

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
SEPTEMBER 18, 2025**

The Regional Government Services Authority held a regular meeting of the Executive Committee on September 18, 2025 in Dublin. The meeting was called to order at 11:02 a.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Shannon O'Hare Chair

Colleen Tribby, Vice Chair

Dan Buckshi, Member

Liz Habkirk, Member

Megan Hunter, Member

Hilary Straus, Member

Members Absent: Brad Raulston, Member

Other Attendees: Sophia Selivanoff, Executive Director/CFO

Rich Oppenheim, Deputy Executive Director

Chris Paxton, Chief Operating Officer

Ashley Metzger, Chief Growth Officer

Gina Schuchard, Deputy CFO via teleconference

Deona Knight, HR Manager via teleconference

Lindsay Rice, Accounting Manager via teleconference

Rashida Washington, Training Service Line Lead

Tiffany Buraglio, Executive Assistant

Scott Kivel, Authority Special Counsel via teleconference

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

A. Approval of **May 8, 2025 and June 19, 2025** Minutes

B. Approval of Regularly Scheduled Meetings Calendar

C. Approval of Payments and Deposits made March through June 2025

D. Approval of Investments Report through June 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

H. Approve Human Resources Policies Update

I. Approve Finance & Agency Operations Policies Update

Action: Moved and seconded (Buckshi/Tribby) to approve the Consent Agenda

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

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

A. Review of Year-End Preliminary FY25 Financial Reports & Business Development through June 2025.

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

Accounting Manager Rice outlined the preliminary financial reports for end of FY24-25. Despite the growth in employee and benefit expenses, the JPA experienced overall growth in FY25. A question was raised regarding whether the increase in CalSAWS revenue was compared to the budget, or the previous year's revenue. Accounting Manager Rice clarified that the comparison was made against last year's figures. The group collectively remarked that the economic reports presented good news for the JPA.

Board Chair O'Hare moved Item 5A after 6A

6. NEW BUSINESS

A. Approval of Update to Human Resources Policies – Section C.5, Compensation

Human Resources Manager Knight noted that the current policy does not address some principles guiding the JPA's compensation practices. The current revisions are designed to reflect the JPA's principles of Financially Sustainable Compensation, Pay Equity, and Attracting and Retaining Talent.

11:05 a.m. Executive Director Selivanoff joined the meeting.

11:10 a.m. Chief Operating Officer Paxton and Chief Growth Officer Metzger joined the meeting.

Clarification was requested for the statement in the report which reads, "...rather than applying an arbitrary and potentially inequitable labor market calculation." Human Resources Manager Knight explained that when an employee is hired, consideration is given to recognize the skills and experience they bring as well as the specific type of work they will be performing. An additional question was asked about whether the changes would result in any overall increase or decrease in cost, and Human Resources Manager Knight responded that there are no anticipated cost increases.

Action: Moved and seconded (Habkirk/Straus) to approve the update to Human Resources Policies, Section C.5, Compensation

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

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Update of Strategic Plan: Workgroups

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

Chief Growth Officer Metzger updated the Committee on the data collection efforts which began in July by both internal staff and the Probolsky Research firm. Staff plans to update the Committee with findings in November.

A question was raised whether staff is trying to obtain statistically relevant results from surveyed client agencies. CGO Metzger responded that staff aims to achieve a good representation, preferably around 33%. For prospective clients, staff is using a combined list of clients the JPA has wanted to work with but hasn't contracted with and a list purchased from Probolsky. For this group, staff hopes to obtain results numbering in the hundreds. Staff is open to accepting names from members.

Members inquired if staff had considered different departments within larger agencies that the JPA has worked with and suggested that a deeper dive into agencies with which the JPA had negative experiences could be beneficial. CGO Metzger agreed and noted that the Chief Operating Officer currently does an excellent job soliciting informal feedback from clients when contracts do not go well, and these clients are also included in the formal survey list.

Members sought clarification on the ultimate purpose of the data. CGO Metzger explained that the information would be used to provide strategic guidance for the Executive Committee when discussing the JPA's broader next steps, as well as in day-to-day operational decision making, such as determining which service lines to broaden or create. Adam Probolsky is scheduled to present the findings to the EC at the November meeting. Members expressed a desire to review the results prior to the November meeting.

6. NEW BUSINESS, Cont.

- B. Approve Resolution **RGSEC2025-02** Amending the Executive Director Employment Agreement and Authorize a Performance Bonus.

Chair O'Hare noted that this is a new process and that the report was a summary of several meetings with the Executive Committee and the Ad Hoc Committee. The Executive Director compiled the report, which Chair O'Hare confirmed as a good summary of the discussions. The Chair's approval is indicated by her signature at the top of the report.

Chair O'Hare announced that the Board is recommending the following action: "The recommendation is for an annual base salary increase of 2.5%, and a 10% performance bonus. No changes to fringe benefits are recommended. This recommendation is based on the strong performance of the Executive Director in completing key goals as well as addressing critical emergent issues; and reflects an appropriate relationship between that agency's current executive positions."

Action: Moved and seconded (Buckshi/Tribby) to approve Resolution RGSEC2025-02 and authorize a performance bonus.

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

NOES: None

ABSTAIN: None

- C. PES Presentation

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

Chief Growth Officer Metzger noted that the Professional Employment Services service line name has been renamed to Agency Administration. CGO Metzger noted that Agency Administration services comprise the largest part of RGS' revenue, yet the consulting service lines encompass a much larger portion of RGS' client base. Staff then provided detailed descriptions each existing Agency Administration client, with particular focus on the largest client, CalSAWS.

Members expressed a desire for an annual in-depth review of the CalSAWS client due to the importance of that business. They also noted a trend of JPAs forming in their respective geographic areas, potentially presenting growth opportunities for Agency

Administration business. When asked if AB339 legislation could pose a threat to this type of business, Executive Director Selivanoff explained that AB339 primarily affects agencies with organized workforces and bargaining units, whereas these clients have no employees. Members further suggested that counties and special districts could offer additional opportunities for this business line.

12:20 p.m. Recess to Lunch. Gina Schuchard, Lindsay Rice, and Deona Knight left the meeting

12:40 p.m. Reconvene Meeting

D. Training Presentation

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

Training Service Line Lead Washington and Deputy Executive Director Oppenheim presented the themes shaping the Training service line. The program, which began in 2014, has been growing incrementally ever since. Various program milestones were described during the presentation.

Members inquired about potential slowdowns in the Training service due to budget constraints in municipal governments. DED Oppenheim responded that while the Training line experiences periodic slowdowns, activity typically rebounds quickly. There was appreciation expressed for the interactive nature of RGS' training offerings. DED Oppenheim also noted that public agencies are currently facing difficulties in hiring new staff, making the training offerings particularly helpful for agencies looking to train existing staff or individuals transitioning from the private sector.

Members noticed their employees were requesting on-site, in-person trainings due to fatigue from remote activities. DED Oppenheim said RGS would go on-site if requested, but it increases the cost and limits the geographic scope of participants. Current Training participants continue to provide positive feedback about the online experience. Members expressed a need for training in critical thinking, report writing, and analyst skills, potentially building upon the existing Management Analyst Boot Camp. Another potential area for growth could be the insurance industry, as they offer training to their clients to minimize Workers' Comp issues.

1:35 p.m. Scott Kivel joined the meeting

1:40 p.m. Recess to Closed Session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

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

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

3:06 p.m. Reconvene Meeting

Report out of Closed Session

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

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: None
- B. Members: None

- 8. ADJOURN** – The meeting adjourned at 3:06 p.m. The next regular meeting is scheduled for November 20, 2025, via teleconference.