

## 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

**November 18, 2021**

**1:00 p.m.**

**via Videoconference**

The Executive Committee may continue to meet by teleconference, consistent with the Brown Act as amended by Assembly Bill 361 (2021). Under the amended rules, RGS will not provide a physical location for members of the public to participate in the teleconference meeting. 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 (650) 242-4929 and entering the meeting ID#: 149 315 5308. 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](mailto: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 **May 20, 2021 and October, 13, 2021** Minutes *Action*
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made May through September 2021
- E. Approval of Investments Report through September 2021
- F. Receive and File Management Services Agreements Update
- G. Receive and File Municipal Dental Pool Update
- H. Approval of Updated Personnel Rules & Regulations
- I. Adopt Resolution **RGSEC2021-02** Authorizing Remote Teleconference Meetings Under the Brown Act as Amended by Assembly Bill 361 (2021)

#### 4. TREASURER'S REPORT

- A. Review of Preliminary FYTD Financial Reports through September 2021 *Information*
- B. Approval of FY21 Audited Financial Statements *Action*

#### 5. OLD BUSINESS

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

#### 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 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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Ad Hoc Committee: Board Chair Rogers and EC Vice Chair Habkirk

Unrepresented employee: Executive Director

**Recess to Open Session**

**Possible Report Out of Closed Session**

*Information*

**6. NEW BUSINESS**

A. Approval of Ad Hoc Committee Recommendations on Executive Director  
Compensation Methodology

*Action*

B. Approval of Ad Hoc Committee Recommendations on Executive Director Performance  
and Goals

*Action*

C. Approval of Amendment to Executive Director Employment Agreement

*Action*

D. Training Update – Management Analyst Academy

*Information*

E. Recruitment Service Line Presentation

*Information*

**7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS**

A. Executive Director: 325 clients served since inception; STARS assets hit \$15M

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 February 17, 2022**

**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  
MAY 20, 2021**

The Regional Government Services Authority held a regular meeting of the Executive Committee on May 20, 2021 via teleconference. The meeting was called to order at 1:03 p.m.

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

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

Members Absent: Brent Slama, 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  
Bobbi Bennett, Interim HR Director  
Glenn Lazof, Director of Finance Services  
Tiffany Buraglio, Executive Assistant

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**Staff requested items 3C and 3F be pulled from the Consent Agenda for discussion.**

- A. Approval of **February 18, 2021** Minutes
- B. Approval of RGS Position Listings
- D. Approval of Payments and Deposits made February through April 2021
- E. Approval of Investments Report through March 2021
- G. Receive and File Municipal Dental Pool Update
  - Action:** Moved and seconded (Rogers/Habkirk) to approve consent agenda.
  - AYES:** Smith, Habkirk, Buckshi, Rogers, Schwarz, Straus
  - NOES:** None
  - ABSTAIN:** None

C. Approval of Regularly Scheduled Meetings Calendar

Executive Director Averett noted there is not currently a lot of business scheduled for the September meeting date, but he would like to keep it on individuals' calendars just in case something comes up which needs addressing before the November meeting date. He noted that the November meeting date is currently tentatively scheduled as a virtual meeting but that some individuals have expressed interest in meeting in person again. Staff is monitoring the state and local health conditions regularly to determine when it will be possible to meet again in person. Members expressed support for in-person meeting opportunities, pending the Governor's pandemic guidance due to be announced on June 15. Discussion was had around various types and locations of in-person meetings held in the past and what might be envisioned after pandemic restrictions were lifted. Some support was voiced for combining meetings with presentations or other information pertinent for the Board/Committee, and for "hybrid options" such as alternating in-person and videoconference meetings or allowing both forms of attendance at the same meeting to help mitigate the impacts of longer travel times due to the increased geographic distance of the current composition of committee members.

F. Receive and File Management Services Agreements

Executive Director Averett noted the new format of the report which was in response to the committee's discussion at the last meeting. Executive Committee Chair Linda Smith had contacted Executive Director Averett prior to the start of the meeting to share additional information she would be interested in seeing represented in the report and Executive Director Averett said the CRM utilized by RGS could accommodate the request. Feedback was requested on how to define an "ongoing" contract. Consensus was reached to differentiate between two types of "ongoing" contracts as either "on-call" or "active/engagement". It was reiterated that the committee is interested in understanding what is the nature of the work. Executive Director Averett noted they will make modifications to the report for the next meeting and that RGS currently has about 80 active clients and over the course of a year there may be about 120 contracts.

**Action:** Moved and seconded (Habkirk/Rogers) to approve Regularly Scheduled Meetings Calendar and receive and file Management Services Agreements.

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

**NOES:** None

**ABSTAIN:** None

4. **TREASURER'S REPORT**

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through March 2021 and Approval of Increased Allocation to Claims Reserve

Finance Manager Kise announced that the Fiscal Year is going well and ahead of budget. After nine months, the agency has passed the budgeted net gain for the full year. Most of the growth has come from the services increase for one client. (Additional expected growth from this client is factored into next year's budget.) Funding for claims is at a \$82,000 deficit for the fiscal year. The recommended allocating of \$100,000 to the reserve should enable the account to break even for the fiscal year. It was noted that even with the approval of the extra \$100,000 allocated to the claims reserve, the agency is still expected to achieve a net gain of approximately \$100,000 for FY21. Collections for the agency are well under control.

**Action:** Moved and seconded (Smith/Buckshi) to approve increased allocation to claims reserve.

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

**NOES:** None

**ABSTAIN:** None

B. Approval of FY22 Budget

Finance Manager Kise stated that the proposed budget for FY22 was forecast to continue the trends represented by the current fiscal-year-to-date performance. In fiscal year 2021, RGS consulting business did not drop off as was anticipated due to the pandemic, instead it exceeded what was forecast for the year. Next year's performance is expected to follow the same trend, in part due to some contractual built-in CPI/ECI increases, growth in a variety of business lines, and known hiring increases in some ongoing active client business. Revenues are expected to continue growing from the Municipal Dental Pool and STARS programs. Executive Director Averett added that the projected revenue increases in the FY22 budget are conservative, while using current trends and known activities. A question was asked about how the actuals for FY19 compared to FY20 and staff noted that FY20 represented a growth year. Additional questions centered around the claims reserve and staff noted that the addition to the claims reserve will bring the balance to a net positive \$20,000 with scheduled contributions to continue each month. Also requested was the targeted balance of the claims reserve and operating reserves. Staff noted that the CJPIA's restatement a few years ago of RGS' retrospective calculation, eliminated RGS' claims reserve. These reserve targets were established four or five years ago, and staff will follow up with the Committee on the targets and status. It was requested that reserve targets and their associated balances be included in future budget reports.

**Action:** Moved and seconded (Buckshi/Rogers) to approve the FY22 Budget

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

**NOES:** None  
**ABSTAIN:** None

## 5. OLD BUSINESS

### A. Approval of Updates to the Strategic Plan

Administrative Services Manager Rich Oppenheim noted there were additional RGS staff to present progress on some of the Strategic Plan Update goals.

Deputy Executive Director Selivanoff spoke to Goal 1, Outstanding Service. Selivanoff noted that staff was gaining traction in the customer care program in reaching out to RGS customers to see how we can better serve them. Template communications are being developed to reach out at both on-boarding and off-boarding events. Staff requested Members let staff know if contacts and surveys were welcomed or seen as an annoyance from a customer perspective. It was expressed by Committee Members that a personal touch would be appreciated in addition to the survey approach in the customer care cycle.

Administrative Services Manager Oppenheim spoke to Goal 2, Leadership, Staffing and Teamwork. Oppenheim gave an update on the HR Manager hiring process noting that three candidates were brought in for interviews and staff is trying to find ways to utilize all three exceptional candidates in a variety of positions, including the HR Manager position. Finance Manager Jeff Kise also spoke to Goal 2, and described the Payroll restructuring process taking place, moving that function out from under the HR umbrella to the Finance operation due to the interaction/integration with RGS' heavy reliance on billing for staff hours. Plans are to add a second payroll clerk to staff and alternate payroll preparation so staff performing the role have more work schedule flexibility and RGS has more capacity to assist client payroll activity.

Interim HR Manager Bobbi Bennett spoke to Goal 3, Financial and Risk Management. Bennett informed the committee on updates to RGS's Policies, Rules and Regulations (PR&R). The policy manual was originally designed to encompass both the RGS and LGS agencies and now the manual needs to align with the RGS business model only. RGS has been leveraging the talent within the advisor pool for the revision process. Plans are to bring the revised policies to the Executive Committee at the November meeting.

Administrative Services Manager Rich Oppenheim spoke to Goal 4, RGS Growth. Oppenheim described the expansion of the Training and Development service line to capture the alumni from the existing Academy series. A mid-manager and executive level series have been identified for development and is currently in the needs-analysis stage. RGS is starting to see more out-of-state interest in both training services as well as recruitment and class and comp services. Several Committee Members expressed interest in training services targeted toward analyst/management analyst level. Director of Finance Services Glenn Lazof also spoke to Goal 4. Lazof explained the acquisition of the financial software, MIP, which will be deployed for one current client as well as marketed for use to new clients in an effort to grow the outsourced finance service line. The pandemic has necessitated reconsideration of outsourcing this function, along with increasing recruitment difficulties and financial pressures in smaller, more remote agencies.

Executive Director Averett noted that each of the updates represents an investment in staff time and money, with the expectation of long-term recovery and contribution to financial health.

**Action:** Moved and seconded (Smith/Habkirk) to approve updates to Strategic Plan  
**AYES:** Smith, Habkirk, Buckshi, Schwarz, Rogers, Straus  
**NOES:** None  
**ABSTAIN:** None

## 6. NEW BUSINESS

### A. Executive Director Ad Hoc Committee Formation

Member Rogers announced that the current committee is close to wrapping up the work with an outside consultant and suggested that the Ad Hoc committee complete its task in the coming months. The Executive Committee Chair agreed to continue this item.

**2:23pm      Bobbi Bennett left the meeting.**

**7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS**

A. Executive Director: Executive Director Averett acknowledged member Brent Slama's promotion from Acting City Manager of Soledad to City Manager as well as the retirement of former alternate Committee member Julie Carter from the City of Dublin. Averett provided updates on the medical JPA, PACE, and on the STARS 401/457 Trusts. Averett noted that the STARS program now has four member agencies and assets continue growing (currently almost \$14M). RGS has served 309 client agencies in almost 20 years.

B. Members: There was a question of whether Prop 218 support would be a possible option of a service line RGS could offer. Staff noted that this service has not been an area of frequent requests by clients to this point. Also discussed was how to spend the upcoming ARPA money and that one viable option was to hire staffing to help recover from COVID and RGS might focus on assisting agencies in this area.

**8. ADJOURN** – The meeting adjourned at 2:38 p.m. The next regular meeting is scheduled for September 16, 2021 via teleconference.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
OCTOBER 13, 2021**

The Regional Government Services Authority held a special meeting of the Executive Committee on October 13, 2021 via teleconference. The meeting was called to order at 3:03 p.m.

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

Members Present: Linda Smith, Chair  
Liz Habkirk, Vice Chair  
Dan Buckshi, Member  
Steve Rogers, 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  
Sky Woodruff, Authority General Counsel  
Scott Kivel, Authority Special Counsel  
Tiffany Buraglio, Executive Assistant

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

A. Adopt Resolution RGSEC2021-01 Authorizing Remote Teleconference Meetings under the Brown Act as Amended by Assembly Bill 361 (2021)

**Action:** Moved and seconded (Rogers/Buckshi) to approve consent agenda.

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

**NOES:** None

**ABSTAIN:** None

**4. TREASURER’S REPORT - None**

**5. OLD BUSINESS**

**3:11 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 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

**3:17 p.m. Vice Chair Habkirk joined the meeting.**

**4:05 p.m. Reconvene Meeting**

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

**6. NEW BUSINESS - None**

**7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS**

A. Executive Director: None

B. Members: None

**8. ADJOURN – The meeting adjourned at 4:06 p.m. The next regular meeting is scheduled for November 18, 2021 via teleconference.**



## RGS Position Listing

November 1, 2021

Base Department	Job Title	FTE
1000-000 - RGS Admin-General Hours	CEO	1.08
1000-000 - RGS Admin-General Hours	Deputy COO	0.02
1000-000 - RGS Admin-General Hours	Administrative Support	0.51
1000-000 - RGS Admin-General Hours	Technical Specialist	0.32
1000-000 - RGS Admin-General Hours	Project Coordinator	0.55
1000-000 - RGS Admin-General Hours	Administrative Support	0.99
1000-000 - RGS Admin-General Hours	Administrative Services Manager	1.04
1000-000 - RGS Admin-General Hours	Deputy Executive Director	1.02
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.13
1001-000 - RGS Finance-General Hours	Technical Specialist	0.90
1001-000 - RGS Finance-General Hours	Project Advisor	1.15
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.09
1001-000 - RGS Finance-General Hours	Technical Advisor	0.21
1002-000 - RGS HR-Payroll Genl Hrs	Project Advisor	0.94
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.61
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.16
1003-000 - Training-Prep	Technical Specialist	0.09
1003-002 - Training Svc Grp Admin	Senior Advisor	0.08
1003-002 - Training Svc Grp Admin	Senior Advisor	0.01
1003-002 - Training Svc Grp Admin	Senior Advisor	0.31
1003-002 - Training Svc Grp Admin	Intern	0.27
1006-000 - Finance Svc Grp Prog Dev	Advisor	0.11
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.73
1006-001 - Finance Svc Grp Admin Time	Technical Specialist	0.01
1006-001 - Finance Svc Grp Admin Time	Advisor	0.21
1006-001 - Finance Svc Grp Admin Time	Advisor	0.01
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.29
1006-001 - Finance Svc Grp Admin Time	Advisor	0.13
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.63
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.88
1006-001 - Finance Svc Grp Admin Time	Advisor	0.58
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.40
1006-001 - Finance Svc Grp Admin Time	Advisor	0.02
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.08
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.71
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.26
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.12
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.34
1006-001 - Finance Svc Grp Admin Time	Intern	0.04
1006-001 - Finance Svc Grp Admin Time	Advisor	0.35
1006-001 - Finance Svc Grp Admin Time	Advisor	0.28
1007-000 - HR Svc Grp Program Development	Advisor	0.05
1007-000 - HR Svc Grp Program Development	Advisor	0.08
1007-001 - HR Svc Grp Admin Time	Advisor	0.34
1007-001 - HR Svc Grp Admin Time	Advisor	0.01

## RGS Position Listing

November 1, 2021

Base Department	Job Title	FTE
1007-001 - HR Svc Grp Admin Time	Advisor	0.04
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.52
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.07
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.86
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.77
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.20
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.20
1007-001 - HR Svc Grp Admin Time	Advisor	0.09
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.03
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.65
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.30
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.49
1007-001 - HR Svc Grp Admin Time	Advisor	0.09
1007-001 - HR Svc Grp Admin Time	Advisor	0.30
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.34
1007-001 - HR Svc Grp Admin Time	Advisor	0.31
1007-001 - HR Svc Grp Admin Time	Advisor	0.37
1007-001 - HR Svc Grp Admin Time	Advisor	0.37
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.02
1007-001 - HR Svc Grp Admin Time	Technical Specialist	0.56
1007-001 - HR Svc Grp Admin Time	Technical Specialist	0.02
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.57
1007-001 - HR Svc Grp Admin Time	Advisor	0.78
1007-001 - HR Svc Grp Admin Time	Advisor	0.04
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.11
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Advisor	0.06
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.83
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.18
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.70
1008-001 - Outreach Svc Grp Admin Time	Project Coordinator	0.29
1008-001 - Outreach Svc Grp Admin Time	Project Coordinator	0.06
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.01
1008-001 - Outreach Svc Grp Admin Time	Project Coordinator	0.17
1011-001 - Planning Svc Grp Admin Time	Advisor	0.66
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.41
1011-001 - Planning Svc Grp Admin Time	Advisor	0.15
1011-001 - Planning Svc Grp Admin Time	Project Coordinator	0.00
1011-001 - Planning Svc Grp Admin Time	Senior Advisor	0.07
1012-001 - Public Safety Svc Grp Admin	Advisor	0.02
1012-001 - Public Safety Svc Grp Admin	Advisor	0.02
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.04

