

**RGS BOARD AGENDA**

*Agenda materials may be viewed on the Agency’s web site or by contacting the Executive Director prior to the meeting.*

**SPECIAL MEETING**  
**November 21, 2024**  
**1:00 p.m.**

**via Teleconference**

- Citrus Heights Water District**, Bldg A, General Mgr’s Office, 6230 Sylvan Rd, Citrus Heights, CA 95610
- Dublin Civic Center**, City Manager’s Office, 2<sup>nd</sup> Floor, 100 Civic Plaza, Dublin, CA 94568
- Larkspur City Hall**, Assistant City Manager’s Office, 400 Magnolia Ave, Larkspur, CA 94939
- Napa City Hall**, City Manager’s Office Blue Room, 955 School St, Napa, CA 94559
- Soledad City Hall**, City Manager’s Office, 248 Main Street, Soledad, CA 93960
- Walnut Creek City Hall**, Office of the City Mgr, 3<sup>rd</sup> Floor, 1666 North Main St, Walnut Creek, CA 94596
- Yountville Town Hall**, Office of the Town Mgr, 6550 Yount Street, Yountville, CA 94599

The public may attend in person at any of the posted locations, or via RingCentral using the following link: <https://meetings.ringcentral.com/j/1459691998>, or by calling 1-650-242-4929 and entering the meeting ID#: 145 969 1998

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

**2. PUBLIC COMMENT**

- A. Each speaker is limited to two minutes. If you are addressing the Board on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board 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 16 and 17, 2024** Minutes

**4. OLD BUSINESS – None**

**5. NEW BUSINESS**

- A. Appointment of EC Member Colleen Tribby, City of Dublin Action
- B. Approval of **Resolution RGSBOD2024-01**, OES Designation of Applicant’s Agent Action

## 6. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director:
- B. Members:

## 7. ADJOURN MEETING

**Next Regular Meeting TBD**

**Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Sophia Selivanoff at (650) 587-7300. Notification in advance of the meeting will allow for reasonable arrangements to ensure accessibility.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
BOARD OF DIRECTORS MINUTES  
MAY 16, 2024**

The Regional Government Services Authority held a regular meeting of the Board of Directors on May 16, 2024 at the River Terrace Inn in Napa. The meeting was called to order at 2:03 p.m.

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

Members Present: Hilary Straus, Chair  
Shannon O’Hare, Vice Chair  
Dan Buckshi, Member  
Liz Habkirk, Member  
Megan Hunter, 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  
MJ Brown, Transparent Government Services  
Gina Schuchard, Interim Deputy CFO (via videoconference)  
Sophia Kuo, Pun Group (via videoconference)  
Jerry Legg, California CLASS (via videoconference)

**2. PUBLIC COMMENT - None**

**3. APPROVAL OF CONSENT AGENDA**

A. Approval of **February 15, 2024** Minutes

**Action:** Moved and seconded (Buckshi/O’Hare) to approve consent agenda.

**AYES:** Straus, O’Hare, Buckshi, Habkirk, Raulston, Smith

**NOES:** None

**ABSTAIN:** None

**4. TREASURER’S REPORT - None**

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

A. Approval of FY25 Proposed Budget

Accounting Manager Rice provided an overview of the JPA’s 2024 fiscal year performance and reviewed changes for the proposed 2025 fiscal year budget as detailed in the staff report. Members had some questions as to the nature of some of the budget line items which were addressed by Accounting Manager Rice, Executive Director Selivanoff, and Human Resources Manager Knight. Clarification was also requested as to how often year-to-date financials were produced and how often the Board would like to see updates. Staff noted that financials were produced monthly, and the Board consensus was that they would like to review the financials quarterly unless the financials show a dramatic change, in which case the Board would like to be updated more frequently.

**Action:** Moved and seconded (Habkirk/Smith) to approve FY25 Proposed Budget.  
**AYES:** Straus, O'Hare, Buckshi, Habkirk, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** None

**B. Approval of Pay Schedule Update**

Human Resources Manager Knight detailed the updates to the JPA Pay Schedule as outlined in the staff report and noted that the new Pay Schedule would be posted as required by California law. Members inquired if the JPA had received any feedback from existing clients about the increase in rates. Executive Director Selivanoff explained that existing contracts have built-in CPI adjustments and the new Pay Schedule related to bill rates that would be implemented for new contracts. Members also inquired if there is a contracts administrator who reviews all contracts and Executive Director Selivanoff affirmed there is a contracts administrator. Executive Director Selivanoff also noted that the JPA utilizes a labor market comprised of a collection of smaller agencies in the Bay Area for the Pay Schedule, but staff will be reviewing the pool of agencies in the upcoming year. Members also asked what type of retirement plan is available for employees and Executive Director Selivanoff answered that the JPA has a 401a plan and does not participate in Social Security.

**2:23 p.m. Member Hunter joined the meeting**

**Action:** Moved and seconded (Buckshi/Habkirk) to approve Pay Schedule update.  
**AYES:** Straus, O'Hare, Buckshi, Habkirk, Hunter, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** None

**7. EXECUTIVE DIRECTOR AND MEMBER REPORTS**

- A. Executive Director: Executive Director Selivanoff introduced the new Human Resources service line Lead Advisor, Fanni Acosta.
- B. Members: Members noted that it was nice to meet in person. An updated organizational chart was requested to reflect the recent new hires and retirements.

