

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
NOVEMBER 21, 2024**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 21, 2024 via teleconference. The meeting was called to order at 1:12 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  
Colleen Tribby, Member  
Celia King, Alternate Member

Members Absent: None

Other Attendees: Sophia Selivanoff, Executive Director/CFO  
Gina Schuchard, Deputy CFO  
Rich Oppenheim, Administrative Services Manager  
Deona Knight, HR Manager  
Lindsay Rice, Accounting Manager  
Ashley Metzger, Communications Manager  
Tiffany Buraglio, Executive Assistant  
Sophia Kuo, Pun Group

**Chair Buckshi moved Item 2 up in the agenda**

**2. PUBLIC COMMENT – None**

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

**A. Election of Officers**

Executive Director Selivanoff noted the Executive Director Performance Evaluation Ad Hoc committee is comprised of the current and immediate past chair of the Executive Committee. Because Chair Buckshi is both the current and immediate past Chair, a mid-cycle election would provide a second member for the committee. Moving forward, it is planned to have elections annually in May.

Chair Buckshi noted that recent process has been for the Vice Chair to step up in the Chair position for continuity and Vice Chair Straus stated he would be happy to be offered for consideration for the Chair position.

**Action:** Moved and seconded (Hunter/Tribby) to nominate Hilary Straus as Chair of the Executive Committee.

**AYES:** Buckshi, Straus, Hunter, O’Hare, Tribby, King

**NOES:** None

**ABSTAIN:** None

Chair Straus stated his appreciation for the institutional knowledge Member Buckshi has provided over the past years. Straus reiterated the tradition for the Vice Chair to move to the Chair position after a year and welcomed nominations for the Vice Chair position. Member Tribby volunteered to serve as Vice Chair.

**Action:** Moved and seconded (O’Hare/Buckshi) to nominate Colleen Tribby as Vice Chair of the Executive Committee.  
**AYES:** Buckshi, Straus, Hunter, O’Hare, Tribby, King  
**NOES:** None  
**ABSTAIN:** None

### 3. APPROVAL OF CONSENT AGENDA

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

**1:20 p.m. Member Habkirk joined the meeting.**

- A. Approval of **September 19, 2024** Minutes
- C. Approval of Payments and Deposits made July 2024 through September 2024
- D. Approval of Investments Report through September 2024
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Agency Bonus Awards Update
- H. Approval of Update to HRP – Workplace Violence and AI Policy

- B. Approval of Regularly Scheduled Meetings Calendar  
Executive Director Selivanoff noted that the standard meeting calendar has been updated to add some standing events which better align Executive Committee tasks with the annual financial calendar. The standing Board meeting has also been moved to the May meeting.

Executive Director Selivanoff also noted that the 2025 May meeting has been tentatively scheduled a week earlier on May 8-9 because of a conflict with the ACWA conference. Member Hunter said the original scheduled time also posed a conflict so the earlier week would be preferable. Other members noted the earlier week would work.

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

### 4. TREASURER’S REPORT

- A. Review of Preliminary FYTD Financial Reports through September 2024.  
This is an informational item only. No action was taken.  
Accounting Manager Rice reviewed the finance reports and provided information about how the recent cut in Federal interest rates are anticipated to affect the JPA’s financials, as was asked at the last Executive Committee meeting. Accounting Manager Rice

indicated that it is the JPA's goal to maximize interest earnings while preserving liquidity to meet current and anticipated obligations.

Staff was asked how the JPA is performing in relation to last year as well as in relation to what was anticipated at this point in the fiscal year. Executive Director Selivanoff stated performance is about what was expected at this point in the year and not particularly different from last year.

It was asked if staff was considering any adjustments to investment strategies considering the significant change in the country's Federal administration. Executive Director Selivanoff explained that the JPA does not have a lot of funds in long term investments which are more reactive to such changes. Members discussed changes their agencies have made in response to the upcoming Federal administration change.

Staff was asked how investments are managed, particularly if a consultant is retained. Executive Director Selivanoff noted that most cash is in short term investments for the purpose of quick conversion to cash. Because of the lack of long term investments, it is thought that the cost of a consultant is not warranted.

It was additionally asked if the JPA was considering placing more funds in reserves due to the current climate. Executive Director Selivanoff answered that the team is balancing the desire to place additional funds in reserves without raising rates too much.

The Chair asked what percentage of the JPA's revenue was due to clients versus special districts versus state contracts. The Executive Director noted that two-thirds of the JPA's revenue comes from the Professional Employment Services line of business.

The group discussed the potential state legislation which may limit the use of contractors by state agencies, and how this may affect both the JPA's business as well as the ability for state agencies to provide services.

**B. Receive and File FY24 Audited Financial Statements.**

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

Interim Deputy Chief Financial Officer Schuchard introduced Sophia Kuo, lead auditor from the Pun Group, who reviewed the JPA audit process and results of the FY24 Audited Financial Statements.

Ms. Kuo was asked if there was anything beyond the published opinion that was a recommendation or suggestion from the auditors. Ms. Kuo stated there was nothing additional, and that this year's audit proceeded more quickly than last year due to the staff transition that overlapped last year's audit process. Members congratulated staff for the hard work which resulted in the positive audit results.

**C. Authorize Extension of External Auditor Engagement.**

Interim Deputy Chief Financial Officer Schuchard noted that extension would be the fifth consecutive year the JPA has contracted with the Punn Group and staff would be issuing an RFP for auditor services next spring to start with the FY25-26 audit.

