	Balance
Transfer	12/15/2020			Funds Transfer	-275,000.00	-32,306.49
General Journal	12/15/2020	3055		HRA Funding Houleemard 2020-12	-1,735.20	-34,041.69
Deposit	12/17/2020			Deposit	26,780.02	-7,261.67
Transfer	12/17/2020			Funds Transfer	45,000.00	37,738.33
Transfer	12/18/2020			Funds Transfer	380,000.00	417,738.33
Deposit	12/21/2020			Deposit	30,485.11	448,223.44
General Journal	12/21/2020	3048		12/15/20 net pay	-308,122.97	140,100.47
General Journal	12/22/2020	3049		12/15/20 payroll taxes and fees	-99,215.31	40,885.16
Deposit	12/22/2020			Deposit	867,463.11	908,348.27
Deposit	12/22/2020			Deposit	50,539.25	958,887.52
Transfer	12/22/2020			Funds Transfer	-585,000.00	373,887.52
Check	12/22/2020	506	Franchise Tax Board		-224.02	373,663.50
Deposit	12/23/2020			Deposit	12,549.70	386,213.20
General Journal	12/23/2020	3088		Reimburse Union Bank for Wrkr Comp Claims	-4,921.88	381,291.32
Deposit	12/24/2020			Deposit	4,999.25	386,290.57
Bill Pmt -Check	12/24/2020	Wire	Mary E Uzupis		-20,650.00	365,640.57
Bill Pmt -Check	12/24/2020	Wire	Quantum Consulting Services		-45,667.41	319,973.16
Bill Pmt -Check	12/24/2020	Wire	Soconus, Inc		-113,710.00	206,263.16
Bill Pmt -Check	12/24/2020	Wire	Xtrategi, Inc		-18,480.00	187,783.16
Bill Pmt -Check	12/24/2020	16097	Chmura Economics & Analytics, Inc.		-10,032.00	177,751.16
Bill Pmt -Check	12/24/2020	16098	Employment Research Services		-805.95	176,945.21
Bill Pmt -Check	12/24/2020	16099	US Bank		-9,071.14	167,874.07
Bill Pmt -Check	12/24/2020	16100	CBIZ HCM	VOID:	0.00	167,874.07
Deposit	12/24/2020			Deposit	19,485.05	187,359.12
General Journal	12/24/2020	3054		Life and Disability premium for 2020-12	-2,899.76	184,459.36
General Journal	12/24/2020	3084		FSA Contribution PPE 12-15-20	-1,377.91	183,081.45
Deposit	12/28/2020			Deposit	13,135.75	196,217.20
Bill Pmt -Check	12/28/2020	Wire	Cinnovx		-38,955.00	157,262.20
Bill Pmt -Check	12/28/2020	Wire	GovTech Consulting		-15,375.00	141,887.20
Bill Pmt -Check	12/28/2020	Wire	PYXIS Management Consulting Group LLC		-22,400.00	119,487.20
General Journal	12/29/2020	3053		12/15/20 MM 401a remittance	-40,260.32	79,226.88
General Journal	12/29/2020	3053		12/15/20 MM 457 remittance	-21,626.44	57,600.44
Deposit	12/29/2020			Deposit	170,452.82	228,053.26
Deposit	12/29/2020			Deposit	1,458.33	229,511.59
Transfer	12/30/2020			Funds Transfer	10,000.00	239,511.59
Transfer	12/30/2020			Funds Transfer	-235,000.00	4,511.59
General Journal	12/30/2020	3087		Flint Loan Payment	1,807.00	6,318.59
Transfer	12/31/2020			Funds Transfer	32,000.00	38,318.59
Deposit	12/31/2020			Deposit	3,845.25	42,163.84
Deposit	12/31/2020			Deposit	5,533.20	47,697.04
Deposit	12/31/2020			Deposit	17,704.50	65,401.54
General Journal	12/31/2020	3065		Health insur Premium Payment 2021-01	-108,119.65	-42,718.11
General Journal	12/31/2020	3065		Dental Premium Payment 2021-01	-8,519.62	-51,237.73

