

CPS HR Board of Directors
Board Meeting Agenda

Friday, November 3, 2023
9:00 AM PST

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
t: 916.263.3600 f: 916.263.3613
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CPS HR Consulting Board Meeting Teleconference Locations November 3, 2023

Open Session 9:00AM PST (12:00 PM EST)

Click on the "Join Microsoft Teams Meeting" link in your meeting invitation or phone in to the toll-free number (866) 343-5340, Conference ID 378 808 603#

Locations

CPS HR Consulting, 2450 Del Paso Road, Suite 220, Sacramento, CA 95834

Hayward Unified School District, HR Dept., 24411 Amador Street, Hayward, CA 94544

Pinellas County, HR Dept., 400 S. Fort Harrison, Clearwater, FL 33756

Mecklenburg County, 700 E. 4th Street, Suite 220, Charlotte, NC 28202

City of Plano, 1520 Avenue K, Suite 130, Plano, TX 75074

City of Anaheim, 201 S. Anaheim Blvd., Suite 501, Anaheim, CA 92805

City of Las Vegas, 495 S. Main Street, 1st Floor, Las Vegas, NV 89101

Sacramento County, 700 H Street, Sacramento, CA 95814

The CPS Board Year

Revised June 2023

The following calendar outlines “routine” agenda items that are addressed throughout the year. Other items are added as required based on business/governance requirements.

Every Meeting

- ◆ Minutes from previous meeting – for approval
- ◆ Budget and Cash Flow Update – for information
- ◆ Performance Dashboard – for information (variances only)
- ◆ Investment Update – for information (as required by law)
- ◆ Approve Class/Pay Plan (to meet CalPERS requirements)
- ◆ Return to Board Funds Update – for information
- ◆ Employee Recognition – for information (recognize the individual, and highlight the accomplishment)
- ◆ Board Development/Emerging Trends (30-60 minutes)
 - Organizational Showcase
 - Current trends or client success stories

November

- ◆ Review CPS HR cash minimum every two years. (Next review Nov. 2024) –For information
- ◆ Annual Financial Audit Report – discussion/approval
- ◆ Salary market survey results/class and pay plan implementation – discussion/approval
- ◆ Meeting dates/locations for following year’s Board Meetings – for approval
- ◆ Disclosure of reimbursement for special districts – for information (no report out)
- ◆ Board Member Meeting Attendance Cost Summary – annual report – for information (no report out)
- ◆ Board Development Activity (new in 2011)

March

- ◆ Board Offsite Meeting for Strategic Planning and Board Integration Activities
- ◆ Review By-Laws & Ground Rules annually (eff. 3/2012)
- ◆ Review Board Orientation (Eff. 2016)
- ◆ Review Return to Board Funds availability and amount for next FY (Friday agenda)
- ◆ Senior Leader/Board Dialogue
- ◆ Board report out of CEO-level interviews on business trends (eff. 3/2014)

June

- ◆ Next Fiscal Year Budget and Strategic Plan – for approval
- ◆ Election of Board Officers (every 2 years) – upcoming in 2018, 2020, etc. or as needed – for approval
- ◆ Annual appointment of Board Development Committee, Executive Committee and Financial Audit Committee members – for approval
- ◆ Investment Policy for Next FY – for approval
- ◆ Delegation of Authority/Authority to Contract (approval) if needed
- ◆ FY Strategic Plan and Accomplishments – for info and discussion (variances only)
- ◆ Annual Diversity Report – for information (year to year performance)
- ◆ Client Satisfaction Survey Data (for information)
- ◆ Emergency Succession Plan – Review and update for approval by the Board every two years starting in 2018.
- ◆ Executive Performance Plan Accomplishments – discussion/closed session
- ◆ Executive Performance Plan for Next FY – discussion/acceptance/closed session

As Needed

- ◆ Information on policy changes, internal operations, investments, special projects and Board subcommittee reports.
- ◆ CEO Report – info and discussion on an as-needed basis.
- ◆ Insurance/Benefits-for information at the beginning of each calendar year; sent out as separate report

CPS HR Board Committee Appointments

Board Executive Subcommittee (standing committee)

July 1, 2022 – June 30, 2024

- Fernando Yañez, Board Chair, Hayward USD
- LaShon Ross, Board Vice Chair/Secretary, City of Plano
- Joseph Hsieh, Member-At-Large, Sacramento County

Board Development Subcommittee (standing committee)

July 1, 2022 – June 30, 2024

- Vince Zamora, City of Las Vegas
- Linda Andal, City of Anaheim
- LaShon Ross, City of Plano

Board Financial Audit Subcommittee (ad-hoc committee)

2023 members:

- Vince Zamora, City of Las Vegas
- Keisha Young, Mecklenburg County

CPS HR Consulting – Agenda
Board of Directors Meeting
Friday, November 3, 2023 – 9:00 a.m. PST

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834

Action may be taken on any item on the Agenda

Open Session Board of Directors Business Meeting – 9:00AM PST

Board Meeting Attendee Introductions and Roll Call

Oath of Office – Peggy Rowe, County of Pinellas, FL
Maria Ciro, County of Pinellas, FL

I. **Action Items**

- | | |
|--|--------------|
| 1. Approval of Annual Financial Audit Report (<i>under separate cover</i>) | Attachment 1 |
| 2. Approval of Minutes from June 9, 2023 Board Meeting | Attachment 2 |
| 3. Approval of Salary Market Survey/Class and Pay Plan | Attachment 3 |
| 4. Approval of Board Meeting Dates and Locations for 2024 | Attachment 4 |

II. **Information Only**

- | | |
|--|---------------|
| 5. FY24 Budget/Cash Flow Update | Attachment 5 |
| 6. CPS HR Performance Dashboard | Attachment 6 |
| 7. FY24 Strategic Initiative Updates | Attachment 7 |
| 8. CPS HR Investment Update | Attachment 8 |
| 9. Disclosure of Reimbursement for Special Districts | Attachment 9 |
| 10. Board Member Meeting Attendance Cost Summary | Attachment 10 |
| 11. Return to Board Funds Update | Attachment 11 |

Public Comment on Matters Not on the Agenda

End of Open Session

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DATE: November 3, 2023
TO: CPS HR Consulting Board of Directors
FROM: Ad-Hoc Finance Audit Subcommittee
PREPARED BY: Sandy MacDonald-Hopp, CFO
SUBJECT: CPS HR Audited Financial Statements (under separate cover)

ACTION REQUESTED:

- Information Item
- Approval and/or Authorization
- Policy Change or Adoption
- Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

The CPS JPA agreement requires that an audit be conducted annually. The audit ensures that the financial statements present fairly, in all material aspects, the financial position of CPS and the results of its operations and cash flows are in conformity with the accounting principles generally accepted in the United States of America.

DISCUSSION:

The CPS audited financial statements for the fiscal year ending June 30, 2023 are provided under separate cover along with the required communication from our independent auditor. On October 18, 2023, representatives Kevin Wong and Pam Sailor of Gilbert Associates Inc., CPS' audit firm met by teleconference with the ad-hoc Finance Audit Subcommittee (Vince Zamora, City of Las Vegas board member and Keisha Young, County of Mecklenburg board member) to present and discuss the financial statements. A representative of Gilbert Associates will provide a live presentation at the board meeting which will include a summary of the audit and commentary. Once the fiscal 2022-2023 audited financial statements are accepted by the Board, the ad-hoc Finance Audit Subcommittee will have completed its responsibilities regarding the fiscal 2022-2023 audit.

RECOMMENDATIONS:

1. The Board accepts the audited financial statements for fiscal 2022-2023.
2. The Board disbands the ad-hoc Finance Audit Subcommittee, to be reconstituted for the fiscal year 2023-2024 financial audit.

FISCAL IMPACT: None

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Minutes of Board of Directors Meeting

June 9, 2023

The Board of Directors of CPS HR Consulting met on Friday, June 9, 2023, via teleconference.

Board members attending:

Fernando Yañez, Hayward Unified School District, Board Chair
LaShon Ross, City of Plano, TX, Vice Chair
Vince Zamora, City of Las Vegas, NV
Linda Andal, City of Anaheim, CA
Joseph Hsieh, County of Sacramento, CA
Carla Romine, City of Plano, TX (Alternate)
Joanette Freeman, County of Mecklenburg, NC (Alternate)

Board Members Not Attending:

Keisha Young, County of Mecklenburg, NC
Sue Brown, City of Las Vegas, NV (Alternate)

Staff attending:

| | | |
|----------------------|------------------|------------------------|
| Jerry Greenwell, CEO | Dana Henderson | Sandy MacDonald-Hopp |
| Melissa Asher | Jaclyn Padilla | Megan Misasi-Randles |
| Greg Roberson | Jeff Hoye | Lynne Harris |
| Kale Brinley | Fatima Nukic | Karina Mendez |
| Cerri Mansfield | Ivory Tran | Kristin Holden |
| Christina Peacock | Heather Moore | Walter Johnson |
| Alan Tomassetti | Jan Nishikawa | Kaelyn Gasper |
| Acacia Fuller | Ellen Wandell | Kevin Nicholson |
| Lisa Conner | Dave Rechs | Eliza De La Cruz |
| Brian Blunt | Karen Galvan | Matthew Christoffersen |
| John Freeburn | Holly Hatada | Paul Kang |
| Amy Bigone | Ana Costa | Matt Hicks |
| Suzanne Ansari | Kim Augustin | Laura Lee |
| Michelle Garbato | Jhessyka Vargas | Veronica Lara-Lopez |
| Tiffany Bose | Jasmine Thurston | |

Others attending:

Jeff Mitchell, Legal Counsel from KMTG

Closed Session for CPS HR Consulting – Board Meeting

Closed Session was called to order at 9:32 a.m. PST. The following Board Members, along with Jerry Greenwell were in attendance:

- Fernando Yañez, Hayward Unified School District, Board Chair
- LaShon Ross, City of Plano, TX, Vice Chair
- Vince Zamora, City of Las Vegas, NV
- Linda Andal, City of Anaheim, CA
- Joseph Hsieh, County of Sacramento, CA

Others attending:

Jeff Mitchell, Legal Counsel from KMTG

The Board Members met with Jerry Greenwell to discuss the CEO’s performance evaluation.

Closed Session adjourned at 10:13 a.m. PST.

Open Session for CPS HR Consulting - Board Meeting

Open Session was called to order at 10:17 a.m. PST by Fernando Yañez, Board Chair. Board Members and senior staff attending the meeting introduced themselves.

Fernando noted no action was taken during closed session and we can move to the action items on the agenda.

Oath of Office

Joanette Freeman was sworn in as the County of Mecklenburg, Alternate.

Action Items

Attachment #1 – Approval of the March 10, 2023, Board Meeting Minutes

The minutes from the March 10, 2023 Board Meeting were presented for approval. There were no changes to the minutes. The Board of Directors of CPS HR Consulting approved the Minutes from the March 10, 2023 Board Meeting.

Motion: Zamora, City of Las Vegas
 Second: Andal, City of Anaheim
 Vote:

| | |
|--------------------|-----|
| City of Las Vegas | Aye |
| Sacramento County | Aye |
| City of Anaheim | Aye |
| Mecklenburg County | Aye |

Hayward USD Aye
City of Plano Aye

Attachment #2 – Appointment of Board Subcommittee Members

As part of the Annual Board Meeting in June, the CPS HR Board makes decisions about who will serve on Board Subcommittees for the next fiscal year.

Joanette volunteered Keisha Young to join the Financial Audit Subcommittee.
Vince volunteered to take the other remaining spot on the committee.

LaShon volunteered to take the open spot on the Board Development Committee.

Motion: Andal, City of Anaheim
Second: Ross, City of Plano
Vote:
 City of Las Vegas Aye
 Sacramento County Aye
 City of Anaheim Aye
 Mecklenburg County Aye
 Hayward USD Aye
 City of Plano Aye

Resolution # 23-02

Attachment #3 – Approval of the FY2024 Strategic Plan and FY2024 Budget (under separate cover)

The proposed FY2024 Strategic Plan and FY2024 Budget documents outline the direction for our organization in the coming year.

Jerry reviewed the FY2024 Strategic Initiatives graphic and the metrics we will use to measure progress throughout the year.