# RGS Position Listing

November 1, 2021

Base Department	Job Title	FTE
1014-001 - EM Svc Grp Admin Time	COO	0.05
1014-001 - EM Svc Grp Admin Time	Senior Advisor	0.10
1014-001 - EM Svc Grp Admin Time	Advisor	0.28
1015-001 - PW Svc Grp Admin Time	Project Advisor	0.39
1015-001 - PW Svc Grp Admin Time	Chief Executive Officer	0.04
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.45
1016-001 - Econ Dev Svc Grp Admin Time	Senior Advisor	0.85
1016-001 - Econ Dev Svc Grp Admin Time	Senior Advisor	0.08
1017-000 - Contract Stf Grp Admin Time	Senior Advisor	0.00
1017-000 - Contract Stf Grp Admin Time	Advisor	0.12
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	0.82
1260-000 - CalSAWS-General Hours	Project Coordinator	0.34
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	0.79
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 Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.03
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	1.01
1260-000 - CalSAWS-General Hours	Project Coordinator	0.39
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.99
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	0.79
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	0.78
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	0.92
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.06
1260-000 - CalSAWS-General Hours	Project Advisor	1.02
1260-000 - CalSAWS-General Hours	Project Coordinator	0.45
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	0.83
1260-000 - CalSAWS-General Hours	Lead Advisor	1.05

## RGS Position Listing

November 1, 2021

Base Department	Job Title	FTE
1260-000 - CalSAWS-General Hours	Project Coordinator	0.80
1260-000 - CalSAWS-General Hours	Senior Advisor	0.34
1260-000 - CalSAWS-General Hours	Deputy COO	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	0.88
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.05
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.38
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.21
1260-000 - CalSAWS-General Hours	Lead Advisor	1.05
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	1.04
1260-000 - CalSAWS-General Hours	Project Coordinator	0.79
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	Coordinating Advisor	0.25
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-001 - CalSAWS M&O	COO	1.00
1320-000 - MERA-General Hours	COO	0.49
1320-000 - MERA-General Hours	Senior Advisor	0.35
1320-002 - MERA-Implementation Coord	Advisor	0.11
3060-002 - SVBGSA - Finance	Senior Advisor	0.77
3060-005 - SVBGSA - General Administratio	Administrative Assistant	0.35
3060-005 - SVBGSA - General Administratio	Administrative Support	0.13
3060-005 - SVBGSA - General Administratio	COO	0.75
3060-005 - SVBGSA - General Administratio	Senior Advisor	0.70
3890-000 - SVRIA-General Manager Services	Senior Advisor	0.74

<b>Total FTE</b>	88
<b>Total Positions</b>	166

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**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 on the Third Thursday of the month - at least twice a year telephonically and up to two in-person, with the May meeting being held on Thursday and Friday.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
<b>2021</b>					
November 18 (Thursday)	RGS		Meeting Schedule for 2022, FY21 Audited Financial Statements, Exec Dir Comp & Perf Committee Review, RGS service presentation - Recruitment Services	telephonic	1:00pm-3:00pm
<b>2022</b>					
February 17 (Thursday)	RGS	RGS	Appoint Members to Executive Committee, Election of Officers (all)	telephonic	1:00pm-3:00pm
May 19-20 (Thursday-Friday)	RGS		Budget, Exec Dir Ad Hoc Committee Formation, Conflict of Interest (even years); major presentation/workshop - TBD	TBD	1.5 days
September 15 (Thursday)	RGS		Meeting Schedule for 2023	telephonic	1:00pm-3:00pm
November 17 (Thursday)	RGS		FY22 Audited Financial Statements, Exec Dir Comp & Perf Committee Review; RGS service presentation	Yountville	1:00pm-3:00pm
<b>2023</b>					
February 16 (Thursday)	RGS	RGS	Appoint Members to Executive Committee, Election of Officers (all)	telephonic	1:00pm-3:00pm
May 18-19 (Thursday-Friday)	RGS		Next FY Budget, Exec Dir Ad Hoc Committee Formation; major presentation/workshop/retreat - TBD	Larkspur	1.5 days
September 21 (Thursday)	RGS		Meeting Schedule for 2024	telephonic	1:00pm-3:00pm

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**FROM:** RICHARD AVERETT, CFO **Item: 3D**  
**SUBJECT: PAYMENTS AND DEPOSITS – MAY THROUGH SEPTEMBER 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 September 30, 2021

6:14 PM  
11/08/2021  
Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
110090 · Community Bank of the Bay Chkg						147,718.16
Deposit	05/03/2021			Deposit	1,377.00	149,095.16
Deposit	05/03/2021			Deposit	123,249.80	272,344.96
General Journal	05/03/2021	3233		Health Ins premiums 2021-05	-128,959.69	143,385.27
General Journal	05/03/2021	3233		Dental Ins premium 2021-05	-9,640.73	133,744.54
Deposit	05/03/2021			Deposit	96,176.18	229,920.72
General Journal	05/04/2021	3230		Wrkr Comp Claims Funding	-2,970.83	226,949.89
Deposit	05/04/2021			Deposit	675.00	227,624.89
Transfer	05/05/2021			Funds Transfer	200,000.00	427,624.89
General Journal	05/06/2021	3231		4/30/21 net pay	-325,671.51	101,953.38
General Journal	05/07/2021	3232		4/30/21 payroll taxes and fees	-89,795.13	12,158.25
Deposit	05/07/2021			Deposit	4,764.50	16,922.75
Deposit	05/07/2021			Deposit	4,525.00	21,447.75
Deposit	05/10/2021			Deposit	7,889.25	29,337.00
Bill Pmt -Check	05/10/2021	16123	Koff & Associates Inc.		-3,487.50	25,849.50
Bill Pmt -Check	05/10/2021	16124	Tripepi Smith & Associates		-118.75	25,730.75
Bill Pmt -Check	05/10/2021	Wire	Scott N. Kivel		-9,348.68	16,382.07
General Journal	05/10/2021	3281		2021-04 FSA admin fee	-145.05	16,237.02
General Journal	05/11/2021	3252		4/30/21 MM 401a remittance	-45,320.11	-29,083.09
General Journal	05/11/2021	3252		4/30/21 MM 457 remittance	-32,825.67	-61,908.76
General Journal	05/11/2021	3253		Vision premium pmt 2021-05	-1,483.89	-63,392.65
General Journal	05/11/2021	3253		MHN premium pmt 2021-05	-477.40	-63,870.05
Transfer	05/11/2021			Funds Transfer	75,000.00	11,129.95
Deposit	05/11/2021			Deposit	35,629.40	46,759.35
General Journal	05/11/2021	3279		4/30/21 FSA contribution	-1,959.81	44,799.54
Bill Pmt -Check	05/11/2021	Cred Card	Employment Research Services		-558.40	44,241.14
General Journal	05/11/2021	3290		Rcl ERs Payment to Receivable	558.40	44,799.54
General Journal	05/12/2021	3277		MuncDental Pool Deposit	124.22	44,923.76
Deposit	05/14/2021			Deposit	12,806.37	57,730.13
General Journal	05/14/2021	3283		4/31/21 MM 401a remittance Not on file	-302.12	57,428.01
Deposit	05/15/2021			Deposit	3,688.90	61,116.91
Check	05/15/2021	514	Franchise Tax Board		-100.00	61,016.91
Deposit	05/17/2021			Deposit	21,419.92	82,436.83
Deposit	05/17/2021			Deposit	24,940.46	107,377.29
General Journal	05/17/2021	3282		4/15/21 MM 401a remittance Not on file	-38.00	107,339.29
General Journal	05/17/2021	3282		4/15/21 MM 457 remittance Not on file	-85.41	107,253.88
Deposit	05/19/2021			Deposit	16,867.95	124,121.83
Transfer	05/19/2021			Funds Transfer	310,000.00	434,121.83
General Journal	05/19/2021	3284		3/31/21 MM 457 remittance	-34.16	434,087.67
General Journal	05/19/2021	3285		04/30/21 MM 457 remittance NOt on File	-139.31	433,948.36
Deposit	05/20/2021			Deposit	2,201.95	436,150.31

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	05/20/2021	3256		5/15/21 net pay	-318,476.76	117,673.55
Deposit	05/21/2021			Deposit	22,677.50	140,351.05
Transfer	05/21/2021			Funds Transfer	-650,000.00	-509,648.95
General Journal	05/21/2021	3257		5/15/21 payroll taxes and fees	-86,107.85	-595,756.80
Deposit	05/21/2021			Deposit	12,125.75	-583,631.05
Deposit	05/21/2021			Deposit	1,105,376.49	521,745.44
Deposit	05/24/2021			Deposit	90,225.25	611,970.69
Bill Pmt -Check	05/25/2021	Wire	Experis Us Inc.		-33,008.00	578,962.69
Bill Pmt -Check	05/25/2021	Wire	Mary E Uzupis		-20,212.50	558,750.19
Bill Pmt -Check	05/25/2021	Wire	Placesoft Inc.		-33,872.00	524,878.19
Bill Pmt -Check	05/25/2021	Wire	Quantum Consulting Services		-43,083.00	481,795.19
Bill Pmt -Check	05/25/2021	Wire	Soconus, Inc		-152,002.50	329,792.69
Bill Pmt -Check	05/25/2021	Wire	Xtrategi, Inc		-19,360.00	310,432.69
Bill Pmt -Check	05/25/2021	Wire	Cinnovx		-40,505.00	269,927.69
Bill Pmt -Check	05/25/2021	Wire	GovTech Consulting		-21,000.00	248,927.69
Bill Pmt -Check	05/25/2021	Wire	PYXIS Management Consulting Group LLC		-24,640.00	224,287.69
Bill Pmt -Check	05/25/2021	16125	City of Ridgecrest		-300.00	223,987.69
Bill Pmt -Check	05/25/2021	16126	eSkill Corporation		-6,800.00	217,187.69
Bill Pmt -Check	05/25/2021	16127	Print Shack		-251.58	216,936.11
Deposit	05/25/2021			Deposit	984.15	217,920.26
Transfer	05/25/2021			Funds Transfer	-125,000.00	92,920.26
Transfer	05/25/2021			Funds Transfer	470,000.00	562,920.26
Bill Pmt -Check	05/25/2021	Wire	US Bank		-12,594.73	550,325.53
General Journal	05/25/2021	3271		5/15/21 MM 401a remittance	-44,286.46	506,039.07
General Journal	05/25/2021	3271		5/15/21 MM 457 remittance	-30,802.29	475,236.78
General Journal	05/25/2021	3275		ERS Inv# INV-63385	185.66	475,422.44
Bill Pmt -Check	05/25/2021	Cred Crd	Employment Research Services		-185.66	475,236.78
General Journal	05/25/2021	3280		5/15/21 FSA contribution	-1,959.81	473,276.97
Transfer	05/26/2021			Funds Transfer	-125,000.00	348,276.97
Transfer	05/26/2021			Funds Transfer	-250,000.00	98,276.97
Deposit	05/26/2021			Deposit	1,630.00	99,906.97
General Journal	05/27/2021	3272		Life and Disability premium for 2021-05	-3,439.37	96,467.60
Deposit	05/28/2021			Deposit	121.00	96,588.60
Deposit	05/28/2021			Deposit	9,371.25	105,959.85
Deposit	05/29/2021			Deposit	2,766.75	108,726.60
Transfer	06/01/2021			Funds Transfer	35,000.00	143,726.60
Deposit	06/01/2021			Deposit	105,844.11	249,570.71
General Journal	06/01/2021	3288		Health Ins premiums 2021-06	-120,707.33	128,863.38
General Journal	06/01/2021	3288		Dental Ins premium 2021-06	-9,199.05	119,664.33
General Journal	06/02/2021	3330		FSA Forfeiture Refund	111.38	119,775.71
Transfer	06/03/2021			Funds Transfer	300,000.00	419,775.71
General Journal	06/04/2021	3273		5/31/21 net pay	-319,450.71	100,325.00
Deposit	06/04/2021			Deposit	251.58	100,576.58
General Journal	06/07/2021	3274		5/31/21 payroll taxes and fees	-84,725.72	15,850.86



Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	06/07/2021	Wire	Meyers Nave		-5,934.32	9,916.54
Deposit	06/07/2021			Deposit	3,636.25	13,552.79
Deposit	06/07/2021			Deposit	44,516.35	58,069.14
Check	06/07/2021	515	Franchise Tax Board		-100.00	57,969.14
Bill Pmt -Check	06/08/2021	16128	Koff & Associates Inc.		-1,650.00	56,319.14
Bill Pmt -Check	06/08/2021	16129	Municipal Insurance Cooperative		-4,952.00	51,367.14
Bill Pmt -Check	06/08/2021	16130	Tripepi Smith & Associates		-308.75	51,058.39
General Journal	06/08/2021	3327		2021-05 FSA admin fee	-139.05	50,919.34
Deposit	06/09/2021			Deposit	105,285.78	156,205.12
Bill Pmt -Check	06/09/2021	Cred Crd	Employment Research Services		-268.50	155,936.62
General Journal	06/09/2021	3291		Rcl ERs Payment	268.50	156,205.12
General Journal	06/09/2021	3325		5/31/21 FSA contribution	-1,959.81	154,245.31
Bill Pmt -Check	06/11/2021	Wire	Meyers Nave		-2,638.33	151,606.98
Bill Pmt -Check	06/11/2021	Wire	Scott N. Kivel		-28,100.02	123,506.96
Deposit	06/11/2021			Deposit	15,407.84	138,914.80
Deposit	06/11/2021			Deposit	16,125.00	155,039.80
General Journal	06/11/2021	3287		MHN Premium Pmt 2021-06	-477.40	154,562.40
General Journal	06/11/2021	3287		Vision Premium Pmt 2021-06	-1,410.37	153,152.03
General Journal	06/11/2021	3289		Wrkr Comp Claims Reimburse	-2,898.74	150,253.29
General Journal	06/14/2021	3278		5/31/21 MM 401a remittance	-44,320.27	105,933.02
General Journal	06/14/2021	3278		5/31/21 MM 457 remittance	-31,723.64	74,209.38
Deposit	06/14/2021			Deposit	15,787.86	89,997.24
Deposit	06/17/2021			Deposit	21,419.92	111,417.16
General Journal	06/17/2021	3299		Dental Pool Payment Q1 2021	553.89	111,971.05
Transfer	06/18/2021			Funds Transfer	240,000.00	351,971.05
Deposit	06/18/2021			Deposit	9,083.75	361,054.80
Deposit	06/21/2021			Deposit	1,096,982.89	1,458,037.69
Transfer	06/21/2021			Funds Transfer	-900,000.00	558,037.69
General Journal	06/21/2021	3300		6/15/21 net pay	-337,854.08	220,183.61
Deposit	06/21/2021			Deposit	48,722.28	268,905.89
General Journal	06/22/2021	3301		6/15/21 payroll taxes and fees	-92,487.92	176,417.97
Deposit	06/22/2021			Deposit	2,766.75	179,184.72
Check	06/22/2021	516	Franchise Tax Board		-100.00	179,084.72
Bill Pmt -Check	06/24/2021	CC Pay	Employment Research Services		-710.80	178,373.92
General Journal	06/24/2021	3310		ERS Inv# INV-63722 Reclass Payment	710.80	179,084.72
Transfer	06/24/2021			Funds Transfer	340,000.00	519,084.72
General Journal	06/24/2021	3312		6/15/21 MM 401a remittance	-46,433.05	472,651.67
General Journal	06/24/2021	3312		6/15/21 MM 457 remittance	-36,120.40	436,531.27
General Journal	06/24/2021	3326		6/15/21 FSA contribution	-2,013.66	434,517.61
Bill Pmt -Check	06/25/2021	16131	City of Ridgecrest		-300.00	434,217.61
Bill Pmt -Check	06/25/2021	16132	Software Simplified		-11,925.00	422,292.61
Bill Pmt -Check	06/25/2021	16133	Wyoming Department of Workforce Services	UI Acct # 10-95721-0-00	-51.68	422,240.93
Bill Pmt -Check	06/25/2021	16134	Wyoming Department of Workforce Services	Ref WC # 800428495	-111.98	422,128.95
Bill Pmt -Check	06/25/2021	Wire	Cinnovx		-52,887.00	369,241.95