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	12/31/2020	3068		HRA Funding Q4 2020	-32,116.07	-83,353.80
Deposit	01/04/2021			Deposit	29,168.55	-54,185.25
Transfer	01/04/2021			Funds Transfer	90,000.00	35,814.75
Transfer	01/06/2021			Funds Transfer	340,000.00	375,814.75
Deposit	01/07/2021			Deposit	1,750.00	377,564.75
General Journal	01/07/2021	3066		12/31/20 net pay	-279,065.37	98,499.38
General Journal	01/08/2021	3067		12/31/20 payroll taxes and fees	-87,554.26	10,945.12
Deposit	01/08/2021			Deposit	475.00	11,420.12
Deposit	01/08/2021			Deposit	397.50	11,817.62
General Journal	01/08/2021	3082		401a Contribution PPE 12-31-20	-38,352.69	-26,535.07
General Journal	01/08/2021	3082		457 Contribution PPE 12-31-20	-26,368.57	-52,903.64
Check	01/08/2021	507	Franchise Tax Board		-522.74	-53,426.38
Deposit	01/11/2021			Deposit	3,628.75	-49,797.63
Bill Pmt -Check	01/11/2021	16101	Kendall Flintv		-3,625.00	-53,422.63
Bill Pmt -Check	01/11/2021	16102	Salinas Valley Basin Groundwater Serv		-641.84	-54,064.47
Bill Pmt -Check	01/11/2021	16103	Scott N. Kivel		-36,390.17	-90,454.64
Bill Pmt -Check	01/11/2021	16104	Wyoming Department of Workforce Services	ID# 1095721000	-71.94	-90,526.58
Bill Pmt -Check	01/11/2021	ACH Online	Employment Research Services		-128.95	-90,655.53
Deposit	01/11/2021			Deposit	41,279.54	-49,375.99
Bill Pmt -Check	01/11/2021	16105	Kendall Flintv		-1,375.00	-50,750.99
Transfer	01/11/2021			Funds Transfer	110,000.00	59,249.01
General Journal	01/11/2021	3112		2021-01 FSA admin fee	-130.95	59,118.06
General Journal	01/11/2021	3114		SVBGSA Deposit to RGS in Error	5,179.92	64,297.98
General Journal	01/12/2021	3086		MHN Premium Pmt 2021-01	-446.60	63,851.38
General Journal	01/12/2021	3086		Vision Premium Pmt 2021-01	-1,281.57	62,569.81
Deposit	01/12/2021			Deposit	2,000.00	64,569.81
General Journal	01/12/2021	3111		12/31/20 FSA contribution	-1,560.52	63,009.29
Deposit	01/14/2021			Deposit	3,688.90	66,698.19
Bill Pmt -Check	01/15/2021	Cred Crd	CBIZ HCM		-402.70	66,295.49
General Journal	01/15/2021	3081		To be Offset with CC Buraglio Payment	402.70	66,698.19
Deposit	01/15/2021			Deposit	6,888.75	73,586.94
Deposit	01/15/2021			Deposit	9,890.20	83,477.14
Deposit	01/19/2021			Deposit	6,169.13	89,646.27
Deposit	01/19/2021			Deposit	40,915.15	130,561.42
Transfer	01/19/2021			Funds Transfer	200,000.00	330,561.42
Deposit	01/21/2021			Deposit	9,222.10	339,783.52
Transfer	01/21/2021			Funds Transfer	150,000.00	489,783.52
Deposit	01/22/2021			Deposit	11,357.46	501,140.98
Deposit	01/22/2021			Deposit	939,823.25	1,440,964.23
Deposit	01/22/2021			Deposit	33,395.38	1,474,359.61
General Journal	01/22/2021	3107		1/15/21 net pay	-313,125.68	1,161,233.93
Bill Pmt -Check	01/25/2021	Wire	Mary E Uzupis		-17,237.50	1,143,996.43
Bill Pmt -Check	01/25/2021	Wire	Placesoft Inc.		-16,704.00	1,127,292.43

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Bill Pmt -Check	01/25/2021	Wire	Quantum Consulting Services		-50,054.00	1,077,238.43
Bill Pmt -Check	01/25/2021	Wire	Soconus, Inc		-152,435.00	924,803.43
Bill Pmt -Check	01/25/2021	Wire	Xtrategi, Inc		-20,240.00	904,563.43
Deposit	01/25/2021			Deposit	15,040.99	919,604.42
Transfer	01/25/2021			Funds Transfer	-700,000.00	219,604.42
General Journal	01/25/2021	3108		1/15/21 payroll taxes and fees	-92,878.24	126,726.18
Bill Pmt -Check	01/25/2021	Wire	Cinnovx		-42,480.00	84,246.18
Bill Pmt -Check	01/25/2021	Wire	GovTech Consulting		-20,000.00	64,246.18
Bill Pmt -Check	01/25/2021	Wire	PYXIS Management Consulting Group LLC		-23,520.00	40,726.18
General Journal	01/25/2021	3115		Oregaon Wrkrs Comp Wwithholding	-14.19	40,711.99
Deposit	01/26/2021			Deposit	4,611.35	45,323.34
Transfer	01/26/2021			SVBGSA Deposit to RGS in error-payback SVBGS,	-5,179.92	40,143.42
Bill Pmt -Check	01/27/2021	Wire	US Bank		-11,370.58	28,772.84
General Journal	01/28/2021	3113		1/15/21 FSA contribution	-1,997.98	26,774.86
General Journal	01/28/2021	3118		Life and Disability premium for 2021-01	-3,207.43	23,567.43
Deposit	01/29/2021			Deposit	28,513.00	52,080.43
Transfer	01/29/2021			Funds Transfer	75,000.00	127,080.43
General Journal	01/29/2021	3104		1/15/21 MM 401a remittance	-43,167.70	83,912.73
General Journal	01/29/2021	3104		1/15/21 MM 457 remittance	-30,401.01	53,511.72
General Journal	01/29/2021	3106		Reimburse Wrkr Comp Claims	-3,248.99	50,262.73
Total 110090 · Community Bank of the Bay Chkg					<u>-63,732.10</u>	<u>50,262.73</u>
TOTAL					<u>-63,732.10</u>	<u>50,262.73</u>

TO: EXECUTIVE COMMITTEE
FROM: JEFFERSON KISE, Finance & Operations Manager
SUBJECT: INVESTMENT REPORT

EC Meeting: 02-18-2021
Item: 3E

RECOMMENDATION

Review and accept JPA investments made through December 2020.