Sandy reviewed the FY2024 budget assumptions and the budget in detail.

Some of the highlighted points were:

- The revenue forecast represents decreased revenue in comparison to the projected 12 months ending June 30, 2023. Revenue is spread throughout the year based on historical trends and is not front or backloaded although July and December are typically our weakest months.
- Revenue includes \$1.7M for Test Rental for 20% year-over-year increase; \$5.3M Training revenue for 1.5% increase; \$7.3M State Market 19% year-over-year decrease, \$13.1M Local Market 6.5% year-over-year decrease, \$4.3M for Emerging Market 5% decrease, and no Federal Market revenue.

- The labor budget assumes potential 8% salary increases for January 2024 depending on market salary surveys and performance. Some positions have been budgeted for promotions in line with development plans.
- Fringe benefit expense is budgeted to increase by 10% considering rising health insurance.
- Operating Expense includes a \$250k bonus accrual this fiscal period.
- Capital expenditures of \$90,000 for replacing Veeam and VMWare Servers and Storage Area Network that have reached the end of their service life.

The Board of Directors of CPS HR Consulting approved the FY2024 Strategic Plan Initiatives as presented in the FY24 Strategic Plan and Budget packet under separate cover with the June 9, 2023 Board Agenda.

Motion: Yañez, Hayward USD
 Second: Hsieh, Sacramento County
 Vote:

| | |
|--------------------|-----|
| City of Las Vegas | Aye |
| Sacramento County | Aye |
| City of Anaheim | Aye |
| Mecklenburg County | Aye |
| Hayward USD | Aye |
| City of Plano | Aye |

Resolution # 23-03

The Board of Directors of CPS HR Consulting approved the FY2024 Budget as presented in the FY24 Strategic Plan and Budget packet under separate cover with the June 9, 2023 Board Agenda.

Motion: Yañez, Hayward USD
 Second: Ross, City of Plano
 Vote:

| | |
|--------------------|-----|
| City of Las Vegas | Aye |
| Sacramento County | Aye |
| City of Anaheim | Aye |
| Mecklenburg County | Aye |
| Hayward USD | Aye |
| City of Plano | Aye |

Resolution # 23-04

Attachment #4 – Approval of the CPS HR Investment Policy for FY2024

Sandy stated that the Board approves this policy annually, often with no changes. For FY2024, there are no changes.

The Board of Directors of CPS HR Consulting approved the CPS HR Investment Policy for FY2024 as presented in the June 9, 2023, Board Agenda.

Motion: Zamora, City of Las Vegas
 Second: Andal, City of Anaheim
 Vote:

| | |
|--------------------|-----|
| City of Las Vegas | Aye |
| Sacramento County | Aye |
| City of Anaheim | Aye |
| Mecklenburg County | Aye |
| Hayward USD | Aye |
| City of Plano | Aye |

Resolution # 23-05

Attachment #5 – Approval of Class/Pay Plan

Jerry noted the only change to Class and Pay Plan is the addition of the Associate Bid and Proposal Coordinator position. This position was part of the Business Development (BD) Unit reorganization from November 2021, and was erroneously left off the Class and Pay Plan during the reorganization. No other changes were made to the plan since last approved by the board.

The Board of Directors of CPS HR Consulting approved the CPS HR Class & Pay Plan as presented in the June 9, 2023, Board Agenda.

Motion: Zamora, City of Las Vegas
 Second: Ross, City of Plano
 Vote:

| | |
|--------------------|-----|
| City of Las Vegas | Aye |
| Sacramento County | Aye |
| City of Anaheim | Aye |
| Mecklenburg County | Aye |
| Hayward USD | Aye |
| City of Plano | Aye |

Resolution # 23-06

Action Item 6: Action to modify CEO compensation and benefits (amendment 3)

Fernando said the Board had a discussion in closed session and wanted to take the following actions:

Vince stated the Board of Directors agreed to Modify the employment contract of the CEO to reflect a 2-year term and a 7.5% salary adjustment for the duration of the contract.

Motion: Zamora, City of Las Vegas
 Second: Hsieh, City of Sacramento

Vote:

| | |
|--------------------|-----|
| City of Las Vegas | Aye |
| City of Anaheim | Aye |
| Mecklenburg County | Aye |
| Sacramento County | Aye |
| City of Plano | Aye |
| Hayward USD | Aye |

Resolution # 23-07

LaShon also added the Board approved a 3% performance bonus based on the current rate of pay for the CEO.

Motion: Ross, City of Plano
 Second: Yañez, Hayward USD
 Vote:

| | |
|--------------------|-----|
| City of Las Vegas | Aye |
| Sacramento County | Aye |
| City of Anaheim | Aye |
| Mecklenburg County | Aye |
| Hayward USD | Aye |
| City of Plano | Aye |

Resolution # 23-08

For Information Only

Attachment #6 – FY23 Budget/Cash Flow Update

Sandy MacDonald-Hopp gave an overview of the budget and cash flow as of April 30, 2023. The total CPS revenue of \$27.9 million for the fiscal year-to-date is \$1.5 million or 6% better than budget. This revenue represents an 18% increase from year-to-date April 2022 in which CPS HR had \$4.3 million less in revenue. The year-over-year revenue change reflects a mix of most service lines having more work and significant City of Chicago testing.

Fiscal year-to-date through April 2023 direct expenses are exceeding budget by \$548k and the mix generated gross profit margin of 37.1% versus budgeted 35.5% as a percent of revenue. Operating expenses are \$1.1 million or 12% under budget due to staffing vacancies. OMS indirect expense, a component of total operating expense, is \$921k under budget. The average monthly operating expense is running \$944k per month versus FY22's \$762k monthly average. The FY2023 projected growth included adding staff and the timing of that has increased monthly operating expense while staying within budget.

Year-to-date CPS has net operating income of \$1.8 million, which is \$2.1 million better than the budgeted operating loss thru April 2023. The positive net income figure of \$2.2 million equates to 7.2% of revenue and better than budgeted \$31k net income. The cash flow forecast for the next

12 months indicates some ups and downs in cash reserves with capital expenditures, ongoing disbursements, and timing of collections. Minimum cash reserve balance of \$4M was established in November 2018 and as of April 30, 2023 cash balance is \$9.4M. Based on a three-month Operating Expense average of \$944k the \$4M reserve would cover 127 days of operations.

LaShon asked what we are attributing to our Test Rental services decreasing. Sandy said we seem to have fewer agencies testing, but they are smaller agencies too. LaShon wanted to know if we are still providing Test Rental services across multiple states and do we see testing in a particular area. Jerry responded that we are offering testing in multiple states, and we are starting to concentrate testing in the public safety area.

Attachment #7 – FY2023 Budget and Cash Flow Update

Jerry gave an overview of our Performance Dashboard charts. We are close to hitting our goal for Qualified Leads, currently at 675 with a goal of 700. Qualified Leads are discussions with potential clients and the results are indicative of our Business Development group hitting their stride. Our current Overall Win Rate by Market for FY23 is at 71.5%. We have decreased our reliance on Full and Open proposals. Our win rate projection was 40%, we are at 45.5%. Limited Comp goal is 60% and we are at 59.5%. Sole Source is at 94.5% and we have generated around 14 million in revenue. We also have 218 proposals currently in play.

LaShon added that the City of Plano recently did an RFP and CPS submitted a proposal and as LaShon was reviewing the submissions, she was impressed with the quality of the proposal submitted by CPS compared to the others. LaShon said it was significantly better in terms of quality and attentiveness in addressing the things the City of Plano had asked for in the RFP.

Attachment #8 – Investment Update

Sandy reviewed the investment update. We have **\$5,273,270** which includes accrued interest of \$33.1k. We have 51% of our investment dollars in CDs that are FDIC insured.

Attachment #9 – FY23 Strategic Plan Progress Update and FY23 Accomplishments

Jerry reviewed the Strategic Plan Progress and FY23 Accomplishments with the Board during the Closed Session, so this was not reviewed during Open Session. Vince added it was interesting to read the accomplishments of the organization.

Attachment #10 – Annual Diversity Report

Jaclyn Padilla reviewed the annual diversity report. The CPS HR workforce is predominantly female and white. Year over year, targeted outreach efforts have translated into diversifying the workforce. Jaclyn noted we added some more data as we were not capturing all male and female demographics.

Attachment #11 – Client Satisfaction Update

We set an aggressive goal of a 4.3 client satisfaction rating. Our client satisfaction rating for this year is 4.38. Jerry stated as part of our strategic goal, was to increase the number of surveys we received. We were only getting about 22% return on our surveys and our goal was to get it up to 50%. We are now receiving about between 48% - 50% return on client satisfaction ratings. When clients are not thrilled, they do not fill out the client surveys. We are finding that with the increase in the number of returns, we are starting to now be able to tease out when we are not necessarily exceeding expectations.

Attachment #12 – Return to Board Funds Update

Each Board member agency has \$5,000 to use in Return to Board Funds. Jerry reminded the Board Members they have until March 1, 2024 to use these funds.

Public Comment on Matters Not on the Agenda – There was none.

Having no other questions or business to discuss, the meeting was adjourned at 11:33 a.m. PST.

Minutes prepared by:
Dana Henderson

Minutes reviewed by:
Jerry Greenwell

Respectfully Submitted:

Dated: 6/22/23

Signed: LaShon Ross
LaShon Ross, CPS HR Vice Chair
City of Plano

DATE: November 3, 2023

TO: CPS HR Consulting Board of Directors

FROM: Jerry Greenwell, CEO

PREPARED BY: Megan Misasi-Randles, Senior HR Consultant

SUBJECT: Approval of Salary Market Survey & Classification and Pay Plans

ACTION REQUESTED:

- Information Item
- Approval and/or Authorization
- Policy Change or Adoption
- Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

Maintaining competitive compensation is vital for attracting and retaining a skilled workforce, thereby ensuring we meet our clients' diverse needs in the public sector effectively.

DISCUSSION:

Prior to each Board meeting, HR staff updates the Classification and Pay Plan to incorporate any additions, deletions, or modifications to the plan that have occurred during the time since the previous approval. In addition, each fall, HR conducts a salary survey to ascertain how the salaries of our benchmark classifications align with our defined labor market. This year, we conducted a deeper dive and included our Classification and Compensation Technical Expert in an effort to further modernize our compensation structure.

Rationale for Change of Compensation Structure:

To better attract and retain top talent, we propose to modify our current compensation structure. We are expanding pay bandwidths from 25% to 40-50% and increasing the separation between grades to 10%, giving us greater flexibility and alignment with market conditions.

A very narrow approach to bandwidth (20%-25%) limits employees' career and personal growth opportunities, does not promote long-term wage progression, and most importantly, does not support wider amplitude of skills, knowledge, or performance of employees within the same pay range. With these changes, we are creating an opportunity for pay differentiation for a wider variety of knowledge, skills, and abilities required to perform jobs, promoting career and wage progression, and aligning the width of ranges to the relevant labor market parameters for similar job benchmarks.

With the change in the structure, we are moving from a comparison at the top of the range to a comparison at the midpoint of the range as this is a more stable anchor point for compensation. In the new schedule for approval there is a column to show the difference or delta from the midpoint from the prior approved salary schedule and the new schedule as proposed.

Additionally, there will not be a separate rate change for the market as in the past since the market data and newly established ranges are current and already include any increases for the upcoming year.

Salary Study Parameters:

■ Data Sources

Our salary survey methodology now includes a balanced approach using three data sources:

1. Economic Research Institute (ERI)

ERI has been in business since 1987 and serves thousands of corporate subscribers and consultants, nonprofit organizations, and governmental agencies. ERI collects data from available salary and cost of living surveys and prepares reports and software analyses.

A. ERI Public Sector Data 30% -

For ERI Public, the parameters of the search included agencies Government/Non-Profit, revenue of \$33 M, FTEs of 105, within Sacramento (100 mi).

B. ERI Private Sector Data: 30% -

For ERI Private, we reviewed other Consulting Agencies, with revenue at \$33M, FTEs of 105, in the Geographical Area of Sacramento (50 mi).

