

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 20, 2021

1:00 p.m.

via Videoconference

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/1485804066>, or by calling 1 (623) 404-9000 and entering the meeting ID#: 148 580 4066. 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

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 18, 2021** Minutes *Action*
B. Approval of RGS Position Listings
C. Approval of Regularly Scheduled Meetings Calendar
D. Approval of Payments and Deposits made February through April 2021
E. Approval of Investments Report through March 2021
F. Receive and File Management Services Agreements Update
G. Receive and File Municipal Dental Pool Update

4. TREASURER'S REPORT

- A. Review of Preliminary FYTD Financial Reports through March 2021 and Approval of Increased Allocation to Claims Reserve *Action*
B. Approval of FY22 Budget *Action*

5. OLD BUSINESS

- A. Approval of Updates to the Strategic Plan *Action*

6. NEW BUSINESS

- A. Executive Director Ad Hoc Committee Formation *Action*

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Julie Carter's retirement from Dublin; Updates on PACE & STARS (nearly \$14M); 309 clients served since inception; September meeting; internal HR changes *Information*
- B. Members: Challenges and successes of their jurisdictions so the JPA could better create services appropriate to what public agencies need.

8. ADJOURN OPEN MEETING

The next Regular Meeting will take place on **September 16, 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
FEBRUARY 18, 2021**

The Regional Government Services Authority held a regular meeting of the Executive Committee on February 18, 2021 via teleconference. The meeting was called to order at 1:15 p.m.

1. CALL TO ORDER / ROLL CALL

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

Members Absent: none

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
Sky Woodruff, Authority General Counsel
Scott Kivel, Authority Special Counsel
Tiffany Buraglio, Executive Assistant

A. Election of Officers

Action: Moved and seconded (Rogers/Schwarz) to nominate the slate of Linda Smith as Executive Committee Chair and Liz Habkirk as Executive Committee Vice Chair.

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

NOES: None

ABSTAIN: None

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

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 2020 through January 2021

E. Approval of Investments Report through December 2020

F. Approval of Management Services Agreements

G. Approval of Municipal Dental Pool Update

Executive Director Averett noted that items 3F and G were really “receive and file” items as opposed to approval items. Member Smith asked if the contracts with no NTE amounts listed on item 3F were ongoing or were no charge? Executive Director Averett responded that no contracts were without a fee, however some contracts are not capped at a certain dollar amount and oftentimes roll into some additional scope of work. Member Smith also noted that it is difficult to distinguish between one-time contracts and ongoing contracts in this format. Member Rogers noted that the report is missing a snapshot of current clients. Executive Director Averett responded that there are about 100 active contracts at any given time. Member Rogers noted that he was not as interested in the dollar amounts of the contracts as the information of who is a current client and which clients were new. Member Straus strongly agreed with the idea of a spreadsheet of current clients and offered that their District has a flexible services agreement template which might be helpful to the JPA. Executive Director Averett thanked Member Straus for agreeing to provide their template and agreed it would be helpful to see the template as the JPA is in the process of reviewing their current Management Services Agreement. Executive

Director Averett stated that staff will prepare a report 3F with revised format for the next Committee meeting.

Action: Moved and seconded (Rogers/Straus) to approve consent agenda with the notation that items 3F and 3G are “receive and file”.

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

NOES: None

ABSTAIN: None

4. TREASURER’S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2020 Information item; no action was taken. Finance Manager Kise announced that there were 140 active contracts this Fiscal Year, covering 9 active service lines including Training. Net income is ahead of where the JPA was at the same time last year, but a bit behind budgeted projections. CalSAWS revenue has increased, reaching a record level. Municipal Dental Pool and STARS have generated revenues beyond what was projected. Chair Smith asked why employee expense allowances were significantly over budget. Finance Manager Kise answered that CalSAWS enacted a temporary internet service allowance for their staff when they moved to at-home work which was retroactive to March and was not foreseen in that year’s budget. However, the expense is billable back to the client. Member Rogers noted that considering where the agency could have been, the financials look good. Executive Director Averett noted that at this point in the fiscal year the JPA is in the best position it has been for several years and it is expected the next six months will be better. The growth in CalSAWS has allowed the JPA to re-structure services (like training) impacted due to COVID.

B. Approval of New Audit Services Firm Contract

Finance Manager Kise stated that the JPA has a three-year audit rotation policy with two one-year extension options. An RFP was issued in December and five responses were received in January with some new firms including the Punn group who ended up being the recommended firm. The RFP included an audit for RGS as well as SVBGSA which will need to be approved by their board. The Punn group employs some interesting technology in their audit process and the proposed pricing was close to the budgeted amount. Executive Director Averett noted that staff had not engaged Committee Members as much as they could have in the past, but with this project Member Habkirk volunteered to assist in the review RFP respondents. The JPA will be looking to the Members more in the future as they provide a valuable perspective for staff.

Action: Moved and seconded (Habkirk/Smith) to approve new Audited Services Firm Contract

AYES: Smith, Habkirk, Buckshi, Schwarz, Rogers, 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. The JPA is moving forward on the goals and strategies outlined in the strategic plan while monitoring administrative expenses. The language in Goal 1 was changed to focus on client services. The JPA has been assessing its administrative tools and the RGS webpage. The Training team received their first request for training services outside of California. The JPA is able to provide that service out-of-state now that the training program is virtual. Chair Smith suggested removing the wording “for local government” from Goal 1.

Action: Moved and seconded (Habkirk/Rogers) to approve updates to Strategic Plan

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

NOES: None

ABSTAIN: None

6. NEW BUSINESS

A. Discussion of Proposed Legislative Priority – Risk Management

Information item, no action was taken. Executive Director Averett requested feedback from Members and the Executive Director would like to follow-up with any volunteers interested in working on the topic. Executive Director Averett stated that the JPA is not alone in being challenged by CalPERS. How can agencies control this risk? The JPA has already reviewed and adjusted their business model. Public agencies throughout the state will continue to need to contract for services and agencies continue to turn to RGS and other service providers to fill these needs. However, the costs of defending against CalPERS allegations will be unsustainable. CalPERS decisions about employment/independent contracting can seem arbitrary and capricious and the JPA is not alone in this assessment. Public agencies need some clarity about what is an independent contractor beyond the 20-factor test which has proven to be too subjectively used. Adding to the difficulty, there is no statute of limitations on CalPERS issues because every benefit payment made effectively extends the statute of limitations indefinitely for retirees. Executive Director Averett wants to explore Members' thoughts about potentially working collaboratively with other agencies to establish standards of what is an employee and what is an independent contractor.

Municipal Shared Services (MSS) is a possible third party which could act as a host for this type of mutual collaboration. Member Straus identified the need for a work product to shop with the legislature and offered to assist with a connection to a member of the state legislature who is familiar with local government issues, as did other Committee members. Members also expressed the need for someone with legal expertise on CalPERS issues to be involved in the process of drawing up the standards. Member Rogers noted that a coalition of similar-minded agencies and affected providers would need to explain the need for contracting without being inflammatory towards CalPERS. Member Rogers also expressed the desire for public agencies to 'do it right' and expressed frustration with the inability to get a definitive answer from CalPERS regarding contracting issues, even if that answer is "no". Member Schwarz expressed the concern that if this effort is perceived by labor unions to be a threat, it will be squashed by labor unions and urged caution in proceeding, keeping labor unions in mind. Executive Director Averett acknowledged Member Schwarz's concerns and clarified that the coalition would be trying to gain clarity of the rules. Chair Smith asked Executive Director Averett if he wanted RGS to be a participant with MSS and Executive Director Averett said the process wasn't at that point yet, but rather at this point discussing options before developing a set proposal to bring back before the Executive Committee. Member Straus voiced support for the Executive Director to spend time on this issue and thought a coalition of professional associations might be helpful but could be difficult with labor concerns; perhaps a working group of public and private partnerships would work. Member Rogers expressed willingness to be a part of a sounding board but doesn't want the JPA to become a bigger target. Executive Director Averett noted that Member Schwarz and Rogers were aware of efforts to engage professional organizations before which were unsuccessful. Member Rogers noted that it may be helpful to return to the organizations to better explain the need for clarity. Member Schwarz noted there might be allies within the community college sector, and also noted that fire unions might be helpful in navigating PERS challenges. General Counsel Woodruff noted there might be an opportunity to strategically bring in union support.

2:17 p.m. 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

2:37 p.m. Reconvene Meeting

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

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: Executive Director Averett noted that the PACE program had a successful 2020 and is stabilize; STARS reached \$13 Million in assets with two new agencies having joined in January bringing the total of agencies participating to four. RGS has served 316 agencies.