BACKGROUND

The Executive Committee regularly reviews the investment policy, with the latest approved policy being February 7, 2020. 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 money market accounts at the Community Bank of the Bay, a LAIF account and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

FISCAL IMPACT

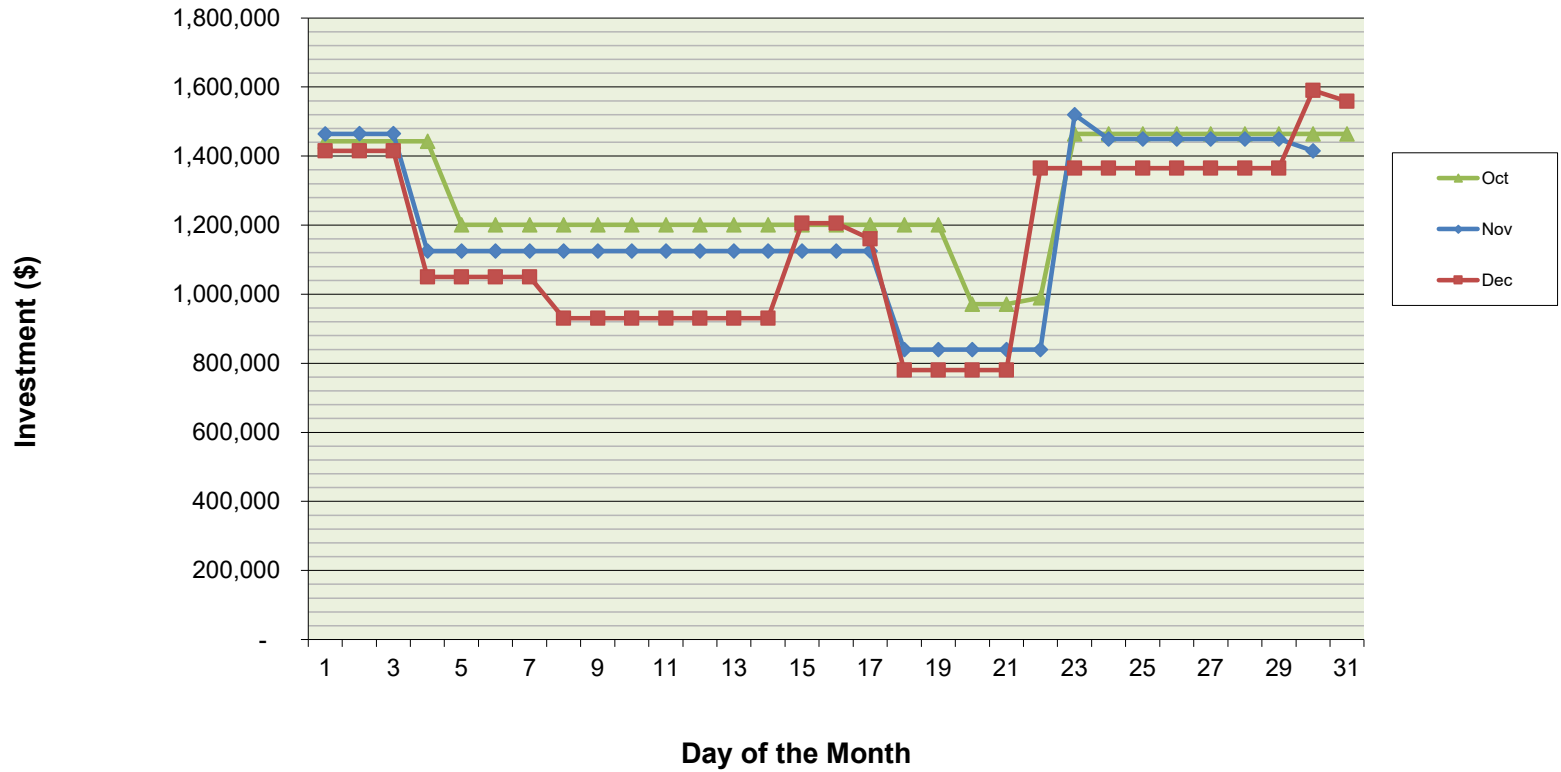
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark to market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark to market entries will be made for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

Interest rates continue to decline reflecting economic stimulus action by the Fed. The CalTrust short-term yield is running at .37% and medium term at .62%, and the LAIF yield has averaged .41% thus far in February 2021. The Community Bank of the Bay Money Market rate is currently a very competitive .50%.