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	06/25/2021	Wire	Experis Us Inc.		-27,520.00	341,721.95
Bill Pmt -Check	06/25/2021	Wire	GovTech Consulting		-19,000.00	322,721.95
Bill Pmt -Check	06/25/2021	Wire	Mary E Uzupis		-23,800.00	298,921.95
Bill Pmt -Check	06/25/2021	Wire	Placesoft Inc.		-31,668.00	267,253.95
Bill Pmt -Check	06/25/2021	Wire	PYXIS Management Consulting Group LLC		-23,520.00	243,733.95
Bill Pmt -Check	06/25/2021	Wire	Quantum Consulting Services		-55,686.00	188,047.95
Bill Pmt -Check	06/25/2021	Wire	Soconus, Inc		-141,245.00	46,802.95
Bill Pmt -Check	06/25/2021	Wire	Xtrategi, Inc		-18,480.00	28,322.95
Bill Pmt -Check	06/25/2021	CC Pay	Employment Research Services		-475.90	27,847.05
General Journal	06/25/2021	3311		ERS CC Payment	475.90	28,322.95
Deposit	06/25/2021			Deposit	16,790.49	45,113.44
Deposit	06/25/2021			Deposit	151.20	45,264.64
Deposit	06/25/2021			Deposit	41,989.00	87,253.64
Deposit	06/25/2021			Deposit	2,766.45	90,020.09
Deposit	06/28/2021			Deposit	403.05	90,423.14
Deposit	06/28/2021			Deposit	64,636.47	155,059.61
Bill Pmt -Check	06/28/2021	Wire	Kimley-Horn and Associates, Inc.		-1,241.76	153,817.85
Bill Pmt -Check	06/28/2021	Wire	Meyers Nave		-1,522.58	152,295.27
Bill Pmt -Check	06/28/2021	Wire	US Bank		-12,224.32	140,070.95
General Journal	06/28/2021	3331		T/U Wy Wrkr Comp withholding Q2 2021	-54.60	140,016.35
General Journal	06/30/2021	3316		HRA Contribution Q2 2021	-8,743.24	131,273.11
General Journal	06/30/2021	3317		Life and Disability premium for 2021-06	-3,429.17	127,843.94
Deposit	06/30/2021			Deposit	1,050.00	128,893.94
Deposit	06/30/2021			Deposit	187,726.98	316,620.92
General Journal	06/30/2021	3324		6/15/21 MM 401a remittance -Not on file	-685.26	315,935.66
General Journal	07/01/2021	3318		Health Ins premiums 2021-07	-126,891.49	189,044.17
General Journal	07/01/2021	3318		Dental Ins premium 2021-07	-9,729.75	179,314.42
Deposit	07/01/2021			Deposit	745.00	180,059.42
Deposit	07/01/2021			Deposit	7,423.50	187,482.92
Deposit	07/02/2021			Deposit	21,235.72	208,718.64
Deposit	07/03/2021			Deposit	2,766.45	211,485.09
Deposit	07/06/2021			Deposit	2,500.75	213,985.84
Deposit	07/06/2021			Deposit	61,145.64	275,131.48
Transfer	07/06/2021			Funds Transfer	230,000.00	505,131.48
General Journal	07/07/2021	3320		6/30/21 net pay	-340,924.66	164,206.82
General Journal	07/08/2021	3321		6/30/21 payroll taxes and fees	-93,071.98	71,134.84
Check	07/08/2021	517	Franchise Tax Board		-100.00	71,034.84
Deposit	07/09/2021			Deposit	15,000.25	86,035.09
General Journal	07/09/2021	3424		2021-06 FSA admin fee	-150.20	85,884.89
Bill Pmt -Check	07/10/2021	CC Pay	Employment Research Services		-665.30	85,219.59
General Journal	07/10/2021	3380		ERS Inv# INV-64207	665.30	85,884.89
Bill Pmt -Check	07/12/2021	16135	Abila		-4,019.00	81,865.89
Bill Pmt -Check	07/12/2021	16136	Bee Lor		-300.00	81,565.89
Bill Pmt -Check	07/12/2021	16137	Linguistica		-1,179.25	80,386.64

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/12/2021	16138	Michael A. Houlemard, Jr.		-600.00	79,786.64
Deposit	07/12/2021			Deposit	1,073.83	80,860.47
Transfer	07/12/2021			Funds Transfer	35,000.00	115,860.47
General Journal	07/12/2021	3422		6/30/21 FSA contribution	-2,013.66	113,846.81
General Journal	07/13/2021	3322		6/30/21 MM 401a remittance	-48,066.55	65,780.26
General Journal	07/13/2021	3322		6/30/21 MM 457 remittance	-37,145.76	28,634.50
General Journal	07/13/2021	3323		MHN premium pmt 2021-06	-514.36	28,120.14
General Journal	07/13/2021	3323		Vision premium pmt 2021-07	-1,492.86	26,627.28
Deposit	07/13/2021			Deposit	1,844.30	28,471.58
Deposit	07/14/2021			Deposit	2,445.00	30,916.58
Bill Pmt -Check	07/14/2021	Wire	Scott N. Kivel		-16,389.63	14,526.95
Deposit	07/15/2021			Deposit	21,419.92	35,946.87
Deposit	07/15/2021			Deposit	11,237.25	47,184.12
Deposit	07/16/2021			Deposit	38,236.36	85,420.48
General Journal	07/16/2021	3338		Dental Pool Rev Error in Payment	123,226.57	208,647.05
Deposit	07/19/2021			Deposit	50,169.26	258,816.31
Deposit	07/20/2021			Deposit	1,162,812.46	1,421,628.77
Transfer	07/20/2021			Funds Transfer	-870,000.00	551,628.77
General Journal	07/21/2021	3334		7/15/21 net pay	-330,988.65	220,640.12
General Journal	07/21/2021	3336		Wrkr Comp Reimbursement 2021-07	-3,031.63	217,608.49
General Journal	07/21/2021	3339		Reimburse Dental Pool Error	-123,226.57	94,381.92
General Journal	07/22/2021	3335		7/15/21 payroll taxes and fees	-87,722.40	6,659.52
Check	07/22/2021	518	Franchise Tax Board		-100.00	6,559.52
Deposit	07/23/2021			Deposit	11,865.24	18,424.76
Transfer	07/23/2021			Funds Transfer	510,000.00	528,424.76
Deposit	07/23/2021			Deposit	3,688.90	532,113.66
Bill Pmt -Check	07/25/2021	CC Pay	Employment Research Services		-369.60	531,744.06
General Journal	07/25/2021	3381		Rcl ERS Inv# INV-64359	369.60	532,113.66
Bill Pmt -Check	07/26/2021	16139	City of Ridgecrest		-300.00	531,813.66
Bill Pmt -Check	07/26/2021	16140	Newport Beach-Alliant Insurance Services		-1,791.00	530,022.66
Bill Pmt -Check	07/26/2021	16141	Prism		-4,000.00	526,022.66
Bill Pmt -Check	07/26/2021	16142	Tripepi Smith & Associates		-1,150.75	524,871.91
Bill Pmt -Check	07/26/2021	16143	United States Treasury		-231.42	524,640.49
General Journal	07/26/2021	3333		7/15/21 MM 401a remittance	-45,920.36	478,720.13
General Journal	07/26/2021	3333		7/15/21 MM 457 remittance	-35,334.02	443,386.11
Deposit	07/26/2021			Deposit	255.98	443,642.09
Deposit	07/26/2021			Deposit	1,900.00	445,542.09
Deposit	07/26/2021			Deposit	50,288.00	495,830.09
Deposit	07/26/2021			Deposit	450.00	496,280.09
Bill Pmt -Check	07/26/2021	Wire	Cinnovx		-76,746.00	419,534.09
Bill Pmt -Check	07/26/2021	Wire	Experis Us Inc.		-27,520.00	392,014.09
Bill Pmt -Check	07/26/2021	Wire	GovTech Consulting		-18,000.00	374,014.09
Bill Pmt -Check	07/26/2021	Wire	Mary E Uzupis		-15,050.00	358,964.09
Bill Pmt -Check	07/26/2021	Wire	Placesoft Inc.		-34,800.00	324,164.09

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/26/2021		PYXIS Management Consulting Group LLC		-24,640.00	299,524.09
Bill Pmt -Check	07/26/2021		Quantum Consulting Services		-60,278.00	239,246.09
Bill Pmt -Check	07/26/2021		Soconus, Inc		-139,457.50	99,788.59
Bill Pmt -Check	07/26/2021		US Bank		-16,093.54	83,695.05
Bill Pmt -Check	07/26/2021		Xtrategi, Inc		-19,360.00	64,335.05
Deposit	07/26/2021			Deposit	962.00	65,297.05
General Journal	07/26/2021	3423		7/15/21 FSA contribution	-2,051.16	63,245.89
General Journal	07/27/2021	3337		Dental Pool Q2 2021	14,886.15	78,132.04
General Journal	07/27/2021	3344		Oregon Payroll Withholding	-13.22	78,118.82
Deposit	07/27/2021			Deposit	1,667.00	79,785.82
Deposit	07/28/2021			Deposit	51,395.48	131,181.30
General Journal	07/28/2021	3360		7/15/21 Special net pay	-2,188.23	128,993.07
General Journal	07/28/2021	3362		Life and Disability premium for 2015-	-3,530.10	125,462.97
General Journal	07/29/2021	3361		7/15/21 Special payroll taxes and fees	-625.03	124,837.94
Deposit	07/29/2021			Deposit	40,447.25	165,285.19
Deposit	07/30/2021			Deposit	37,252.40	202,537.59
General Journal	07/30/2021	3425		MM NOT on file	-263.10	202,274.49
General Journal	08/02/2021	3363		Health Ins premiums 2021-08	-145,359.55	56,914.94
General Journal	08/02/2021	3363		Dental Ins premium 2021-08	-11,628.84	45,286.10
Deposit	08/02/2021			Deposit	257.98	45,544.08
Deposit	08/02/2021			Deposit	67,382.89	112,926.97
Deposit	08/03/2021			Deposit	150.00	113,076.97
Transfer	08/04/2021			Funds Transfer	325,000.00	438,076.97
General Journal	08/04/2021	3357		Wrkr Comp Claims Reimburse	-3,409.75	434,667.22
General Journal	08/05/2021	3358		7/31/21 net pay	-335,980.11	98,687.11
Deposit	08/05/2021			Deposit	250.12	98,937.23
Deposit	08/05/2021			Deposit	236.25	99,173.48
Check	08/06/2021	519	California Disbursement Unit		-271.25	98,902.23
General Journal	08/06/2021	3359		7/31/21 payroll taxes and fees	-91,182.79	7,719.44
Deposit	08/06/2021			Deposit	2,754.85	10,474.29
Check	08/06/2021	520	Franchise Tax Board		-100.00	10,374.29
Deposit	08/06/2021			Deposit	1,412.50	11,786.79
Deposit	08/09/2021			Deposit	38,898.14	50,684.93
Deposit	08/09/2021			Deposit	2,338.75	53,023.68
General Journal	08/09/2021	3428		2021-06 FSA admin fee	-155.35	52,868.33
General Journal	08/10/2021	3364		MHN Premium Pmt 2021-07	-514.36	52,353.97
General Journal	08/10/2021	3364		Vision Premium Pmt 2021-08	-1,745.25	50,608.72
General Journal	08/10/2021	3364		Complete Care 2021-08	-428.00	50,180.72
Transfer	08/10/2021			Funds Transfer	80,000.00	130,180.72
General Journal	08/10/2021	3426		7/31/21 FSA contribution	-2,051.16	128,129.56
General Journal	08/10/2021	3446		401a Contribution Error to be reversed	-334.07	127,795.49
Bill Pmt -Check	08/11/2021	16144	Abila		-50.00	127,745.49
Bill Pmt -Check	08/11/2021	16145	Koff & Associates Inc.		-562.50	127,182.99
Bill Pmt -Check	08/11/2021	16146	Virginia Employment Commission	Acct # 0011680296	-31.51	127,151.48

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/12/2021	Wire	Meyers Nave		-3,533.76	123,617.72
Bill Pmt -Check	08/12/2021	Wire	Scott N. Kivel		-33,838.03	89,779.69
General Journal	08/12/2021	3375		7/31/15 MM 401a remittance	-47,302.37	42,477.32
General Journal	08/12/2021	3375		7/31/15 MM 457 remittance	-36,310.88	6,166.44
Deposit	08/12/2021			Deposit	1,016.75	7,183.19
Deposit	08/12/2021			Deposit	4,581.75	11,764.94
Deposit	08/13/2021			Deposit	38,549.20	50,314.14
Deposit	08/16/2021			Deposit	10,900.84	61,214.98
Bill Pmt -Check	08/17/2021	Wire	Alliant Insurance Services		-1,444.00	59,770.98
Transfer	08/18/2021			Funds Transfer	360,000.00	419,770.98
Transfer	08/19/2021			Funds Transfer	75,000.00	494,770.98
Transfer	08/19/2021			Funds Transfer	-1,130,000.00	-635,229.02
General Journal	08/19/2021	3376		Reimburse Wrkr Comp Claims	-3,063.04	-638,292.06
General Journal	08/19/2021	3377		8/15/21 net pay	-333,418.50	-971,710.56
Deposit	08/19/2021			Deposit	1,221,299.51	249,588.95
Deposit	08/19/2021			Deposit	9,012.75	258,601.70
Check	08/20/2021	521	California Disbursement Unit		-271.25	258,330.45
Check	08/20/2021	522	Franchise Tax Board		-30.43	258,300.02
General Journal	08/20/2021	3378		8/15/21 payroll taxes and fees	-89,016.58	169,283.44
Deposit	08/20/2021			Deposit	35,820.00	205,103.44
Deposit	08/23/2021			Deposit	33,323.86	238,427.30
General Journal	08/24/2021	3384		Life and Disability premium for 2021-08	-3,676.40	234,750.90
General Journal	08/24/2021	3427		8/15/21 FSA contribution	-2,071.16	232,679.74
Bill Pmt -Check	08/25/2021	Wire	Cinnovx		-70,702.00	161,977.74
Bill Pmt -Check	08/25/2021	Wire	Experis Us Inc.		-38,876.00	123,101.74
Bill Pmt -Check	08/25/2021	Wire	GovTech Consulting		-21,000.00	102,101.74
Bill Pmt -Check	08/25/2021	Wire	Mary E Uzupis		-20,912.50	81,189.24
Bill Pmt -Check	08/25/2021	Wire	Placesoft Inc.		-37,236.00	43,953.24
Bill Pmt -Check	08/25/2021	Wire	PYXIS Management Consulting Group LLC		-23,520.00	20,433.24
Bill Pmt -Check	08/25/2021	Wire	Quantum Consulting Services		-54,513.00	-34,079.76
Bill Pmt -Check	08/25/2021	Wire	Soconus, Inc		-133,350.00	-167,429.76
Bill Pmt -Check	08/25/2021	Wire	Xtrategi, Inc		-19,360.00	-186,789.76
Transfer	08/25/2021			Funds Transfer	275,000.00	88,210.24
General Journal	08/25/2021	3383		8/15/21 MM 401a remittance	-47,539.25	40,670.99
General Journal	08/25/2021	3383		8/15/21 MM 457 remittance	-37,288.61	3,382.38
Bill Pmt -Check	08/25/2021	CC Pay	Employment Research Services		-414.00	2,968.38
General Journal	08/25/2021	3385		Rcl ERS Inv# INV-64624	414.00	3,382.38
Deposit	08/25/2021			Deposit	21,419.92	24,802.30
Deposit	08/25/2021			Deposit	6,115.25	30,917.55
Deposit	08/25/2021			Deposit	5,709.50	36,627.05
Deposit	08/26/2021			Deposit	3,665.40	40,292.45
Bill Pmt -Check	08/27/2021	16147	City of Ridgecrest		-300.00	39,992.45
Bill Pmt -Check	08/27/2021	16148	Software Simplified		-11,925.00	28,067.45
Bill Pmt -Check	08/27/2021	16149	Urban Economics		-7,200.00	20,867.45