2. Regional Labor Market Agencies: 40%:

- a. City of Elk Grove
- b. City of Fairfield*
- c. City of Roseville
- d. City of Sacramento
- e. City of Stockton*
- f. County of El Dorado
- g. County of Yolo
- h. Placer County Water Agency
- i. Sacramento Municipal Utility District
- j. Private sector data for all industries from the *Economic Research Institute (ERI)*, Sacramento region (50-mile radius)

*These agencies are not used for the Office Assistant classification, as we use staffing companies when hiring at this level. The staffing companies do not attract candidates from that far out of the greater Sacramento area.

This new strategy ensures our compensation remains competitive across both public and private sectors as well as regional markets.

■ Benchmark Classifications

We have switched one benchmark - Chief Financial Officer (CFO) has been replaced with Chief Human Resources Officer (CHRO) to better align with our specific industry.

Non-exempt:

- i. Office Assistant
- ii. Administrative Technician

Exempt:

- iii. Senior Accountant
- iv. Senior HR Consultant
- v. Senior Network Administrator
- vi. Chief Human Resources Officer (new benchmark)

■ Analytical Approach

- Data are aggregated and key statistical measures, including mean and median, are calculated for comprehensive analysis.
- Salary adjustments for current pay bands are determined through a thorough evaluation of data across all survey classes. While the overarching pay bands guide these adjustments, individual classes may receive tailored changes based on market conditions. Greater emphasis is placed on the median value to minimize the impact of outliers.
- The CEO, along with the Classification and Compensation Technical Expert, the CFO, and the HR Team, undertook a detailed review of market trends. This information was compared to our current salary bands to assess alignment and to establish fiscal viability for proposed adjustments.
- For roles that are not part of the primary survey, their compensation is aligned with similar roles in the functional discipline, ensuring internal consistency and market competitiveness.

RECOMMENDATIONS:

Pending Board approval, implementation will begin in January 2024. We will continue to refine our equity phase, but preliminary estimates indicate that the proposed changes will be within the budgeted amount for the fiscal year.

1. Approve the expanded pay bands from 25% to 40-50%, with the rationale presented (Attachment A)
2. Authorize the implementation of the new three-pronged market survey methodology.
3. Approve the change in the benchmark role to CHRO.
4. Approve the existing salary schedule from June 2023 (Attachment B) and Approve the new salary schedule – the 2023 Class/Pay Plan Schedule (Attachment C – Classification – Compensation Pay Scale), reflecting the classification range adjustments to be implemented and effective December 17, 2023.
 - a. The Class/Pay Plan has been reformatted to reflect job families which illustrate a career progression, rather than a non-exempt/exempt and occupational level structure. This approach will help us demonstrate pay equity among classifications in a hierarchal structure.

5. Authorize the CEO to proceed with the next steps, including implementation of Proposed Class/Pay Plan, effective December 17, 2023.
 - a. Which may impact employees with salaries below the proposed salary range minimums.

The following recommendations are in response to the annual salary market survey results and maintenance responsibilities regarding our classification and pay plan.

| ACTION | CLASSIFICATION(S) |
|------------------------|---------------------------------|
| Adding Classification | Helpdesk Technician |
| Abolish Classification | HR Consultant (Non- California) |

As our organizational needs evolve and we adapt to changing circumstances, it has become apparent that reinstating the Helpdesk Technician classification is crucial to meet our current and future operational requirements effectively. In evaluating the career ladder in the Information Services Division (ISD) Business Unit, the Helpdesk Technician would serve as the entry classification to this organizational structure and supports succession management strategies.

CONCLUSION:

Recommend approval of the Salary Market Survey, and Classification and Pay Plans.

As a crucial next phase, we are planning to conduct a wage progression and equity study. This study aims to identify disparities within our pay structures and ensures alignment with our commitment to equitable pay at the individual employee level. While we anticipate that this study will provide invaluable insights for future decision-making, it's important to note that the full extent of the fiscal impact is yet to be determined. Initial estimates suggest that any adjustments arising from this study will be manageable within the broader budget, but we will expect to conclude the equity study by December 2023 and make the necessary salary adjustments by January 2024.

After concluding the full-time salary adjustments from the equity study, we intend to review the intermittent salary class and pay plan and will present those findings at a future board meeting.

FISCAL IMPACT:

Fiscal impact is in line with what is budgeted for the updated class/pay schedule.

Sufficient revenue exists to support this action.

ATTACHMENT A

Market Survey Summary

| Class Code ID | Job Titles | Current | | | | Proposed | | | Changes | | |
|---------------|-------------------------------|-----------------------|------------------------|-----------------------|--------------|-----------------------|------------------------|-----------------------|--------------|--|---|
| | | Annual Minimum Salary | Annual Midrange Salary | Annual Maximum Salary | Range Spread | Annual Minimum Salary | Annual Midrange Salary | Annual Maximum Salary | Range Spread | \$ Difference Between Current & Proposed Midpoints | Difference reflected as % (based on midpoint) |
| 114 | Chief Human Resources Officer | \$146,381 | \$177,749 | \$209,117 | 43% | \$155,421 | \$194,276 | \$233,131 | 50% | \$16,527 | 9.3% |
| 1527 | Senior HR Consultant | \$94,096 | \$105,859 | \$117,622 | 25% | \$85,216 | \$106,520 | \$127,824 | 50% | \$661 | 0.6% |
| 1512 | Senior Accountant | \$79,501 | \$89,439 | \$99,376 | 25% | \$73,499 | \$91,874 | \$110,249 | 50% | \$2,436 | 2.7% |
| 1508 | Senior Network Administrator | \$88,279 | \$99,314 | \$110,349 | 25% | \$96,808 | \$121,010 | \$145,212 | 50% | \$21,696 | 21.8% |
| 2101 | Administrative Technician | \$57,699 | \$64,906 | \$72,114 | 25% | \$61,750 | \$74,100 | \$86,450 | 40% | \$9,194 | 14.2% |
| 2302 | Office Assistant | \$41,954 | \$47,195 | \$52,437 | 25% | \$42,473 | \$50,967 | \$59,462 | 40% | \$3,772 | 8.0% |

ATTACHMENT B

CPS-HR Consulting
Classification and Compensation Pay Scale
Effective June 4, 2023

Approved June 9, 2023

| Pay Band | Class Code ID | EXEMPT - Salaried Job Titles | Occupational Group | Annual Minimum Salary | Annual Maximum Salary |
|-----------------------|---------------|--|--------------------|-----------------------|-----------------------|
| Executive | 101 | Chief Executive Officer | Executive | \$289,380 | \$289,380 |
| Sr. Mgmt | 105 | Chief Financial Officer | Sr Management | \$146,381 | \$209,117 |
| | 109 | Senior Practice Leader | Sr Management | \$146,381 | \$209,117 |
| | 110 | Products and Services Senior Leader | Sr Management | \$146,381 | \$209,117 |
| | 112 | Director of Marketing & Business Development | Sr Management | \$146,381 | \$209,117 |
| | 113 | Chief Information Officer | Sr Management | \$146,381 | \$209,117 |
| | 114 | Chief Human Resources Officer | Sr Management | \$146,381 | \$209,117 |
| Mid-Manager | 308 | Practice Leader | Management | \$120,655 | \$172,364 |
| | 501 | Manager | Management | \$120,655 | \$172,364 |
| | 508 | Contracts Manager | Management | \$120,655 | \$172,364 |
| Tech Specialist | 910 | Technical Specialist | Professional | \$119,033 | \$148,790 |
| | 912 | IT Technical Specialist | Professional | \$111,674 | \$139,592 |
| | 913 | IT Business Program Manager | Professional | \$111,674 | \$139,592 |
| | 914 | Business Intelligence Specialist | Professional | \$111,674 | \$139,592 |
| Level 3 Professionals | 1302 | Principal Software Developer | Professional | \$101,521 | \$126,901 |
| | 1327 | Principal HR Consultant | Professional | \$108,212 | \$135,264 |
| | 1328 | Principal Business Solutions Analyst | Professional | \$101,521 | \$126,901 |
| | 1330 | Principal Program Coordinator | Professional | \$108,212 | \$135,264 |
| | 1331 | Business Development/HR Consultant | Professional | \$108,212 | \$135,264 |
| | 1332 | Principal Accountant | Professional | \$91,427 | \$114,281 |
| | 1507 | Senior Software Developer | Professional | \$88,279 | \$110,349 |
| Level 2 Professionals | 1508 | Senior Network Administrator | Professional | \$88,279 | \$110,349 |
| | 1509 | Senior Desktop Administrator | Professional | \$88,279 | \$110,349 |
| | 1512 | Senior Accountant | Professional | \$79,501 | \$99,376 |
| | 1522 | Senior Program Coordinator | Professional | \$94,096 | \$117,622 |
| | 1527 | Senior HR Consultant | Professional | \$94,096 | \$117,622 |
| | 1529 | Senior Marketing Analyst | Professional | \$84,688 | \$105,860 |
| | 1530 | Marketing and Communications Specialist | Professional | \$84,688 | \$105,860 |
| | 1531 | Inside Sales Representative | Professional | \$84,688 | \$105,860 |
| | 1532 | Senior Bid and Proposal Coordinator | Professional | \$84,688 | \$105,860 |
| | 1533 | Senior Contracts Coordinator | Professional | \$84,688 | \$105,860 |

ATTACHMENT B

CPS-HR Consulting
Classification and Compensation Pay Scale
Effective June 4, 2023

Approved June 9, 2023

| Pay Band | Class Code ID | EXEMPT - Salaried Job Titles | Occupational Group | Annual Minimum Salary | Annual Maximum Salary |
|--------------------------|---------------|--|--------------------|-----------------------|-----------------------|
| Level 1 Professionals | 1706 | Accountant | Professional | \$67,575 | \$84,469 |
| | 1714 | Program Coordinator | Professional | \$79,983 | \$99,980 |
| | 1717 | HR Consultant | Professional | \$79,983 | \$99,979 |
| | 1718 | Bid and Proposal Coordinator | Professional | \$79,983 | \$99,979 |
| | 1719 | Accounting Coordinator | Professional | \$67,575 | \$84,469 |
| | 1720 | Client Operations Coordinator | Professional | \$79,983 | \$99,979 |
| | 1721 | Training Coordinator | Professional | \$79,983 | \$99,979 |
| | 1722 | Contracts Coordinator | Professional | \$71,984 | \$89,980 |
| | 1723 | Associate Training Coordinator | Professional | \$65,354 | \$81,693 |
| | 1724 | Instructional Designer | Professional | \$79,983 | \$99,979 |
| | 1725 | HR Consultant (Non-California) | Professional | \$65,354 | \$81,693 |
| | 1726 | Associate HR Consultant | Professional | \$65,354 | \$81,693 |
| *NEW | 1727 | Associate Bid and Proposal Coordinator | Professional | \$65,354 | \$81,693 |

| Pay Band | Class Code ID | NON EXEMPT - Hourly Job Titles | Occupational Group | Minimum Hourly Rate | Maximum Hourly Rate |
|----------------------|---------------|------------------------------------|--------------------|---------------------|---------------------|
| Technician | 2101 | Administrative Technician | Technician | \$27.74 | \$34.67 |
| | 2105 | Accounting Technician | Technician | \$27.74 | \$34.67 |
| | 2106 | Executive Administrative Assistant | Technician | \$30.51 | \$38.14 |
| | 2201 | Digital Print Specialist | Technician | \$27.74 | \$34.67 |
| | 2202 | Order Fulfillment Specialist | Technician | \$27.74 | \$34.67 |
| Clerical/ Support | 2302 | Office Assistant | Office/Allied | \$20.17 | \$25.21 |
| | 2303 | Senior Office Assistant | Office/Allied | \$23.19 | \$28.99 |

ATTACHMENT B

CPS-HR Consulting
Classification and Compensation Pay Scale
Effective June 4, 2023