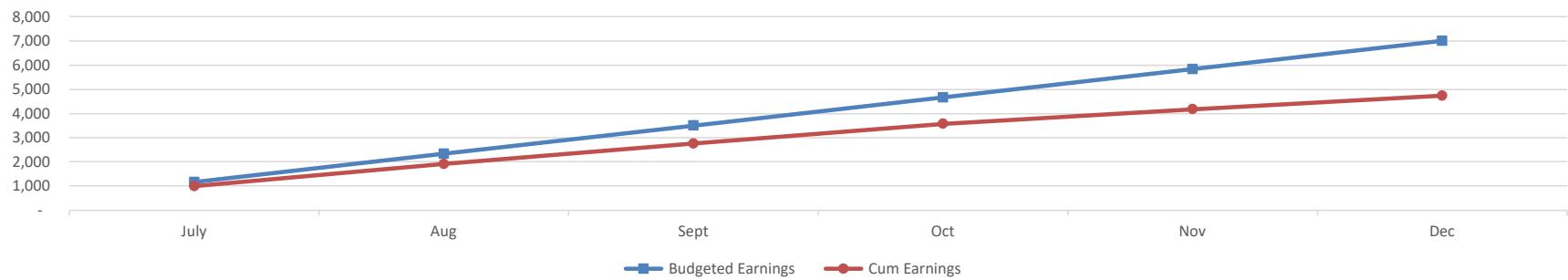
**INVESTMENT REPORT
FY 2021**

Date	Oct				Nov				Dec			
	<u>Money Mkt</u>	<u>CalTrust</u>			<u>Money Mkt</u>	<u>CalTrust</u>			<u>Money Mkt</u>	<u>CalTrust</u>		
	<u>Accounts</u>	<u>Short & Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Accounts</u>	<u>Short & Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Accounts</u>	<u>Short & Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	765,966	650,601	26,195	1,442,762	768,966	669,232	26,195	1,464,392	719,420	669,626	26,195	1,415,241
2	765,966	650,601	26,195	1,442,762	769,212	669,232	26,195	1,464,638	719,420	669,626	26,195	1,415,241
3	765,966	650,601	26,195	1,442,762	769,212	669,232	26,195	1,464,638	719,420	669,626	26,195	1,415,241
4	765,966	650,601	26,195	1,442,762	429,212	669,232	26,195	1,124,638	354,420	669,626	26,195	1,050,241
5	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	354,420	669,626	26,195	1,050,241
6	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	354,420	669,626	26,195	1,050,241
7	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	354,420	669,626	26,195	1,050,241
8	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	234,420	669,626	26,195	930,241
9	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	234,420	669,626	26,195	930,241
10	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	234,420	669,626	26,195	930,241
11	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	234,420	669,626	26,195	930,241
12	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	234,420	669,626	26,195	930,241
13	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	234,420	669,626	26,195	930,241
14	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	234,420	669,626	26,195	930,241
15	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	509,420	669,626	26,195	1,205,241
16	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	509,420	669,626	26,195	1,205,241
17	523,966	650,601	26,195	1,200,762	429,212	669,232	26,195	1,124,638	464,420	669,626	26,195	1,160,241
18	523,966	650,601	26,195	1,200,762	144,212	669,232	26,195	839,638	84,420	669,626	26,195	780,241
19	523,966	650,601	26,195	1,200,762	144,212	669,232	26,195	839,638	84,420	669,626	26,195	780,241
20	293,966	650,601	26,195	970,762	144,212	669,232	26,195	839,638	84,420	669,626	26,195	780,241
21	293,966	650,601	26,195	970,762	144,212	669,232	26,195	839,638	84,420	669,626	26,195	780,241
22	293,966	669,232	26,195	989,392	144,212	669,232	26,195	839,638	669,420	669,626	26,195	1,365,241
23	768,966	669,232	26,195	1,464,392	824,212	669,232	26,195	1,519,638	669,420	669,626	26,195	1,365,241
24	768,966	669,232	26,195	1,464,392	754,212	669,232	26,195	1,449,638	669,420	669,626	26,195	1,365,241
25	768,966	669,232	26,195	1,464,392	754,212	669,232	26,195	1,449,638	669,420	669,626	26,195	1,365,241
26	768,966	669,232	26,195	1,464,392	754,212	669,232	26,195	1,449,638	669,420	669,626	26,195	1,365,241
27	768,966	669,232	26,195	1,464,392	754,212	669,232	26,195	1,449,638	669,420	669,626	26,195	1,365,241
28	768,966	669,232	26,195	1,464,392	754,212	669,232	26,195	1,449,638	669,420	669,626	26,195	1,365,241
29	768,966	669,232	26,195	1,464,392	754,212	669,232	26,195	1,449,638	669,420	669,626	26,195	1,365,241
30	768,966	669,232	26,195	1,464,392	719,212	669,626	26,195	1,415,032	894,420	669,626	26,195	1,590,241
31	768,966	669,232	26,195	1,464,392				-	862,614	669,626	26,195	1,558,434

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 02-18-2021**
FROM: RICHARD H AVERETT, Executive Director **Item: 3F**
SUBJECT: CLIENT SERVICES – MANAGEMENT SERVICES AGREEMENTS

RECOMMENDATION

Receive and file this list of management services agreements executed by the Executive Director since the last regular meeting of the Executive Committee:

AGENCY	START DATE	NTE (IF ANY)	SERVICE(S) PROVIDED
Central California Tristeza Eradication Agency (CCTEA)	Feb. 2021	\$20,000	HR On-Call Services
Central Coast Community Energy (3CE)	Jan. 2021	\$20,000	Compensation Study
Coachella Valley Public Cemetery District (CVPCD)	Dec. 2020		Recruitment
Community Medical Centers	Nov. 2020	\$20,000	Emergency Services
East Bay Regional Park District	Feb. 2021	\$20,000	Recruitment
Fairfield	Nov. 2020	\$124,000	Recruiting – Public Works
Foster City	Nov. 2020	\$187,000	Public Works Management
Las Gallinas Valley Sanitary District (LGVSD)	Nov. 2020	\$126,000	Master Agreement – Various Finance & HR Projects
Marin Emergency Radio Authority (MERA)	Jan. 2021	\$220,356	Administrative Services
Richmond	Oct. 2020		Disability Management Services
San Joaquin Council of Governments	Dec. 2020	\$138,580	Outreach
Santa Barbara Metropolitan Transit District (SBMTD)	Jan. 2021	\$12,500	Recruiting
Santa Cruz County Regional Transportation Commission (SCCRTC)	Nov. 2020	\$36,445	Organizational Assessment
Sonoma County	Dec. 2020	\$100,000	Master Agreement – Comp & Class Studies
Valley Water	Dec. 2020	\$225,000	Contracts & Procurement Coaching
Westlake Village	Sept. 2020	\$18,900	Financial Services
Willows	Nov. 2020	\$25,000	HR Services

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: TIFFANY BURAGLIO, Executive Assistant
SUBJECT: APPROVAL OF MUNICIPAL DENTAL POOL UPDATE

EC Meeting: 02-18-2021
Item: 3G

RECOMMENDATION

Approve Municipal Dental Pool update.