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	08/27/2021			Deposit	9,870.89	30,738.34
Bill Pmt -Check	08/30/2021	Wire	Meyers Nave		-2,391.66	28,346.68
Deposit	08/30/2021			Deposit	28,881.94	57,228.62
Deposit	08/30/2021			Deposit	1,695.00	58,923.62
Bill Pmt -Check	08/31/2021	Wire	US Bank		-13,768.36	45,155.26
Deposit	08/31/2021			Deposit	1,575.00	46,730.26
Deposit	08/31/2021			Deposit	690.37	47,420.63
Deposit	08/31/2021			Deposit	400.00	47,820.63
Deposit	08/31/2021			Deposit	1,250.20	49,070.83
Deposit	09/01/2021			Deposit	90,764.58	139,835.41
General Journal	09/01/2021	3390		Refund Carson City Dup Payment	-950.00	138,885.41
Deposit	09/01/2021			Deposit	916.35	139,801.76
Deposit	09/02/2021			Deposit	734.78	140,536.54
General Journal	09/02/2021	3388		Health Ins premiums 2021-09	-141,016.51	-479.97
General Journal	09/02/2021	3388		Dental Ins premium 2021-09	-11,055.36	-11,535.33
Transfer	09/02/2021			Funds Transfer	15,000.00	3,464.67
Deposit	09/03/2021			Deposit	11,542.50	15,007.17
Deposit	09/03/2021			Deposit	47,828.44	62,835.61
Deposit	09/06/2021			Deposit	3,698.64	66,534.25
Deposit	09/07/2021			Deposit	26,245.63	92,779.88
General Journal	09/07/2021	3386		3/31/21 net pay	-353,321.91	-260,542.03
Transfer	09/07/2021			Funds Transfer	395,000.00	134,457.97
General Journal	09/08/2021	3387		8/31/21 payroll taxes and fees	-94,933.63	39,524.34
Check	09/08/2021	523	California Disbursement Unit		-271.25	39,253.09
Check	09/08/2021	524	Franchise Tax Board		-100.00	39,153.09
Deposit	09/09/2021			Deposit	33,392.50	72,545.59
Transfer	09/09/2021			Funds Transfer	25,000.00	97,545.59
General Journal	09/09/2021	3459		FSA Admin Fee 2021-08	-160.50	97,385.09
Bill Pmt -Check	09/10/2021	16150	Glicksman Consulting, LLC		-3,000.00	94,385.09
General Journal	09/10/2021	3389		MHN Premium Pmt 2021-09	-523.60	93,861.49
General Journal	09/10/2021	3389		Vision Premium Pmt 2021-09	-1,676.96	92,184.53
Bill Pmt -Check	09/10/2021	Wire	Scott N. Kivel		-22,941.83	69,242.70
Bill Pmt -Check	09/10/2021	Wire	Wex Health, Inc		-4,332.81	64,909.89
General Journal	09/10/2021	3400		8/31/21 MM 401a remittance	-49,870.97	15,038.92
General Journal	09/10/2021	3400		8/31/21 MM 457 remittance	-41,098.36	-26,059.44
Deposit	09/10/2021			Deposit	3,561.25	-22,498.19
Deposit	09/10/2021			Deposit	326.99	-22,171.20
General Journal	09/10/2021	3460		9/15/21 FSA contribution	-2,071.16	-24,242.36
Transfer	09/13/2021			Funds Transfer	40,000.00	15,757.64
Deposit	09/13/2021			Deposit	6,649.33	22,406.97
Deposit	09/14/2021			Deposit	2,749.05	25,156.02
General Journal	09/15/2021	3472		401a 457 NOt on file	-16.80	25,139.22
Deposit	09/17/2021			Deposit	6,370.00	31,509.22
Transfer	09/20/2021			Funds Transfer	400,000.00	431,509.22

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	09/20/2021			Deposit	25,521.14	457,030.36
General Journal	09/21/2021	3402		9/15/21 net pay	-335,094.22	121,936.14
Transfer	09/21/2021			Funds Transfer	75,000.00	196,936.14
Transfer	09/21/2021			Funds Transfer	-875,000.00	-678,063.86
Deposit	09/21/2021			Deposit	1,251,644.26	573,580.40
General Journal	09/22/2021	3403		9/15/21 payroll taxes and fees	-87,300.96	486,279.44
Check	09/22/2021	527	California State Disbursement Unit		-271.25	486,008.19
Check	09/22/2021	528	Franchise Tax Board		-100.00	485,908.19
Deposit	09/23/2021			Deposit	18,712.20	504,620.39
Deposit	09/24/2021			Deposit	1,449.70	506,070.09
General Journal	09/24/2021	3461		9/30/21 FSA contribution	-2,071.16	503,998.93
General Journal	09/27/2021	3401		9/15/21 MM 401a remittance	-47,980.21	456,018.72
General Journal	09/27/2021	3401		9/15/21 MM 457 remittance	-39,695.54	416,323.18
Transfer	09/27/2021			Funds Transfer	80,000.00	496,323.18
Bill Pmt -Check	09/27/2021	16151	City of Ridgecrest		-300.00	496,023.18
Bill Pmt -Check	09/27/2021	16152	Koff & Associates Inc.		-337.50	495,685.68
Bill Pmt -Check	09/27/2021	Wire	Cinnovx		-69,911.00	425,774.68
Bill Pmt -Check	09/27/2021	Wire	Experis Us Inc.		-30,675.00	395,099.68
Bill Pmt -Check	09/27/2021	Wire	GovTech Consulting		-22,000.00	373,099.68
Bill Pmt -Check	09/27/2021	Wire	Mary E Uzupis		-22,050.00	351,049.68
Bill Pmt -Check	09/27/2021	Wire	Placesoft Inc.		-40,948.00	310,101.68
Bill Pmt -Check	09/27/2021	Wire	PYXIS Management Consulting Group LLC		-21,000.00	289,101.68
Bill Pmt -Check	09/27/2021	Wire	Quantum Consulting Services		-67,481.00	221,620.68
Bill Pmt -Check	09/27/2021	Wire	Soconus, Inc		-153,140.00	68,480.68
Bill Pmt -Check	09/27/2021	Wire	Xtrategi, Inc		-19,360.00	49,120.68
Deposit	09/27/2021			Deposit	135,674.68	184,795.36
Deposit	09/28/2021			Deposit	2,212.50	187,007.86
Bill Pmt -Check	09/28/2021	Wire	US Bank		-24,465.45	162,542.41
Deposit	09/28/2021			Deposit	400.00	162,942.41
Deposit	09/28/2021			Deposit	1,714.00	164,656.41
General Journal	09/28/2021	3473		Returned Check RGS Vest Purchase	-143.30	164,513.11
General Journal	09/30/2021	3418		Life and Disability premium for 2021-09	-3,722.40	160,790.71
General Journal	09/30/2021	3419		HRA Contribution Q3 2021	-46,000.00	114,790.71
Deposit	09/30/2021			Deposit	715.00	115,505.71
Deposit	09/30/2021			Deposit	10,101.85	125,607.56
Deposit	09/30/2021			Deposit	1,832.70	127,440.26
Total 110090 · Community Bank of the Bay Chkg					-20,277.90	127,440.26
<b>TOTAL</b>					<b>-20,277.90</b>	<b>127,440.26</b>

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

**EC Meeting: 11-18-2021**  
**Item: 3E**

**RECOMMENDATION**

Review and accept JPA investments made through September 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.

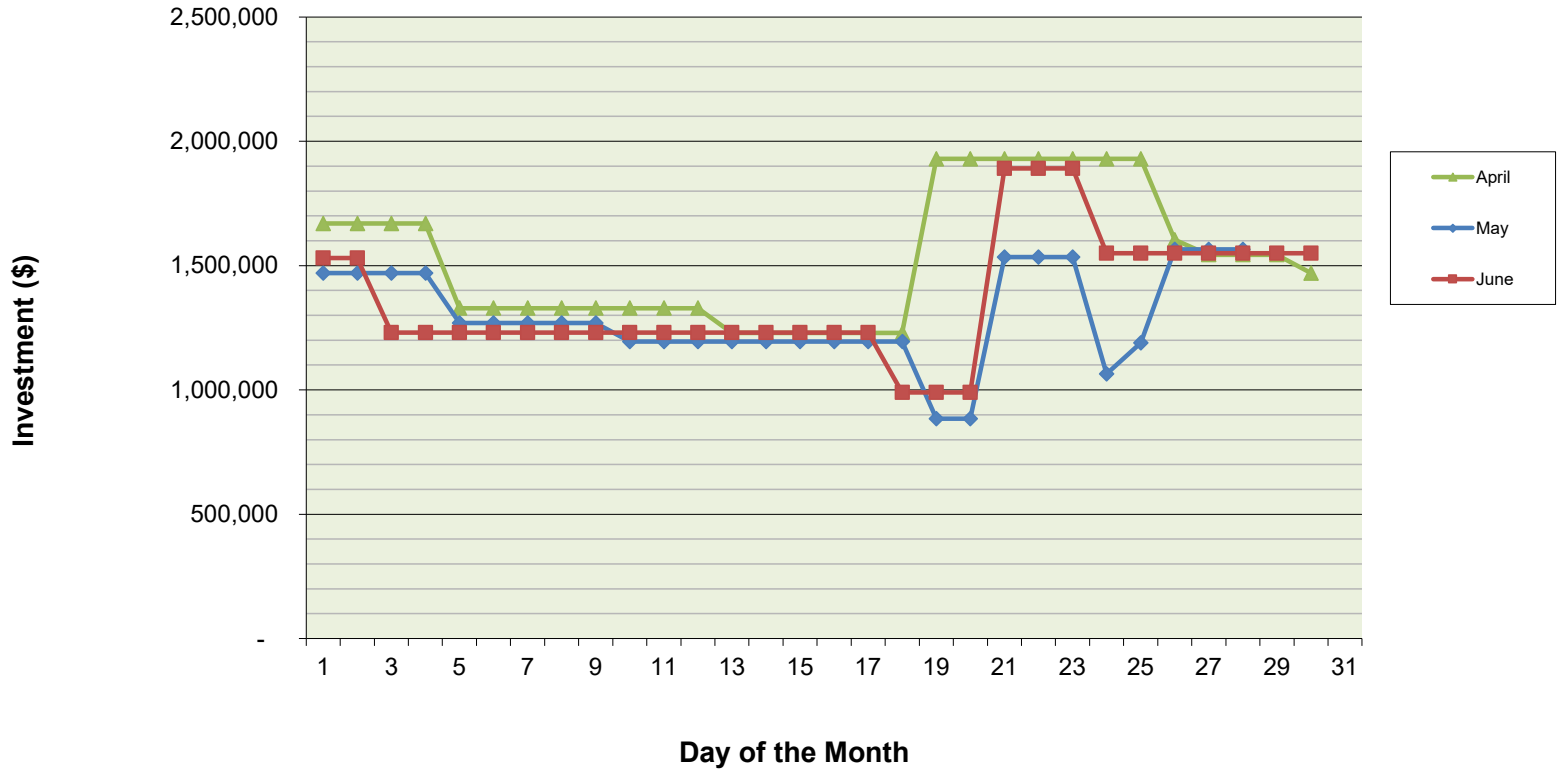
Interest rates continue to decline reflecting economic stimulus action by the Fed. The CalTrust short-term yield is running at .14%, the medium term at .33%, and the LAIF yield has averaged .20% thus far in November 2021. The Community Bank of the Bay Money Market rate is currently a competitive .25%.



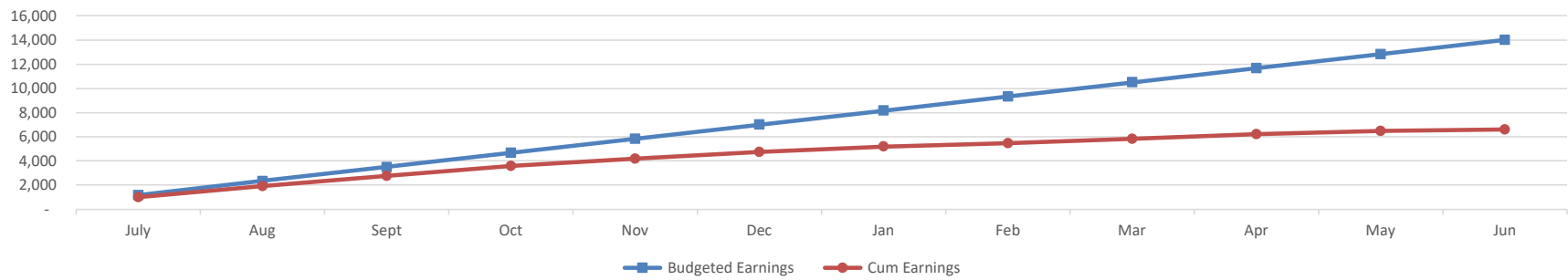
**INVESTMENT REPORT  
FY 2021**

Date	April				May				June			
	<u>CalTrust</u>		<u>LAIF</u>	<u>Combined</u>	<u>CalTrust</u>		<u>LAIF</u>	<u>Combined</u>	<u>CalTrust</u>		<u>LAIF</u>	<u>Combined</u>
	<u>Money Mkt</u>	<u>Short &amp; Medium</u>			<u>Money Mkt</u>	<u>Short &amp; Medium</u>			<u>Money Mkt</u>	<u>Short &amp; Medium</u>		
<u>Accounts</u>	<u>Medium</u>			<u>Accounts</u>	<u>Medium</u>			<u>Accounts</u>	<u>Medium</u>			
1	1,323,107	319,626	26,195	1,668,927	1,123,352	319,589	26,415	1,469,356	683,702	694,996	151,415	1,530,113
2	1,323,107	319,626	26,195	1,668,927	1,123,352	319,589	26,415	1,469,356	683,702	694,996	151,415	1,530,113
3	1,323,107	319,626	26,195	1,668,927	1,123,352	319,589	26,415	1,469,356	383,702	694,996	151,415	1,230,113
4	1,323,107	319,626	26,195	1,668,927	1,123,352	319,589	26,415	1,469,356	383,702	694,996	151,415	1,230,113
5	983,107	319,626	26,195	1,328,927	923,352	319,589	26,415	1,269,356	383,702	694,996	151,415	1,230,113
6	983,107	319,626	26,195	1,328,927	923,352	319,589	26,415	1,269,356	383,702	694,996	151,415	1,230,113
7	983,107	319,626	26,195	1,328,927	923,352	319,589	26,415	1,269,356	383,702	694,996	151,415	1,230,113
8	983,107	319,626	26,195	1,328,927	923,352	319,589	26,415	1,269,356	383,702	694,996	151,415	1,230,113
9	983,107	319,626	26,195	1,328,927	923,352	319,589	26,415	1,269,356	383,702	694,996	151,415	1,230,113
10	983,107	319,626	26,195	1,328,927	848,352	319,589	26,415	1,194,356	383,702	694,996	151,415	1,230,113
11	983,107	319,626	26,195	1,328,927	848,352	319,589	26,415	1,194,356	383,702	694,996	151,415	1,230,113
12	983,107	319,626	26,195	1,328,927	848,352	319,589	26,415	1,194,356	383,702	694,996	151,415	1,230,113
13	883,107	319,626	26,195	1,228,927	848,352	319,589	26,415	1,194,356	383,702	694,996	151,415	1,230,113
14	883,107	319,626	26,195	1,228,927	848,352	319,589	26,415	1,194,356	383,702	694,996	151,415	1,230,113
15	883,107	319,626	26,195	1,228,927	848,352	319,589	26,415	1,194,356	383,702	694,996	151,415	1,230,113
16	883,107	319,626	26,195	1,228,927	848,352	319,589	26,415	1,194,356	383,702	694,996	151,415	1,230,113
17	883,107	319,626	26,195	1,228,927	848,352	319,589	26,415	1,194,356	383,702	694,996	151,415	1,230,113
18	883,107	319,626	26,195	1,228,927	848,352	319,589	26,415	1,194,356	143,702	694,996	151,415	990,113
19	1,583,107	319,626	26,195	1,928,927	538,352	319,589	26,415	884,356	143,702	694,996	151,415	990,113
20	1,583,107	319,626	26,195	1,928,927	538,352	319,589	26,415	884,356	143,702	694,996	151,415	990,113
21	1,583,107	319,626	26,195	1,928,927	1,188,352	319,589	26,415	1,534,356	1,043,702	694,996	151,415	1,890,113
22	1,583,107	319,626	26,195	1,928,927	1,188,352	319,589	26,415	1,534,356	1,043,702	694,996	151,415	1,890,113
23	1,583,107	319,626	26,195	1,928,927	1,188,352	319,589	26,415	1,534,356	1,043,702	694,996	151,415	1,890,113
24	1,583,107	319,626	26,195	1,928,927	718,352	319,589	26,415	1,064,356	703,702	694,996	151,415	1,550,113
25	1,583,107	319,626	26,195	1,928,927	718,352	319,589	151,415	1,189,356	703,702	694,996	151,415	1,550,113
26	1,258,107	319,626	26,195	1,603,927	718,527	694,589	151,415	1,564,531	703,702	694,996	151,415	1,550,113
27	1,198,107	319,626	26,195	1,543,927	718,527	694,589	151,415	1,564,531	703,702	694,996	151,415	1,550,113
28	1,198,107	319,626	26,195	1,543,927	718,702	694,589	151,415	1,564,706	703,702	694,996	151,415	1,550,113
29	1,198,107	319,626	26,195	1,543,927	718,702	694,589	151,415	1,564,706	703,702	694,996	151,415	1,550,113
30	1,123,352	319,589	26,415	1,469,356	718,702	694,589	151,415	1,564,706	703,649	694,647	151,415	1,549,711
31					683,702	694,996	151,415	1,530,113				