Approved June 9, 2023

| Pay Band | Class Code ID | NON REGULAR STAFF NON EXEMPT - Hourly Job Titles | Occupational Group | Minimum Hourly Rate | Maximum Hourly Rate |
|--|---------------|--|--------------------|---------------------|---------------------|
| Intermittent - Professional | 9004 | Subject Matter Expert I | Professional | \$16.00 | \$45.00 |
| | 9007 | Project Consultant I | Professional | \$25.00 | \$65.00 |
| | 9008 | Project Consultant II | Professional | \$40.00 | \$85.00 |
| | 9009 | Trainer | Professional | \$40.00 | \$200.00 |
| | 9010 | Trainer / Project Consultant | Professional | \$40.00 | \$200.00 |
| Pay Band | Class Code ID | NON REGULAR STAFF NON EXEMPT - Hourly Job Titles | Occupational Group | Minimum Hourly Rate | Maximum Hourly Rate |
| | 9011 | Investigator | Professional | \$40.00 | \$100.00 |
| | 9014 | Project Consultant III | Professional | \$50.00 | \$125.00 |
| | 9015 | Project Consultant IV | Professional | \$85.00 | \$185.00 |
| | 9016 | Expert Consultant | Professional | \$150.00 | \$225.00 |
| | 9018 | Business Development Associate I | Professional | \$20.00 | \$50.00 |
| | 9020 | Employment Law Advisor | Professional | \$70.00 | \$125.00 |
| | 9031 | Subject Matter Expert II | Professional | \$40.00 | \$85.00 |
| | 9032 | Subject Matter Expert III | Professional | \$50.00 | \$125.00 |
| | 9033 | Subject Matter Expert IV | Professional | \$60.00 | \$150.00 |
| | 9034 | Trainer/Coach | Professional | \$40.00 | \$200.00 |
| | 9037 | Business Development Associate II | Professional | \$50.00 | \$90.00 |
| Intermittent - Technician | 9006 | Consulting Assistant / Bid & Proposal Writer | Technician | \$16.00 | \$35.00 |
| Intermittent - Office/Allied | 9001 | Assistant Proctor* | Office/Allied | \$16.00 | \$25.00 |
| | 9002 | Chief Proctor | Office/Allied | \$18.00 | \$35.00 |
| | 9019 | General Office Clerk | Office/Allied | \$18.00 | \$24.00 |
| Retired Annuitant - Professional | 9012 | RA Technical Specialist | Professional | \$57.00 | \$72.00 |
| | 9013 | RA Principal Consultant | Professional | \$52.00 | \$65.00 |
| | 9023 | RA Subject Matter Expert I | Professional | \$16.00 | \$45.00 |
| | 9024 | RA Trainer | Professional | \$40.00 | \$200.00 |
| | 9025 | RA Trainer/Project Consultant | Professional | \$40.00 | \$200.00 |
| | 9026 | RA Investigator | Professional | \$40.00 | \$100.00 |
| | 9027 | RA Employment Law Advisor | Professional | \$70.00 | \$125.00 |
| | 9028 | RA Subject Matter Expert II | Professional | \$40.00 | \$85.00 |
| | 9029 | RA Subject Matter Expert III | Professional | \$50.00 | \$125.00 |
| | 9035 | RA Subject Matter Expert IV | Professional | \$60.00 | \$150.00 |
| | 9036 | RA Trainer/Coach | Professional | \$40.00 | \$200.00 |
| | 9038 | RA Expert Consultant | Professional | \$50.00 | \$200.00 |

ATTACHMENT B

CPS-HR Consulting
Classification and Compensation Pay Scale
Effective June 4, 2023

Approved June 9, 2023

| Pay Band | Class Code ID | NON REGULAR STAFF NON EXEMPT - Hourly | | Occupational Group | Minimum Hourly Rate | Maximum Hourly Rate |
|----------------|---------------|--|--|--------------------|---------------------|---------------------|
| | | Job Titles | | | | |
| Retired | | | | | | |
| Annuitant - | 9021 | RA Assistant Proctor | | Office/Allied | \$16.00 | \$25.00 |
| Office/Allied | 9022 | RA Chief Proctor | | Office/Allied | \$18.00 | \$35.00 |

*If necessary, adjust in accordance with local minimum wage

| Class Code ID | NON REGULAR STAFF NON-EXEMPT - Hourly Job Titles | Maximum Hourly Rate | Regular Position Linkage for PERSable Compensation Limit | Maximum Hourly Rate |
|---------------|---|---------------------|--|---------------------|
| 9001 | Assistant Proctor | \$25.00 | Office Assistant | \$25.21 |
| 9002 | Chief Proctor | \$35.00 | Office Assistant | \$25.21 |
| 9004 | Subject Matter Expert I Consulting Assistant / Bid & | \$45.00 | Principal HR Consultant Administrative | \$65.03 |
| 9006 | Proposal Writer | \$35.00 | Technician | \$34.67 |
| 9007 | Project Consultant I | \$65.00 | Technical Specialist | \$71.53 |
| 9008 | Project Consultant II | \$85.00 | Technical Specialist | \$71.53 |
| 9009 | Trainer | \$200.00 | Technical Specialist | \$71.53 |
| 9010 | Trainer/Project Consultant | \$150.00 | Technical Specialist | \$71.53 |
| 9011 | Investigator | \$100.00 | Technical Specialist | \$71.53 |
| 9014 | Project Consultant III | \$125.00 | Technical Specialist | \$71.53 |
| 9015 | Project Consultant IV | \$185.00 | Technical Specialist | \$71.53 |
| 9016 | Expert Consultant | \$225.00 | Technical Specialist Senior Marketing | \$71.53 |
| 9018 | Business Development Associate | \$50.00 | Analyst | \$50.89 |
| 9019 | General Office Clerk | \$24.00 | Office Assistant | \$25.21 |
| 9020 | Employment Law Advisor | \$125.00 | Technical Specialist | \$71.53 |
| 9031 | Subject Matter Expert II | \$85.00 | Technical Specialist | \$71.53 |
| 9032 | Subject Matter Expert III | \$125.00 | Technical Specialist | \$71.53 |
| 9033 | Subject Matter Expert IV | \$150.00 | Technical Specialist | \$71.53 |
| 9034 | Trainer/Coach Business Development Associate | \$150.00 | Technical Specialist | \$71.53 |
| 9037 | II | \$90.00 | Technical Specialist | \$71.53 |

ATTACHMENT C

CPS HR Consulting
Classification and Compensation Pay Scale
Effective 12/17/2023
For Approval November 3, 2023

| Class Code ID | Job Titles | Occ. Group | FLSA Status | Proposed | | | Range Spread | Delta % from midpoint |
|---------------|--|------------------------|-------------|--------------------|------------------------|--------------------|--------------|-----------------------|
| | | | | Annual Min. Salary | Annual Midrange Salary | Annual Max. Salary | | |
| 101 | Chief Executive Officer | Executive | Exempt | | | \$ 311,084 | No Change | |
| 105 | Chief Financial Officer | Sr Mgmt. | Exempt | \$155,421 | \$194,276 | \$233,131 | 50% | 9.3% |
| 114 | Chief Human Resources Officer | Sr Mgmt. | Exempt | \$155,421 | \$194,276 | \$233,131 | 50% | 9.3% |
| 110 | Products and Services Senior Leader | Sr Mgmt. | Exempt | \$155,421 | \$194,276 | \$233,131 | 50% | 9.3% |
| 109 | Senior Practice Leader | Sr Mgmt. | Exempt | \$155,421 | \$194,276 | \$233,131 | 50% | 9.3% |
| 113 | Chief Information Officer | Sr Mgmt. | Exempt | \$155,421 | \$194,276 | \$233,131 | 50% | 9.3% |
| 112 | Director of Marketing & Business Development | Sr Mgmt. | Exempt | \$155,421 | \$194,276 | \$233,131 | 50% | 9.3% |
| 308 | Practice Leader | Mgmt. | Exempt | \$124,337 | \$155,421 | \$186,505 | 50% | 6.1% |
| 501 | Manager | Mgmt. | Exempt | \$124,337 | \$155,421 | \$186,505 | 50% | 6.1% |
| 910 | Technical Specialist | Tech. Spec. | Exempt | \$107,798 | \$134,748 | \$161,698 | 50% | 0.6% |
| 914 | Business Intelligence Specialist | Tech. Spec. | Exempt | \$102,409 | \$128,011 | \$153,613 | 50% | 1.9% |
| 1327 | Principal HR Consultant | Professional (Level 3) | Exempt | \$97,998 | \$122,498 | \$146,998 | 50% | 0.6% |
| 1527 | Senior HR Consultant | Professional (Level 2) | Exempt | \$85,216 | \$106,520 | \$127,824 | 50% | 0.6% |
| 1717 | HR Consultant | Professional (Level 1) | Exempt | \$72,434 | \$90,542 | \$108,650 | 50% | 0.6% |
| 1726 | Associate HR Consultant | Professional (Level 1) | Exempt | \$65,208 | \$81,510 | \$97,812 | 50% | 10.9% |
| 1330 | Principal Program Coordinator | Professional (Level 3) | Exempt | \$97,998 | \$122,498 | \$146,998 | 50% | 0.6% |
| 1522 | Senior Program Coordinator | Professional (Level 2) | Exempt | \$85,216 | \$106,520 | \$127,824 | 50% | 0.6% |
| 1714 | Program Coordinator | Professional (Level 1) | Exempt | \$73,499 | \$91,874 | \$110,249 | 50% | 2.1% |
| 508 | Contracts Manager | Mgmt. | Exempt | \$124,337 | \$155,421 | \$186,505 | 50% | 6.1% |

ATTACHMENT C

| Class Code ID | Job Titles | Occ. Group | FLSA Status | Proposed | | | Range Spread | Delta % from midpoint |
|---------------|---|------------------------|---------------------|---------------------|------------------------|---------------------|--------------|-----------------------|
| | | | | Annual Min. Salary | Annual Midrange Salary | Annual Max. Salary | | |
| 1533 | Senior Contracts Coordinator | Professional (Level 2) | Exempt | \$76,694 | \$95,868 | \$115,042 | 50% | 0.6% |
| 1722 | Contracts Coordinator | Professional (Level 1) | Exempt | \$65,208 | \$81,510 | \$97,812 | 50% | 0.7% |
| 1332 | Principal Accountant | Professional (Level 3) | Exempt | \$84,524 | \$105,655 | \$126,786 | 50% | 2.7% |
| 1512 | Senior Accountant | Professional (Level 2) | Exempt | \$73,499 | \$91,874 | \$110,249 | 50% | 2.7% |
| 1706 | Accountant | Professional (Level 1) | Exempt | \$68,469 | \$85,586 | \$102,703 | 50% | 12.6% |
| 1719 | Accounting Coordinator | Professional (Level 1) | Exempt | \$62,244 | \$77,805 | \$93,366 | 50% | 2.3% |
| 2105 | Accounting Technician | Technician | Hourly ² | \$61,750 \$29.69 | \$74,100 \$35.63 | \$86,450 \$41.56 | 40% | 14.2% |
| 912 | IT Technical Specialist | Tech. Spec. | Exempt | \$122,462 | \$153,078 | \$183,694 | 50% | 21.8% |
| 913 | IT Business Program Manager | Tech. Spec. | Exempt | \$122,462 | \$153,078 | \$183,694 | 50% | 21.8% |
| 1302 | Principal Software Developer | Professional (Level 3) | Exempt | \$111,330 | \$139,162 | \$166,994 | 50% | 21.8% |
| 1328 | Principal Business Solutions Analyst | Professional (Level 3) | Exempt | \$111,329 | \$139,162 | \$166,994 | 50% | 21.8% |
| 1507 | Senior Software Developer | Professional (Level 2) | Exempt | \$96,808 | \$121,010 | \$145,212 | 50% | 21.8% |
| 1508 | Senior Network Administrator | Professional (Level 2) | Exempt | \$96,808 | \$121,010 | \$145,212 | 50% | 21.8% |
| 1509 | Senior Desktop Administrator | Professional (Level 2) | Exempt | \$96,808 | \$121,010 | \$145,212 | 50% | 21.8% |
| 2107 | Helpdesk Technician ¹ | Technician | Hourly ² | \$61,750 \$29.69 | \$74,100 \$35.63 | \$86,450 \$41.56 | 40% | 14.2% |
| 1331 | Business Development/HR Consultant | Professional (Level 3) | Exempt | \$97,998 | \$122,498 | \$146,998 | 50% | 0.6% |
| 1529 | Senior Marketing Analyst | Professional (Level 2) | Exempt | \$76,694 | \$95,868 | \$115,042 | 50% | 0.6% |
| 1530 | Marketing and Communications Specialist | Professional (Level 2) | Exempt | \$76,694 | \$95,868 | \$115,042 | 50% | 0.6% |
| 1531 | Inside Sales Representative | Professional (Level 2) | Exempt | \$76,694 | \$95,868 | \$115,042 | 50% | 0.6% |
| 1532 | Senior Bid and Proposal Coordinator | Professional (Level 2) | Exempt | \$76,694 | \$95,868 | \$115,042 | 50% | 0.6% |