BACKGROUND

At the November 22, 2019 Executive Committee meeting, authority was granted for the Executive Director to approve new RGS Dental Pool Associate Memberships.

The current RGS Dental Pool Associate Members are:

- City of Alhambra
- City of Azusa
- City of Baldwin Park
- City of Bellflower
- City of Bishop
- City of Brea
- City of Chino
- City of Claremont
- City of Dana Point
- City of Desert Hot Springs
- City of Hawaiian Gardens
- City of Glendora
- City of Larkspur
- City of Lynwood
- City of Oxnard
- City of Pico Rivera
- City of Rialto
- City of Santa Ana
- City of Upland
- County of Mendocino
- Town of Corte Madera
- Town of Woodside
- Central Marin Fire Authority
- Central Marin Police Authority
- Regional Government Services
- East Contra Costa Fire Protection District
- Metropolitan Transportation Commission

REVIEW FOR THIS MEETING

As of January 1, 2021, one new agency joined the pool, bringing the total to 27. No new joining agencies are presented this quarter.

FISCAL IMPACT

Adding new Associate Members will increase monthly premiums paid into the pool, which should contribute to price stability for Pool Members if claims continue in line with projections. RGS' administrative fee is 1 percent of premiums paid. The budgeted RGS MDP administrative fee revenue for FY2021 is \$50,000. Projected FYE revenue is \$54,000.

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

EC Meeting: 02-18-2021
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through December 2020, and are attached for review.

ANALYSIS

All reports are draft and unaudited. Accruals for earned but not paid vacation 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.

Fiscal Year 2021

For the first six months of the fiscal year, the JPA performance resulted in net income of \$4,995. At this time last year RGS had a net loss of \$48,807 and ended FY2020 with a loss of \$83,380. While net FY 2021 income is under budget for the six-month period, the operating results do not reflect an additional \$45,000 in revenue attributable to December CalSAWS consultant fees which could not be billed until January.

Client billings and expense reimbursements were greater than forecasted, and administrative services revenue for Municipal Shared Services, the Municipal Dental pool and STARS also exceeded the amount budgeted. The vacation accrual balance continues to grow and exceeded the amount budgeted due to the growth in fully benefitted CalSAWS-assigned employees. The Professional Fees line item continues to reflect the pass-through costs of contractors supporting CalSAWS. The offset for this can be seen in the client expense reimbursement revenue item.

The December 31st net position is \$187,020 including a \$13,376 deficit in the claims reserve account. CalPERS related legal costs charged against the reserve are outpacing the actual reserve allocation budgeted.

Regional Government Services
Profit & Loss Budget vs. Actual
 July through December 2020

1:34 PM
 02/08/2021
 Accrual Basis

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
440301 · Client Billings	5,918,167	4,516,709	1,401,458	131%
440400 · Admin Services				
440402 · MSS	15,025		15,025	100%
440403 · Muncipal Dental Pool	26,612	25,000	1,612	106%
440404 · STARS	7,833	2,500	5,333	313%
Total 440400 · Admin Services	49,470	27,500	21,970	180%
480000 · Miscellaneous Income				
480100 · Client Expense Reimbursement	1,776,915	1,411,000	365,915	126%
480200 · Purchasing Card Rebate	1,079	2,000	-921	54%
480300 · Other	98	1,500	-1,402	7%
Total 480000 · Miscellaneous Income	1,778,092	1,414,500	363,592	126%
Total Income	7,745,729	5,958,709	1,787,020	130%
Gross Profit	7,745,729	5,958,709	1,787,020	130%
Expense				
511010 · Salaries - Regular	4,501,564	3,195,500	1,306,064	141%
511072 · Salaries - Nonbillable	56,227	49,000	7,227	115%
512002 · Medicare Employer Expense	65,528	46,500	19,028	141%
512003 · Workers' Comp Exp clerical	78			
512004 · Employee Assistance Program	2,679	3,000	-321	89%
512005 · Health Insurance Expense	504,677	453,169	51,508	111%
512006 · Dental Insurance Expense	40,269	25,000	15,269	161%
512007 · Vision Insurance Expense	6,196	4,000	2,196	155%
512008 · Life Insurance Expense	5,243	3,500	1,743	150%
512009 · Long Term Disability Expense	5,970	4,500	1,470	133%
512011 · Stars 401A Expense	449,992	319,500	130,492	141%
512014 · Short Term Disability Expense	5,652	4,000	1,652	141%
512015 · Unemployment Expense	21,217	30,000	-8,783	71%
512018 · FSA Health & Day Care Expense	778	1,000	-222	78%
512019 · Employee Expense Allowances	62,882	42,000	20,882	150%
512020 · HRA Retirement Benefit Expense	68,772	73,750	-4,978	93%
520107 · APS (ADP) Payroll Fees	5,938	6,500	-562	91%
520108 · Communications - Agency Expense	2,279	3,500	-1,221	65%
520201 · Office Supplies	99	500	-401	20%
520202 · Bank Fees & Services	940	3,000	-2,060	31%
520204 · Printing & Postage	862	19,000	-18,138	5%
520301 · Audit Services	16,200	18,000	-1,800	90%
520302 · Legal Services	15,205	30,591	-15,386	50%
520314 · Administrative Services	6,102		6,102	100%
520320 · Professional Services	1,654,214	1,281,000	373,214	129%
520501 · Professional Dues & Membership	29,685	22,500	7,185	132%
520502 · Training & Development	18,451	17,500	951	105%
520503 · Conferences & Outreach	9,288	20,000	-10,712	46%
520504 · Publications	12,517	9,500	3,017	132%
520505 · Program Hosting Expenses		3,000	-3,000	
520508 · Licenses & Fees	79	1,000	-921	8%
520509 · Meeting Expenses		2,500	-2,500	
520700 · Workers Comp Insurance Expense	21,617	25,000	-3,383	86%
520701 · General Liability Insurance Exp	24,783	30,000	-5,217	83%
520702 · Claims Expense				
520801 · Mileage Reimbursement	1,557	37,500	-35,943	4%
520803 · Travel Reimbursement	521	41,000	-40,479	1%
520805 · Supplies & Meals Reimbursement	132	11,000	-10,868	1%
520904 · Computer Install & Maintenance	18,241	22,000	-3,759	83%
522798 · Miscellaneous Expense	1,735			
560100 · Service Group Admin costs				
570100 · Equipment Purchase	2,299	1,750	549	131%
Total Expense	7,640,468	5,860,760	1,779,708	130%