B. Members: Member Rogers noted his agency will be receiving a fraction in federal pandemic relief aid than his agency suffered in loss and that their area is starting to have hope that the tourism and hospitality industry will get back open. Member Habkirk noted that the money their district will be receiving will be a help but will not make up the losses to their agency and they are trying to convey that to their council and constituents. Member Buckshi added that many in their agency had to transition to remote work and they are in the process of determining which services might continue to be offered remotely and which might move in a hybrid direction. Member Smith noted their agency will receive more federal relief funding than expected, so they are looking for ways to push those funds to the community and a grant program administration service would be a helpful resource. Member Rogers concurred that grant management would be a good idea because it is not an easy process and it might be an opportunity for RGS to develop some business.

8. ADJOURN – The meeting adjourned at 2:50 p.m. The next regular meeting is scheduled for May 20, 2021 via teleconference.

RGS Position Listing

May 1, 2021

<u>Base Department</u>	<u>Job Title</u>	<u>Status Full Time</u>
1000-000 - RGS Admin-General Hours	CEO	1.10
1000-000 - RGS Admin-General Hours	Deputy COO	0.02
1000-000 - RGS Admin-General Hours	Administrative Support	0.49
1000-000 - RGS Admin-General Hours	Technical Specialist	0.28
1000-000 - RGS Admin-General Hours	Project Coordinator	0.11
1000-000 - RGS Admin-General Hours	Administrative Support	1.00
1000-000 - RGS Admin-General Hours	Administrative Services Mana	1.03
1000-000 - RGS Admin-General Hours	Deputy Executive Director	1.05
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.12
1001-000 - RGS Finance-General Hours	Technical Specialist	0.90
1001-000 - RGS Finance-General Hours	Project Advisor	0.86
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.08
1001-000 - RGS Finance-General Hours	Technical Advisor	0.88
1002-000 - RGS HR-Payroll Genl Hrs	Project Advisor	0.86
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.88
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.61
1003-002 - Training Svc Grp Admin	Senior Advisor	0.01
1003-002 - Training Svc Grp Admin	Senior Advisor	0.04
1003-002 - Training Svc Grp Admin	Senior Advisor	0.31
1003-002 - Training Svc Grp Admin	Intern	0.06
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.21
1006-001 - Finance Svc Grp Admin Time	Advisor	0.24
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.15
1006-001 - Finance Svc Grp Admin Time	Advisor	0.02
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.31
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.87
1006-001 - Finance Svc Grp Admin Time	Advisor	0.24
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.48
1006-001 - Finance Svc Grp Admin Time	Advisor	0.02
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.07
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.72
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.00
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.18
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.16
1006-001 - Finance Svc Grp Admin Time	Intern	0.00
1006-001 - Finance Svc Grp Admin Time	Advisor	0.11
1006-001 - Finance Svc Grp Admin Time	Advisor	0.32
1007-001 - HR Svc Grp Admin Time	Advisor	0.11
1007-001 - HR Svc Grp Admin Time	Advisor	0.04
1007-001 - HR Svc Grp Admin Time	Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.45
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.11
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.22
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1.17
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.85
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.24

RGS Position Listing

May 1, 2021

1007-001 - HR Svc Grp Admin Time	Project Advisor	0.17
1007-001 - HR Svc Grp Admin Time	Advisor	0.02
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.47
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.33
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.52
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.36
1007-001 - HR Svc Grp Admin Time	Advisor	0.23
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.33
1007-001 - HR Svc Grp Admin Time	Advisor	0.26
1007-001 - HR Svc Grp Admin Time	Advisor	0.30
1007-001 - HR Svc Grp Admin Time	Advisor	0.21
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.08
1007-001 - HR Svc Grp Admin Time	Technical Specialist	0.66
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.86
1007-001 - HR Svc Grp Admin Time	Advisor	0.76
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.12
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.14
1007-001 - HR Svc Grp Admin Time	Advisor	0.00
1007-001 - HR Svc Grp Admin Time	Advisor	0.04
1007-001 - HR Svc Grp Admin Time	Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.46
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.14
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.88
1008-001 - Outreach Svc Grp Admin Time	Project Coordinator	0.04
1008-001 - Outreach Svc Grp Admin Time	Project Coordinator	0.01
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.03
1008-001 - Outreach Svc Grp Admin Time	Project Coordinator	0.06
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.08
1011-001 - Planning Svc Grp Admin Time	Advisor	0.81
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.40
1011-001 - Planning Svc Grp Admin Time	Advisor	0.07
1011-001 - Planning Svc Grp Admin Time	Project Coordinator	0.00
1012-001 - Public Safety Svc Grp Admin	Advisor	0.01
1012-001 - Public Safety Svc Grp Admin	Advisor	0.00
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.04
1014-001 - EM Svc Grp Admin Time	COO	0.02
1014-001 - EM Svc Grp Admin Time	Senior Advisor	0.10
1014-001 - EM Svc Grp Admin Time	Advisor	0.30
1015-001 - PW Svc Grp Admin Time	Project Advisor	0.25
1015-001 - PW Svc Grp Admin Time	Chief Executive Officer	0.08
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.28
1016-001 - Econ Dev Svc Grp Admin Time	Senior Advisor	0.50
1016-001 - Econ Dev Svc Grp Admin Time	Senior Advisor	0.02
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00

RGS Position Listing

May 1, 2021

1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Deputy COO	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Senior Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-001 - CalSAWS M&O	COO	1.00

RGS Position Listing

May 1, 2021

1320-000 - MERA-General Hours	COO	0.67
1320-000 - MERA-General Hours	Senior Advisor	0.37
1320-002 - MERA-Implementation Coord	Advisor	0.03
3060-002 - SVBGSA - Finance	Senior Advisor	0.73
3060-005 - SVBGSA - General Administratio	Administrative Assistant	0.27
3060-005 - SVBGSA - General Administratio	Administrative Support	0.21
3060-005 - SVBGSA - General Administratio	COO	0.79
3060-005 - SVBGSA - General Administratio	Senior Advisor	0.73
3890-000 - SVRIA-General Manager Services	Senior Advisor	0.37
	FTE	84.69
	Employee Count	149

TO: EXECUTIVE COMMITTEE **EC Meeting: 05-20-2021**
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 at least 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					
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 18 (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
May 18 (Thursday)	RGS		Next FY Budget, Exec Dir Ad Hoc Committee Formation	TBD	1:00pm-3:00pm

TO: EXECUTIVE COMMITTEE **EC Meeting: 05-20-2021**
FROM: RICHARD AVERETT, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – FEBRUARY THROUGH APRIL 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

As of April 30, 2021

3:44 PM

05/13/2021

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
110090 - Community Bank of the Bay Chkg						55,762.65
Deposit	02/01/2021			Deposit	87,156.27	142,918.92
Transfer	02/01/2021			Funds Transfer	80,000.00	222,918.92
General Journal	02/01/2021	3126		Rcl ERS Inv# INV-62514 paid with Calcard	123.00	223,041.92
General Journal	02/02/2021	3105		1/15/21 MM 401a remittance-Not on file EE	-641.76	222,400.16
General Journal	02/02/2021	3105		1/15/21 MM 457 remittance-Not on file EE	-650.00	221,750.16
General Journal	02/02/2021	3119		Health Ins premiums 2021-02	-119,458.73	102,291.43
General Journal	02/02/2021	3119		Dental Ins premium 2021-02	-8,995.12	93,296.31
Deposit	02/03/2021			Deposit	461.00	93,757.31
Transfer	02/03/2021			Funds Transfer	230,000.00	323,757.31
Deposit	02/04/2021			Deposit	6,062.95	329,820.26
General Journal	02/04/2021	3116		1/31/21 net pay	-303,095.92	26,724.34
Transfer	02/04/2021			Funds Transfer	115,000.00	141,724.34
Deposit	02/05/2021			Deposit	2,986.00	144,710.34
Deposit	02/05/2021			Deposit	112.50	144,822.84
Deposit	02/05/2021			Deposit	574.00	145,396.84
General Journal	02/05/2021	3117		1/31/21 payroll taxes and fees	-84,054.85	61,341.99
Deposit	02/08/2021			Deposit	67,966.38	129,308.37
General Journal	02/09/2021	3164		1/31/21 FSA contribution	-1,779.25	127,529.12
General Journal	02/09/2021	3165		2021-01 FSA admin fee	-872.75	126,656.37
Bill Pmt -Check	02/10/2021	16106	Badawi & Associates		-1,800.00	124,856.37
Bill Pmt -Check	02/10/2021	16107	Koff & Associates Inc.		-150.00	124,706.37
Bill Pmt -Check	02/10/2021	16108	Scott N. Kivel		-38,192.61	86,513.76
Deposit	02/11/2021			Deposit	65,315.40	151,829.16
Deposit	02/11/2021			Deposit	14,043.72	165,872.88
General Journal	02/11/2021	3127		1/31/21 MM 401a remittance	-42,328.34	123,544.54
General Journal	02/11/2021	3127		1/31/21 MM 457 remittance	-30,326.85	93,217.69
Deposit	02/11/2021			Deposit	11,067.30	104,284.99
Deposit	02/12/2021			Deposit	20,375.12	124,660.11
Deposit	02/16/2021			Deposit	34,785.25	159,445.36
Deposit	02/16/2021			Deposit	34,639.12	194,084.48
General Journal	02/16/2021	3128		MHN Premium Pmt 2021-02	-446.60	193,637.88
General Journal	02/16/2021	3128		Vision Premium Pmt 2021-02	-1,355.09	192,282.79
Deposit	02/16/2021			Deposit	3,857.66	196,140.45
Deposit	02/17/2021			Deposit	49,354.96	245,495.41
Bill Pmt -Check	02/18/2021	Wire	Neogov		-9,247.93	236,247.48
Transfer	02/18/2021			Funds Transfer	175,000.00	411,247.48
Deposit	02/19/2021			Deposit	13,603.60	424,851.08
Deposit	02/19/2021			Deposit	41,965.07	466,816.15
General Journal	02/19/2021	3132		2/15/21 net pay	-302,600.65	164,215.50
Deposit	02/20/2021			Deposit	7,377.80	171,593.30