ATTACHMENT C

| Class Code ID | Job Titles | Occ. Group | FLSA Status | Proposed | | | Range Spread | Delta % from midpoint |
|---------------|--|------------------------|---------------------|---------------------|------------------------|---------------------|--------------|-----------------------|
| | | | | Annual Min. Salary | Annual Midrange Salary | Annual Max. Salary | | |
| 1718 | Bid and Proposal Coordinator | Professional (Level 1) | Exempt | \$73,499 | \$91,874 | \$110,249 | 50% | 2.1% |
| 1720 | Client Operations Coordinator | Professional (Level 1) | Exempt | \$73,499 | \$91,874 | \$110,249 | 50% | 2.1% |
| 1727 | Associate Bid and Proposal Coordinator | Professional (Level 1) | Exempt | \$65,208 | \$81,510 | \$97,812 | 50% | 10.9% |
| 1721 | Training Coordinator | Professional (Level 1) | Exempt | \$73,499 | \$91,874 | \$110,249 | 50% | 2.1% |
| 1724 | Instructional Designer | Professional (Level 1) | Exempt | \$73,499 | \$91,874 | \$110,249 | 50% | 2.1% |
| 1723 | Associate Training Coordinator | Professional (Level 1) | Exempt | \$65,208 | \$81,510 | \$97,812 | 50% | 10.9% |
| 2106 | Executive Administrative Assistant | Technician | Hourly ² | \$67,925 \$32.66 | \$81,510 \$39.19 | \$95,095 \$45.72 | 40% | 14.2% |
| 2101 | Administrative Technician | Technician | Hourly ² | \$61,750 \$29.69 | \$74,100 \$35.63 | \$86,450 \$41.56 | 40% | 14.2% |
| 2201 | Digital Print Specialist | Technician | Hourly ² | \$61,750 \$29.69 | \$74,100 \$35.63 | \$86,450 \$41.56 | 40% | 14.2% |
| 2202 | Order Fulfillment Specialist | Technician | Hourly ² | \$61,750 \$29.69 | \$74,100 \$35.63 | \$86,450 \$41.56 | 40% | 14.2% |
| 2303 | Senior Office Assistant | Clerical | Hourly ² | \$46,720 \$22.46 | \$56,064 \$26.95 | \$65,408 \$31.45 | 40% | 3.3% |
| 2302 | Office Assistant | Clerical | Hourly ² | \$42,473 \$20.42 | \$50,967 \$24.50 | \$59,462 \$28.59 | 40% | 8.0% |

Notes

*if necessary, adjust in accordance with local minimum wage

¹NEW

²FLSA Hourly employee annual compensation computed using assumption of 2080 hours worked

ATTACHMENT C

CPS HR Consulting
 Classification & Pay Scale -Intermittent Staff
 Effective 12/17/2023
 Proposed for Board Approval November 3, 2023

| Pay Band | Class Code ID | INTERMITTENT STAFF NON-EXEMPT - Hourly Job Titles | Occ. Group | Min. Hourly Rate | Max. Hourly Rate |
|-----------------------------------|---------------|---|---------------|------------------|------------------|
| Intermittent - Professional | 9004 | Subject Matter Expert I | Professional | \$16.00 | \$45.00 |
| | 9007 | Project Consultant I | Professional | \$25.00 | \$65.00 |
| | 9008 | Project Consultant II | Professional | \$40.00 | \$85.00 |
| | 9009 | Trainer | Professional | \$40.00 | \$200.00 |
| | 9010 | Trainer / Project Consultant | Professional | \$40.00 | \$200.00 |
| | 9011 | Investigator | Professional | \$40.00 | \$100.00 |
| | 9014 | Project Consultant III | Professional | \$50.00 | \$125.00 |
| | 9015 | Project Consultant IV | Professional | \$85.00 | \$185.00 |
| | 9016 | Expert Consultant | Professional | \$150.00 | \$225.00 |
| | 9018 | Business Development Associate I | Professional | \$20.00 | \$50.00 |
| | 9020 | Employment Law Advisor | Professional | \$70.00 | \$125.00 |
| | 9031 | Subject Matter Expert II | Professional | \$40.00 | \$85.00 |
| | 9032 | Subject Matter Expert III | Professional | \$50.00 | \$125.00 |
| | 9033 | Subject Matter Expert IV | Professional | \$60.00 | \$150.00 |
| | 9034 | Trainer/Coach | Professional | \$40.00 | \$200.00 |
| | 9037 | Business Development Associate II | Professional | \$50.00 | \$90.00 |
| Intermittent - Technician | 9006 | Consulting Assistant / Bid & Proposal Writer | Technician | \$16.00 | \$35.00 |
| Intermittent - Clerical | 9001 | Assistant Proctor* | Office/Allied | \$20.00 | \$25.00 |
| | 9002 | Chief Proctor* | Office/Allied | \$22.00 | \$35.00 |
| | 9019 | General Office Clerk | Office/Allied | \$18.00 | \$24.00 |
| Retired | 9012 | RA Technical Specialist | Professional | \$57.00 | \$72.00 |
| Annuitant - Professional | 9013 | RA Principal Consultant | Professional | \$52.00 | \$65.00 |
| | 9023 | RA Subject Matter Expert I | Professional | \$16.00 | \$45.00 |
| | 9024 | RA Trainer | Professional | \$40.00 | \$200.00 |
| | 9025 | RA Trainer/Project Consultant | Professional | \$40.00 | \$200.00 |
| | 9026 | RA Investigator | Professional | \$40.00 | \$100.00 |
| | 9027 | RA Employment Law Advisor | Professional | \$70.00 | \$125.00 |
| | 9028 | RA Subject Matter Expert II | Professional | \$40.00 | \$85.00 |
| | 9029 | RA Subject Matter Expert III | Professional | \$50.00 | \$125.00 |
| | 9035 | RA Subject Matter Expert IV | Professional | \$60.00 | \$150.00 |
| | 9036 | RA Trainer/Coach | Professional | \$40.00 | \$200.00 |
| | 9038 | RA Expert Consultant | Professional | \$50.00 | \$200.00 |
| Retired Annuitant - Office/Allied | 9021 | RA Assistant Proctor | Office/Allied | \$16.00 | \$25.00 |
| | 9022 | RA Chief Proctor | Office/Allied | \$18.00 | \$35.00 |

Notes

*Chief Proctors increased to \$22.00/hr. due to Local Minimum Wage ordinance from LA and SF Counties

*Assistant Proctors increased to \$20.00/hr. due to Local Minimum Wage ordinance from LA and SF Counties

ATTACHMENT C

CPS HR Consulting
 Classification & Pay Scale -Intermittent Staff
 Effective 12/17/2023
 Proposed for Board Approval November 3, 2023

| INTERMITTENT STAFF NON EXEMPT - Hourly Job Titles | | | Maximum Hourly Rate | Regular Position Linkage for Persable Compensation Limit | Maximum Hourly Rate |
|---|--|---------------------------|---------------------------|--|---------------------------|
| Class Code ID | | | | | |
| Class Code ID | NON REGULAR STAFF NON EXEMPT - Hourly Job Titles | Maximum Hourly Rate | | Regular Position Linkage for PERSable Compensation Limit | Maximum Hourly Rate |
| 9001 | Assistant Proctor | \$25.00 | | Office Assistant | \$28.59 |
| 9002 | Chief Proctor | \$35.00 | | Office Assistant | \$28.59 |
| 9004 | Subject Matter Expert I Consulting Assistant / Bid & Proposal Writer | \$45.00 | | Principal HR Consultant | \$60.95 |
| 9006 | Proposal Writer | \$35.00 | | Administrative Technician | \$41.56 |
| 9007 | Project Consultant I | \$65.00 | | Technical Specialist | \$77.74 |
| 9008 | Project Consultant II | \$85.00 | | Technical Specialist | \$77.74 |
| 9009 | Trainer | \$200.00 | | Technical Specialist | \$77.74 |
| 9010 | Trainer/Project Consultant | \$150.00 | | Technical Specialist | \$77.74 |
| 9011 | Investigator | \$100.00 | | Technical Specialist | \$77.74 |
| 9014 | Project Consultant III | \$125.00 | | Technical Specialist | \$77.74 |
| 9015 | Project Consultant IV | \$185.00 | | Technical Specialist | \$77.74 |
| 9016 | Expert Consultant | \$225.00 | | Technical Specialist | \$77.74 |
| 9018 | Business Development Associate | \$50.00 | | Senior Marketing Analyst | \$55.31 |
| 9019 | General Office Clerk | \$24.00 | | Office Assistant | \$28.59 |
| 9020 | Employment Law Advisor | \$125.00 | | Technical Specialist | \$77.74 |
| 9031 | Subject Matter Expert II | \$85.00 | | Technical Specialist | \$77.74 |
| 9032 | Subject Matter Expert III | \$125.00 | | Technical Specialist | \$77.74 |
| 9033 | Subject Matter Expert IV | \$150.00 | | Technical Specialist | \$77.74 |
| 9034 | Trainer/Coach | \$150.00 | | Technical Specialist | \$77.74 |
| 9037 | Business Development Associate II | \$90.00 | | Technical Specialist | \$77.74 |

DATE: November 3, 2023
TO: CPS HR Consulting Board of Directors
FROM: Jerry Greenwell, CEO
PREPARED BY: Dana Henderson, Executive Assistant
SUBJECT: Approval of 2024 Proposed Board Meeting Dates & Locations

ACTION REQUESTED:

- Information Item
- Approval and/or Authorization
- Policy Change or Adoption
- Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

The Board governance role is essential to CPS HR’s ability to successfully carry out the goals and initiatives that are a part of the annual and long-term business plan.

DISCUSSION:

Board Meetings are generally held on the first or second Friday in the months of June, and November. The proposed March 2024 meeting date will be on the second or third Thursday and Friday of the month per the dates indicated below. Board meeting locations will be held either at the CPS HR Sacramento office, remote teleconference, or an identified location within one of our Board Member agency’s jurisdictions.

Proposed Board Meeting Schedule for 2024

| | |
|-------------------|-------------------|
| March 6 - 8, 2024 | TBD |
| June 7, 2024 | Sacramento/Remote |
| November 8, 2024 | Sacramento/Remote |

RECOMMENDED ACTION:

Approve proposed Board meeting dates above and choose a location to hold the March 2024 Board Meeting.

FISCAL IMPACT:

Costs are built into the budget annually. Board meeting costs in Sacramento are approximately \$6,000 - \$8,000 per meeting (based on 7- 8 Board Members attending) considering airfare, hotels, and food. Board meetings in alternate cities are likely to triple that amount depending on the location.