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	105,261	97,949	7,312	107%
Other Income/Expense				
Other Income				
520100 · Investment Income	4,737	7,000	-2,263	68%
520200 · Insurance Claim Reimbursements		25,000	-25,000	
Total Other Income	4,737	32,000	-27,263	15%
Other Expense				
529990 · Contribution to MSA Reserves				
529991 · RGS Claims Reserve Contribution	105,000	115,909	-10,909	91%
529996 · Attributed OPEB / HRA Expense				
529997 · Unallocated Admin. Svcs - RGS	-1,042,748		-1,042,748	100%
529999 · Allocated Unbillable Expenses	1,042,748		1,042,748	100%
Total Other Expense	105,000	115,909	-10,909	91%
Net Other Income	-100,263	-83,909	-16,354	119%
Net Income	<u>4,998</u>	<u>14,040</u>	<u>-9,042</u>	<u>36%</u>

Regional Government Services

Balance Sheet

As of December 31, 2020

1:19 PM

02/08/2021

Accrual Basis

Dec 31, 20

ASSETS

Current Assets

Checking/Savings

110030 · LAIF Account	26,344
110040 · CalTRUST Medium Term Fund	515,667
110050 · CalTRUST Short Term Fund	155,170
110080 · Union Bank Worker Comp Checking	2,892
110090 · Community Bank of the Bay Chkg	-82,186
111000 · Community Bank of the Bay MMkt	862,613

Total Checking/Savings	1,480,500
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Accounts Receivable

131130 · Accounts Receivable	1,773,781
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Total Accounts Receivable	1,773,781
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Other Current Assets

120005 · Prepaid Expenses	52,480
120010 · Prepaid Insurance	40,915
120100 · FSA Funding Deposit	1,801
131131 · Accounts Receivable - Misc	15,100

Total Other Current Assets	110,296
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Total Current Assets	3,364,577
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Other Assets

180001 · Loan due to JPA	13,619
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Total Other Assets	13,619
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TOTAL ASSETS	3,378,196
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

220010 · Accounts Payable	384,974
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Total Accounts Payable	384,974
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Other Current Liabilities

214070 · Due To/From MSA	0
220012 · Accounts Payable - Misc.	332
221003 · 457/401A Retirement Liability	64,721
221006 · FSA Liability	1,560
221008 · Workers' Comp. Liability	0
221015 · Health Insurance Liability	-114,062
221016 · Long Term Disability Liability	63
221017 · Short Term Disability Liability	86
221023 · Dental Insurance Liability	-9,055
221024 · Vision Insurance Liability	-678
221025 · Life Insurance/AD&D Liability	988
221029 · Garnishments	523
230060 · Accrued Salaries, Wages & Taxes	366,121
240010 · Deferred Revenue	45,704
250001 · Accrued Vacation	297,758

Total Other Current Liabilities	654,061
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Total Current Liabilities	1,039,035
Long Term Liabilities	
260005 · Health Reimbursement Account	-7,344
260006 · IBNR - GL	60,000
260007 · IBNR - WC	7,788
260008 · Case Reserves - WC	52,894
260009 · Workers Comp Claims Liability	142,127
260010 · General Liability Claims	1,896,676
Total Long Term Liabilities	2,152,141
Total Liabilities	3,191,176
Equity	
32000 · Retained Earnings	-724,144
370000 · Fund Bal Unreserved/Unrestrictd	919,542
390000 · Insurance Claims Reserves	-13,376
Net Income	4,998
Total Equity	187,020
TOTAL LIABILITIES & EQUITY	3,378,196

TO: EXECUTIVE COMMITTEE
FROM: JEFFERSON KISE, Finance & Operations Manager
SUBJECT: INDEPENDENT AUDIT SERVICES CONTRACT

EC Meeting: 02-18-2021
Item: 4B

RECOMMENDATION

Approval of contract with The Pun Group for audit services consistent with the Agency's auditor rotation policy for an independent auditor and the award date contained in the RFP.

BACKGROUND

The current auditor, Badawi & Associates, has performed the Agency's independent audit for the last four years. Staff issued an RFP for a new firm on December 3rd, 2020, with a deadline for submission of January 8th, 2021. The RFP was posted on the JPA's website, announced on the CSMFO listserv, sent to auditors who responded to the last RFP as well as other names collected from various referral sources. Five responses were received. The successful proposer will conduct the FY 2021-23 audits. The contract period is three years with the option to extend two additional years.

ANALYSIS

The proposal Review Committee was made up of Member Liz Habkirk, Executive Director Averett and Finance & Operations Manager Kise. Each member of the committee read all proposals and used a standard scoring sheet to evaluate the proposals. Of the five proposals received, one stood out as the most comprehensive.