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	02/22/2021			Deposit	8,895.85	180,489.15
General Journal	02/22/2021	3133		2/15/21 payroll taxes and fees	-83,740.76	96,748.39
Deposit	02/22/2021			Deposit	115,583.15	212,331.54
Check	02/22/2021	509	Franchise Tax Board		-431.96	211,899.58
Deposit	02/23/2021			Deposit	1,071,334.83	1,283,234.41
Deposit	02/23/2021			Deposit	672.78	1,283,907.19
Transfer	02/23/2021			Funds Transfer	-900,000.00	383,907.19
Bill Pmt -Check	02/25/2021	Wire	Cinnovx		-35,725.00	348,182.19
Bill Pmt -Check	02/25/2021	Wire	GovTech Consulting		-20,000.00	328,182.19
Bill Pmt -Check	02/25/2021	Wire	Mary E Uzupis		-26,950.00	301,232.19
Bill Pmt -Check	02/25/2021	Wire	Placesoft Inc.		-23,548.00	277,684.19
Bill Pmt -Check	02/25/2021	Wire	PYXIS Management Consulting Group LLC		-23,520.00	254,164.19
Bill Pmt -Check	02/25/2021	Wire	Quantum Consulting Services		-46,095.00	208,069.19
Bill Pmt -Check	02/25/2021	Wire	Soconus, Inc		-143,792.50	64,276.69
Bill Pmt -Check	02/25/2021	Wire	Xtrategi, Inc		-18,480.00	45,796.69
Bill Pmt -Check	02/25/2021	ACH	Employment Research Services		-123.00	45,673.69
Bill Pmt -Check	02/25/2021	16109	Netfile		-1,000.00	44,673.69
Bill Pmt -Check	02/25/2021	16110	Tripepi Smith & Associates		-502.00	44,171.69
Bill Pmt -Check	02/25/2021	16111	University of the Pacific		-2,500.00	41,671.69
Deposit	02/25/2021			Deposit	1,253.00	42,924.69
General Journal	02/25/2021	3162		FSA Contribution PPE 2-15-21	-1,904.25	41,020.44
Deposit	02/25/2021			Deposit	17,491.50	58,511.94
Deposit	02/25/2021			Deposit	7,497.70	66,009.64
Transfer	02/26/2021			Funds Transfer	50,000.00	116,009.64
Deposit	02/26/2021			Deposit	26,126.55	142,136.19
Bill Pmt -Check	02/26/2021	Wire	US Bank		-18,689.73	123,446.46
Bill Pmt -Check	02/26/2021	Wire	Kimley-Horn and Associates, Inc.		-4,678.24	118,768.22
General Journal	02/26/2021	3160		K Flint Payment Jan & Feb 2021	3,614.00	122,382.22
Deposit	02/27/2021			Deposit	2,767.05	125,149.27
Deposit	03/01/2021			Deposit	2,256.00	127,405.27
Transfer	03/01/2021			Funds Transfer	100,000.00	227,405.27
General Journal	03/01/2021	3149		Health Premium 2021-03	-130,513.95	96,891.32
General Journal	03/01/2021	3149		Dental Premium 2021-03	-10,129.82	86,761.50
Deposit	03/01/2021			Deposit	36,572.49	123,333.99
General Journal	03/01/2021	3153		Life and Disability premium for 2021-02	-3,207.45	120,126.54
Deposit	03/01/2021			Deposit	89,795.94	209,922.48
General Journal	03/02/2021	3154		2/15/21 MM 401a remittance	-42,505.34	167,417.14
General Journal	03/02/2021	3154		2/15/21 MM 457 remittance	-30,183.82	137,233.32
Transfer	03/03/2021			Funds Transfer	250,000.00	387,233.32
General Journal	03/04/2021	3155		2/28/21 Net Pay	-295,947.40	91,285.92
Deposit	03/04/2021			Deposit	32,525.20	123,811.12
General Journal	03/05/2021	3156		2/28/21 payroll taxes and fees	-79,014.10	44,797.02
Deposit	03/05/2021			Deposit	75.00	44,872.02
Deposit	03/05/2021			Deposit	60,299.46	105,171.48

Type	Date	Num	Name	Memo	Amount	Balance
Check	03/05/2021	510	Franchise Tax Board		-75.22	105,096.26
Deposit	03/08/2021			Deposit	64,251.50	169,347.76
Deposit	03/08/2021			Deposit	58,127.03	227,474.79
General Journal	03/09/2021	3243		2/28/21 FSA contribution	-1,904.25	225,570.54
Bill Pmt -Check	03/10/2021	Cred Crd	Employment Research Services		-228.95	225,341.59
General Journal	03/10/2021	3152		Rcl ERS Inv# INV-62874 Payment	228.95	225,570.54
Bill Pmt -Check	03/10/2021	16112	Kendall Flintv		-4,750.00	220,820.54
Bill Pmt -Check	03/10/2021	16113	Koff & Associates Inc.		-1,575.00	219,245.54
Bill Pmt -Check	03/11/2021	Wire	Linked in		-10,775.00	208,470.54
General Journal	03/12/2021	3159		Vision premium pmt 2021-03	-1,531.06	206,939.48
Deposit	03/12/2021			Deposit	1,357.25	208,296.73
Deposit	03/12/2021			Deposit	29,251.81	237,548.54
Deposit	03/15/2021			Deposit	83.70	237,632.24
Deposit	03/15/2021			Deposit	9,142.54	246,774.78
General Journal	03/15/2021	3207		FSA Admin Fee 2021-02	-141.00	246,633.78
General Journal	03/16/2021	3158		2/28/21 MM 401a remittance	-41,482.11	205,151.67
General Journal	03/16/2021	3158		2/28/21 MM 457 remittance	-29,965.46	175,186.21
Deposit	03/17/2021			Deposit	21,419.92	196,606.13
Transfer	03/18/2021			Funds Transfer	215,000.00	411,606.13
General Journal	03/18/2021	3170		MHN Premium Pmt 2021-03	-446.60	411,159.53
Deposit	03/18/2021			Deposit	16,139.50	427,299.03
Deposit	03/19/2021			Deposit	12,770.89	440,069.92
General Journal	03/19/2021	3171		3/15/21 net pay	-321,260.59	118,809.33
Deposit	03/19/2021			Deposit	48,261.80	167,071.13
General Journal	03/19/2021	3245		2/15/21 MM 401a remittance not on file	-105.00	166,966.13
Deposit	03/22/2021			Deposit	13,248.50	180,214.63
General Journal	03/22/2021	3172		3/15/21 payroll taxes and fees	-89,754.60	90,460.03
Deposit	03/22/2021			Deposit	119,747.05	210,207.08
General Journal	03/22/2021	3246		MM Not on file Employees	-135.73	210,071.35
General Journal	03/22/2021	3246		MM Not on file Employees	-194.78	209,876.57
Deposit	03/23/2021			Deposit	999,199.01	1,209,075.58
General Journal	03/23/2021	3189		3/15/21 MM 401a remittance	-45,544.51	1,163,531.07
General Journal	03/23/2021	3189		3/15/21 MM 457 remittance	-33,053.72	1,130,477.35
Transfer	03/24/2021			Funds Transfer	-725,000.00	405,477.35
General Journal	03/24/2021	3244		FSA Contribution PPE 3-15-21	-1,904.25	403,573.10
Bill Pmt -Check	03/25/2021	Wire	Cinnovx		-37,080.00	366,493.10
Bill Pmt -Check	03/25/2021	Wire	Experis Us Inc.		-6,853.50	359,639.60
Bill Pmt -Check	03/25/2021	Wire	GovTech Consulting		-19,000.00	340,639.60
Bill Pmt -Check	03/25/2021	Wire	Mary E Uzupis		-26,600.00	314,039.60
Bill Pmt -Check	03/25/2021	Wire	Placesoft Inc.		-27,956.00	286,083.60
Bill Pmt -Check	03/25/2021	Wire	PYXIS Management Consulting Group LLC		-23,520.00	262,563.60
Bill Pmt -Check	03/25/2021	Wire	Quantum Consulting Services		-40,264.00	222,299.60
Bill Pmt -Check	03/25/2021	Wire	Soconus, Inc		-113,832.50	108,467.10
Bill Pmt -Check	03/25/2021	Wire	Xtrategi, Inc		-17,600.00	90,867.10

