

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
MAY 8, 2025**

The Regional Government Services Authority held a regular meeting of the Executive Committee on May 8, 2025 in Monterey. The meeting was called to order at 2:06 p.m.

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

Members Present: Hilary Straus, Chair  
Colleen Tribby, Vice Chair  
Dan Buckshi, Member  
Liz Habkirk, Member  
Megan Hunter, Member  
Shannon O'Hare, Member  
Brad Raulston, Member

Members Absent: none

Other Attendees: Sophia Selivanoff, Executive Director/CFO  
Gina Schuchard, Deputy CFO via teleconference  
Rich Oppenheim, Administrative Services Manager  
Chris Paxton, Client Relations Manager  
Deona Knight, HR Manager  
Lindsay Rice, Accounting Manager via teleconference  
Ashley Metzger, Communications Manager  
Tiffany Buraglio, Executive Assistant  
Richard Blut, NeoGov Support Services  
Steve Flint, Land Use Services  
Glenn Lazof, Finance Administration Services  
Sky Woodruff, Authority Counsel via teleconference  
Scott Kivel, Authority Special Counsel via teleconference  
Jeff Cable, photographer

**Chair Straus requested item 1A be tabled until all members were present.**

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**Executive Director Selivanoff requested items 3B and 3D be pulled for discussion.**

- A. Approval of **February 20, 2025 and April 10, 2025** Minutes
- C. Approval of Payments and Deposits made January through February 2025
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Agency Bonus Awards Update
  
- B. Approval of Regularly Scheduled Meetings Calendar  
Executive Director Selivanoff thought it might be helpful to have a more extensive workshop at either the September or November meeting to help orient the newer members of the Board and Executive Committee to how RGS' business model and

service offerings. It was suggested that an in-person meeting would be preferable for this type of activity and Dublin was offered as a location. It was also noted that this type of orientation would be good for the current Board/Executive Committee, but that in the future, an orientation to provide the information would be preferable as new members join.

One member noted that the May 2026 meeting date fell right before the Memorial Day holiday and choosing a different date might be better. One member suggested scheduling meetings on the “5<sup>th</sup> Tuesday” months.

**D. Approval of Investments Report through February 2025**

Executive Director Selivanoff wanted to inform the Committee that RGS operates primarily on a cash flow basis. Because of this, the agency does not have a lot of extra funds invested in the market and therefore has been somewhat insulated from the effects of the recent market fluctuations.

**Action:** Moved and seconded (Hunter / Habkirk) to approve the Consent Agenda including items 3B and 3D with the direction to adjust the meeting schedule to accommodate an additional in-person meeting and an alternate May 2026 meeting date.

**AYES:** Straus, Tribby, Buckshi, Habkirk, Hunter, Raulston

**NOES:** None

**ABSTAIN:** None

**4. TREASURER’S REPORT**

**A. Review of Preliminary FYTD Financial Reports & Business Development through February 2025.**

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

Accounting Manager Rice reviewed the finance reports and noted that due to the timing of this meeting, financial reports only include data through the month of February. Accounting Manager Rice shared a presentation covering FY24-25 Interest Yield on Investment Options and FY24-25 Interest Earnings.

A question was asked about the drop for FYE25 Projected Retained Earnings and Accounting Manager Rice noted that the discrepancy is because the table is projected only through the month of February.

The status of the CJPIA payoff was requested and Deputy CFO Schuchard said the next payment is due June 1, 2025, with the final payment due on June 1, 2026. Staff was asked if they utilize digital checks through Five Star Bank and Accounting Manager Rice answered that staff continues to utilize paper checks, but only issues about 1-2 per month, as ACH is the preferred method of payment.

**2:19 p.m. Member O’Hare joined the meeting**

**2:20 p.m. Authority Special Counsel Kivel joined the meeting**

**B. Approval of Independent Audit Services Firm Contract**

Deputy Chief Financial Officer Schuchard announced that The Pun Group, who has performed the agency’s independent audit for the past four years, was the only firm to

submit a proposal in response to the RFP. The Pun Group response named a different partner to be assigned to the agency for the next audit rotation as required by the Agency's audit rotation policy, but the base group of auditors will remain the same, providing a smooth transition to the new partner.

Members asked for feedback from staff about the Pun Group performance over the last contract, and Deputy CFO Schuchard stated positive feedback about the firm's knowledge of RGS business model and systems as well as their professionalism. Several members expressed positive experiences working with the Pun Group at various public agencies.