**8. ADJOURNMENT** - The meeting adjourned at 2:18 p.m. The next regular meeting date is scheduled for February 20, 2025.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
BOARD OF DIRECTORS MINUTES  
MAY 17, 2024**

The Regional Government Services Authority held a regular meeting of the Board of Directors on May 17, 2024 at the River Terrace Inn in Napa. The meeting was called to order at 8:30 a.m.

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

Members Present: Hilary Straus, Chair  
Shannon O’Hare, Vice Chair  
Dan Buckshi, Member  
Liz Habkirk, Member  
Megan Hunter, 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)  
MJ Brown, Transparent Government Services  
Richard Blut, NeoGov Support Services  
Annie Chin, Disability & Leave Management Services  
Steve Flint, Land Use Services  
Patty Howard, Classification & Compensation Services  
Ashley Metzger, Communications & Engagement Services (via videoconference)  
Josh Metz, Economic Development Services – Regional  
Gary Petersen, Organizational Development & Training Services  
Kay Randolph-Pollard, Recruitment Services  
Carrie Rogers, Economic Development Services – Local  
Chris Sliz, Organizational Development Services

**2. PUBLIC COMMENT - None**

**3. WORKSHOP**

**8:31 a.m. Recess to Workshop**

RGS’ Strategic Direction - A facilitated workshop for Board and staff to identify the challenges facing local governments and how RGS can respond and evolve to meet those needs. Discussions will provide valuable insight as staff revisits the strategic plan to focus service delivery and define goals and objectives.

**8:46 a.m. Member Habkirk joined the meeting**

**4. CONVENE OPEN MEETING**

**5. ADJOURNMENT** - The meeting adjourned at 12:10 p.m. The next regular meeting date is scheduled for February 20, 2025.



**TO:** BOARD OF DIRECTORS **BOD Meeting: 11-21-2024**  
**FROM:** SOPHIA SELIVANOFF, Executive Director **Item: 5A**  
**SUBJECT: APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER FROM CITY OF DUBLIN**

**RECOMMENDATION**

Appoint Board member Colleen Tribby to the Regional Government Services Authority Executive Committee, effective immediately.

**BACKGROUND**

In July 2024, Dublin City Manager Linda Smith announced she would be leaving the City in October of 2024. On September 23, City Manager Smith confirmed her last day as October 10, 2024, and also notified of her intention to resign from the RGS Executive Committee simultaneously. Dublin Assistant City Manager Colleen Tribby was appointed to become the new Dublin City Manager effective October 11, 2024. Accordingly, and as outlined in the Amended and Restated Joint Powers Agreement, City Manager Tribby is the designated representative from Dublin on the RGS Board of Directors effective at this meeting.

Ms. Tribby's appointment to the Executive Committee is discretionary; if appointed, she would replace Ms. Smith on the Committee.

Prior to becoming City Manager, Ms. Tribby worked as the Dublin Assistant City Manager since 2019 and prior to that, as the Director of Administrative Services when she joined the City in 2013.

**FISCAL IMPACT**

There is no additional fiscal impact as a result of filling this Executive Committee vacancy.



**TO:** BOARD OF DIRECTORS **BOD Meeting: 11-21-2024**  
**FROM:** RICHARD OPPENHEIM, Administrative Services Manager **Item: 5B**  
**SUBJECT: DESIGNATION OF APPLICANT'S AGENT**

**RECOMMENDATION**

Approve Resolution **RGSBOD2024-01** designating Executive Director Sophia Selivanoff, Deputy CFO Gina Schuchard, and Strategic Services Consultant Hazel Joanes as the Applicant's Agents; and file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program.

**PURPOSE**

Regional Government Services staff provided a range of services during the COVID19 pandemic that qualified for FEMA reimbursement. Senior Advisor Hazel Joanes, a former FEMA administrator, has been coordinating the grant application and preparation of relevant supporting documentation to receive funds. To date, RGS has not received funds; however, we anticipate that the current set of documentation for CalOES will result in the disbursement of the requested grant.

While RGS is unlikely to be a grant applicant for emergency funds in the future, the resolution allows the designation to be effective for multiple years and it seems prudent to keep this option available.

**FISCAL IMPACT**

Approximately \$17,000 in grant funds will be received by RGS.



**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

Regional Government Services Authority Resolution RGSBOD2024-01

BE IT RESOLVED BY THE Board of Directors OF THE Regional Government Services Authority (RGS)  
 (Governing Body) (Name of Applicant)

THAT Sophia Selivanoff, Executive Director, OR  
 (Title of Authorized Agent)

Gina Schuchard, Deputy CFO, OR  
 (Title of Authorized Agent)

Hazel Joanes, Strategic Services Consultant  
 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Regional Government Services Authority (RGS)  
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) 2 A ix) and 42 U.S. Code 7704 b) 2 B National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Regional Government Services Authority (RGS), a public entity established under the  
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.





**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this 21<sup>st</sup> day of November, 2024

**Hilary Straus, Board Chair**

(Name and Title of Governing Body Representative)

**Shannon O'Hare, Board Vice Chair**

(Name and Title of Governing Body Representative)

**Dan Buckshi, Board Member**

(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Tiffany Buraglio, duly appointed and Board Secretary of  
 (Name) (Title)  
Regional Government Services Authority (RGS), do hereby certify that the above is a true and  
 (Name of Applicant)

correct copy of a resolution passed and approved by the Board of Directors  
 (Governing Body)  
 of the Regional Government Services Authority (RGS) on the 21<sup>st</sup> day of November, 2024.  
 (Name of Applicant)

\_\_\_\_\_  
 (Signature)

**Board Secretary**  
 \_\_\_\_\_  
 (Title)



### Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

#### **Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."