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	03/25/2021	16114	City of Pinole		-31.00	90,836.10
Bill Pmt -Check	03/25/2021	16115	City of Sacramanto		-950.00	89,886.10
Bill Pmt -Check	03/25/2021	16116	City of Sausalitov		-13,365.00	76,521.10
Bill Pmt -Check	03/25/2021	16117	Liberty Mutual		-1.00	76,520.10
Deposit	03/26/2021			Deposit	6,456.25	82,976.35
General Journal	03/26/2021	3177		Life and Disability premium for 2021-03	-3,417.95	79,558.40
Deposit	03/26/2021			Deposit	51,337.53	130,895.93
Deposit	03/29/2021			Deposit	71,314.35	202,210.28
Bill Pmt -Check	03/29/2021	Wire	US Bank		-11,905.49	190,304.79
Bill Pmt -Check	03/29/2021	Wire	Meyers Nave		-4,150.22	186,154.57
General Journal	03/29/2021	3195		SVBGSA Bill Payment Dup to Return to SVBGSA	71.50	186,226.07
Check	03/29/2021			Service Charge	-12.00	186,214.07
Bill Pmt -Check	03/30/2021	Wire	Scott N. Kivel		-27,492.77	158,721.30
Deposit	03/31/2021			Deposit	4,610.75	163,332.05
General Journal	03/31/2021	3187		HRA Contribution Q1 2021	-53,500.00	109,832.05
General Journal	04/01/2021	3188		Health Ins premiums 2021-04	-120,927.01	-11,094.96
General Journal	04/01/2021	3188		Dental Ins premium 2021-04	-9,067.27	-20,162.23
Transfer	04/01/2021			Funds Transfer	35,000.00	14,837.77
Deposit	04/02/2021			Deposit	262.50	15,100.27
Deposit	04/02/2021			Deposit	19,091.55	34,191.82
Deposit	04/05/2021			Deposit	4,961.40	39,153.22
Deposit	04/05/2021			Deposit	57,341.41	96,494.63
General Journal	04/06/2021	3190		3/15/21 MM 401a remittance Not on file	-160.00	96,334.63
General Journal	04/06/2021	3190		3/15/21 MM 457 remittance Not on file	-100.00	96,234.63
General Journal	04/06/2021	3192		3/31/21 net pay	-329,655.19	-233,420.56
Transfer	04/06/2021			Funds Transfer	340,000.00	106,579.44
General Journal	04/06/2021	3194		Return Dup Payment to SVBGSA	-71.50	106,507.94
General Journal	04/07/2021	3193		3/31/21 payroll taxes and fees	-91,946.75	14,561.19
General Journal	04/08/2021	3249		FSA Admin Fee	-133.90	14,427.29
Deposit	04/09/2021			Deposit	13,904.89	28,332.18
General Journal	04/09/2021	3247		FSA Contribution PPE 3-31-21	-1,904.25	26,427.93
General Journal	04/13/2021	3191		3/31/21 MM 401a remittance	-46,310.72	-19,882.79
General Journal	04/13/2021	3191		3/31/21 MM 457 remittance	-34,348.92	-54,231.71
Bill Pmt -Check	04/13/2021	16118	Keenan & Associates (MIC)		-15,569.00	-69,800.71
Bill Pmt -Check	04/13/2021	16119	Koff & Associates Inc.		-2,137.50	-71,938.21
Bill Pmt -Check	04/13/2021	16120	Michael A. Houlemard, Jr.		-1,400.00	-73,338.21
Bill Pmt -Check	04/13/2021	16121	Tripepi Smith & Associates		-285.00	-73,623.21
Transfer	04/13/2021			Funds Transfer	100,000.00	26,376.79
General Journal	04/14/2021	3197		MHN Premium Pmt 2021-04	-446.60	25,930.19
General Journal	04/14/2021	3197		Vision Premium Pmt 2021-04	-1,439.02	24,491.17
Deposit	04/14/2021			Deposit	1,525.00	26,016.17
Deposit	04/15/2021			Deposit	5,127.10	31,143.27
Deposit	04/16/2021			Deposit	21,419.92	52,563.19
Deposit	04/16/2021			Deposit	1,844.30	54,407.49

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/19/2021			Deposit	1,088,140.32	1,142,547.81
Deposit	04/19/2021			Deposit	65,272.43	1,207,820.24
Transfer	04/19/2021			Funds Transfer	-700,000.00	507,820.24
General Journal	04/21/2021	3220		4/15/21 net pay	-319,780.60	188,039.64
General Journal	04/22/2021	3221		4/15/21 payroll taxes and fees	-87,437.08	100,602.56
Deposit	04/22/2021			Deposit	18,547.75	119,150.31
Deposit	04/23/2021			Deposit	52,328.00	171,478.31
Deposit	04/23/2021			Deposit	74.40	171,552.71
Bill Pmt -Check	04/26/2021	16122	City of Ridgecrest		-300.00	171,252.71
Bill Pmt -Check	04/26/2021	Wire	Cinnovx		-42,800.00	128,452.71
Bill Pmt -Check	04/26/2021	Wire	Experis Us Inc.		-36,220.00	92,232.71
Bill Pmt -Check	04/26/2021	Wire	GovTech Consulting		-22,000.00	70,232.71
Bill Pmt -Check	04/26/2021	Wire	Mary E Uzupis		-25,287.50	44,945.21
Bill Pmt -Check	04/26/2021	Wire	Placesoft Inc.		-33,988.00	10,957.21
Bill Pmt -Check	04/26/2021	Wire	PYXIS Management Consulting Group LLC		-25,760.00	-14,802.79
Bill Pmt -Check	04/26/2021	Wire	Quantum Consulting Services		-42,040.00	-56,842.79
Bill Pmt -Check	04/26/2021	Wire	Soconus, Inc		-150,570.00	-207,412.79
Bill Pmt -Check	04/26/2021	Wire	Xtrategi, Inc		-20,240.00	-227,652.79
Deposit	04/26/2021			Deposit	29,831.62	-197,821.17
Transfer	04/26/2021			Funds Transfer	325,000.00	127,178.83
Bill Pmt -Check	04/27/2021	Wire	Meyers Nave		-3,836.27	123,342.56
Bill Pmt -Check	04/27/2021	Wire	Scott N. Kivel		-55,876.65	67,465.91
Bill Pmt -Check	04/27/2021	Wire	US Bank		-25,367.22	42,098.69
Deposit	04/27/2021			Deposit	660.00	42,758.69
Transfer	04/27/2021			Funds Transfer	60,000.00	102,758.69
General Journal	04/27/2021	3248		FSA Contribution PPE 4-15-21	-1,959.81	100,798.88
Deposit	04/27/2021			Deposit	3,121.00	103,919.88
Bill Pmt -Check	04/28/2021	Wire	Tracker RMS		-5,130.00	98,789.88
General Journal	04/29/2021	3222		Q1 2021 Dental Pool Revenue	14,303.21	113,093.09
General Journal	04/30/2021	3223		OR Wrkr Comp	-12.76	113,080.33
General Journal	04/30/2021	3227		8/15/15 MM 401a remittance	0.00	113,080.33
General Journal	04/30/2021	3227		4/15/21 MM 457 remittance	-33,382.28	79,698.05
General Journal	04/30/2021	3228		4/15/21 MM 401a remittance	-45,130.93	34,567.12
General Journal	04/30/2021	3228		8/15/15 MM 457 remittance	0.00	34,567.12
Transfer	04/30/2021			Funds Transfer	75,000.00	109,567.12
General Journal	04/30/2021	3229		Life and Disability premium for 2021-04	-3,491.88	106,075.24
Deposit	04/30/2021			Deposit	600.00	106,675.24
Deposit	04/30/2021			Deposit	356.00	107,031.24
Deposit	04/30/2021			Deposit	26,390.73	133,421.97
Deposit	04/30/2021			Deposit	14,787.44	148,209.41
					92,446.76	148,209.41

Total 110090 - Community Bank of the Bay Chkg

TOTAL

92,446.76 **148,209.41**

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

EC Meeting: 05-20-2021
Item: 3E

RECOMMENDATION

Review and accept JPA investments made through March 2021.