**Action:** Moved and seconded (O'Hare / Tribby) to approve the Independent Audit Services Firm Contract with The Pun Group

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

**NOES:** None

**ABSTAIN:** None

## 5. OLD BUSINESS

### A. Update of Strategic Plan: Action Workgroups

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

Communications Manager Metzger recapped the common theme of the workgroups was an underlying need for data. Communications Manager Metzger reviewed the leadership of the Strategic Plan Workgroups and the planned first phase of data collection to support strategic plan projects, expected to take place early FY26.

Members asked if there was a certain level of response wanted to the surveys to consider it a successful tool. Communications Manager Metzger noted that staff was hopeful for a greater than 60% response from clients, and higher from staff, and hoped to not have to utilize incentives for participation. Members asked if there would be the opportunity for open-ended questions and Communications Manager Metzger talked about plans for open-ended engagement with the surveys.

Members wanted to know if there are resources in the budget to allow for the outsourced portion of the surveys and staff confirmed there is. It was asked when more detailed timelines would be available for the workgroup process and Communications Manager Metzger noted informational updates would be available throughout the process at the regular Executive Committee meetings. Members expressed a desire to see the Organizational Viability portion in particular.

### B. Authorization to Amend the MSS Repayment Plan

Executive Director Selivanoff reviewed the MSS repayment plan approved by the Executive Committee at the May 16, 2024 Executive Committee Meeting and addressed the issue that continued repayment of the MSS obligation would leave the public benefit non-profit corporation no longer viable. Staff would like to have additional time to investigate whether or not there are positive projects which could be started utilizing the remaining funds in MSS as seed money.

Members asked if RGS was currently charging interest on the repayments and Executive Director Selivanoff answered that interest was not charged during FY24-25, but the agreement states interest would be charged after the first year. Members noted that this represents a unique situation, and cautioned staff about establishing a precedent.

**Action:** Moved and seconded (Habkirk / Hunter) to approve amending the MSS repayment plan  
**AYES:** Straus, Tribby, Buckshi, Habkirk, Hunter, O'Hare, Raulston  
**NOES:** None  
**ABSTAIN:** None

## 6. NEW BUSINESS

- A. Adopt Resolution **RGSEC2025-01** Authorizing Executive Director to Execute Service Agreements on Behalf of RGS

Client Services Manager Paxton reviewed a recent client request that documentation be provided showing the Executive Director had the authority to execute RGS Service Agreements on behalf of RGS. Staff is requesting the Executive Committee adopt a formal resolution outlining this authority for potential similar requests. Members asked if this action simply formalized what is current practice, and Client Services Manager Paxton affirmed that it did.

**Action:** Moved and seconded (Tribby / Buckshi) to adopt **Resolution RGSEC2025-01** Authorizing Executive Director to Execute Client Agreements on Behalf of RGS  
**AYES:** Straus, Tribby, Buckshi, Habkirk, Hunter, O'Hare, Raulston  
**NOES:** None  
**ABSTAIN:** None

## 7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Executive Director Selivanoff repeated her announcement of Rich Oppenheim's appointment to Deputy Executive Director which was announced during the Board meeting.
- B. Members: None

**2:52 p.m. Recess to Board of Directors Meeting**

**2:56 p.m. Reconvene Executive Committee Meeting**

## 1. CALL TO ORDER / ROLL CALL

- A. Election of Officers

Members agreed that it made sense for the same person to serve in both the Board and Executive Committee Chair role and another person to serve in both the Board and Executive Committee Vice Chair role.

**Action:** Moved and seconded (Straus / Buckshi) to nominate Shannon O'Hare as Executive Committee Chair  
**AYES:** Straus, O'Hare, Buckshi, Habkirk, Hunter, Raulston, Tribby  
**NOES:** None  
**ABSTAIN:** None

**Action:** Moved and seconded (Habkirk / Raulston) to nominate Colleen Tribby as Executive Committee Vice Chair  
**AYES:** Straus, O'Hare, Buckshi, Habkirk, Hunter, Raulston, Tribby  
**NOES:** None  
**ABSTAIN:** None

## **2:59 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 9<sup>th</sup> Circuit Case No. 25-841

In the Matter of Reimbursement of Retirement Allowance, Received During Periods of Employment in Violation of Working After Retirement Laws, from: Tarlochan Sandhu et al., Agency Case No. 2024-0999, OAH No. 2025040541

### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Executive Director

## **5:20 p.m. Reconvene Meeting**

### **Report out of Closed Session**

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

- 8. ADJOURN** – The meeting adjourned at 5:27 p.m. The next regular meeting is scheduled for September 18, 2025, via teleconference.