

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
FEBRUARY 20, 2025**

The Regional Government Services Authority held a regular meeting of the Executive Committee on February 20, 2025 via teleconference. The meeting was called to order at 1:03 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Hilary Straus, Chair
Liz Habkirk, Member
Megan Hunter, Member
Shannon O'Hare, Member
Brad Raulston, Alternate Member

Members Absent: Colleen Tribby, Vice Chair
Dan Buckshi, Member

Other Attendees: Sophia Selivanoff, Executive Director/CFO
Gina Schuchard, Deputy CFO
Rich Oppenheim, Administrative Services Manager
Chris Paxton, Client Relations Manager
Deona Knight, HR Manager
Lindsay Rice, Accounting Manager
Ashley Metzger, Communications Manager
Kay Randolph-Pollard, Recruitment Services
Molly Bolar, Senior HR Advisor
Tiffany Buraglio, Executive Assistant

A. Election of Officers

Executive Assistant Buraglio noted the inclusion of this item on the agenda was in error and elections are scheduled to be held at the May meeting. No elections were held.

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

Chair Straus requested item 3H be pulled for a staff overview and then returned to consent to be voted on with the remaining items.

- A. Approval of **November 21, 2024** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made October 2024 through December 2024
- D. Approval of Investments Report through December 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
- I. Approval of Update to Finance & Agency Operations Policies
- H. Approval of Updates to Sick Leave, Use of Personal Vehicle, and FMLA/CFRA Human Resources Policies

HR Manager Knight provided highlights of changes to the three policies. The changes to the Sick Leave and FMLA policies were a result of AB2499 and the changes to the Use of Personal Vehicle policy were the result of SB1100, both of which took effect January 1, 2025. Chair Straus summarized and HR Manager Knight concurred that the changes were due to legal compliance with the new laws and to memorialize the option of utilizing ride sharing instead of personal vehicles for work-related travel.

Action: Moved and seconded (O'Hare / Habkirk) to approve the Consent Agenda, including item 3H
AYES: Straus, Habkirk, Hunter, O'Hare, Raulston
NOES: None
ABSTAIN: None

4. TREASURER'S REPORT

A. Review of Preliminary FYTD Financial Reports through December 2024.

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

Accounting Manager Rice reviewed the finance reports.

Chair Strauss asked if staff anticipated any challenges in the upcoming year. Accounting Manager Rice noted that the financial performance was tracking along with this year's budget and did not see any. Executive Director Selivanoff agreed that the year-to-date performance was positive but noted that Service Line Leaders had recently been noticing some work slowdown at the state and local level due to the recent funding changes at the Federal level. Staff is keeping an eye on that trend and is looking for ways RGS can be of assistance with the impact Federal funding changes may have on local agencies. There may be a decline in requests for services that clients view as discretionary. There may also be opportunities to help transition displaced Federal workers into vacancies at the state and local level.

Chair Straus inquired if RGS' largest client was affected by Federal funding issues and Executive Director Selivanoff noted she had spoken with the agency Chair this week and they did not express any concerns at this time.

Chair Straus inquired if the books had been closed for January 2025 yet, and Accounting Manager Rice answered that the last full month of finance figures are from December 2024.

B. Approval of RFP for Independent Audit Services.

Deputy Chief Financial Officer Schuchard noted the RFP was for a 3-year contract with an option for a 2-year extension. Additionally, staff noted there would be an opportunity for up to two members to serve on the audit review committee. Deputy Chief Financial Officer Schuchard noted that staff is focusing on finding an audit firm who provides fund accounting and with the upcoming transition out of QuickBooks and into Deltek, staff is also looking for a firm with an understanding of the Deltek environment. It is anticipated that rates for audit services will be higher than they were for the past contracts.

Member O'Hare volunteered to be a part of the audit review committee.

Chair Straus inquired if the RFP was for a traditional audit and report and Deputy Chief Financial Officer Schuchard confirmed.

Chair Straus also expressed an interest in not needing to preview and approve routine RFP issuances. The Chair inquired whether it was policy or practice for the JPA to bring RFPs to the Committee, and Executive Director Selivanoff noted that it has been a practice, stemming from the fact that the agency rarely issues RFPs for services.

Action: Moved and seconded (Hunter / Habkirk) to approve the RFP for independent audit services and authorize staff to issue the RFP.
AYES: Straus, Habkirk, Hunter, O'Hare, Raulston
NOES: None
ABSTAIN: None

5. OLD BUSINESS - None

6. NEW BUSINESS

A. Compliance with AB 2561

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

Deona Knight, HR Manager reviewed AB 2561 and discussed the challenges of compliance due to RGS' unique business model. Staff is anticipating fulfilling the public hearing requirement at the May 8, 2025 meeting, prior to the Board budget adoption.

B. Strategic Plan: Action Workgroups Update

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

Executive Director Selivanoff explained that staff took the strategic plan goals adopted by the Executive Committee in September 2024 and each goal has a Workshop Action Plan group which developed three key projects for each goal. In reviewing the projects, it was found that data collection was a theme across all projects.

1:36 p.m. Member Hunter left the meeting

Each Workshop Leader discussed what data they need to collect and evaluate and how they planned to apply the data. The data to be collected is being aligned across all workgroups.

Chair Straus expressed an interest in expanding the first bullet point under Goal 3: Organizational Viability, to include legal practices. Executive Director Selivanoff felt that the goal as written was broad enough to include legal topics.

Chair Straus asked if the plan was to contract with an outside business partner to collect the data and if there was a dedicated budget for the project. Concern was also expressed about obtaining compliance from clients and employees if the survey to collect the data was voluntary and what the timeline was for the project. Executive Director Selivanoff explained that staff was going to complete the data matrix over all the goals to determine how big of a project it will be and then review the budget to see how much funding could be applied to the project and what an appropriate timeline should be.

2:04 p.m. Member Hunter re-joined the meeting

Members expressed a strong interest in revisiting the Strategic Plan and progress of the data collection process at the May meeting. Chair Straus specifically wanted to review Goal 3: Organizational Viability to a greater extent and strongly advocated for working with an outside business partner to be more efficient and optimize results of the data collection process.

Executive Director Selivanoff requested the Closed Session to be moved before item 6C.

2:14 p.m. Member Habkirk left the meeting

2:15 p.m. Recess to Closed Session

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

Name 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

Tarlochan Sandhu, et al. v. Theresa Taylor, et al., United States Court of Appeals 9th Circuit Case No. 25-841

Member Habkirk re-joined the meeting

Member Raulston left the meeting

2:55 p.m. Reconvene Meeting

Report out of Closed Session

The Executive Committee unanimously authorized filing a petition for review to the California Supreme Court in Sandhu v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C100028.

The Committee requested that a Special Meeting be held in March to review Agenda Item 6C and to continue the Closed Session discussion.

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: None

B. Members: None

8. **ADJOURN** – The meeting adjourned at 2:57 p.m. The next regular meeting is scheduled for May 8, 2025, in Monterey.