**Historical CPS Board Meetings
List of Locations**

| Date | Facility | City | State |
|-------------|--|---------------|--------------|
| March 2023 | CPS HR Headquarters | Sacramento | CA |
| March 2022 | Remote Meeting | - | - |
| March 2021 | Remote Meeting | - | - |
| March 2020 | Board Meeting Cancelled (COVID -19) | - | - |
| March 2019 | Hotel Maya | Long Beach | CA |
| March 2018 | Waterfront Inn | Oakland | CA |
| March 2017 | JW Marriott Resort & Spa | Las Vegas | NV |
| March 2016 | Hilton Charlotte City Center | Charlotte | NC |
| March 2015 | Emgcy Ops Ctr & Hilton Dallas Granite Park | Plano | TX |
| March 2014 | Sheraton Sand Key Resort | Clearwater | FL |
| March 2013 | City Hall | Las Vegas | NV |
| March 2012 | Disney's Grand Californian Hotel & Spa | Anaheim | CA |
| March 2011 | JW Marriott Resort & Spa | Las Vegas | NV |
| March 2010 | Harvest Inn, Vineyard View Rm | St. Helena | CA |
| March 2009 | Disneyland Hotel, Sleeping Beauty Pavilion | Anaheim | CA |
| March 2008 | Handlery Union Square Hotel/Moscone Ctr | San Francisco | CA |
| March 2007 | Wine & Roses | Lodi | CA |
| March 2006 | The Beach House Inn & Conf Ctr | Half Moon Bay | CA |
| Sept 2005 | Madison Concourse Hotel | Madison | WI |
| March 2005 | Hyatt Regency Islandia | San Diego | CA |
| Sept 2004 | Marriott Oakland City Center | Oakland | CA |
| March 2004 | City University of NY | New York | NY |
| Sept 2003 | S.F. Public Library | San Francisco | CA |
| March 2003 | Venetian Hotel | Las Vegas | NV |
| Sept 2002 | East Bay MUD | Oakland | CA |
| March 2002 | Disney's Grand Californian Hotel | Anaheim | CA |
| Sept 2001 | S.F. City Hall-Mayor's Conf Rm | San Francisco | CA |
| March 2001 | Tiburon Lodge | Tiburon | CA |
| March 2000 | Calistoga Spa Hot Springs | Calistoga | CA |
| Jan. 1999 | Monterey Beach Hotel | Monterey | CA |

DATE: November 3, 2023

TO: CPS HR Consulting Board of Directors

FROM: Jerry Greenwell, CEO

PREPARED BY: Sandy MacDonald-Hopp, CFO

SUBJECT: FY2024 Budget and Cash Flow Update

ACTION REQUESTED:

Information Item

RELATIONSHIP TO BUSINESS PLAN:

The attached schedules depict unaudited financial performance for the month-ending September 30, 2023 in comparison to the budget. These schedules depict the organization in its' component groups of State, Local, Emerging Markets, Products & Services, and Operation Management Services.

DISCUSSION:**Revenue**

The total CPS revenue of \$8.5 million for the fiscal year-to-date as of September 30, 2023 is \$1 million or 14% better than budget. This revenue represents 8% increase from year-to-date September 2022 in which CPS HR had \$642k less in revenue. The year-over-year revenue change reflects mix of class & comp, DEI, and talent marketing increased revenue offset by other service lines contracting slightly. Year-to-date, Test Rental, Training, State, and Emerging Markets are all exceeding revenue budget.

Expense

Fiscal year-to-date through September 2023 direct expenses are exceeding budget by \$213k and the mix generated gross profit margin of 41.5% versus budgeted 36.5% as a percent of revenue. Operating expenses are \$266k or 9% under budget due to staffing vacancies. OMS indirect expense, a component of total operating expense, is \$255k under budget. Average monthly operating expense is running \$888k per month versus FY23's \$901k monthly average. The FY2024 budget included adding staff and delays have kept the spend below budget.

Net Operating Income/Loss and Cash Flow

Year-to-date CPS has net operating income of \$863k, which is \$1.1 million better than the budgeted operating loss thru September 2023. The positive net income figure of \$1.0 million equates to 11.9% of revenue and better than budgeted \$76k net loss. The cash flow forecast for the next 12 months indicates some ups and downs in cash reserves with capital expenditures, ongoing disbursements, and timing of collections. Monthly variations in cashflow reflect changes in the timing of receipt of invoice payments and payments to vendors. Minimum cash reserve balance of \$4M was established in November 2018 and as of September 30, 2023 cash balance is \$13M. Based on three-month Operating Expense average of \$888k the \$4M reserve would cover 135 days of operations.

RECOMMENDATIONS: None, information only

FISCAL IMPACT: None, information only

CPS HR  CONSULTING
FY2024 Operating Budget
 November 2023 Update

| | Comparable Period Prior Year | Fiscal Year-To-Date thru September 30, 2023 | | | Full Year FY24 Budget |
|-------------------------------|------------------------------------|--|--------------------|---------------------------|--------------------------|
| | | Actual | Budget | Variance Fav. (Unfav.) | |
| Project Revenue | \$ 7,845,075 | \$ 8,486,948 | \$ 7,473,105 | \$ 1,013,843 | \$ 31,712,107 |
| Direct Project Costs: | | | | | |
| Direct Labor | 2,857,603 | 2,893,790 | 3,018,993 | 125,203 | 12,712,071 |
| Sub/Contract Svcs | 303,732 | 278,234 | 271,141 | (7,093) | 1,205,112 |
| Other Direct Costs | 1,769,268 | 1,788,923 | 1,457,620 | (331,303) | 6,005,309 |
| Total Direct Project Costs | 4,930,603 | 4,960,947 | 4,747,754 | (213,193) | 19,922,492 |
| Gross Profit | 2,914,472 37.2% | 3,526,001 41.5% | 2,725,351 36.5% | 800,650 | 11,789,615 37.2% |
| Business Unit Overhead | 879,391 | 1,061,979 | 1,072,662 | 10,683 | 4,464,819 |
| Business Unit Op. Income | 2,035,081 | 2,464,022 | 1,652,689 | 811,333 | 7,324,796 |
| OMS Expense | 1,513,228 | 1,600,707 | 1,855,695 | 254,988 | 7,760,603 |
| Net Operating Income (Loss) | 521,853 | 863,315 | (203,006) | 1,066,321 | (435,807) |
| Net interest Income (Expense) | (62,671) | 86,962 | 45,000 | 41,962 | 171,512 |
| Other Income (Expense) | 82,122 | 63,531 | 82,122 | (18,591) | 328,488 |
| Net Income (Loss) | \$ 541,304 | \$ 1,013,808 | \$ (75,884) | \$ 1,089,692 | \$ 64,193 |

State Market
FY24 Operating Budget
November 2023 Update



| Fiscal Year-To-Date thru September 30, 2023 | | | |
|--|-------------------|-------------------|-----------------------------------|
| | Actual | Budget | Variance Fav. (Unfav.) |
| Project Revenue | \$ 2,565,420 | \$ 1,856,825 | \$ 708,595 |
| Direct Project Costs: | | | |
| Direct Labor | 832,491 | 794,078 | (38,413) |
| Subcontractors/Cont Svcs | 27,244 | 56,851 | 29,607 |
| Other Direct Costs | 708,750 | 329,876 | (378,874) |
| Total Direct Project Costs | 1,568,485 | 1,180,805 | (387,680) |
| Gross Profit | 996,935 38.9% | 676,020 36.4% | 320,915 |
| Operating Expenses | 54,247 | 86,033 | 31,786 |
| Operating Income (Loss) | \$ 942,688 | \$ 589,987 | \$ 352,701 |

Local Market
FY24 Operating Budget
November 2023 Update



| Fiscal Year-To-Date thru September 30, 2023 | | | |
|--|---------------------|---------------------|-----------------------------------|
| | Actual | Budget | Variance Fav. (Unfav.) |
| Project Revenue | \$ 2,880,336 | \$ 3,289,313 | \$ (408,977) |
| Direct Project Costs: | | | |
| Direct Labor | 835,038 | 1,130,078 | 295,040 |
| Subcontractors/Cont Svcs | 165,591 | 200,398 | 34,807 |
| Other Direct Costs | 695,543 | 732,162 | 36,619 |
| Total Direct Project Costs | 1,696,172 | 2,062,638 | 366,466 |
| Gross Profit | 1,184,164 41.1% | 1,226,675 37.3% | (42,511) |
| Operating Expenses | 90,320 | 77,635 | (12,685) |
| Operating Income (Loss) | \$ 1,093,844 | \$ 1,149,040 | \$ (55,196) |

**Emerging Markets
FY24 Operating Budget
November 2023 Update**



| Fiscal Year-To-Date thru September 30, 2023 | | | |
|--|-------------------|-------------------|-----------------------------------|
| | Actual | Budget | Variance Fav. (Unfav.) |
| Project Revenue | \$ 1,329,958 | \$ 1,062,884 | \$ 267,074 |
| Direct Project Costs: | | | |
| Direct Labor | 490,138 | 506,982 | 16,844 |
| Subcontractors/Cont Svcs | 7,526 | - | (7,526) |
| Other Direct Costs | 87,966 | 65,260 | (22,706) |
| Total Direct Project Costs | 585,630 | 572,242 | (13,388) |
| Gross Profit | 744,328 56.0% | 490,642 46.2% | 253,686 |
| Operating Expenses | 37,033 | 37,160 | 127 |
| Operating Income (Loss) | \$ 707,295 | \$ 453,482 | \$ 253,813 |

**Products and Services
FY24 Operating Budget
November 2023 Update**



**Fiscal Year-To-Date thru
September 30, 2023**

| | Actual | Budget | Variance Fav. (Unfav.) |
|----------------------------|---------------------|---------------------|---------------------------|
| Test Rental | \$ 420,673 | \$ 392,480 | \$ 28,193 |
| Training | 1,290,636 | 871,603 | 419,033 |
| Project Revenue | <u>\$ 1,711,309</u> | <u>\$ 1,264,083</u> | <u>\$ 447,226</u> |
| Direct Project Costs: | | | |
| Direct Labor | 736,123 | 587,857 | (148,266) |
| Subcontractors | 77,873 | 13,892 | (63,981) |
| Other Direct Costs | 296,664 | 330,320 | 33,656 |
| Total Direct Project Costs | <u>1,110,660</u> | <u>932,069</u> | <u>(178,591)</u> |
| Gross Profit | 600,649 35.1% | 332,014 26.3% | 268,635 |
| Operating Expenses | <u>880,379</u> | <u>871,834</u> | <u>(8,545)</u> |
| Operating Income (Loss) | <u>\$ (279,730)</u> | <u>\$ (539,820)</u> | <u>\$ 260,090</u> |

OMS
FY24 Operating Budget
November 2023 Update



Fiscal Year-To-Date thru
September 30, 2023

| | Actual | Budget | Variance Fav. (Unfav.) |
|-------------------------------|----------------|----------------|---------------------------|
| Project Revenue | \$ - | \$ - | \$ - |
| Direct Project Costs | - | - | - |
| Gross Profit | \$ - | \$ - | \$ - |
| Operating Expenses: | | | |
| Indirect Labor Costs | 1,127,372 | 1,435,771 | 308,399 |
| Facilities and Other | 404,027 | 342,477 | (61,550) |
| Depreciation & Amort. | 69,308 | 77,447 | 8,139 |
| Total Operating Expenses | 1,600,707 | 1,855,695 | 254,988 |
| Operating Income (Loss) | (1,600,707) | (1,855,695) | 254,988 |
| Net Interest Income (Expense) | 86,962 | 45,000 | 41,962 |
| Other Income (Expense) | 63,531 | 82,122 | (18,591) |
| Operating Income (Loss) | \$ (1,450,214) | \$ (1,728,573) | \$ 278,359 |