The Pun Group is being recommended for several reasons. Every member of the firm's engagement team is a CPA, advanced use of technology for audit management & analytics, virtual government accounting training academy included, and they cited the most JPA clients as relevant experience. With 45 professionals on staff, The Pun Group is on the larger end of the firms who made proposals, the smallest having 14 employees. All Pun Group reference responses were positive.

The evaluation scoring sheet used reflected compliance with only those elements of the responses representing material compliance with RFP Submission Requirements.

The table below summarizes the cost proposals from each submittal.

Respondent:	The Pun Group	Brown Armstrong	Hudson Henderson & Co	Chavan & Associates	McGilloway, Ray, Brown & Kauffman
Fiscal Year Bid					
FY 2021	\$17,750	\$16,450	\$17,620	\$15,500	\$18,660
FY 2022	\$18,105	\$16,450	\$17,620	\$15,500	\$19,595
FY 2023	\$18,467	\$16,450	\$17,620	\$15,500	\$20,575
Three Year Total	\$54,322	\$49,350	\$52,860	\$46,500	\$58,830
Evaluation Score (18 max)	16	13	12	13	10

Based upon staff’s evaluation of the RFP responses, qualifications, references, pricing and final score, the firm of The Pun Group was the highest ranked respondent.

FISCAL IMPACT

Funds for the annual audits are included in the RGS annual budget and the proposed pricing is in line with the amount budgeted.

TO: EXECUTIVE COMMITTEE
FROM: RICHARD OPPENHEIM, Administrative Services Manager
SUBJECT: UPDATES TO ADOPTED STRATEGIC PLAN

EC Meeting: 02-18-2021
Item: 5A

RECOMMENDATION

Staff recommends approval of actions taken to achieve strategic plan goals.

STRATEGIC PLAN UPDATES

Goal 1: Outstanding Service for Local Government

- Changed wording of Goal 1, section B to specify a focus on client service needs. (See attached redlined Strategic Plan.)

Goal 2 Leadership, Staffing, and Teamwork

Goal 3: Financial and Risk Management

- Launched an internal workgroup to develop a strategy for administrative tools and resources. The group is focused on cataloguing and sharing access to tools, assessing needs and return on investment across service lines, and establishing a process to request/review new tools.
- Launched an internal workgroup to evaluate our webpage to assess how well the website serves clients and RGS employees. We have collected information about website needs, functionality, and effectiveness of the current website.
- Initiated collaborative effort to clarify contracting rules. (See Item 6A in this agenda.)

Goal 4: RGS Growth

- RGS Training & Development launched outreach efforts to agencies in neighboring states. We received our first registration for the Leadership Academy from an agency outside CA, as well as interest from several others. RGS has served several agencies outside of California, including Nevada, Colorado, Arizona, and Nebraska, representing a key area of potential growth.

Goal 5: Industry Leadership

BACKGROUND

In February 2020, the Executive Committee approved RGS' 5-Year strategic plan. The strategic plan identified the following goals:

Goal 1: Outstanding Service for Local Government. Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.

Goal 2 Leadership, Staffing, and Teamwork. Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.

Goal 3: Financial and Risk Management. Ensure continued financial stability and growth with effective risk management.

Goal 4: RGS Growth. Develop and promote the RGS story, building on core values and strengths that serve local government.

Goal 5: Industry Leadership. Earn a reputation in the local government industry as a leader for collaborative efforts and as a thought leader for public policy and governance issues.

After adoption of the strategic plan, staff were preparing to form work teams for each of the goals to move forward on implementation strategies and measures/outcomes for each goal. However, COVID-related uncertainty regarding revenues delayed the formation of workgroups to keep RGS administrative costs down. We have recently launched several workgroups but continue to move forward in a measured way to work on goals, while also monitoring administrative resources. RGS staff have continued to use the recently adopted 5-Year Strategic Plan to guide our work and priorities moving forward.

FISCAL IMPACT

There is no fiscal impact for approving the updates and language change in the strategic plan. There is a fiscal impact for launching work groups in terms of administrative costs. RGS Staff continue to monitor administrative resources in determining capacity to move forward with strategic plan work.

Introduction

The RGS Strategic Plan maps out the high-level goals and strategies that will guide RGS in achieving its mission over the next five years. As with any strategic plan, no one can know the future and the changes it will bring. However, the Strategic Plan sets intent and direction for the organization in five core areas: outstanding client service; leadership, staffing, and teamwork; financial and risk management; RGS growth; and industry leadership. The Strategic Plan also includes desired outcomes, actions, and milestones to guide RGS work. These outcomes, actions, and milestones will be refined and improved as the organization learns and grows.

Mission Statement

Our mission is to provide quality, innovative, cost-effective services to public agencies.

RGS Values

RGS leadership and team members support and apply these values in every engagement.

Expertise: RGS serves public sector agencies with its team of public sector experts.

Solutions: RGS encourages and develops innovative, sustainable, practical solutions to achieve the right level and right kind of service for each Agency's unique organizational needs.

Perseverance: RGS listens, works with the client, and sticks with it until the client's needs and challenges are met.

Open Source Sharing: RGS tracks emerging best practices, successful strategies, and lessons learned, and shares them freely with other public agencies.

Integrity: RGS pledges to act with honesty, openness, and full transparency to further sustainable, responsive, local governments.

2020 Strategic Goals

Goal 1: Outstanding Service for Local Government. Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.

Goal 2: Leadership, Staffing, and Teamwork. Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.