### COMBINED INVESTMENTS



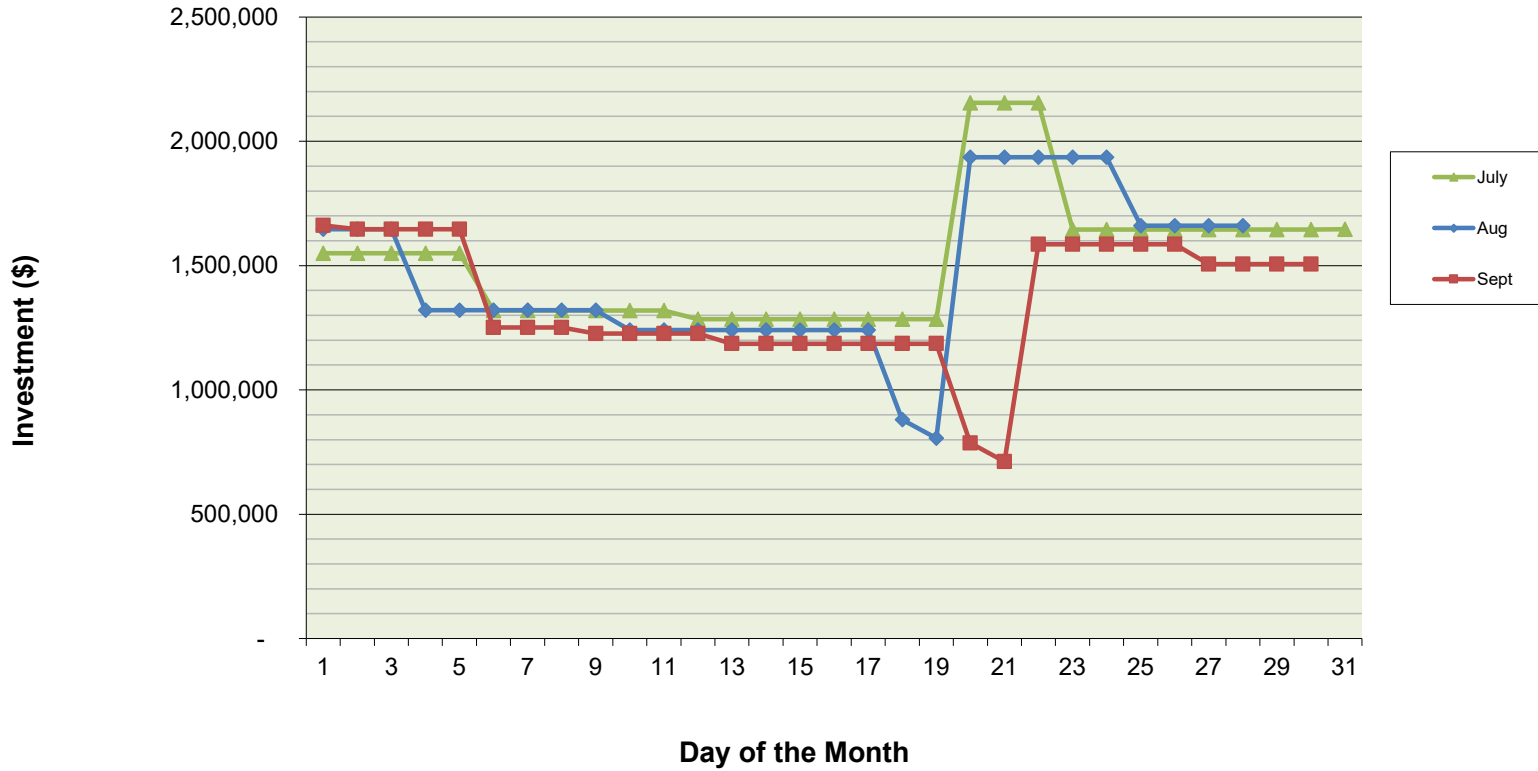
### Investment Earnings



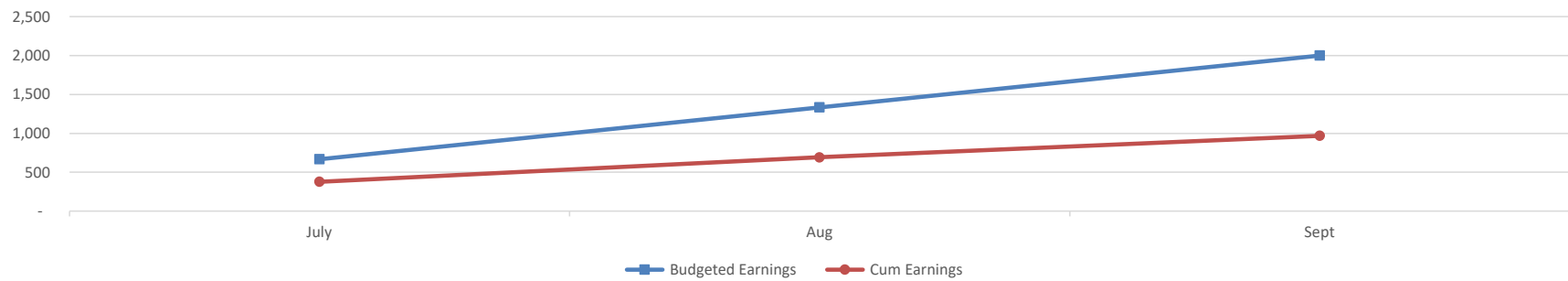
**INVESTMENT REPORT  
FY 2022**

Date	July				Aug				Sept			
	<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 &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Accounts</u>	<u>Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Accounts</u>	<u>Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	703,649	694,647	151,415	1,549,711	798,787	695,373	151,478	1,645,638	889,095	620,533	151,478	1,661,106
2	703,649	694,647	151,415	1,549,711	798,787	695,373	151,478	1,645,638	874,095	620,533	151,478	1,646,106
3	703,649	694,647	151,415	1,549,711	798,787	695,373	151,478	1,645,638	874,095	620,533	151,478	1,646,106
4	703,649	694,647	151,415	1,549,711	473,787	695,373	151,478	1,320,638	874,095	620,533	151,478	1,646,106
5	703,649	694,647	151,415	1,549,711	473,787	695,373	151,478	1,320,638	874,095	620,533	151,478	1,646,106
6	473,649	694,647	151,415	1,319,711	473,787	695,373	151,478	1,320,638	479,095	620,533	151,478	1,251,106
7	473,649	694,647	151,415	1,319,711	473,787	695,373	151,478	1,320,638	479,095	620,533	151,478	1,251,106
8	473,649	694,647	151,415	1,319,711	473,787	695,373	151,478	1,320,638	479,095	620,533	151,478	1,251,106
9	473,649	694,647	151,415	1,319,711	473,787	695,373	151,478	1,320,638	454,095	620,533	151,478	1,226,106
10	473,649	694,647	151,415	1,319,711	393,787	695,373	151,478	1,240,638	454,095	620,533	151,478	1,226,106
11	473,649	694,647	151,415	1,319,711	393,787	695,373	151,478	1,240,638	454,095	620,533	151,478	1,226,106
12	438,649	694,647	151,415	1,284,711	393,787	695,373	151,478	1,240,638	454,095	620,533	151,478	1,226,106
13	438,649	694,647	151,415	1,284,711	393,787	695,373	151,478	1,240,638	414,095	620,533	151,478	1,186,106
14	438,649	694,647	151,415	1,284,711	393,787	695,373	151,478	1,240,638	414,095	620,533	151,478	1,186,106
15	438,649	694,647	151,415	1,284,711	393,787	695,373	151,478	1,240,638	414,095	620,533	151,478	1,186,106
16	438,649	694,647	151,415	1,284,711	393,787	695,373	151,478	1,240,638	414,095	620,533	151,478	1,186,106
17	438,649	694,647	151,415	1,284,711	393,787	695,373	151,478	1,240,638	414,095	620,533	151,478	1,186,106
18	438,649	694,647	151,415	1,284,711	33,787	695,373	151,478	880,638	414,095	620,533	151,478	1,186,106
19	438,649	694,647	151,415	1,284,711	33,787	620,373	151,478	805,638	414,095	620,533	151,478	1,186,106
20	1,308,649	694,647	151,415	2,154,711	1,163,787	620,373	151,478	1,935,638	14,095	620,533	151,478	786,106
21	1,308,649	694,647	151,415	2,154,711	1,163,787	620,373	151,478	1,935,638	14,095	620,533	76,478	711,106
22	1,308,649	694,647	151,415	2,154,711	1,163,787	620,373	151,478	1,935,638	889,095	620,533	76,478	1,586,106
23	798,649	694,647	151,415	1,644,711	1,163,787	620,373	151,478	1,935,638	889,095	620,533	76,478	1,586,106
24	798,649	694,647	151,415	1,644,711	1,163,787	620,373	151,478	1,935,638	889,095	620,533	76,478	1,586,106
25	798,649	694,647	151,415	1,644,711	888,787	620,373	151,478	1,660,638	889,095	620,533	76,478	1,586,106
26	798,649	694,647	151,415	1,644,711	888,787	620,373	151,478	1,660,638	889,095	620,533	76,478	1,586,106
27	798,649	694,647	151,415	1,644,711	888,787	620,373	151,478	1,660,638	809,095	620,533	76,478	1,506,106
28	798,649	694,647	151,415	1,644,711	888,787	620,373	151,478	1,660,638	809,095	620,533	76,478	1,506,106
29	798,649	694,647	151,415	1,644,711	888,787	620,373	151,478	1,660,638	809,095	620,533	76,478	1,506,106
30	798,787	694,647	151,415	1,644,849	888,787	620,373	151,478	1,660,638	809,075	620,128	76,478	1,505,681
31	798,787	695,373	151,478	1,645,638	888,941	620,533	151,478	1,660,952				

## COMBINED INVESTMENTS



## Investment Earnings



**Contract Report**  
**May 21, 2021 - November 08, 2021**

Agency Name	Svcs Provided	Type	Service Group	Service Span	Agreement Date	Expiration	Contract Amount
Alameda Co Mosq Abatement Dist	Mgmt & Adm Svcs - (Amend #3)	Amend	HR	On Call	7/28/2017	7/31/2022	30,000
Atherton	Leave Mgmt & AccomAdvice (Amend #2)	Amend	HR	Project	6/15/2020	N/A	40,000
Auburn	Fact Finding	Agreement	HR	Project	5/3/2021	6/30/2022	20,000
Byron - Brentwood - KnightsenUnion Cem Dist	On Call HR Svcs (Amend #1)	Agreement	HR	On Call	7/26/2021	6/30/2022	15,000
Calistoga	HR Manager (Amend 3)	Amend	HR	On Call	7/1/2010	N/A	no NTE
CalSAWS	Mgmt and Admin Svcs (Amend 33)	Master Agreement	Contract staff	Continuous	7/30/2021	N/A	no NTE
Castro Valley San Dist	HR Svcs (Amend #1)	Amend	HR	Continuous	8/16/2018	12/31/2021	75,000
	Knowledge Mgmt	Agreement	Training	Project	1/27/2020	N/A	14,400
Central CA Tristeza Eradication Agency	On Call HR Svcs	Agreement	HR	On Call	10/19/2018	12/31/2023	75,000
Central Coast Community Energy	Comp Study	Agreement	HR	Project	1/15/2021	1/31/2022	20,000
Central Coast Marketing Team	Econ Dev Svcs	Agreement	Econ Dev	Continuous	5/1/2021	4/30/2022	50,400
Citrus Heights Water Dist	GM Eval (Task Order 2021-03)	Task Order	HR	Project	5/17/2017	1/31/2022	no NTE
	HR Mgmt Svcs	Master Agreement	HR	On Call	5/20/2017	N/A	no NTE
	HR Mgmt Svcs (TO #2018-02)	Task Order	HR	On Call	5/17/2017	N/A	no NTE
	HR Mgmt Svcs (TO #2019-02)	Task Order	HR	On Call	5/17/2017	N/A	no NTE
Cloverdale	HR Svcs FY 21/22	Agreement	HR	On Call	8/25/2021	6/30/2022	25,000
	Municipal Clerk Asst	Agreement	HR	On Call	8/23/2021	12/31/2022	24,570
Coachella Valley Public Cemetery Dist	Admin Support Svcs (Task Order #1)	Task Order	Finance	Continuous	2/2/2021	12/31/2021	no NTE
	Fin and HR Assmnt	Master Agreement	Finance,HR	Project	12/21/2020	N/A	no NTE
	Mgmt & Admin Svcs (TO #2)	Task Order	Finance	Continuous	2/9/2021	12/31/2022	no NTE
	Fin Assmnt - (Amend #1)	Amend	Finance	Project	2/9/2021	N/A	20,000
Colantuono, Highsmith & Whatley, PC	HR Svcs	Agreement	HR	Project	10/1/2021	9/30/2024	20,000
Community Medical Centers	Emergency Grant Application Asst	Agreement	EMS	Project	11/11/2020	12/31/2021	20,000
Contra Costa Trans Auth	HR Svcs - (Amend #8)	Amend	HR	On Call	2/15/2017	12/31/2021	136,000
Del Paso Manor Water Dist	GM Recruitment	Agreement	HR	Project	6/23/2021	12/31/2021	15,000
Del Rey Oaks	Finanancial Mgmt Projects (Amend #2)	Amend	Finance	Project	9/23/2020	12/31/2021	259,000
	HR Manual Update	Agreement	HR	Project	7/16/2021	6/30/2022	25,000
	HR Svcs (Amend #3)	Amend	HR	On Call	11/21/2019	N/A	32,000
Delta Diablo	HR Consulting (Amend #2)	Agreement	HR	On Call	8/15/2019	6/30/2022	65,000
Douglas County	Tyler New World Implementation	Agreement	Finance	Project	4/1/2021	6/30/2022	80,000
Dublin	Relief Grant Processing Svcs (Amend #1)	Amend	HR	Project	8/13/2021	12/31/2021	20,000
East Contra Costa Fire Protection Dist	HR Svcs (Amend #1)	Amend	HR	Continuous	1/24/2020	6/30/2023	200,000
El Dorado Hills Fire Dept	NeoGov Perf Mgmt System Imp	Agreement	HR	Project	9/21/2020	N/A	22,195
Fairfield	PW Recruitments	Agreement	HR	On Call	11/16/2020	12/31/2021	24,000
	Recruitments (Amend #1)	Amend	HR	On Call	12/16/2020	12/31/2021	51,000
	Ad Hoc Recruiting	Agreement	HR	On Call	7/1/2021	6/30/2022	100,000
Feather River Air Quality Mgmt Dist	HR Svcs	Agreement	HR	On Call	7/1/2021	12/31/2023	35,000
Fort Bragg	ED Feasibility Study	Agreement	Econ Dev	Project	3/8/2021	12/31/2021	124,780
Fort Ord Reuse Auth (Monterey Co)	Dissolution Asst (Amend #2)	Agreement	Econ Dev	Project	6/29/2020	10/31/2021	200,000
Foster City	Levee Project Mgmt	Agreement	Public Works	Project	11/24/2020	12/31/2021	187,200
Indian Valley Wells Groundwater Auth	Mgmt Transition	Agreement	Contract staff	Continuous	2/11/2021	2/10/2022	no NTE
Ironhouse San Dist	HR Mgmt Svcs (Amend #1)	Amend	HR	Continuous	4/5/2016	N/A	no NTE
Kern Co Council of Govts	Regional Housing Needs Assmnt	Agreement	Planning	Project	7/19/2021	7/31/2022	174,030
Larkspur	Fin Projects (Amend #5)	Amend	Finance	On Call	3/7/2012	N/A	no NTE
Las Gallinas Valley San Dist	Master Agreement (Amend #1)	Amend	HR	Continuous	10/4/2021	10/31/2022	126,000
Marin Clean Energy	Training and Development Svcs	Agreement	Training	On Call	4/1/2021	3/31/2022	25,000
Marin Emerg Radio Auth	2021 Executive Officer	Agreement	Contract staff	Continuous	1/1/2021	12/31/2021	220,356