CPS HR  CONSULTING
Statement of Net Position

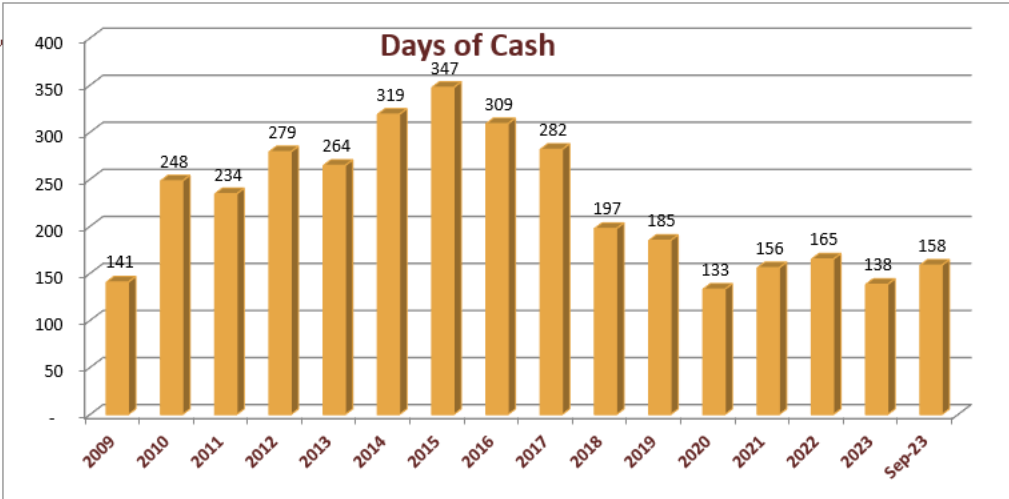
| | Audited June 30, 2022 | Audited June 30, 2023 | Unaudited Sept 30, 2023 |
|---|--------------------------|--------------------------|----------------------------|
| Assets | | | |
| Current Assets | | | |
| Cash and Cash Investments | 7,553,008 | 8,611,738 | 8,992,342 |
| Accounts Receivable | 8,161,432 | 9,243,558 | 7,173,283 |
| Unbilled Receivable | 3,756,738 | 2,652,030 | 3,860,641 |
| Interest Receivable | 42,779 | 66,007 | 5,775 |
| Prepaid Expenses | 280,496 | 419,281 | 592,797 |
| | 19,794,453 | 20,992,614 | 20,624,838 |
| Fixed Assets | | | |
| Depreciable Assets | 10,933,240 | 10,319,222 | 10,358,372 |
| GASB 87 Right-to-Use Lease Asset | 7,284,900 | 6,506,883 | 6,506,883 |
| GASB 96 Right-to-Use SBITA Asset | | 861,005 | 861,005 |
| Non-Depreciable Work in Process | 259,845 | 25,800 | 35,700 |
| Less Accumulated Depreciation | (9,231,086) | (9,470,333) | (8,647,609) |
| Less Accumulated Amortization | (892,032) | (1,096,760) | (1,988,792) |
| | 8,354,867 | 7,145,817 | 7,125,559 |
| Other Non-Current Assets | | | |
| Long Term Investments | 3,511,615 | 3,436,539 | 4,019,566 |
| Net Pension Asset | 3,977,658 | - | - |
| OPEB Asset | 5,617,362 | 4,061,480 | 4,061,480 |
| Deposits | 99,060 | 99,060 | 99,060 |
| Intangible Assets-Ewing Acquisition | 495,000 | 495,000 | 495,000 |
| | 13,700,695 | 8,092,079 | 8,675,106 |
| Total Assets | \$ 41,850,015 | \$ 36,230,510 | \$ 36,425,503 |
| Deferred Outflows Related to OPEB/Pensions | \$ 1,676,799 | \$ 7,139,426 | \$ 7,139,426 |
| Liabilities & Equity | | | |
| Current Liabilities | | | |
| Accounts Payable | 1,363,979 | 1,045,407 | 1,138,346 |
| Accrued Payroll & Benefits | 1,501,084 | 1,422,121 | 482,596 |
| Accrued Vacation | 807,571 | 825,782 | 783,152 |
| Deferred Income | 98,673 | 90,190 | 90,805 |
| Lease Liability-Current | 842,937 | 860,641 | 854,146 |
| Software Subscription Liability-Current | | 242,676 | 242,676 |
| Provision for Liabilities | 300,000 | - | - |
| | 4,914,244 | 4,486,817 | 3,591,721 |
| Long-Term Lease & SBITA Liabilities | 6,381,775 | 5,119,374 | 5,119,374 |
| Long Term Liabilities: Net Pension Liability | - | 7,848,078 | 7,848,078 |
| Deferred Inflows Related to OPEB/Pensions | 9,027,123 | 738,805 | 815,086 |
| | 9,027,123 | 738,805 | 815,086 |
| Net Position | | | |
| Investment in Capital Assets | 8,354,867 | 7,145,817 | 7,125,559 |
| Current Year Retained Earnings/(Loss) | 4,971,498 | 1,973,190 | 1,013,808 |
| Retained Earnings | 18,232,174 | 23,203,672 | 25,176,862 |
| | 23,203,672 | 25,176,862 | 26,190,670 |
| | \$ 43,526,814 | \$ 43,369,936 | \$ 43,564,929 |



CASH FLOW PROJECTION
October 2023 - September 2024

| | OCT 2023 | NOV 2023 | DEC 2023 | JAN 2024 | FEB 2024 | MAR 2024 | APR 2024 | MAY 2024 | JUN 2024 | JUL 2024 | AUG 2024 | SEP 2024 | TOTAL |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| BEGINNING BALANCE | 13,012,000 | 13,190,109 | 13,427,561 | 13,492,929 | 13,997,556 | 14,285,708 | 14,142,842 | 14,360,560 | 13,634,130 | 14,005,411 | 14,557,691 | 14,858,971 | 15,164,763 |
| Collections | 2,803,000 | 2,193,000 | 2,288,000 | 2,618,000 | 2,500,000 | 2,332,000 | 2,430,000 | 2,318,000 | 2,507,000 | 2,888,000 | 2,637,000 | 2,750,000 | 30,264,000 |
| Interest Income(Expense) | 42,374 | 42,374 | 42,374 | 42,374 | 42,374 | 42,374 | 42,374 | 42,374 | 42,374 | 42,374 | 42,374 | 33,886 | 500,000 |
| TOTAL RECEIPTS | 2,845,374 | 2,235,374 | 2,330,374 | 2,660,374 | 2,542,374 | 2,374,374 | 2,472,374 | 2,360,374 | 2,549,374 | 2,930,374 | 2,679,374 | 2,783,886 | 30,764,000 |
| DISBURSEMENTS | -2,667,265 | -1,997,922 | -2,265,007 | -2,155,747 | -2,254,222 | -2,517,240 | -2,254,656 | -3,086,803 | -2,178,094 | -2,378,094 | -2,378,094 | -2,478,094 | -28,611,237 |
| NET CASH FLOW | 178,109 | 237,452 | 65,367 | 504,627 | 288,152 | -142,866 | 217,718 | -726,429 | 371,280 | 552,280 | 301,280 | 305,792 | 2,152,763 |
| ENDING BALANCE | 13,190,109 | 13,427,561 | 13,492,929 | 13,997,556 | 14,285,708 | 14,142,842 | 14,360,560 | 13,634,130 | 14,005,411 | 14,557,691 | 14,858,971 | 15,164,763 | 15,164,763 |

Minimum Cash Reserve: \$4M
Equates to ~135 Days of Cash Op Exp Only



CPS HR  CONSULTING
Project Performance Report
FY2024 Operating Budget

| Rank | Project Name | Business Unit | YTD Revenue | % of Revenue | Cum. % of Revenue |
|--|---|----------------------|---------------------|--------------|-------------------|
| <i>Over \$42k Revenue thru Sept 2023</i> | | | | | |
| 1 | M1109FF Chicago-Batt Chief/Fire Capt Oral Exams | Local Markets | \$ 890,283 | 10.5% | 10.5% |
| 2 | S6048 CDCR-Corr Officer Marketing & Recruiting | State Markets | \$ 467,521 | 5.5% | 16.0% |
| 3 | A0200FY24 Notary 7/1/23 - 6/30/24 | State Markets | \$ 440,397 | 5.2% | 21.2% |
| 4 | A0800 Test Rental | Test Rental | \$ 420,673 | 5.0% | 26.1% |
| 5 | S3926 CalHR-Comp & Skill Trng | Training | \$ 261,285 | 3.1% | 29.2% |
| 6 | S5994A Anavo Solutions-REIB Curriculum building | State Markets | \$ 223,303 | 2.6% | 31.9% |
| 7 | M1109KK Chicago-Police Officer Exam | Local Markets | \$ 217,533 | 2.6% | 34.4% |
| 8 | S5994D Anavo REIB Communication & Collaboration | State Markets | \$ 158,265 | 1.9% | 36.3% |
| 9 | M1109Y Chicago-Civilian Class and Comp | Local Markets | \$ 146,592 | 1.7% | 38.0% |
| 10 | S2919 CDSS-Online Training | Training | \$ 137,257 | 1.6% | 39.6% |
| 11 | L3107 NYC-DOB Test Dev/Admin | Local Markets | \$ 136,677 | 1.6% | 41.2% |
| 12 | S5788 CDCR-Succession Mgmt Planning Services | State Markets | \$ 129,293 | 1.5% | 42.8% |
| 13 | A2410 Unassigned Group Training | Training | \$ 104,445 | 1.2% | 44.0% |
| 14 | S5823 DSH-Digital Talent Recruiting | State Markets | \$ 96,071 | 1.1% | 45.1% |
| 15 | E6017 Imperial Irrigation Dist-Total Comp (2023) | Emerging Markets | \$ 96,033 | 1.1% | 46.3% |
| 16 | S5994E Anavo Solutions-REIB Virtual Sessions | State Markets | \$ 90,553 | 1.1% | 47.3% |
| 17 | E5769 Redlands USD-Base Salary Study (2022) | Emerging Markets | \$ 86,144 | 1.0% | 48.3% |
| 18 | S5820 CDPH-Digital Marketing for Talent Recruitment | State Markets | \$ 78,343 | 0.9% | 49.3% |
| 19 | A0278FY24 BSCC 7/1/23 - 6/30/24 | State Markets | \$ 77,772 | 0.9% | 50.2% |
| 20 | E5956 EMWD-Workforce Planning Succession Mgmt | Emerging Markets | \$ 65,683 | 0.8% | 51.0% |
| 21 | E4459 CA JPIA-Online Trng BBP&B | Training | \$ 64,536 | 0.8% | 51.7% |
| 22 | S6024A Porterville Dev Center-Resolution Training | Training | \$ 62,000 | 0.7% | 52.4% |
| 23 | L5856 County of Los Angeles-(ARDI) Initiative | Local Markets | \$ 54,993 | 0.6% | 53.1% |
| 24 | S5501 HCD-HCD-HOME/NHTF/HOME-ARP | State Markets | \$ 54,710 | 0.6% | 53.7% |
| 25 | E6055 CICC CRS & CMRS/LD 7/1/23 - 6/30/24 | Emerging Markets | \$ 54,122 | 0.6% | 54.4% |
| 26 | S6035 DHCS-Group Training | Training | \$ 45,213 | 0.5% | 54.9% |
| 27 | E5393B Paratransit-Comp Study | Emerging Markets | \$ 44,949 | 0.5% | 55.4% |
| 28 | S5569 CA SOS-Records Management eLearning | Training | \$ 44,500 | 0.5% | 56.0% |
| 29 | E5511B West Valley Water District-Comp Study | Emerging Markets | \$ 42,597 | 0.5% | 56.5% |
| 30 | S5355 HCD-Operational Management of AMD | State Markets | \$ 42,175 | 0.5% | 57.0% |
| | | Revenue<\$42k | \$ 3,653,031 | 43.0% | |
| | | Total Revenue | \$ 8,486,948 | | |

CPS HR  CONSULTING
Fiscal Year 2024 Budget
Capital Spend Plan

| Asset Class | Asset Description | Service Date | Useful Life (Yrs) | Capital Budget | Actual Capital Spend |
|-----------------------------------|--------------------------|---------------------|--------------------------|-------------------------|-----------------------------|
| <u>ISD Operations:</u> | | | | | |
| H/W | Veeam Server | Sept 2023 | 3 | \$ 20,000 | |
| H/W | VMWare ESX Servers* | Sept 2023 | 3 | \$ 20,000 | \$ - |
| H/W | Storage Area Network | Sept 2023 | 3** | \$ 50,000 | \$ 39,150 |
| Total Capital Expenditures | | | | <u>\$ 90,000</u> | <u>\$ 39,150</u> |

*Delayed until FY25

**5-year maintenance plan

CPS HR  CONSULTING

POSITION CONTROL LIST as of September 2023
BUDGETED POSITIONS FY2024

| UNIT | BUDGETED POSITIONS | ACTUALS | VACANCIES |
|------------------------|--------------------|---------------|--------------|
| EXECUTIVE | 2.00 | 2.00 | 0.00 |
| FINANCE | 8.00 | 8.00 | 0.00 |
| Contracts | 2.00 | 2.00 | 0.00 |
| HUMAN RESOURCES | 4.00 | 4.00 | 0.00 |
| ISD | 6.00 | 5.00 | 1.00 |
| Production | 3.00 | 3.00 | 0.00 |
| MARKETING | 12.00 | 11.00 | 1.00 |
| STATE | 1.00 | 1.00 | 0.00 |
| PRODUCTS & SERVICES | 68.00 | 59.00 | 9.00 |
| Test Rental | 8.00 | 6.00 | 2.00 |
| Training | 5.00 | 5.00 | 0.00 |
| CPS GRAND TOTAL | 119.00 | 106.00 | 13.00 |

DATE: November 3, 2023
TO: CPS HR Consulting Board of Directors
FROM: Jerry Greenwell, CEO
PREPARED BY: Dana Henderson, Executive Assistant
SUBJECT: CPS HR Performance Dashboard

ACTION REQUESTED:

- Information Item
- Approval and/or Authorization
- Policy Change or Adoption
- Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

At the request of the Board, the purpose of the Performance Dashboard is to provide the Board with a high-level overview of the performance of the organization at a glance. The Senior Team and staff monitor these indicators in order to assess organizational performance as tracked to goals.

