

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
MAY 16, 2024**

The Regional Government Services Authority held a regular meeting of the Executive Committee on May 16, 2024 at the River Terrace Inn in Napa, CA. The meeting was called to order at 2:29 p.m.

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

Members Present: Dan Buckshi, Chair  
Hilary Straus, Vice Chair  
Liz Habkirk, Member  
Megan Hunter, Member  
Shannon O’Hare, Member  
Brad Raulston, Member  
Linda Smith, Member

Members Absent: None

Other Attendees: Sophia Selivanoff, Executive Director  
Rich Oppenheim, Administrative Services Manager  
Chris Paxton, Client Relations Manager  
Deona Knight, HR Manager  
Lindsay Rice, Accounting Manager  
Tiffany Buraglio, Executive Assistant  
Fanni Acosta, HR Administration Services  
Betsy Adams, HR Administration Services (Interim)  
Richard Blut, NEOGOV Support Services  
MJ Brown, Transparent Government Services  
Kay Randolph-Pollard, Recruitment Services  
Carrie Rogers, Economic Development Services  
Ashley Metzger, Communications & Engagement Services  
Sky Woodruff, Authority Counsel (via videoconference)  
Scott Kivel, Authority Special Counsel (via videoconference)  
Sophia Kuo, Pun Group (via videoconference)  
Jerry Legg, California CLASS (via videoconference)

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**Staff requested item 3I be pulled from the consent agenda for presentation**

- A. Approval of **February 15, 2024** Minutes
  - B. Approval of Regularly Scheduled Meetings Calendar
  - C. Approval of Payments and Deposits made December 2023 through March 2024
  - D. Approval of Investments Report through March 2024
  - E. Receive and File Management Services Agreements Update
  - F. Receive and File Municipal Dental Pool Update
  - G. Receive and File Strategic Plan Update
  - H. Receive and File Agency Bonus Awards
  - J. Approval of update to Conflict of Interest Policy
  - K. Approval of Update to HRP – PTO
- I. Approval of update to Investment Policy  
Accounting Manager Rice noted that the CLASS Prime Fund Yield listed in the staff report should be corrected to 5.411% and announced that Five Star Bank would be matching the LAIF rate. Accounting Manager Rice introduced Jerry Legg with California CLASS who provided an

overview of California CLASS and answered members questions about how California CLASS compared to LAIF in terms of historical performance and fee structure.

**Action:** Moved and seconded (Raulston/Strauss) to approve the Consent Agenda, including 3I  
**AYES:** Buckshi, Straus, Habkirk, Hunter, O’Hare, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** None

#### 4. TREASURER’S REPORT

- A. Review of Preliminary FYTD Financial Reports & Business Development through March 2024.  
This is an informational item only. No action was taken.

Accounting Manager Rice reviewed the JPA’s financial performance as outlined in the staff report. Members asked if the legal fee over budget amount was due to the change in legal firm representation and Executive Director Selivanoff noted that legal rates are remaining the same through the next fiscal year, but legal hours have been unpredictable.

#### 2:51 p.m. Member O’Hare left the meeting

- B. Approval of FY23 Audited Financial Statements  
Accounting Manager Rice noted that this is the JPA’s third year with the Pun Group. Sophia Kuo with the Pun Group provided an overview of the FY23 audited financial statements. It was noted by members that it can be easy to take for granted positive audit results such as those earned by the JPA, and that the results indicated a job well done.

**Action:** Moved and seconded (Hunter/Habkirk to approve the FY23 Audited Financial Statements  
**AYES:** Buckshi, Straus, Habkirk, Hunter, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** None

#### 2:57 p.m. Member O’Hare rejoined the meeting

#### 5. OLD BUSINESS - None

#### 6. NEW BUSINESS

#### Staff requested item 6A be pulled from the agenda for presentation at a later point in the meeting

- B. Update on Customer Service Survey  
This is an informational item only. No action was taken.

Client Relations Manager Paxton reviewed the Customer Service Survey results. Members and staff discussed survey participation rates, various ways to increase customer participation, as well as alternatives to surveys.

- C. Authorize Executive Director to Approve an MSS Repayment Plan  
Executive Director Selivanoff noted that MSS President Averett is requesting that MSS be allowed to repay the outstanding balance over time as opposed to a lump sum so MSS could remain viable in order to explore options to fill a need in the public space. Members did not have a problem with the proposal but wanted to know what plans were for MSS and how those plans aligned with the JPA’s goals. Members also clarified what the anticipated repayment plan would be; and Executive Director Selivanoff explained payments would be made quarterly over the next fiscal year.

**Action:** Moved and seconded (Hunter/Buckshi) to approve the MSS Repayment Plan.  
**AYES:** Buckshi, Straus, Habkirk, Hunter, O’Hare, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** None

**3:22 p.m. Recess to Closed Session**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Executive Director

**CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: Ad Hoc Committee: Executive Committee Chair Buckshi and Immediate Past Executive Committee Chair Habkirk  
Unrepresented employee: Executive Director

**CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

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

Names of Cases: Abid-Cummings et al. v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-80003798  
  
Breeze v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-80003799  
  
Dowswell v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-8000800  
  
Sandhu v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-80003801  
  
Souza et al. v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-80003802

**5:03 p.m. Reconvene Meeting**

**Report Out of Closed Session**

The Executive Committee Chair noted that no reportable action was taken in closed session.

**6. NEW BUSINESS**

A. Approval of Addition of AI Policy to Administrative and Financial Policies  
Administrative Services Manager Oppenheim and Communications & Engagement Lead Advisor Metzger presented the new AI policy. Members wanted to know how customers would be made aware of this policy. Executive Director Selivanoff explained that disclosure of AI use would be made at the deliverables phase of the client relationship as opposed to at the contracting phase. Staff emphasized that the JPA is utilizing AI for foundational work, not for end products and that staff would be trained as such.

**Action:** Moved and seconded (Hunter/Raulston) to approve the addition of the AI Policy to the Administrative and Financial Policies/Finance and Operations Policies  
**AYES:** Buckshi, Straus, Habkirk, Hunter, O’Hare, Raulston, Smith

**NOES:** None

**ABSTAIN:** None

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

A. Executive Director: Executive Director Selivanoff noted that July 1, 2024 is the target for the Deltek go live date. It will be a slow roll-out of a very robust system. Members may first notice the change with the new invoices which will be generated by the new system. A question was asked about who was the project manager for the conversion and Executive Director Selivanoff noted Gina Schuchard is the project manager.

B. Members: None

**8. ADJOURN** – The meeting adjourned at 5:30 p.m. The next regular meeting is scheduled for September 19, 2024, via teleconference.