Members asked what the current JPA audit policy requires, and Interim Deputy CFO Schuchard stated the audit rotation policy allows for a two-year extension after an initial three-year contract.

**Action:** Moved and seconded (Buckshi/Hunter) to authorize the Executive Director to extend the external auditor engagement through FY24-25.

**AYES:** Buckshi, Straus, Habkirk, Hunter, O'Hare, Tribby, King

**NOES:** None

**ABSTAIN:** None

**1:53 p.m. Sophia Kuo left the meeting**

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

**A. Approval of Finance & Agency Operations Policies**

Administrative Services Manager Oppenheim explained staff was seeking approval for a comprehensive set of Finance and Agency Operations Policies which reflects efforts to seek clarity and refine the agency's unique business model. This set of policies is one of four guiding agency documents the Executive Committee approved in 2023.

Administrative Services Manager Oppenheim reviewed highlights of specific edits and additions to the policy set. In particular, the Executive Director encouraged members to designate an alternate representative for their position on the Board and/or Executive Committee as well as noted that the Member Agency Services Benefit amounts would be approved by the Board each year as a part of the yearly budget process.

It was suggested that an additional agency document which staff might consider developing is a Desk Manual series. Appreciation was expressed for the work and effort that was put in to finalize this set of policies.

**Action:** Moved and seconded (Tribby/Hunter) to approve the Finance & Agency Operations Policies

**AYES:** Buckshi, Straus, Habkirk, Hunter, O'Hare, Tribby, King

**NOES:** None

**ABSTAIN:** None

**B. Communications Planning Process**

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

Executive Director Selivanoff introduced Communications Manager Metzger and noted that the Communications Planning Process is building on the Executive Director's Communications performance goal. This process was part of the September meeting, but there was not sufficient time to fully review the item, so it was included in the current meeting agenda.

Communications Manager Metzger reviewed the Communications Planning Process, highlighting the new JPA logo and website upgrade. An overview was provided for the brand assessment process, and Communications Manager Metzger stated staff will focus

on aligning the JPA's brand with the agency values developed at the past two Board workshops.

Members expressed appreciation for the alignment of Business Development Strategy with marketing and asked for the Executive Committee to be given ample time to discuss the alignment of goals and values with the marketing plan.

Communications Manager Metzger was asked if the logo was trademarked and Communications Manager Metzger answered that because the current logo is temporary, it would not be an efficient use of time to go through the trademark process. Members asked what the next step would be which would involve Executive Committee involvement, and Communications Manager Metzger stated staff was planning for an activity as early as the May 2025 meeting for next Executive Committee member involvement.

C. Board Orientation Presentation

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

Executive Director Selivanoff expressed a desire to provide an overview of the "What, Who, How, and Why" of RGS for the new members of the Board and Executive Committee. Executive Director Selivanoff reviewed the types of services the JPA provides, with particular attention to the Professional Employer Services line. Staff organizational charts were presented, as well as ways the Executive Committee and Board can guide and assist the JPA.

Members asked how this presentation would be handled moving forward, and Executive Director Selivanoff stated it is anticipated that an organizational review would typically be handled in a one-on-one meeting with a new member, which would also allow for more in depth discussion of particular topics.

The newer Members expressed gratitude for the overview of the JPA structure and it was suggested to add in a snapshot of financial information into the presentation. A suggestion was also offered to modify the presentation to be oriented as a recruitment tool for the Members to be able to better explain what services RGS provides and to serve as ambassadors for the JPA. Executive Director Selivanoff said staff would be happy to provide a modified version for the Members to use as a resource.

**2:31 p.m. Member Buckshi left the meeting**

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

- A. Executive Director: Executive Director Selivanoff announced that as a part of the JPA's Conflict of Interest Policy update, staff identified that AB1234 ethics training certificates need to be recorded and that Executive Assistant Tiffany Buraglio would be reaching out to each Member to obtain their latest proof of training. Should any Member not receive AB1234 training through their own agency, the JPA will provide a training opportunity. A question was asked if the Members are also required to undergo AB1825 training for sexual harassment and Executive Director Selivanoff agreed that is also required.

Executive Director Selivanoff encouraged Members to designate alternates to their position to aid in ensuring a quorum for meetings. A question was asked if designated

alternates could be included in the yearly in-person meetings, either at the expense of the Member Agency, or at the expense of the JPA. Executive Director Selivanoff expressed approval for inclusion of alternates, and would review with the finance team if JPA funding would be available to include alternates.

Executive Director Selivanoff solicited ideas for topics for the May meeting workshop. Members voiced interest in topics focusing on hybrid/remote work and retaining employees with the current increased trend in employee mobility, a focus on developing a “retention toolkit”.

Executive Director Selivanoff thanked the Ad Hoc Strategic Plan group for their work and noted that a presentation of the results of the committee’s work was planned for the February meeting.

Executive Director Selivanoff noted that she would be on vacation starting the week following the meeting through the first couple weeks of December and that a delegation matrix to enact during the absence was still being finalized.

B. Members: Chair Straus thanked the group for their vote of confidence in approving his move to Chair of the Executive Committee.

**8. ADJOURN** – The meeting adjourned at 2:45 p.m. The next regular meeting is scheduled for February 20, 2025, via teleconference.