Goal 3: Financial and Risk Management. Ensure continued financial stability and growth with effective risk management.

Goal 4: RGS Growth. Develop and promote the RGS story, building on core values and strengths that serve local government.

Goal 5: Industry Leadership. Earn a reputation in the local government industry as a leader for collaborative efforts and as a thought leader for public policy and governance issues.

If we do the right thing, for the right reasons, we will be successful.
Richard Averett

Implementation Strategies

Strategic Goal 1 – Outstanding Service

Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.

- A. Build a culture of long-term client service and care.
- B. Develop and implement a model for growing existing and new service lines to best support client needs.
- C. Capture and demonstrate the value of the collective wisdom of RGS to help clients strategize for the future of service delivery.

Strategic Goal 2 – Leadership, Staffing, and Teamwork

Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.

- A. Improve teamwork and knowledge sharing to strengthen RGS expertise.
- B. Understand internal RGS expertise and capabilities
- C. Develop consulting mindset for customer service, business development, and innovation mindset at all levels.
- D. Prepare and implement a long-term plan to attract, develop, and retain staff and develop sustainable RGS leadership.

Strategic Goal 3 – Financial and Risk Management

Ensure continued financial stability and growth with effective risk management.

- A. Diversify revenue types and sources.
- B. Manage CalPERS, outsourcing, and AB5 issues by applying appropriate service line delivery models, expanding customer communications, and targeting external advocacy.
- C. Evaluate each service line for opportunities, risks, and mitigation and offset strategies.
- D. Streamline and improve administrative functions, financial assessment, and project reporting.

Strategic Goal 4 – RGS Growth

Develop and promote the RGS story, building on core values and strengths that serve local government.

- A. Define and communicate the RGS mission, values, services, and value proposition for clients.
- B. Continuously identify local government service needs and monitor the market to position RGS to provide the highest value client service.

Strategic Goal 5 – Local Government Leadership

Earn a reputation in the local government industry as a leader for collaborative efforts and as a thought leader for public policy and governance issues.

- A. Demonstrate commitment to the RGS mission and public accountability principles and values; share experiences and facilitate an understanding of effective public policy.
- B. Engage Board and Executive Committee members in innovative initiatives for RGS and local government.
- C. Collaborate with industry associations to support and advance RGS and the collaborative governance model.
- D. Expand JPA membership to support and diversify RGS leadership and to promote the organization.

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-18-2021**
FROM: RICHARD AVERETT, Executive Director **Item: 6A**
SUBJECT: PROPOSED LEGISLATIVE PRIORITY - RISK MANAGEMENT

RECOMMENDATION

Discuss and provide feedback on a proposal to participate in a collaboration with other public services providers and public agencies to develop recommended guidelines for contracting.

BACKGROUND

At the January 2019 meeting, the RGS Executive Committee approved the agency's Legislative Platform policy which gives staff the ability to pursue and promote legislation which "promotes cooperation and sharing among public agencies to improve government efficiency" as well as "enhances local control and allows public agencies to address the needs of constituents within a framework of regional cooperation".

With the passage of AB5 and actions by CalPERS to limit contracting, RGS is concerned about the state-wide erosion of these stated goals and has taken a heightened interest in promoting the ability of local governments to contract for needed services. Risk management has always been a practice within RGS, and now has taken on an even more prominent role, forcing RGS, other service providers, and public agencies to consider how to meet the increasing need of public agencies to contract in an ever-increasingly limiting regulatory environment.

Over the last decade or so, contracting and the view of "employment" has evolved significantly. The Gig Economy is no longer an anomaly, Co-Employment is recognized by courts; but public agencies operate in an increasingly contracting-restrictive environment: The rules have never been established, even the definitions of employee and contractor are unwritten and determined mostly by regulatory action (or threat of action).

RGS recognizes that outside contracting by local governments must have reasonable limits. RGS also recognizes that it does not have the resources to 'make law' as the Gig Industry recently did with Proposition 22 (carving out specific exceptions from AB 5 for itself) or to fight endless Administrative Appeals and court cases with CalPERS. And it is clear that CalPERS will not take constructive action to address contracting unless the Legislature mandates it; and the Legislature will act only when presented with critical challenges and consensus solutions.

A non-profit benefit corporation, Municipal Shared Services Corporation (MSS), is in the process of developing a coalition of stakeholders to develop contracting recommendations that would provide clear guidance, while helping to protect local control and retirement system integrity. The purpose of guidelines would be to give more certainty to workers, vendors and local agencies, and to reduce legal costs for all parties, adding value for taxpayers and governing bodies.

RGS staff thinks the collaboration proposal is reasonable, inclusive and has the best chance (compared to alternatives) of developing recommendations that will protect public agencies' local control and RGS' business model to provide services to local governments. MSS has not developed a funding model for

this collaboration (or other, future topics of collaboration), but it is anticipated to be on a membership basis. This would allow private firms, public agencies, non-profits and individuals to support task force topics of interest to large segments of the public sector industry.

FISCAL IMPACT

There is no fiscal impact at this stage of development. RGS has a vested interest in protecting or clarifying its business risks and could better manage those risks and associated costs with increased certainty. When MSS develops a funding plan, participating entities and individuals will be asked to contribute at some yet-to-be-determined level. Since RGS provide administrative support to MSS, RGS could suspend collection of its \$2,000 per month fee so MSS could leverage its resources for collaboration plan development. Volunteer(s) from the RGS Executive Committee, working with the RGS Executive Director, could greatly assist in providing crucial early input, ensuring public agencies' interests are well represented and the collaboration has the credibility to achieve success.