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

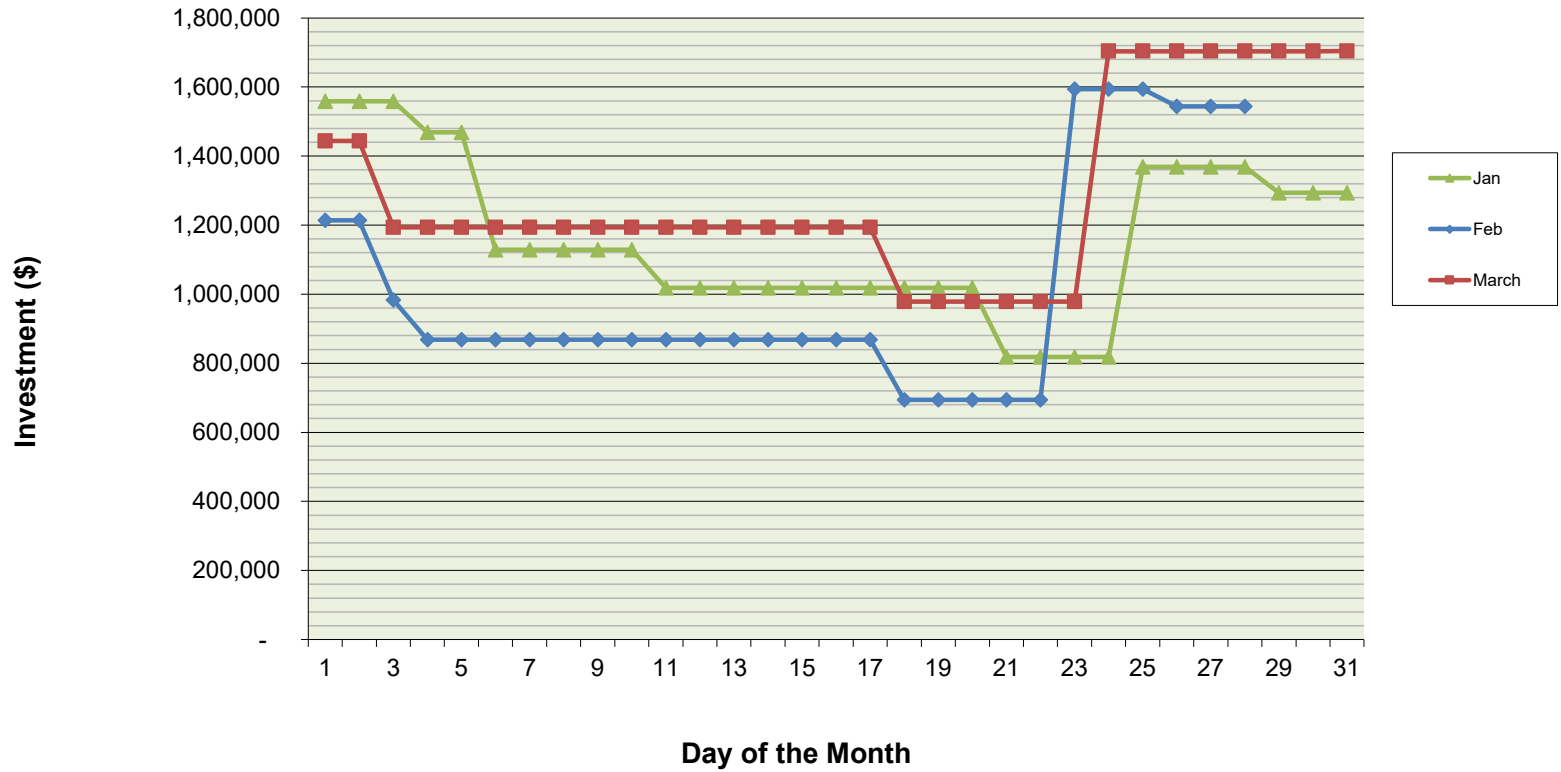
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark-to-market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark-to-market entries will be made for 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 .25% and medium term at .38%, and the LAIF yield has averaged .33% thus far in May 2021. The Community Bank of the Bay Money Market rate is currently a competitive .25%.

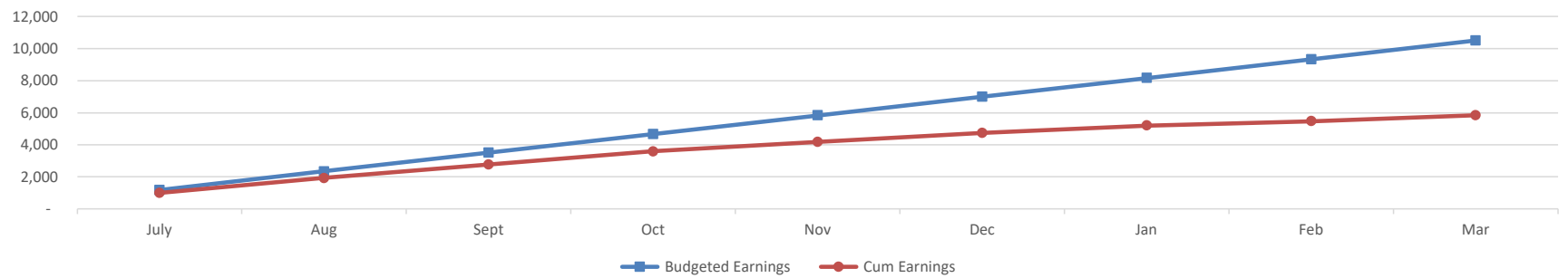
**INVESTMENT REPORT
FY 2021**

Date	Jan				Feb				March			
	<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	862,614	669,626	26,195	1,558,434	867,763	319,626	26,195	1,213,584	1,097,889	319,626	26,195	1,443,709
2	862,614	669,626	26,195	1,558,434	867,763	319,626	26,195	1,213,584	1,097,889	319,626	26,195	1,443,709
3	862,614	669,626	26,195	1,558,434	637,763	319,626	26,195	983,584	847,889	319,626	26,195	1,193,709
4	772,614	669,626	26,195	1,468,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
5	772,614	669,626	26,195	1,468,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
6	432,614	669,626	26,195	1,128,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
7	432,614	669,626	26,195	1,128,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
8	432,614	669,626	26,195	1,128,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
9	432,614	669,626	26,195	1,128,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
10	432,614	669,626	26,195	1,128,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
11	322,614	669,626	26,195	1,018,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
12	322,614	669,626	26,195	1,018,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
13	322,614	669,626	26,195	1,018,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
14	322,614	669,626	26,195	1,018,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
15	322,614	669,626	26,195	1,018,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
16	322,614	669,626	26,195	1,018,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
17	322,614	669,626	26,195	1,018,434	522,763	319,626	26,195	868,584	847,889	319,626	26,195	1,193,709
18	322,614	669,626	26,195	1,018,434	347,763	319,626	26,195	693,584	632,889	319,626	26,195	978,709
19	322,614	669,626	26,195	1,018,434	347,763	319,626	26,195	693,584	632,889	319,626	26,195	978,709
20	322,614	669,626	26,195	1,018,434	347,763	319,626	26,195	693,584	632,889	319,626	26,195	978,709
21	322,614	469,626	26,195	818,434	347,763	319,626	26,195	693,584	632,889	319,626	26,195	978,709
22	322,614	469,626	26,195	818,434	347,763	319,626	26,195	693,584	632,889	319,626	26,195	978,709
23	322,614	469,626	26,195	818,434	1,247,763	319,626	26,195	1,593,584	632,889	319,626	26,195	978,709
24	322,614	469,626	26,195	818,434	1,247,763	319,626	26,195	1,593,584	1,357,889	319,626	26,195	1,703,709
25	1,022,614	319,626	26,195	1,368,434	1,247,763	319,626	26,195	1,593,584	1,357,889	319,626	26,195	1,703,709
26	1,022,614	319,626	26,195	1,368,434	1,197,763	319,626	26,195	1,543,584	1,357,889	319,626	26,195	1,703,709
27	1,022,614	319,626	26,195	1,368,434	1,197,763	319,626	26,195	1,543,584	1,357,889	319,626	26,195	1,703,709
28	1,022,614	319,626	26,195	1,368,434	1,197,763	319,626	26,195	1,543,584	1,357,889	319,626	26,195	1,703,709
29	947,763	319,626	26,195	1,293,584					1,357,889	319,626	26,195	1,703,709
30	947,763	319,626	26,195	1,293,584					1,357,889	319,626	26,195	1,703,709
31	947,763	319,626	26,195	1,293,584					1,358,107	319,626	26,195	1,703,927

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 05-20-2021**
FROM: RICHARD H AVERETT, Executive Director **Item: 3F**
SUBJECT: RECEIVE AND FILE MANAGEMENT SERVICES AGREEMENTS UPDATE

BACKGROUND

The Executive Committee requested changes to this report format to show active clients, on-going clients and new clients. The previous format showed new agreements and amendments since the last Committee meeting.

