

MEMORANDUM

TO: MCHCD Board of Directors
FROM: Ad Hoc Hiring and Office Committee, Susan Savage and Paul Garza
RE: Regional Government Services Authority Proposal
DATE: December 14, 2023

Background

The following is a summary of recent Board actions on hiring/staffing and the recent work of the Ad Hoc Hiring and Office Committee:

Board

- 8/10/23: A list of tasks for an administrative position was developed by the Board and direction given to rewrite the draft job description for an Executive Director to reflect these tasks.
- 8/17/23: The amended job description was adopted, along with hiring procedures.

Ad Hoc Hiring and Office Committee

- 9/25/23: A letter of interest and resume was received from Kathy Wylie to provide administrative services to the district for one year.
- 9/28/23: The job description was amended to include a salary range.
- 10/2/23: An initial informal proposal was received from Regional Governmental Services to provide administrative services for the district.
- 10/12/23: A Zoom meeting was held with Kathy Wylie to discuss her proposal and to explore her interest in possibly contracting through RGS. After consideration, on October 17, she agreed that contracting through RGS would be workable for her.
- 10/18/23: An amended informal proposal was received from RGS, adding Kathy Wylie as one of their contracted administrators
- 11/9/23: An email expressing interest in an administrative position was received from Gabriel Maroney. To date no letter of interest or resume has been received. A closed session meeting of the Board was called to discuss the exploration of temporary contracting.
- 11/11/23: RGS was requested to redraft their proposal to address concerns received as follows:
 - Limit the scope of the proposal to the current fiscal year,
 - Link the proposal to the specific tasks identified by the Board at the August 10 meeting,
 - Include support for communications with the community,
 - Include assistance with any policies and processes needed to pursue a direct hire of an executive director,
 - Provide an organizational assessment to identify areas where support might be needed,
 - Minimize support for fiscal services, as many supports, including Rick Woods from the California Special Districts Association, are already in place,
 - Remove any specific names of individuals so the proposal could be evaluated on the merits, not personality.

Findings:

As requested by the Board in the Memorandum of August 17, 2023, the Ad Hoc Hiring and Office Committee has reviewed temporary options.

The following were reviewed as possible service contract providers:

- California Contract Cities
- Health Management Associates
- Association Management firms who are members of the California Society of Association Executives
- A revised informal proposal from Regional Government Services.

The Committee has found the following:

- California Contract Cities is a membership organization representing 80 cities in California who receive administrative, technical, advocacy, public relations and other services from that organization. An entity must be a municipality in California and pay a membership fee to belong to the organization that ranges from \$2,000 to \$15,000 per annum.
- Health Management Associates is a national affiliation of a 'family of companies' and independent consultants. Its website indicates service providers in both San Francisco and Sacramento. It provides consulting in the following areas: Analytics, Behavioral Health, Clinical Services, Community Strategies, Government Services & The Uninsured, Healthcare Delivery System Optimization, Information Technology Advisory Services, Healthcare Revenue Cycle Management, Investment Services, Justice-Involved Services, Long-Term Services & Supports, Managed Care, Opioid Crisis Response, Pharmacy, Public Health, Quality & Association Services. While this represents a broad range of professional services for healthcare organizations, there is no indication of any practice with local government. They state simply: "What We Do Is Consult With Healthcare Providers on Up-to-Date Services." This organization, however, may be a possible resource in a future search for an executive for MCHCD.
- Association Management Firms: Association management firms are organization that provides typically full-service administration, finance, operations and advocacy for professional/business organizations. The California Society of Professional Executives (CSAE) is, in turn, the membership organization representing association management firms in California. An internet search revealed there are forty (40) recognized association management firms in California nearly all of which are members of the CSAE. A review of the services offered by members of CSAE indicated specializations in advocacy, technical services (primarily engineering related) and non-profit organizations. The services offered for non-profit associations are home office, finance general administration, meeting planning, trade show management and membership management. None of them indicate they are prepared for or seek to provide services to municipal and/or special districts.
- Regional Government Services (RGS) has provided a revised informal proposal to the Committee. We believe RGS is a unique organization providing services to government agencies that could well serve our needs at this time. The RGS proposal will enable the District to quickly possess the administrative capacity to begin fulfilling its mission and assure that the District functions transparently and, in accordance with California Government Code and the Brown Act. Additionally, RGS will provide a start-up team that will assess our current needs to provide recommendations. This assessment will enable the District to identify and move toward quickly acquiring the infrastructure both in

personnel, policy development and record-keeping that is essential for government agency. It will also assure that MCHCD's house is fully in order as we address very crucial issues as to the future of health care on the coast.

Recommendation

Using one-time funding, authorize the Chair of MCHCD to enter into a contractual agreement with Regional Government Services for the period of December 15, 2023 to June 30, 2023 for administrative services as indicated in the revised proposal. In addition to administrative services, this will include an organizational assessment and assistance with securing professional staff.