**Contract Report**  
**May 21, 2021 - November 08, 2021**

Agency Name	Svcs Provided	Type	Service Group	Service Span	Agreement Date	Expiration	Contract Amount
Marina	Planning Projects	Agreement	Planning	Continuous	9/30/2020	12/31/2022	no NTE
Mendocino Co	Drought Emergency Task Force	Agreement	Econ Dev	Project	6/15/2021	12/30/2021	50,000
Mill Valley	HR Planning Scope (Amend #1)	Amend	HR	On Call	8/16/2018	N/A	no NTE
Monterey Pen Reg Park Dist	Grant Mgmt	Agreement	Public Works	Project	3/16/2021	6/30/2022	40,000
	Grant Writing (Amend #1)	Amend	Public Works	Project	10/28/2021	6/30/2022	60,000
	Project Mgmt (Amend #2)	Amend	Public Works	Continuous	5/23/2018	6/30/2022	156,000
Monterey Pen Water Mgmt Dist	HR Svcs (Amend #5)	Amend	HR	On Call	12/20/2016	6/30/2022	140,000
Mt View San Dist	Fin Projects	Agreement	Finance	Project	9/10/2020	12/31/2021	75,000
Napa	Permitting System Implementation	Agreement	HR	Project	4/15/2021	12/31/2022	100,000
North Sierra Air Quality Mgmt Dist	HR Policy Manual Update	Agreement	HR	Project	7/2/2021	6/30/2022	10,000
Novato	Fin Asst - (Amend #2)	Amend	Finance	Continuous	6/29/2020	N/A	58,000
	Fin Projects (Amend #2)	Agreement	Finance	Continuous	10/1/2021	6/30/2022	108,000
Novato San Dist	Engineering Recruitment	Agreement	HR	Project	7/7/2021	6/30/2022	10,000
Pacifica	Facility Financing Advising	Agreement	Finance	Project	3/25/2021	12/31/2021	10,000
	Fin and Econ Dev Asst	Agreement	Finance	Project	9/15/2021	12/31/2021	50,000
Patterson	Fire Department Team Building	Agreement	Training	Project	8/25/2021	12/31/2021	17,360
Pen Clean Energy	HR Projects	Agreement	HR	On Call	4/25/2019	N/A	no NTE
Pinole	MOU Asst (Amend #1)	Amend	HR	Project	3/6/2021	N/A	13,400
Placer Mosq and Vector Control Dist	General HR Svcs	Agreement	HR	On Call	8/1/2021	6/30/2022	10,000
	HR Svcs	Agreement	HR	On Call	7/1/2020	6/30/2022	10,000
Richardson's Bay Reg. Agency	Exec Mgmt	Agreement	Contract staff	Continuous	10/15/2021	6/30/2022	No NTE
Richmond	Disability Mgmt Svcs (Amend #1)	Amend	HR	On Call	10/20/2020	6/30/2022	30,000
	Fin Admin & HR Support (TO # 1)	Task Order	Finance	Continuous	4/1/2021	6/30/2022	10,000
	Fin Admin and HR Support	Agreement	HR	Continuous	4/1/2021	6/30/2024	250,000
Ross Valley San Dist	COVID 19 Emerg Resp Asst (TO #2)	Agreement	EMS	Project	5/16/2017	N/A	no NTE
	HR and Admin Mgmt Svcs	Master Agreement	HR	On Call	5/16/2017	N/A	no NTE
	HR Svcs (Task Order #1)	Purchase Orders (PO)	HR	On Call	5/16/2017	N/A	no NTE
	Payroll Asst (Task Order #3)	Task Order	Finance	On Call	5/16/2017	N/A	no NTE
Sacramento	Class & Comp Study	Agreement	HR	On Call	1/23/2019	6/30/2023	500,000
Salinas	Fin Projects	Agreement	Finance	Continuous	8/20/2020	N/A	100,000
	HR Svcs	Agreement	HR	On Call	7/1/2020	N/A	18,000
	Recruiting w/General HR	Agreement	HR	Project	7/19/2021	N/A	no NTE
Salinas Valley Basin GSA	Mgmt Svcs (Amend #5)	Amend	Contract staff	Continuous	8/1/2017	6/30/2022	no NTE
San Joaq Council of Govts	Project Mgmt Support (Amend 1)	Agreement	Finance	Project	12/4/2020	6/30/2022	138,580
San Joaq Valley Reg Plan Agncs (Sub-Mintier Harnish)	Reg Early Action Planning Project	Agreement	Planning	Project	2/12/2021	12/31/2021	70,200
Santa Barbara Co	Out of State Employee Audit	Purchase Orders (PO)	HR	Project	8/10/2021	6/30/2022	17,000
Santa Barbara Metropolitan Transit Dist	HR (Amend #1)	Amend	HR	On Call	1/11/2021	12/31/2021	22,380
Santa Cruz Co Reg Trans Commission	Organizational Development Svcs	Agreement	HR	Project	5/7/2021	12/30/2022	43,920
Scotts Valley	Community Development Advisor	Agreement	Planning	Continuous	12/15/2016	N/A	no NTE
Sebastopol	HR	Agreement	HR	Continuous	7/11/2018	N/A	50,000
Sedona Fire Dist	Job Analysis Project	Agreement	HR	Project	4/12/2021	5/15/2022	23,420
Self-Directed Tax-Advantaged Rtrmt Syst	Fiscal and Admin Support	Agreement	Finance	Continuous	8/1/2020	N/A	no NTE
Silicon Valley Clean Energy Auth	Board Clerk Svcs	Agreement	HR	On Call	8/1/2021	12/31/2021	25,000
Silicon Valley Reg Interoperability Auth	Mgmt Staffing	Agreement	Contract staff	Continuous	7/6/2020	N/A	270,312
Solano Cemetery Dist	Recruitment	Agreement	HR	Project	4/23/2021	N/A	25,000
Solano Co Water Agency	HR & Fin Svcs	Master Agreement	Finance,HR	On Call	1/7/2020	6/30/2022	150,000

**Contract Report**  
**May 21, 2021 - November 08, 2021**

Agency Name	Svcs Provided	Type	Service Group	Service Span	Agreement Date	Expiration	Contract Amount
Sonoma Co	Class & Comp Study	Master Agreement	HR	On Call	12/14/2020	11/20/2023	100,000
South San Luis Obispo Co San Dist	HR Advisors	Agreement	HR	On Call	3/1/2017	N/A	no NTE
Stanislaus Cons Fire Protection Dist	HR and Clerk Svcs	Agreement	HR	On Call	4/29/2021	6/30/2022	no NTE
Sunnyslope Water Dist	Tyler Incode Implementation	Agreement	Finance	Project	8/24/2021	6/30/2022	10,000
Tahoe Reg. Planning Agency	Sustainable Transp Funding Support Svcs	Agreement	Econ Dev	Project	6/21/2021	2/28/2022	299,785
Templeton Community Svcs Dist	As Needed HR Svcs	Agreement	HR	On Call	8/1/2021	7/31/2022	10,000
Valley Water	Contracts and Procurement Coaching	Master Agreement	Finance	Project	12/1/2020	1/31/2022	225,000
	Emergency Action Plans (Amend #1)	Amend	EMS	Project	10/1/2019	6/30/2022	225,000
	Leadership Academies 2021-2022	Purchase Orders (PO)	Training	Continuous	7/23/2021	6/30/2022	49,450
	San Tomas Creek EAP & Training	Agreement	EMS	Project	10/15/2019	N/A	135,000
Ventura Co Trans Commission	HR Svcs FY21-22 Contract	Agreement	HR	Continuous	7/1/2021	6/30/2022	50,000
							\$133,500 then member funds
Walnut Creek	Fin (Amend #3)	Amend	Finance	On Call	8/12/2021	N/A	no NTE
	On-Call Planning Projects	Agreement	Planning	On Call	6/28/2021	6/30/2022	no NTE
Waterford	Compensation Study	Agreement	HR	Project	9/1/2021	12/31/2021	14,000
West Co Wastewater	Amend #3	Amend	HR	On Call	5/5/2018	N/A	\$3,158,384
West Valley San Dist	HR Services	Agreement	HR	On Call	7/26/2021	6/30/2022	10,000
Westlake Village	Fin Svcs 2021-2022	Agreement	Finance	On Call	9/28/2021	6/30/2022	10,000
Willits	Fin Svcs 2021	Agreement	Finance	On Call	8/11/2021	N/A	25,000
Willows (Direct)	Fin Svcs	Agreement	Finance	Project	2/1/2021	3/31/2022	10,000
	HR Asst (Amend #2)	Amend	HR	On Call	11/16/2020	12/31/2022	74,500
Willows (Indirect Cole Huber)	Fin Svcs Amend #1	Amend	Finance	Project	8/28/2020	N/A	146,500
Windsor	Ethics Code Development	Agreement	Training	Project	8/9/2021	6/30/2023	9,200
Yountville	Mgmt Svcs 2016 (Amend 2) Town Clerk	Amend	Finance	Continuous	7/19/2016	N/A	No NTE

**Service Span Key**

- **Yellow Highlights** - New Contracts/Amendments since last Board Meeting.
- **On-Call** - agency calls us to provide service periodically when they need it.
- **Project Specific** – the work involves a specific project to be completed and then contract is done.
- **Continuous Services** – we are always there and provide continuous services.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**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.

Twenty-six agencies currently participate in the RGS Dental Pool as Associate Members. These agencies represent 4,928 subscribers (employee lives). Keenan & Associates administers the pool and RGS provides financial oversight services.

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

**REVIEW FOR THIS MEETING**

The following agencies are scheduled to join the Pool effective Jan. 1, 2022: the Cities of Folsom, Jurupa Valley, and Fountain Valley; along with Phelan Pinon Hills CSD, and Superior Court of CA (County of Kings). With these agencies the number of employee lives covered will increase by 1,182 to 6,110.

MDP renewal rates for this year will increase 2% for most pool participants. Statewide, Delta Dental's rate renewal trend is 5%. Pool claims have returned to pre-COVID levels around late Spring 2021.

**FISCAL IMPACT**

Adding new Associate Members will increase monthly premiums paid into the pool, which should contribute to further 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 FY2022 is \$60,000. Projected FYE revenue is \$67,000.



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**FROM:** BOBBI BENNETT, HR Service Line Leader **Item: 3H**  
**SUBJECT: PERSONNEL RULES, REGULATIONS AND POLICIES UPDATES**

### **RECOMMENDATION**

Approval of updates to the personnel rules, regulations, and policies.

### **BACKGROUND**

At the November 16, 2017, Board of Directors meeting, the Board approved bringing only individual sections of the Personnel Rules, Regulations and Policies which had undergone material changes for approval. Minor changes such as spelling and grammar corrections are not presented for approval. It was also approved that such changes would be brought to the Executive Committee Consent Calendar for approval instead of the Board of Directors.

The Personnel Rules, Regulations, and Policies (PR&R) continue to be presented as one all-encompassing document to all JPA employees. Given the nature of the JPA, with employees at various worksites, there is a need for employees to be able to use a single document to find information relevant to employment rules, policies, practices, and procedures. This document is available on the online payroll/timecard program, which is where many JPA employment-related documents are placed for easy access. All employees must log in to this system regularly. The document is also available to the public upon request.

### **REVIEW FOR THIS MEETING**

- Expanded Benefits – In Fall 2020, RGS expanded benefits to employees that regularly work an average of 20 hours and an average of 30 hours to improve recruitment and retention. Employees who make significant and sustained contributions to RGS will now have access to medical, dental, and vision benefits. These benefits were included in our open enrollment period in November 2020, for the period beginning January 1, 2021. The Personnel Rules, Regulations and Policies changes reflect the addition of the benefits and update references to expanded benefits categories throughout the document.
- New Personnel Rules, Regulations, and Policies (PR&R) – In September 2020, the Executive Committee approved policy changes in the PR&R that more accurately reflected our unique employment model. These changes included Employer/Employee Relations, Grievance Procedure, and Disciplinary Process. In the May 2020 meeting, staff reported during the strategic plan update that a more significant rewrite of the PRR would be done to reflect RGS' needs as a consulting and professional employment services provider.

The goal of this rewrite is to further revise the PR&R to reflect our unique organization. The JPA is a unique local government agency that serves the consulting needs of other local government entities. Our PR&R needs to reflect our unique employment model and the array of scenarios that consultative staff must navigate when providing services to more than one partner agency.

To accomplish this project, staff utilized internal Human Resources and Administrative knowledge combined with our external experts in Human Resources and personnel policies. Turning our own

expertise inward and collaborating on content yielded a PR&R that incorporates current best practices and law, and better aligns with the JPA employment model and needs. This policy update incorporates the Expanded Benefits policy mentioned above.

If approved, Staff will replace the current PR&R with this new PR&R and distribute the new PR&R to JPA staff. (See separate PR&R document in the ShareFile site.) Existing Administrative and Board policies will be separated from Personnel policies and continue to be updated as needed.

## **FISCAL IMPACT**

There are no fiscal impacts of approving the proposed changes.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**FROM:** TIFFANY BURAGLIO, Authority Clerk/Executive Assistant **Item: 3I**  
**SUBJECT: ADOPT RESOLUTION RGSEC2021-02 AUTHORIZING REMOTE  
TELECONFERENCE MEETINGS UNDER THE BROWN ACT AS AMENDED  
BY ASSEMBLY BILL 361 (2021)**

**RECOMMENDATION**

Adopt Resolution RGSEC2021-02 authorizing remote teleconference meetings under the Brown Act as amendment by Assembly Bill 361 (2021).

