

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
SEPTEMBER 19, 2024**

The Regional Government Services Authority held a regular meeting of the Executive Committee on September 19, 2024 via teleconference. The meeting was called to order at 1:07 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
Deona Knight, HR Manager
Lindsay Rice, Accounting Manager
Ashley Metzger, Communications & Engagement Services
Tiffany Buraglio, Executive Assistant
Sky Woodruff, Authority Counsel
Scott Kivel, Authority Special Counsel
Colleen Tribby, Alternate Member
Jim Schutz, Principal, JMSB Strategies, LLC

2. PUBLIC COMMENT – None

1:09 p.m. Recess to Closed Session

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

Names of Cases: Estate of Douglas Breeze et al. v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C099877

Dowswell v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C100027

Sandhu v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C100028

Souza et al. v. Board of Administration of the California Public Employees' Retirement, Third Appellate District Case No. C099861

1:15 p.m. Member Raulston joined the meeting

1:19 p.m. Member Straus joined the meeting

1:55 p.m. Authority Counsel Woodruff and Authority Special Counsel Kivel left the Meeting

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

2:48 p.m. Jim Schutz left the meeting

2:50 p.m. Reconvene Meeting

Report Out of Closed Session

The Executive Committee Chair reported that the committee conducted a performance review of the Executive Director. The Executive Committee recommended that the Executive Director receive a one-time bonus in the amount of \$10,000 as part of compensation, effective at the next possible pay period.

3. APPROVAL OF CONSENT AGENDA

Staff requested item 3B be pulled from the consent agenda for discussion

- A. Approval of May 16, 2024 Minutes
- C. Approval of Payments and Deposits made April 2024 through June 2024
- D. Approval of Investments Report through June 2024
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Agency Bonus Awards
- H. Approval of Update to HRP – Section D.10

B. Approval of Regularly Scheduled Meetings Calendar

Executive Director Selivanoff noted that the members desired a second in-person meeting, held in conjunction with the League of California Cities City Managers Conference in February, 2025. The committee also expressed an interest in meeting in person again in May, possibly returning to a Monterey location.

Action: Moved and seconded (Smith/Buckshi) to approve the Consent Agenda, including 3B

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 June 2024.

This is an informational item only. No action was taken.

Accounting Manager Rice asked the committee if there were any questions regarding the financial reports and the committee members had none. Executive Director Selivanoff noted that the JPA had a good financial performance over the last year and the agency is looking to make some wise investments with the increase in funds. A question was asked

about how the recent interest rate cut by the Federal Reserve would affect the JPA and Accounting Manager Rice said she would look into that.

2:59 p.m. Member Straus left the meeting

5. OLD BUSINESS - None

6. NEW BUSINESS

A. Approval of Strategic Plan Update Process

Administrative Services Manager Oppenheim reviewed the Strategic Plan Update Process, reminding the committee the existing plan was approved in February 2020. Staff is proposing consolidating the five original goals into four, providing a strong foundation to work on the goals identified in the past two workshops. Executive Director Selivanoff added that staff is also requesting an ad hoc committee to be formed to assist in refining the four goals. Executive Director Selivanoff is hoping to better define what the future of RGS business is and to align the goals with the annual budget.

Action: Moved and seconded (Habkirk/Hunter) to approve the Strategic Plan Update Process

AYES: Buckshi, Habkirk, Hunter, O'Hare, Raulston, Smith

NOES: None

ABSTAIN: None

Action: Moved and seconded (Hunter/O'Hare) to appoint Member Raulston and Alternate Member Tribby to the Strategic Plan Ad Hoc Committee

AYES: Buckshi, Habkirk, Hunter, O'Hare, Raulston, Smith

NOES: None

ABSTAIN: None

B. Communications Planning Process

This is an informational item only. No action was taken.

Lead Advisor Metzger presented the Communications Planning Process. Progress has been made following the May workshop, and now the Communications team is working to define long-term goals.

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: Executive Director Selivanoff noted that Member Smith will be leaving the City of Dublin and moving to the City of Orinda. Alternate Member Tribby will be assuming the City Manager role at Dublin and staff will prepare to formally remove Member Smith and appoint Alternate Member Tribby to the Executive Committee at the November meeting.

B. Members: All members thanked Member Smith for her great job on the Board and Executive Committee for the past several years.

8. ADJOURN – The meeting adjourned at 3:08 p.m. The next regular meeting is scheduled for November 21, 2024, via teleconference.