RGS uses CRM software (Tracker) as its database of client activity: from initial contact to contract to conclusion (inactive status). There are some earlier – before Tracker – clients that staff is inputting now. Also, the active/inactive status of clients is sometimes not easily determined, but staff is more closely monitoring client activity to maintain a more current active roster.

The active agencies below total approximately 80. Some of these clients currently receive or have received multiple services, e.g. HR, finance, planning services, clerk, project management. Agencies highlighted are new, that is, first-time clients added since the last Executive Committee meeting.

REQUEST FOR FEEDBACK

Agencies with “on-going” contracts with RGS can be those for which RGS provides staffing, as well as those with ‘open’ contract work arrangements. Feedback is requested as to what information would be most helpful and whether the new format meets other requests discussed at the last meeting.

Adelanto
Alameda County Mosquito Abatement District
Atherton
Auburn
Calistoga
CalSAWS
Castro Valley Sanitary District
Central California Tristeza Eradication Agency
Central Coast Community Energy
Central Coast Marketing Team
Citrus Heights Water District
Clearlake
Cloverdale

Coachella Valley Public Cemetery District
Community Medical Centers
Contra Costa Transportation Authority
Crockett Community Services District
Davis
Del Rey Oaks
Delta Diablo
Douglas County
Dublin
East Contra Costa Fire Protection District
El Dorado Hills Fire Department
Fairfield
Fort Bragg

Foster City
Fresno Council of Govts
Golden Hills Community Services District
Indian Valley Wells Groundwater Authority GSA
Ironhouse Sanitary District
Larkspur
Las Gallinas Valley Sanitary District
Marin Clean Energy
Marin Emergency Radio Authority
Marin Municipal Water District
Marina
Merced County Association of Governments
Mill Valley

Monterey County
Monterey Peninsula Regional Park District
Monterey Peninsula Water Management District
Mt View Sanitary District
Municipal Shared Services Corporation
Napa
Novato
Pacifica
Peninsula Clean Energy
Pinole
Placer Mosquito and Vector Control District
Richmond
Ross Valley Sanitary District
Rural North Vacaville Water District
Sacramento

Salinas
Salinas Valley Basin Groundwater Sustainability Agency
San Joaquin Council of Governments
San Joaquin Valley Regional Planning Agencies
Santa Barbara Metropolitan Transit District
Santa Cruz County Regional Transportation Commission
Sausalito
Scotts Valley
Sedona Fire District
Self-Directed Tax-Advantaged Retirement System
Silicon Valley Regional Interoperability Authority
Solano Cemetery District
Solano County Water Agency

Sonoma County
South San Luis Obispo County Sanitation District
Stanislaus Consolidated Fire Protection District
Sunnyvale
The Marina Foundation
University of California Santa Cruz
Vacaville
Valley Water
Ventura County Transportation Commission
West County Wastewater District
Westlake Village
Willows
Yountville

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 **EC Meeting: 05-20-2021**
FROM: TIFFANY BURAGLIO, Executive Assistant **Item: 3G**
SUBJECT: RECEIVE AND FILE MUNICIPAL DENTAL POOL UPDATE

RECOMMENDATION

Receive and file this 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

There are currently 27 agencies participating in the pool. 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 \$57,000 and budgeted at \$60,000 in FY22.

TO: EXECUTIVE COMMITTEE **EC Meeting: 05-20-2021**
FROM: JEFFERSON KISE, Finance Manager **Item: 4A**
**SUBJECT: FINANCIAL REPORT ANALYSIS AND APPROVAL OF INCREASED
ALLOCATION TO CLAIMS RESERVE**

RECOMMENDATION

Review of financial reports through March 2021 (attached). No action is required as these reports are preliminary.

Approval of an additional \$100,000 allocation to the claims reserve account to cover the projected deficit in the reserve balance.

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 nine months of the fiscal year, the JPA revenue has exceeded the full year's budget and resulted in net income of \$166,500. Partially offsetting this gain is an \$82,700 deficit in the claims reserve. At this time last year RGS had a net loss of \$210,100 and ended FY2020 with a loss of \$83,380. With March – June typically being profitable months for the JPA, staff anticipates the positive results to continue through the end of the current fiscal year.

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. Given the size to which the CalSAWS consultant relationships have grown (8 firms averaging \$350,000/month total), staff is implementing a new general ledger account called "Pass through client expenses" which is reflected in the budget documents.

CalPERS related legal defense costs charged against the claims reserve account are outpacing the actual reserve allocation budgeted. The March 31st net position is \$254,651 including a \$82,726 deficit in the claims reserve account.

FISCAL IMPACT

Allocating an additional \$100,000 to the claims reserve account would result in lowering the current net income by \$100,000 to \$66,500 and would not affect the current net position of \$254,651.

Regional Government Services
Profit & Loss Budget vs. Actual
 July 2020 through March 2021

2:23 PM
 04/28/2021
 Accrual Basis

	Jul '20 - Mar 21	FY21 Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
440301 · Client Billings	9,475,039	9,033,419	441,620	105%
440400 · Admin Services				
440402 · MSS	21,025		21,025	100%
440403 · Muncipal Dental Pool	42,461	50,000	-7,539	85%
440404 · STARS	12,479	5,000	7,479	250%
Total 440400 · Admin Services	75,965	55,000	20,965	138%
480000 · Miscellaneous Income				
480100 · Client Expense Reimbursement	2,953,763	2,822,000	131,763	105%
480200 · Purchasing Card Rebate	1,752	4,000	-2,248	44%
480300 · Other	98	3,000	-2,902	3%
Total 480000 · Miscellaneous Income	2,955,613	2,829,000	126,613	104%
Total Income	12,506,617	11,917,419	589,198	105%
Gross Profit	12,506,617	11,917,419	589,198	105%
Expense				
511010 · Salaries - Regular	7,032,449	6,391,000	641,449	110%
511072 · Salaries - Nonbillable	144,813	98,000	46,813	148%
512002 · Medicare Employer Expense	102,122	93,000	9,122	110%
512003 · Workers' Comp Exp clerical	97			
512004 · Employee Assistance Program	4,019	6,000	-1,981	67%
512005 · Health Insurance Expense	823,972	906,337	-82,365	91%
512006 · Dental Insurance Expense	67,146	50,000	17,146	134%
512007 · Vision Insurance Expense	10,298	8,000	2,298	129%
512008 · Life Insurance Expense	7,968	7,000	968	114%
512009 · Long Term Disability Expense	9,737	9,000	737	108%
512011 · Stars 401A Expense	707,837	639,000	68,837	111%
512014 · Short Term Disability Expense	9,056	8,000	1,056	113%
512015 · Unemployment Expense	39,063	60,000	-20,937	65%
512018 · FSA Health & Day Care Expense	1,923	2,000	-77	96%
512019 · Employee Expense Allowances	92,751	84,000	8,751	110%
512020 · HRA Retirement Benefit Expense	105,567	147,500	-41,933	72%
520107 · APS (ADP) Payroll Fees	10,590	13,000	-2,410	81%
520108 · Communications - Agency Expense	3,403	7,000	-3,597	49%
520201 · Office Supplies	123	1,000	-877	12%
520202 · Bank Fees & Services	2,451	6,000	-3,549	41%
520204 · Printing & Postage	2,890	38,000	-35,110	8%
520301 · Audit Services	18,000	18,000		100%
520302 · Legal Services	19,505	53,000	-33,495	37%
520314 · Administrative Services	8,228		8,228	100%
520320 · Professional Services	2,725,147	2,562,000	163,147	106%
520501 · Professional Dues & Membership	43,395	45,000	-1,605	96%
520502 · Training & Development	28,335	35,000	-6,665	81%
520503 · Conferences & Outreach	9,488	40,000	-30,512	24%
520504 · Publications	20,394	19,000	1,394	107%
520505 · Program Hosting Expenses	798	6,000	-5,202	13%
520508 · Licenses & Fees	202	2,000	-1,798	10%
520509 · Meeting Expenses		5,000	-5,000	
520700 · Workers Comp Insurance Expense	47,338	50,000	-2,662	95%
520701 · General Liability Insurance Exp	37,317	60,000	-22,683	62%
520702 · Claims Expense				
520801 · Mileage Reimbursement	2,579	75,000	-72,421	3%
520803 · Travel Reimbursement	521	82,000	-81,479	1%
520805 · Supplies & Meals Reimbursement	475	22,000	-21,525	2%
520904 · Computer Install & Maintenance	27,863	44,000	-16,137	63%
522798 · Miscellaneous Expense	1,735			
560100 · Service Group Admin costs				
570100 · Equipment Purchase	3,859	3,500	359	110%
Total Expense	12,173,454	11,695,337	478,117	104%