**BACKGROUND**

On September 16, 2021, Governor Newsom signed AB 361, amending the Brown Act to allow meeting bodies subject to the Brown Act to meet via teleconference during a proclaimed state of emergency in accordance with teleconference procedures established by AB 361 rather than under the Brown Act's narrower standard rules for participation in meetings by teleconference. For the last 18 months social distancing and other pandemic suppression measures have made remote meetings a necessity. Executive Orders have allowed remote meetings without disclosing physical location of the participants. If the Executive Committee desires to continue to meet remotely via teleconference without disclosing the location of Members, the Board is required to make certain findings under AB 361 no later than 30 days after the first teleconference meeting held pursuant to AB 361, and every 30 days thereafter or within 30 days of each quarterly meeting.

**DISCUSSION**

On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic. That proclamation remains in effect.

On September 16, the Governor signed AB 361, urgency legislation which took effect immediately. AB 361 amended Government Code section 54953 to address holding meetings subject to the Brown Act via teleconference during a declared state of emergency. Notice of public meetings must still be provided, and the public must have the opportunity to observe and participate in the meetings as required by AB 361. AB 361 allows a board, commission or committee subject to the Brown Act, called "legislative bodies" under the Brown Act, to meet via teleconference without following the normal Brown Act teleconference rules if any of the following circumstances exist:

- (A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing. [or]
- (B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. [or]
- (C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(Gov't Code §54953(e)(1) [AB 361, p. 9].)

If the meeting is held via teleconference under these provisions, the meeting body must meet certain requirements under AB 361, including providing public access to the meeting and opportunity for the public to address the members of the legislative body.

AB 361 also requires periodic review of the determination to continue to meet via teleconference. If the state of emergency is still active, or if “state or local officials have imposed or recommended measures to promote social distancing,” then no later than 30 days after meeting via teleconference for the first time pursuant to AB 361, the body must make a finding that the body “has reconsidered the circumstances of the state of emergency” and further find that “[a]ny of the following circumstances exist: (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing.” (Gov’t Code §54953(e)(3) [AB 361, p. 11].)

Members of the JPA Board and Executive Committee are located throughout the state of California and are operating under guidelines set forth by numerous different County Health Departments and in areas with differing rates of disease transmission. Due to the variety of locations under consideration, returning to in-person workplace environments which are also accessible for public attendance presents an imminent risk to the health and safety of the JPA members as well as any members of the public who would like to attend JPA meetings in person. If the governing body does not meet again within 30 days, the legislative body will again evaluate the health conditions to determine compliance with AB 361.

Finally, the teleconference rules of AB 361 are operative only so long as the Governor’s proclamation of statewide emergency is in place; once that proclamation is terminated, the governing body must either meet in person or utilize the normal Brown Act rules for teleconferencing (teleconference locations open to the public and agenda posted).

**FISCAL IMPACT**

There is no fiscal impact to continue teleconferencing Executive Committee meetings.

**RESOLUTION NO. RGSEC2021-02**

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF REGIONAL GOVERNMENT SERVICES AUTHORITY PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ISSUED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF REGIONAL GOVERNMENT SERVICES AUTHORITY FOR THE PERIOD NOVEMBER 18 THROUGH DECEMBER 18, 2021 PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the Regional Government Services Authority is committed to preserving and nurturing public access and participation in meetings of the legislative bodies; and

WHEREAS, all meetings of Regional Government Services Authority's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the State, specifically, a state of emergency has been proclaimed by Governor Newsom; and

WHEREAS, Members of the JPA legislative bodies are located throughout the state of California and are operating under guidelines set forth by numerous different County Health Departments and in areas with differing rates of disease transmission; and

WHEREAS, the Executive Committee does hereby find that Governor Newsom's March 4, 2020 State of Emergency, and widely varying health department guidelines and local disease transmission has caused, and will continue to cause, conditions of peril to the safety of persons within the jurisdiction that are likely to be beyond the control of services, personnel, equipment, and facilities of the Authority, and desires to proclaim a jurisdictional emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Executive Committee does hereby find that the legislative bodies of Regional Government Services Authority shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by

subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the legislative bodies of Regional Government Services Authority will provide internet and call-in options for the public to virtually attend and address the legislative bodies or Regional Government Services Authority in real time via the RingCentral videoconference meeting platform.

NOW, THEREFORE, THE EXECUTIVE COMMITTEE OF REGIONAL GOVERNMENT SERVICES AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Executive Committee hereby proclaims that members of the JPA legislative bodies are located throughout the state of California operating under guidelines set forth by numerous different County Health Departments in areas with differing rates of disease transmission, and finds that returning to a wide-variety of in-person work environments poses an imminent risk to the health and safety of the Authority's members and members of the public who wish to attend Authority meetings in person.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Executive Committee hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The staff and legislative bodies of Regional Government Services Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 18, 2021, or such time the Executive Committee adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Regional Government Services Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Executive Committee of Regional Government Services Authority, this 18<sup>th</sup> day of November, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

Linda Smith  
Chair, RGS Executive Committee

---

Tiffany Buraglio  
Authority Clerk

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

**EC Meeting: 11-18-2021**  
**Item: 4A**

**RECOMMENDATION**

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

**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 2022**

For the first three months of the fiscal year, the JPA has earned net income of \$174,091 on revenue of \$5,352,693. Comparing the current fiscal year to last year, client billing is up \$905,000 (31%), total revenue is up \$1,583,000 (42%) and net income is up \$132,000 (314%). Current year trends are in line with the budget for the year. These summer months are historically more profitable since there are so few holidays when compared to winter months.

We are starting to see an uptick in Travel and Mileage expenses as some business travel resumes. Technology Licensing & Support costs are up for the year reflecting the RGS investment in the MIP fund accounting software. Pass through client expenses are up significantly due to the growth in CalSAWS consultants but is more than offset by the growth in client expense reimbursement revenue.

Aged receivables are being collected. Of the \$131,000 over 60 days past due on September 30th, only approximately \$16,000 remain uncollected at present.

The JPA reserve balances and percent of minimum target thresholds, established by policy, are as follows:

<b>RESERVES</b>	<b>FY22 Policy</b>	<b>FYE21(*)</b>	<b>FY22 Budget</b>	<b>FY22 To Date</b>
Operating	\$2,000,000	\$383,000 (19%)	\$393,000 (20%)	\$557,700 (28%)
Claims	\$1,090,000	\$30,000 (3%)	\$40,000 (4%)	\$31,400 (3%)

(\*) These balances will be impacted by the anticipated FY21 audit closing entries.

**Regional Government Services**  
**Profit & Loss Budget vs. Actual**

3:35 PM  
 11/05/2021  
 Accrual Basis

	<u>Jul - Sep 21</u>	<u>FY22 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
440301 · Client Billings	3,842,904	15,279,000	-11,436,096	25%
440400 · Admin Services				
440402 · MSS	1,200			
440403 · Muncipal Dental Pool	12,498	60,000	-47,502	21%
440404 · STARS	5,081	20,000	-14,919	25%
<b>Total 440400 · Admin Services</b>	<b>18,779</b>	<b>80,000</b>	<b>-61,221</b>	<b>23%</b>
480000 · Miscellaneous Income				
480100 · Client Expense Reimbursement	1,490,320	4,707,000	-3,216,680	32%
480200 · Purchasing Card Rebate	690	2,000	-1,310	35%
480300 · Other				
<b>Total 480000 · Miscellaneous Income</b>	<b>1,491,010</b>	<b>4,709,000</b>	<b>-3,217,990</b>	<b>32%</b>
<b>Total Income</b>	<b>5,352,693</b>	<b>20,068,000</b>	<b>-14,715,307</b>	<b>27%</b>
<b>Gross Profit</b>	<b>5,352,693</b>	<b>20,068,000</b>	<b>-14,715,307</b>	<b>27%</b>
<b>Expense</b>				
511010 · Salaries - Regular	2,774,529	11,180,000	-8,405,471	25%
511072 · Salaries - Nonbillable	44,515	253,000	-208,485	18%
512002 · Medicare Employer Expense	40,063	161,000	-120,937	25%
512004 · Employee Assistance Program	1,552	6,000	-4,448	26%
512005 · Health Insurance Expense	368,762	1,371,000	-1,002,238	27%
512006 · Dental Insurance Expense	32,657	113,000	-80,343	29%
512007 · Vision Insurance Expense	4,952	17,000	-12,048	29%
512008 · Life Insurance Expense	2,784	13,000	-10,216	21%
512009 · Long Term Disability Expense	4,128	16,000	-11,872	26%
512011 · Stars 401A Expense	281,566	1,119,000	-837,434	25%
512014 · Short Term Disability Expense	3,729	15,000	-11,271	25%
512015 · Unemployment Expense	4,266	60,000	-55,734	7%
512018 · FSA Health & Day Care Expense	316	4,000	-3,684	8%
512019 · Employee Expense Allowances	32,483	141,000	-108,517	23%
512020 · HRA Retirement Benefit Expense	45,999	175,000	-129,001	26%
520107 · APS (ADP) Payroll Fees	3,961	14,000	-10,039	28%
520108 · Communications - Agency Expense	1,139	5,000	-3,861	23%
520201 · Office Supplies	298	1,000	-702	30%
520202 · Bank Fees & Services	783	3,000	-2,217	26%
520204 · Printing & Postage	592	38,000	-37,408	2%
520301 · Audit Services		18,000	-18,000	
520302 · Legal Services	10,630	26,000	-15,370	41%
520314 · Administrative Services	2,091	11,000	-8,909	19%
520320 · Professional Services	6,287	55,000	-48,713	11%
520501 · Professional Dues & Membership	18,602	58,000	-39,398	32%
520502 · Training & Development	545	35,000	-34,455	2%
520503 · Conferences & Outreach	208	40,000	-39,792	1%
520504 · Publications	8,591	27,000	-18,409	32%
520505 · Program Hosting Expenses	2,398	6,000	-3,602	40%
520508 · Licenses & Fees		2,000	-2,000	0%
520509 · Meeting Expenses		5,000	-5,000	
520700 · Workers Comp Insurance Expense	8,923	80,000	-71,077	11%
520701 · General Liability Insurance Exp	12,643	50,000	-37,357	25%
520801 · Mileage Reimbursement	4,231	75,000	-70,769	6%
520803 · Travel Reimbursement	4,819	82,000	-77,181	6%
520805 · Supplies & Meals Reimbursement	601	22,000	-21,399	3%
520904 · Technology, Licensing & Support	14,413	144,000	-129,587	10%
521001 · Pass through client expenses	1,352,226	4,199,000	-2,846,774	32%
522798 · Miscellaneous Expense		2,000	-2,000	
560100 · Service Group Admin costs				
570100 · Equipment Purchase	3,292	5,000	-1,708	66%
<b>Total Expense</b>	<b>5,099,574</b>	<b>19,647,000</b>	<b>-14,547,426</b>	<b>26%</b>



	<u>Jul - Sep 21</u>	<u>FY22 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Net Ordinary Income</b>	253,119	421,000	-167,881	60%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
520100 · Investment Income	970	8,000	-7,030	12%
520200 · Insurance Claim Reimbursements				
<b>Total Other Income</b>	<u>970</u>	<u>8,000</u>	<u>-7,030</u>	<u>12%</u>
<b>Other Expense</b>				
529991 · RGS Claims Reserve Contribution	79,998	320,000	-240,002	25%
529997 · Unallocated Admin. Svcs - RGS	-635,218			
529999 · Allocated Unbillable Expenses	635,218			
<b>Total Other Expense</b>	<u>79,998</u>	<u>320,000</u>	<u>-240,002</u>	<u>25%</u>
<b>Net Other Income</b>	<u>-79,028</u>	<u>-312,000</u>	<u>232,972</u>	<u>25%</u>
<b>Net Income</b>	<u><u>174,091</u></u>	<u><u>109,000</u></u>	<u><u>65,091</u></u>	<u><u>160%</u></u>

**Regional Government Services**  
**Balance Sheet**  
As of September 30, 2021

5:16 PM  
11/08/2021  
Accrual Basis

	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
110030 · LAIF Account	76,478	26,288
110040 · CalTRUST Medium Term Fund	565,153	514,620
110050 · CalTRUST Short Term Fund	54,975	154,945
110080 · Union Bank Worker Comp Checking	2,861	2,893
110090 · Community Bank of the Bay Chkg	127,440	194,684
111000 · Community Bank of the Bay MMkt	809,075	765,965
<b>Total Checking/Savings</b>	<b>1,635,982</b>	<b>1,659,395</b>
<b>Accounts Receivable</b>		
131130 · Accounts Receivable	2,515,595	1,679,356
<b>Total Accounts Receivable</b>	<b>2,515,595</b>	<b>1,679,356</b>
<b>Other Current Assets</b>		
120005 · Prepaid Expenses	67,745	61,017
120010 · Prepaid Insurance	61,404	56,132
120100 · FSA Funding Deposit	1,801	1,801
131131 · Accounts Receivable - Misc	14,571	16,484
<b>Total Other Current Assets</b>	<b>145,521</b>	<b>135,434</b>
<b>Total Current Assets</b>	<b>4,297,098</b>	<b>3,474,185</b>
<b>Other Assets</b>		
180001 · Loan due to JPA	6,405	20,240
<b>Total Other Assets</b>	<b>6,405</b>	<b>20,240</b>
<b>TOTAL ASSETS</b>	<b><u>4,303,503</u></b>	<b><u>3,494,425</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
220010 · Accounts Payable	555,000	318,728
<b>Total Accounts Payable</b>	<b>555,000</b>	<b>318,728</b>
<b>Other Current Liabilities</b>		
214070 · Due To/From MSA	0	0
220012 · Accounts Payable - Misc.	-23	
221003 · 457/401A Retirement Liability	87,188	65,695
221006 · FSA Liability	1,921	1,378
221008 · Workers' Comp. Liability	0	0
221015 · Health Insurance Liability	-9,096	-7,037
221016 · Long Term Disability Liability	20	13
221017 · Short Term Disability Liability	17	24
221023 · Dental Insurance Liability	400	-473
221024 · Vision Insurance Liability	64	-604
221025 · Life Insurance/AD&D Liability	799	473
221026 · Child Support IWO	1,356	
221029 · Garnishments	-985	0
230060 · Accrued Salaries, Wages & Taxes	430,272	363,527
240010 · Deferred Revenue	-8,472	74,559
250001 · Accrued Vacation	457,925	280,045
<b>Total Other Current Liabilities</b>	<b>961,386</b>	<b>777,600</b>

	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>
<b>Total Current Liabilities</b>	1,516,386	1,096,328
<b>Long Term Liabilities</b>		
260005 · Health Reimbursement Account	-1	-9,641
260006 · IBNR - GL	50,000	50,000
260007 · IBNR - WC	30,000	30,000
260008 · Case Reserves - WC	80,500	80,500
260009 · Workers Comp Claims Liability	143,894	143,894
260010 · General Liability Claims	1,893,599	1,893,599
<b>Total Long Term Liabilities</b>	<u>2,197,992</u>	<u>2,188,352</u>
<b>Total Liabilities</b>	3,714,378	3,284,680
<b>Equity</b>		
32000 · Retained Earnings	-535,895	-748,666
370000 · Fund Bal Unreserved/Unrestrictd	919,542	919,542
390000 · Insurance Claims Reserves	31,386	-3,163
Net Income	174,093	42,034
<b>Total Equity</b>	<u>589,126</u>	<u>209,747</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,303,504</u></u>	<u><u>3,494,427</u></u>

**TO:** EXECUTIVE COMMITTEE  
**FROM:** JEFFERSON KISE, Finance Manager  
**SUBJECT:** AUDIT OF FISCAL YEAR ENDING JUNE 30, 2021

**EC Meeting: 11-18-2021**  
**Item: 4B**

**RECOMMENDATION**

Continue approval of Fiscal Year 2021 audited financial statements until the next Executive Committee meeting.

**BACKGROUND**

The outside audit firm of The Pun Group was selected to be the JPA's new auditor and was retained to complete the FY2021 audit, making this the first year in which they have performed the JPA audit.

**COMPLETION STATUS**

The final report should be completed by the end of November, and staff will distribute the final audited financial statements as soon as they are available.