	Jul '20 - Mar 21	FY21 Budget	\$ Over Budget	% of Budget
Net Ordinary Income	333,163	222,082	111,081	150%
Other Income/Expense				
Other Income				
520100 · Investment Income	5,838	14,000	-8,162	42%
520200 · Insurance Claim Reimbursements		50,000	-50,000	
Total Other Income	5,838	64,000	-58,162	9%
Other Expense				
529990 · Contribution to MSA Reserves				
529991 · RGS Claims Reserve Contribution	172,500	240,000	-67,500	72%
529996 · Attributed OPEB / HRA Expense				
529997 · Unallocated Admin. Svcs - RGS	-1,651,818		-1,651,818	100%
529999 · Allocated Unbillable Expenses	1,651,818		1,651,818	100%
Total Other Expense	172,500	240,000	-67,500	72%
Net Other Income	-166,662	-176,000	9,338	95%
Net Income	166,501	46,082	120,419	361%

Regional Government Services
Balance Sheet
As of March 31, 2021

4:03 PM
05/03/2021
Accrual Basis
Mar 31, 21

ASSETS

Current Assets

Checking/Savings

110030 · LAIF Account	26,386
110040 · CalTRUST Medium Term Fund	316,191
110050 · CalTRUST Short Term Fund	5,212
110080 · Union Bank Worker Comp Checking	2,707
110090 · Community Bank of the Bay Chkg	114,088
111000 · Community Bank of the Bay MMkt	1,358,107

Total Checking/Savings 1,822,691

Accounts Receivable

131130 · Accounts Receivable	1,956,340
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Total Accounts Receivable 1,956,340

Other Current Assets

120005 · Prepaid Expenses	61,784
120010 · Prepaid Insurance	25,699
120100 · FSA Funding Deposit	1,801
131131 · Accounts Receivable - Misc	16,930

Total Other Current Assets 106,214

Total Current Assets 3,885,245

Other Assets

180001 · Loan due to JPA	8,805
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Total Other Assets 8,805

TOTAL ASSETS 3,894,050

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

220010 · Accounts Payable	474,472
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Total Accounts Payable 474,472

Other Current Liabilities

214070 · Due To/From MSA	0
220012 · Accounts Payable - Misc.	206
221003 · 457/401A Retirement Liability	81,620
221006 · FSA Liability	5,712
221008 · Workers' Comp. Liability	0
221015 · Health Insurance Liability	-8,099
221016 · Long Term Disability Liability	132
221017 · Short Term Disability Liability	150
221023 · Dental Insurance Liability	6,262
221024 · Vision Insurance Liability	-743
221025 · Life Insurance/AD&D Liability	1,354
221029 · Garnishments	100
230060 · Accrued Salaries, Wages & Taxes	421,051
240010 · Deferred Revenue	96,894
250001 · Accrued Vacation	386,344

Total Other Current Liabilities 990,983

	<u>Mar 31, 21</u>
Total Current Liabilities	1,465,455
Long Term Liabilities	
260005 · Health Reimbursement Account	-24,049
260006 · IBNR - GL	50,000
260007 · IBNR - WC	30,000
260008 · Case Reserves - WC	80,500
260009 · Workers Comp Claims Liability	143,894
260010 · General Liability Claims	1,893,599
Total Long Term Liabilities	<u>2,173,944</u>
Total Liabilities	3,639,399
Equity	
32000 · Retained Earnings	-748,666
370000 · Fund Bal Unreserved/Unrestrictd	919,542
390000 · Insurance Claims Reserves	-82,726
Net Income	166,501
Total Equity	<u>254,651</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,894,050</u></u>

TO: EXECUTIVE COMMITTEE
FROM: JEFF KISE, Finance & Operations Manager
SUBJECT: APPROVAL OF RGS FY2022 BUDGET

BOD Meeting: 05-20-2021
Item: 4B

RECOMMENDATION

Review and approve the proposed FY2022 Budget for RGS.

FY2022 PROPOSED BUDGET

The proposed budget for RGS is for a net gain of \$109,000.

REVENUES

Total revenue is projected to increase 20% or \$3,393,000 over the projected FY21 total. The JPA revenue account structure reflects three general types of revenue: client billings for staff time, administrative services for other entities, and miscellaneous income.

1. Client Billings assumptions – forecasting CalSAWS is done using the number of assigned employees as of June 2021 plus an allowance for 5 more staff based on conversations with the client. The non-CalSAWS revenue forecast projects the FY21 business activity to continue at the same level. Together these amount to \$15,279,000 in client billing, an increase of \$2,646,000 over the forecasted FY21 level.
2. Administrative Services revenue – the forecast is based on historic experience and active engagements projected into the new fiscal year. Municipal Shared Services is expected to wind down by the end of the fiscal year, the Municipal Dental Pool and STARS have both grown in FY21 and some additional growth is projected for FY22.
3. Miscellaneous Income – the forecast is based on historic experience and active engagements projected into the new fiscal year. CalSAWS independent contractors account for over 98% of the client expense reimbursement figure and doubled in FY21.

EXPENSES

Payroll and employee benefits make up the majority of costs, along with insurance premiums and claims and reserve set-asides. The client pass-through expenses reflect the CalSAWS consultant costs which are billed to the client at a markup. Legal costs remain elevated due to the ongoing CalPERS actions. Despite the COVID-19 unknowns around the resumption of in-person meetings and business travel, these expense accounts have been budgeted at prior levels.

This budget continues the JPA investment in Advisors and administrative capacity to continue providing services to public agencies. The budget also includes funding for the Member Agency service credit of up to \$12,000 per agency (for both Executive Committee and Board service).

BACKGROUND

Fiscal Year (FY) 2021 proposed budget for Regional Government Services Authority 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 which are briefly outlined below:

The growth of CalSAWS and the diminishing impact of the COVID-19 pandemic have impacted the JPA forecasting model. Significant assumptions for the proposed FY22 budget and projected FYE 2021 performance are:

- Recent growth in CalSAWS revenue will continue and will grow modestly.
- Advisory Service revenue forecast is projected to continue at FY21 pace.
- The Claims Reserve contribution of \$320,000 reflects the significant legal costs associated with CalPERS actions. The projected FY21 cost is the amount to fully cover the legal costs but leaves little to no remaining reserve balance.
- The Technology budget for FY22 includes \$100,000 of investments in Financial, Payroll and Professional Services Automation software reflecting initiatives already under way.
- The \$84,000 JPA member benefit cost is reflected in the salary budget for the year. The actual costs will be spread across salary, benefits & training expenses as incurred.

FY2021 PROJECTED FINANCIAL PERFORMANCE

The RGS 2021 budget was adopted in May 2020, with a budgeted net profit for the year of \$46,000. Currently, forecasted revenue will be \$4,758,000 more than budgeted largely because the growth with CalSAWS staff & contractors, and the reduction in advisory services assumed due to COVID-19 impacts did not materialize. FY21 net income is forecasted to be \$96,000.

Regional Government Services
FY22 Profit and Loss Budget

	FY20 Actual	FY21 Budget	FY21 Projected	FY21 Variance	FY22 Budget
Ordinary Income/Expense					
Income					
440301 · Client Billings	10,419,236	9,033,419	12,633,000	3,600,000	15,279,000
440400 · Admin Services					
440402 · MSS	80,000		28,000	28,000	0
440403 · Muncipal Dental Pool	50,663	50,000	57,000	7,000	60,000
440404 · STARS	5,100	5,000	17,000	12,000	20,000
Total 440400 · Admin Services	135,763	55,000	102,000	47,000	80,000
480000 · Miscellaneous Income					
480100 · Client Expense Reimbursement	2,633,459	2,822,000	3,938,000	1,116,000	4,707,000
480200 · Purchasing Card Rebate	3,883	4,000	2,000	-2,000	2,000
480300 · Other	2,803	3,000	0	-3,000	0
Total 480000 · Miscellaneous Income	2,640,145	2,829,000	3,940,000	1,111,000	4,709,000
Total Income	13,195,144	11,917,419	16,675,000	4,758,000	20,068,000
Gross Profit	13,195,144	11,917,419	16,675,000	4,758,000	20,068,000
Expense					
511010 · Salaries - Regular	8,112,256	6,391,000	9,377,000	2,986,000	11,180,000
511072 · Salaries - Nonbillable	135,348	98,000	193,000	95,000	253,000
512002 · Medicare Employer Expense	117,672	93,000	136,000	43,000	161,000
512004 · Employee Assistance Program	5,127	6,000	5,000	-1,000	6,000
512005 · Health Insurance Expense	718,249	906,337	1,099,000	193,000	1,371,000
512006 · Dental Insurance Expense	56,681	50,000	90,000	40,000	113,000
512007 · Vision Insurance Expense	8,839	8,000	14,000	6,000	17,000
512008 · Life Insurance Expense	6,850	7,000	11,000	4,000	13,000
512009 · Long Term Disability Expense	9,598	9,000	13,000	4,000	16,000
512011 · Stars 401A Expense	800,401	639,000	944,000	305,000	1,119,000
512014 · Short Term Disability Expense	8,794	8,000	12,000	4,000	15,000
512015 · Unemployment Expense	53,302	60,000	52,000	-8,000	60,000
512018 · FSA Health & Day Care Expense	1,662	2,000	3,000	1,000	4,000
512019 · Employee Expense Allowances	82,541	84,000	124,000	40,000	141,000
512020 · HRA Retirement Benefit Expense	55,500	147,500	141,000	-7,000	175,000
520107 · APS (ADP) Payroll Fees	12,399	13,000	14,000	1,000	14,000
520108 · Communications - Agency Expense	6,164	7,000	5,000	-2,000	5,000
520201 · Office Supplies	111	1,000	0	-1,000	1,000
520202 · Bank Fees & Services	4,670	6,000	3,000	-3,000	3,000
520204 · Printing & Postage	50,156	38,000	4,000	-34,000	38,000
520301 · Audit Services	26,790	18,000	18,000	0	18,000
520302 · Legal Services	65,618	53,000	26,000	-27,000	26,000
520314 · Administrative Services	45,500		11,000	11,000	11,000
520320 · Professional Services	2,237,159	2,562,000	55,000	-2,507,000	55,000
520501 · Professional Dues & Membership	46,127	45,000	58,000	13,000	58,000
520502 · Training & Development	19,235	35,000	38,000	3,000	35,000
520503 · Conferences & Outreach	41,865	40,000	13,000	-27,000	40,000
520504 · Publications	16,254	19,000	27,000	8,000	27,000
520505 · Program Hosting Expenses	8,967	6,000	1,000	-5,000	6,000
520508 · Licenses & Fees	1,555	2,000	0	-2,000	2,000
520509 · Meeting Expenses		5,000	0	-5,000	5,000
520700 · Workers Comp Insurance Expense	82,478	50,000	63,000	13,000	80,000
520701 · General Liability Insurance Exp	70,035	60,000	50,000	-10,000	50,000
520801 · Mileage Reimbursement	58,333	75,000	3,000	-72,000	75,000
520803 · Travel Reimbursement	163,495	82,000	1,000	-81,000	82,000

Regional Government Services

FY22 Profit and Loss Budget

	FY20 Actual	FY21 Budget	FY21 Projected	FY21 Variance	FY22 Budget
520805 · Supplies & Meals Reimbursement	16,933	22,000	1,000	-21,000	22,000
520904 · Technology Systems, Licensing and Support	45,637	44,000	56,000	12,000	144,000
521001 · Pass through client expenses			3,579,000	3,579,000	4,199,000
522798 · Miscellaneous Expense			2,000	2,000	2,000
560100 · Service Group Admin costs			0	0	
570100 · Equipment Purchase	270	3,500	5,000	2,000	5,000
Total Expense	13,192,571	11,695,337	16,247,000	4,552,000	19,647,000
Net Ordinary Income	2,573	222,082	428,000	206,000	421,000
Other Income/Expense					
Other Income					
520100 · Investment Income	26,277	14,000	8,000	-6,000	8,000
520200 · Insurance Claim Reimbursements		50,000	0	-50,000	0
Total Other Income	26,277	64,000	8,000	-56,000	8,000
Other Expense					
529991 · RGS Claims Reserve Contribution	84,704	240,000	340,000	100,000	320,000
529997 · Unallocated Admin. Svcs - RGS					
529999 · Allocated Unbillable Expenses					
Total Other Expense	84,704	240,000	340,000	100,000	320,000
Net Other Income	-58,427	-176,000	-332,000	-156,000	-312,000
Net Income	-55,854	46,082	96,000	50,000	109,000

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

EC Meeting: 05-20-2021
Item: 5A

RECOMMENDATION

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

STRATEGIC PLAN UPDATES

Goal 1: Outstanding Service

- Formed work group focused on the Customer Care cycle. This group will engage with stakeholders and develop resources to understand and retain RGS clients.

Goal 2: Leadership, Staffing, and Teamwork

- Conducted hiring interviews for a new internal HR Manager.
- Restructured payroll function to broaden work experience and increase backup capacity.

Goal 3: Financial and Risk Management

- Developed plan to rewrite Policy, Rules, and Regulations (PRR) document geared to RGS needs as consulting and professional employment services provider. ETA November 2021.

Goal 4: RGS Growth

- Initiated expansion of Training and Development service line to build two new Leadership Academy levels.
- Developed capacity to outsource Finance Department services, working with RGS Finance, Payroll, and HR Advisors and utilizing new MIP Fund Accounting software.

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. 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. 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: 05-20-2021**
FROM: RICHARD OPPENHEIM, Administrative Services Manager **Item: 6A**
**SUBJECT: APPROVE APPOINTMENTS TO EXECUTIVE DIRECTOR AD HOC
COMMITTEE**

RECOMMENDATION

Staff recommends the following actions regarding the Ad Hoc Committee:

- Form the Ad Hoc Committee to review Executive Director performance and compensation.
- Appoint the new Chair of the Executive Committee as the second member to the Ad Hoc Committee for the upcoming Fiscal Year to assist the past Executive Committee Chair.

BACKGROUND

In November 2019, the Executive Committee approved an annual process recommended by the Ad Hoc Committee to review of the RGS Executive Director compensation and performance. The process specifies the appointment of a new Ad Hoc Committee annually to work with staff to complete this review and make recommendations to the Executive Committee.

The Ad Hoc Committee is composed of the existing Chair of the Executive Committee and the immediate past Chair of the Executive Committee. For this Fiscal Year, the existing Chair is Linda Smith and the past Chair is Steve Rogers.

Once formed, the Administrative Services Manager will coordinate with the Ad Hoc Committee in moving through the steps in the adopted process for Executive Director performance and compensation review. These actions will be completed ahead of the November 2020 meeting, in accordance with the approved process.

The Ad Hoc Committee is also working with Koff and Associates on the Executive Director compensation methodology project. This new Ad Hoc Committee will resume work on this project.

FISCAL IMPACT

There is no fiscal impact to forming the Ad Hoc Committee to review Executive Director compensation and performance.

Process for Executive Director Compensation and Performance Review

The Executive Committee (EC) has authorized an annual review of Executive Director (ED) performance and compensation. Below is the annual process for achieving both of these goals:

At May EC Meeting

1. The Administrative Services Manager (ASM) will inform the EC that the ED annual performance evaluation/compensation review is approaching.
2. The EC will form an Ad Hoc Committee composed of the existing EC Chair and the former EC Chair to review ED performance and compensation and make recommendations.

September

3. The ASM will coordinate the review process and provide last year's performance review and the latest available Consumer Price Index for San Francisco Bay Area Urban Region. Every three years the ASM will provide an updated Executive Director salary survey using comparator agencies established by the Executive Committee.
4. The ED will complete a self-assessment of performance, including a report on various JPA operations, issues and matters pertinent to the governance and management of the organization, and offer any changes to next year's Executive Director goals for the Ad Hoc Committee's consideration.
5. The ASM will meet with the Ad Hoc Committee as necessary to clarify last year's outcomes, answer any questions, and review compensation (including the updated tri-annual ED salary survey in the year it is conducted).
6. The ED will meet with the Ad Hoc Committee to review the past year's performance and next year's goals and address any compensation issues.

Ahead of the November EC Meeting

7. The Ad Hoc Committee will make recommendations to the EC regarding overall rating of performance, performance bonus decisions, and goals for next year's reviews. Additionally, they will make recommendations about compensation, based on a tri-annual ED salary study, and a cost of living compensation adjustment in the intervening years.

At November EC Meeting

8. The EC will hold a closed session to discuss performance evaluation with the ED. This will be added to the agenda as a closed session to discuss Public Employee Performance Evaluation for Executive Director.
9. The Executive Committee will hold a closed session to discuss Ad Hoc Committee compensation recommendations with the larger EC and the Executive Director. This will be added to the agenda as a closed session for Conference with Labor Negotiators. The Labor Negotiators in this case would be the Ad Hoc Committee serving as the agency

designated representatives. [Note: the Brown Act prohibits the discussion of compensation in closed sessions related to performance, which is why the two items need to be done in separate closed sessions.]

10. The EC will take action on an open agenda item to decide on recommendations proposed by the Ad Hoc Committee for a potential performance bonus and/or compensation increase in accordance with the JPA's Personnel Rules and Regulations and the Employment Agreement with the Executive Director.

After November EC Meeting

11. ASM will implement any performance bonus and/or compensation increases in the HR and payroll systems.
12. ASM will place ED performance evaluation and any documentation about subsequent actions in the Executive Director's employee personnel file.