Preliminary unaudited FY 2021 results will be reported here along with significant audit adjustments currently anticipated. For the fiscal year ending June 30<sup>th</sup>, 2021, the JPA had a net income of \$212,771 on revenues of \$17,483,143. The original budget for FY21 projected net income of \$46,000 on \$11,917,000 in revenue. The unanticipated growth and profitability were from a combination of CalSAWS contracting for more staff and consultants, and a projected COVID-induced reduction in advisory services not coming to pass.

In working on the audit, the following significant events have taken place and are expected to be reflected the final report:

- Claims Reserve accounting: the Pun Group recommends we not run 'eligible' operating expenses through the claims reserve, but instead make periodic draws against the claims reserve to repay operations. The result of this change will move approximately \$309,000 to operating expenses and leave the claims reserve with an ending balance of approximately \$338,000.
- CJPIA retrospective adjustment: the JPA received a \$222,319 credit (reduction) to its combined workers compensation and liability balances, which is additive to JPA profitability.
- Actuarial claims reserve adjustment: the annual actuarial analysis for IBNR and case reserves reflects the move to fully insured coverage, and results in an approximate \$85,000 reduction in liability which is also additive to JPA profitability.

Once staff receives the final year end entry details, it will evaluate and recommend whether any of the claim reserve should be moved to operations.

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

**EC Meeting: 11-18-2021**  
**Item: 5A**

### **RECOMMENDATION**

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

### **STRATEGIC PLAN UPDATES**

#### **Goal 1: Outstanding Service**

- Sent out point of contact information to new clients to provide a centralized resource to receive and direct client questions.

#### **Goal 2: Leadership, Staffing, and Teamwork**

- Hired new internal HR Manager.
- Appointed new internal Staff Development HR Manager to support staff and team development and performance management.
- Formed workgroup on staff development to regularly discuss goals and objectives.

#### **Goal 3: Financial and Risk Management**

- Delivered contract report for Executive Committee to help understand the depth and breadth of RGS services.
- Delivered updated Policy, Rules, and Regulations (PR&R) document geared to RGS needs as consulting and professional employment services provider.

#### **Goal 4: RGS Growth**

- Introduced the Management Leadership Academy to existing slate of leadership academy levels.

#### **Goal 5: Industry Leadership**

- Began communicating with the public agency community regarding CalPERS/ALJ decisions and impact on contracting.

### **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.

**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.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**FROM:** AD HOC COMMITTEE **Item: 6A**  
**SUBJECT: APPROVAL OF RECOMMENDATIONS FROM EXECUTIVE  
DIRECTOR COMPENSATION STUDY**

### **RECOMMENDATION**

The Ad Hoc Committee makes the following recommendations for Executive Committee action:

1. Accept the comparator agencies recommended by the Executive Director compensation study.
2. Use the Koff study total compensation comparison for Executive Director compensation.
3. Begin moving Executive Director compensation toward the median of the total compensation comparison (17.7%).
4. Use a combination of base building and performance bonus to work toward total compensation median amount.
5. Use COLA to adjust Executive Director salary in years between compensation study updates.
6. Update compensation study on a bi-annual basis, rather than every 3 years to retain market position.
7. Establish an Executive Director compensation range and determine incumbent position.
8. Establish performance bonus parameters for future performance bonuses.
9. Develop a bonus program for other RGS management positions.

### **BACKGROUND**

In November 2019, the Executive Committee approved the recommendations of the Ad Hoc Committee to engage the services of an outside firm to develop a new compensation methodology and comparison study for Ad Hoc Committee consideration for the tri-annual study. RGS frequently performs these services for its clients, so the Ad Hoc committee wanted an outside vendor's independence.

On May 5, 2020, the Ad Hoc Committee recommended postponing this study until mid-year, based on financial performance. Koff and Associates, the selected vendor, indicated that they would honor their proposal later in this fiscal year when we are ready to proceed.

At the September 2020 meeting, the Executive Committee formed the annual Ad Hoc Committee to review Executive Director compensation. Chair Rogers and Chair Habkirk were identified as Ad Hoc Committee members. Additionally, the Ad Hoc Committee was authorized to direct staff to move forward with the third-party vendor to proceed with a compensation methodology and to prepare an Executive Director compensation based on mid-year financial performance.

In February 2021, after consultation with the Ad Hoc Committee, Koff began work on the Executive Director compensation methodology. Koff met with the Ad Hoc Committee and Administrative Services Manager, discussed historical issues with comparator agencies, and made a plan to interview each of the JPA members for feedback.

In May 2021, Koff produced a draft report based on feedback from Executive Committee and their compensation research early in the month that needed revisions. At the May 20, 2021 meeting, the Executive Committee decided to keep existing Ad Hoc Committee members, since they were actively working with Koff to finalize the compensation methodology report.

After incorporating feedback from the Ad Hoc Committee, on July 1, 2021, the Ad Hoc Committee and the Administrative Services Manager met with Koff to discuss their final report. The Ad Hoc Committee then made their recommendations and planned to meet with the Executive Director before taking them back to the Executive Committee.

The Koff report made several recommendations:

- Identified 9 comparator agencies that have similar organizational type and structure; labor market and geographic locations; and membership, staff/operational budgets, scope of services provided, purpose/mission.
- Collected compensation data from member agencies for CM, TM, GM roles as a reference point to reflect the range of member compensation.
- Suggested bringing Executive Director base salary to market median, which is a 17.7% increase, and determine where incumbent fits into that range.
- Use base building and bonus combination to get to 17.7% or other Executive Committee target based on annual performance, progress toward strategic goals, revenue, and the overall annual fiscal position of RGS.
- Change compensation study frequency from tri-annual to annual or bi-annual adjustments to the Executive Director salary range.
- Use COLA, or a combination of COLA, or combination of factors in intervening years.

On September 30, 2021, the Ad Hoc Committee met with the Executive Director to discuss the Koff report, and Ad Hoc Committee recommendations for the Executive Committee. After this discussion, the Ad Hoc Committee prepared their list of recommendations for the November 18, 2021 meeting.

### **FISCAL IMPACT**

The fiscal impact to the JPA was \$9,900 for work done by Koff and Associates to help the JPA establish a new Executive Director compensation methodology, as well as JPA staff time to coordinate meetings and discussion with Koff and the Ad Hoc Committee.





**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**FROM:** AD HOC COMMITTEE **Item: 6B**  
**SUBJECT: APPROVAL OF AD HOC COMMITTEE RECOMMENDATIONS ON  
EXECUTIVE DIRECTOR PERFORMANCE AND GOALS**

### **RECOMMENDATION**

The Ad Hoc committee recommends:

- Approval of Executive Director performance goals for Fiscal Year (FY) 2022.
- Approval of a 10% performance bonus to move toward Executive Director total compensation median from the updated Executive Director compensation study (17.7%).

### **BACKGROUND**

In November 2020, the Executive Committee approved Executive Director goals for FY 2021, but did not award a performance bonus. The Executive Committee acknowledged strong performance by the Executive Director during a tumultuous year, but due to uncertainty about impact to member/client organizations, decided to not move forward with a performance bonus.

In February 2021, after consultation with the Ad Hoc Committee, Koff and Associates began work on the Executive Director compensation methodology, which would potentially impact performance bonus implementation and process.

In May 2021, the Executive Committee approved continuance of the current Ad Hoc Committee membership due to being near the end of completion of the Koff and Associates report that would impact Executive Director performance and compensation. Members were member Habkirk and member Rogers.

On September 30, 2021, the Ad Hoc Committee met with the RGS Executive Director and Administrative Services Manager in part to discuss Executive Director performance. Ahead of this meeting, the Executive Director provided this year's performance sub-evaluation of last year's goals, as well as goals for FY 2022. The Ad Hoc Committee gave feedback on the performance evaluation and goals. The final Executive Director goals for FY 2021 recommended are:

- A. *Fiscal Sustainability*: Believing that delivering Outstanding Service (Strategic Goal 1) will result in fiscal sustainability, the Executive Director will work to:
- a. Implement Client Care support for more comprehensive feedback and response.
  - b. Increase revenues to \$20M, primarily by expanding CalSAWS and consulting services, enabling investments in building out high-demand consulting service lines such as economic development, full-service financial services, training & development, recruitment services, and administrative services (through teams of payroll, finance and HR consultants).
  - c. Conduct more outreach to non-CalPERS agencies, both in state and outside of California, including communications with/through municipal professional



associations, training program offerings, and RGS employees' contacts in Western States.

- d. Continue developing LinkedIn presence to raise the RGS profile in public sector circles.
  - e. Continue developing regional and statewide opportunities to engage with local agency decision makers, such as serving on panels, task forces, sponsorship, and service offerings such as the Municipal Dental Pool and the STARS retirement program.
  - f. Develop a client/revenue diversification proposal for Executive Committee review that expands RGS' market area of agencies served and services offered. This would clarify what entities can be served while aligning with the RGS mission, and include consideration of a broader list of non-profits, educational institutions, and home-owner associations.
  - g. Propose revisions to the claims and operating reserve level targets, consistent with RGS needs.
- B. Risk Management: To support Strategic Goal 3 (Financial and Risk Management) the Executive Director will:
- a. Conclude winddown of the CalPERS audit of LGS within limited resources already allocated.
  - b. Oversee legal services to resolve existing CalPERS challenges from the CalPERS determination of client common law employment of RGS employees. Protect the RGS business model.
  - c. Adapt business practices to continue reducing exposure to adverse determinations by moving toward more project-focused, multi-disciplinary team service; including restructuring or winding down those activities with higher risk profiles.
  - d. Continue expanding services to non-CalPERS agencies within and outside California.
  - e. Continue involvement with trade groups and other public agencies in support of sustainable retirement system actions and local control; and publish additional whitepapers, briefs, updates in support of sensible, sustainable business practices.
- C. Governance: To support Strategic Goal 5 (Local Government Leadership) the Executive Director will:
- a. Maintain monthly newsletter to approximately 2000 local government professions and regularly update the Board/Executive Committee on RGS activities.
  - b. Encourage Board/Executive Committee involvement in RGS governance, through measures such as asking Executive Committee members to participate in task

- c. forces, special projects and RGS-conducted regional and statewide best practices/sharing/education panels:
  - i. Coordinate and involve Executive Committee in May 2022 educational forum for public agency leaders.
  
- D. Organizational Sustainability: To support Strategic Goal 4 (RGS Growth) the Executive Director will:
  - a. Define and communicate the RGS mission, values and services to potential clients through participation in existing activities by other organizations (such as trade groups and local/regional chapters) and in creating other activities that promote learning/sharing among decision makers.
  - b. Ensure administrative resources can support growth and configuration of services:
    - i. Select and begin implementation of Professional Services Automation software; and
    - ii. Align administrative staff and ensure they are skilled, motivated and coordinated to serve our unique business model.
  - c. Develop an agency-wide compensation and bonus plan for Executive Committee review that aligns our public service ethic with the RGS business model, while being self-funded and renewable from billing rates and net retained earnings.
  - d. Continue to develop administrative and management team members to assume leadership roles and higher profile assignments (such as presentations to Executive Committee and outside forums, development of processes/workflows and ad hoc team leadership).

At the September 30, 2021 meeting, the Ad Hoc Committee also discussed their recommendation for a performance bonus. The Ad Hoc Committee recommended a 10% performance bonus based on strong Executive Director performance, including expanding revenue and clients in the midst of the pandemic. This increase would be part of the plan to move Executive Director compensation toward the median of the new compensation study, which represented a 17.7% increase to Executive Director compensation.

### **FISCAL IMPACT**

The fiscal impact to the JPA for approving Executive Director bonus of \$21,614.66. This represents 10% of the Executive Director salary of \$216,146.64 during FY 2021.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**FROM:** AD HOC COMMITTEE **Item: 6C**  
**SUBJECT: APPROVAL OF AMENDMENTS TO EXECUTIVE DIRECTOR  
EMPLOYMENT AGREEMENT**

### **RECOMMENDATION**

The Ad Hoc Committee recommends the following for Executive Committee action:

1. Adjust Executive Director base salary by 5% to move toward Executive Director total compensation median from the updated Executive Director compensation study (17.7%).
2. Change Exhibit A, Section 1.2 to expand bonus cap to 10%.

### **BACKGROUND**

In November 2020, the Executive Committee approved an immediate 2% COLA increase to the Executive Director's salary. The Ad Hoc Committee agreed to make additional recommendations to consider conducting a mid-year review after the selected vendor completed the compensation methodology and salary study.

In February 2021, after consultation with the Ad Hoc Committee, Koff and Associates began work on the Executive Director compensation methodology. Koff met with the Ad Hoc Committee and Administrative Services Manager, discussed historical issues with comparator agencies, and made a plan to interview each of the JPA members for feedback.

In early May 2021, Koff produced a draft report based on feedback from Executive Committee and their compensation research that needed additional revisions. At the May 20, 2021 Executive Committee meeting, the Executive Committee approved keeping the existing Ad Hoc Committee members, since they were actively working with Koff to finalize the compensation methodology report.

After incorporating feedback from the Ad Hoc Committee, on July 1, 2021, the Ad Hoc Committee and the Administrative Services Manager met with Koff to discuss their final report. The Ad Hoc Committee then made their recommendations and planned to meet with the Executive Director before taking them back to the Executive Committee.

On September 30, 2021, the Ad Hoc Committee met with the Executive Director to discuss the Koff report, the comparator agencies, and Ad Hoc Committee recommendations for the Executive Committee regarding Executive Director compensation. Following this meeting, the Ad Hoc Committee recommended a 5% increase in salary. This increase would be part of the plan to move Executive Director compensation toward the median of the new compensation study, which represented a 17.7% increase to Executive Director compensation.

An additional amendment needs to be made to increase the performance bonus cap. Currently the bonus cap is 5% with an excellent performance rating. Based on Ad Hoc Committee

recommendations of a 10% bonus to move toward the Koff study median, the bonus cap in the Executive Director's employment agreement needs to be increased.

**FISCAL IMPACT**

The fiscal impact to the JPA is the increase of 5% to the Executive Director's compensation. The Executive Director's current annual compensation is \$216,146.64. A 5% increase would be \$10,807.33, bringing annual compensation up to \$226,953.97.



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-18-2021**  
**FROM:** RICHARD OPPENHEIM, Administrative Services Manager **Item: 6D**  
**SUBJECT: TRAINING UPDATE: MANAGEMENT ANALYST ACADEMY**

### **UPDATE SUMMARY**

Management Analysts provide critical skills and play important leadership development roles in local government agencies. RGS Training and Development (T&D) service line will add a Management Analyst Academy to its development schedule, ahead of plans to develop an Executive Leadership Academy. Data and information gathered from member interviews and market research will guide curriculum development.

### **BACKGROUND**

At the May 20, 2021, Executive Committee Meeting, staff presented plans to develop a Mid-Manager and Executive level leadership academies. During this discussion, members mentioned an interest in exploring course offerings at the Management Analyst level and asked staff to explore. Subsequently, the Administrative Services Manager interviewed Executive Committee members about their Management Analyst needs and thoughts about the proposed Mid-Manager and Executive level leadership academy levels presented at the May meeting.

Interviews with available members were concluded on August 31, 2021. In addition to verbal comments, several members shared classification and salary information. Member Smith provided a report that Dublin had conducted about their Management Analysts positions, identifying key skills and training needs.

### **ANALYSIS**

The information received from the interviews was analyzed and summarized. From these interviews, as well as staff market research, the following points emerged regarding management analyst training:

- All member agencies use these positions in a variety of capacities and levels.
- Positions are vital to knowledge management, employee development, and succession planning.
- Training should address a broad array of skills, with specialization based on placement.
- Training needs include a mix of technical skills, soft skills, and leadership skills.
- The best format for delivery is a series of classes or Academy.
- Due to few options in the market, agencies are left to curate a training solution from multiple vendors.
- There does not appear to be a local government-focused Management Analyst Academy.

### **FISCAL IMPACT**

The fiscal impact of producing a Management Analyst Academy would represent an up-front investment by RGS. These costs include curriculum design, course development, marketing, and delivery costs. Up-front costs would be recovered from attendee tuitions, after which the Academies would begin to recover development and on-going costs.