DISCUSSION:

The performance indicators on the Performance Dashboard reflect the key elements that are monitored to assess organizational success at a high level.

RECOMMENDATIONS: None, for information only

FISCAL IMPACT: None, information only.

Qualified Leads in Target Regions by Market (target: 700)

| Opp Market | Received QL YTD FY24 | QL Goal YTD FY24 |
|------------------|----------------------|------------------|
| Emerging Markets | 67 | 0.10 |
| Local | 84 | 0.12 |
| State | 23 | 0.03 |
| Test Rental | 2 | 0.00 |
| Training | 14 | 0.02 |
| Total | 190 | 0.27 |

Qualified Leads by Target Regions

| State | Region | Received QL YTD FY24 | Converted to proposal | Won YTD FY24 | Win Revenue FY24 |
|--------------|--------|----------------------|-----------------------|--------------|--------------------|
| CA | NorCal | 97 | 88 | 37 | \$2,462,092 |
| CA | Other | 1 | | | |
| CA | SoCal | 54 | 48 | 13 | \$206,820 |
| CO | Other | 23 | 19 | 12 | \$155,063 |
| TX | Other | 15 | 13 | 6 | \$86,825 |
| Total | | 190 | 168 | 68 | \$2,910,800 |

Overall Win Rate by Market

| Opp Market | Win Rate FY24 | Won YTD FY24 | Win Revenue FY24 | Avg Win Bid Amt FY24 |
|------------------|---------------|--------------|--------------------|----------------------|
| Emerging Markets | 88.5% | 23 | \$356,351 | 15,493.52 |
| Local | 67.9% | 36 | \$592,608 | 16,461.33 |
| Other | 100.0% | 1 | \$0 | 0.00 |
| State | 100.0% | 13 | \$1,530,611 | 117,739.31 |
| Test Rental | 100.0% | 1 | \$500 | 500.00 |
| Training | 31.6% | 6 | \$609,750 | 101,625.00 |
| Total | 70.8% | 80 | \$3,089,820 | 38,622.75 |

Sole Source Win Rate by Market

| Opp Market | Win Rate FY24 | Won YTD FY24 | Win Revenue FY24 | Avg Win Bid Amt FY24 |
|------------------|---------------|--------------|--------------------|----------------------|
| Emerging Markets | 100.0% | 8 | \$60,855 | 7,606.88 |
| Local | 100.0% | 15 | \$182,838 | 12,189.20 |
| State | 100.0% | 12 | \$1,505,611 | 125,467.58 |
| Test Rental | 100.0% | 1 | \$500 | 500.00 |
| Training | 100.0% | 1 | \$825 | 825.00 |
| Total | 100.0% | 37 | \$1,750,629 | 47,314.30 |

Limited Competition Win Rate by Market

| Opp Market | Win Rate FY24 | Won YTD FY24 | Win Revenue FY24 | Avg Win Bid Amt FY24 |
|------------------|---------------|--------------|--------------------|----------------------|
| Emerging Markets | 88.2% | 15 | \$295,496 | 19,699.73 |
| Local | 51.6% | 16 | \$335,750 | 20,984.38 |
| State | 100.0% | 1 | \$25,000 | 25,000.00 |
| Training | 83.3% | 5 | \$608,925 | 121,785.00 |
| Total | 67.3% | 37 | \$1,265,171 | 34,193.81 |

Full & Open Win Rate by Market

| Opp Market | Win Rate FY24 | Won YTD FY24 | Win Revenue FY24 | Avg Win Bid Amt FY24 |
|--------------|---------------|--------------|------------------|----------------------|
| Local | 71.4% | 5 | \$74,020 | 14,804.00 |
| Other | 100.0% | 1 | \$0 | 0.00 |
| Total | 28.6% | 6 | \$74,020 | 12,336.67 |

| | | |
|-------------------------------|--|---|
| 70.8% Win Rate FY24 | \$3,089,820 Win Revenue FY24 | In Play FY24 FY23 FY22 138 109 7 |
|-------------------------------|--|---|

The metrics above are based on the opportunity *start date* and credited to the fiscal year based on that date. An opportunity begun last year may not be awarded until this year, therefore, the metrics below reflect wins and estimated revenue using the *award date*.

| | |
|---------------------------------------|--|
| 152 Won via Award Date FY24 | \$14,776,670 Win Revenue via Award Date FY24 |
|---------------------------------------|--|

*Information current as of 10/18/23

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DATE: November 3, 2023
TO: CPS HR Consulting Board of Directors
FROM: Jerry Greenwell, CEO
PREPARED BY: Jerry Greenwell, CEO
SUBJECT: FY24 Strategic Initiatives – Progress Update

ACTION REQUESTED:

- Information Item
- Approval and/or Authorization
- Policy Change or Adoption
- Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

Our FY24 strategic goals are aligned with the FY 2024 Strategic Direction as approved by the board in June 2023. The goals were designed to move us toward re-establishing our market presence and improving our sustainability as an organization post-pandemic. The plan has been built to ensure we achieve our mission and vision while adhering to our core organizational principles.

DISCUSSION:

After the first quarter we are tracking well ahead of revenue and net income with a positive variance for each, achieving better than budgeted gross margins as well. We have initiated the efforts outlined in the strategic plan and as depicted in the information included, we are still on track based on our timelines. The base service areas are all performing well, with limitations in some areas, not due to market potential or pipeline development, but continued efforts to address the capacity for growth issue. We have made progress in bringing on additional resources but must continue to evaluate the balance between FTE's and Project Consultants as fluctuations in the market are possible as we approach the spring and Presidential primary season.

We are being purposeful in applying our expertise to our own internal efforts and have completed the initial phase of our compensation and classification review. A separate Board item is provided for approval of the changes resulting from this review. Our efforts to assist clients in recruiting continue to be steady, with a few variations depending on the geographic region, despite uncertainty with inflation and predictions of an impending economic downturn. We continue to see the branding/digital marketing/recruitment efforts expand in particular with the state of CA agencies. Our success with CDCR has led to other agencies utilizing our services to focus on passive candidates via non-traditional outreach methods. We are seeing success in the class/comp market now that we are staffed to meet the market needs and in the DEI practice, we are seeing early success as well.

The identified service areas we focused on in the planning process are all at or near budgeted revenue levels, and in some cases exceeding expectations. Others, as indicated above, are lagging a bit due to resource constraints. Work for the City of Chicago, a strong CA State market, and continued growth in Colorado continue to bolster our finances and new client growth. We have sustained our momentum into the new year and anticipate a strong first half. As we move into spring, we will continue to reassess the market as we gear up for strategic planning for FY25.

RECOMMENDATIONS: None, for information only.

FISCAL IMPACT: None, information only



Our Vision – Enabling people to realize the promise of the public sector
 Our Mission – Promoting HR excellence in the public sector

FY 2024
 STRATEGIC PLAN



Product and Service Excellence
(Care for our Customers)

- ✓ Launch new and improved products/services based on FY23 client assessment. by 30th Jun 2024 - Vicki ... On Track
- 1.1 Create workflows for DEI product to port survey results to focus groups, training curriculum, and acti... Behind
- 1.2 Innovate job description management and compensation data storage/reporting for Class and C... On Track
- + Add
- ✓ Develop PC recruitment/talent acquisition process to increase service delivery capabilities. by 30th Jun ... On Track
- 2.1 Develop new PC hiring process and portal to more effectively manage PC's by 30th Jun 2024 - Meli... On Track
- 2.2 Develop and launch a cohesive, consistent Employer Brand for PC's and FTE's by 30th Jun 2024 - M... On Track
- 2.3 Define, track, and display key hiring metrics in a dashboard by 30th Jun 2024 - Melissa Asher On Track

Organizational Growth and Operational Excellence (Care for the Organization)

- ✓ Increase sales revenue and improve gross margins. by 30th Jun 2024 - [Jerry Greenwell](#) On Track
- 3.1 Achieve key operational metrics: 70% utilization rate, \$288K technology investment, OpEx 35%. by 3... On Track
- 3.2 Diversify project portfolio with projects of \$250K+ by 30th Jun 2024 - [Geraldyn Gorshing](#) Behind
- 3.3 Streamline sales process to improve client experience by 30th Jun 2024 - [Geraldyn Gorshing](#) On Track
- + Add
- ✓ Streamline core business processes to create organizational efficiencies and reduce expenses. by 30th ... On Track
- 4.1 Create online payment options for clients by 30th Jun 2024 - [Sandy MacDonald-Hopp](#) On Track
- 4.2 Implement a global resource tracking system/dashboard by 30th Jun 2024 - [Greg Roberson](#) On Track

Workforce Excellence (Care for Each Other)

- ✓ Create a workforce plan to improve the employee experience.. by 30th Jun 2024 - [Jaclyn Padilla](#) On Track ▼
- > 5.1 Identify staffing gaps based on measurable rational. by 30th Jun 2024 - [Jaclyn Padilla](#) On Track ▼
- > 5.2 Ensure the workforce plan aligns with company initiatives. by 30th Jun 2024 - [Jaclyn Padilla](#) On Track ▼
- > 5.3 Improve recruitment and retention rates. by 30th Jun 2024 - [Jaclyn Padilla](#) On Track ▼
- > 5.4 Establish and provide metrics to help inform senior leadership when making decisions. by 30th Ju... On Track ▼
- > 5.5 Establish an organizational baseline for DEI engagement by 30th Jun 2024 - [Jeff Hoyer](#) On Track ▼
- > 5.6 Identify measurable result metrics to ensure the organization is fully engaged. by 30th Jun 2024 - ... On Track ▼
- ✓ Develop a performance management and employee training and development program. by 30th Jun 2... On Track ▼
- > 6.1 Identify and implement a performance management system which includes employee coaching ... On Track ▼
- > 6.2 Survey current employee competencies/skills. Identify desired core competencies and skills to alig... On Track ▼
- > 6.3 Update our compensation plan elements, conduct an interal pay equity audit, and link our bonus ... On Track ▼

DATE: November 3, 2023
TO: CPS HR Consulting Board of Directors
FROM: Jerry Greenwell, CEO
PREPARED BY: Sandy MacDonald-Hopp, CFO
SUBJECT: Investment Update

ACTION REQUESTED:

Information Item
 Approval and/or Authorization
 Policy Change or Adoption
 Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

The CPS schedule of investments is presented for Board information and to comply with the reporting section of CPS's Investment Policy. It is the intent of CPS to maximize investment earnings through longer-term investments while maintaining a balance of short-term investments to meet current obligations. All investments must conform to CPS's investment policy. Current reserves are sufficient to meet the next 30 day's obligations.

DISCUSSION:

As part of the Board's role in providing financial oversight each meeting, an updated investment portfolio is provided for informational purposes. At the request of the board, portfolio summary statistics are provided below, including the annualized investment total return on the long-term portfolio.

Portfolio Value as of September 30, 2023: **\$6,076,357** (includes accrued interest of \$35.7k)

Average Maturity 1.88 years
Average S&P Rating A; 53% investment dollars are CDs that are FDIC insured

| Performance | <u>1 month</u> | <u>YTD</u> | <u>Since Inception</u> |
|-------------------------|----------------|------------|------------------------|
| Period Total Return | 0.08% | 0.93% | 1.09% |
| Annualized Total Return | 0.95% | 3.77% | 0.23% |

RECOMMENDATIONS: None, for information only

FISCAL IMPACT: None, no expense will be incurred.



Schedule of Investments
As of September 30, 2023

| | | |
|---|----------------------|----------------|
| 1) Investment portfolio held at Wells Fargo Bank | \$ 6,076,357 | (see attached) |
| 2) Short-term investments held at Wells Fargo Bank | \$ 1,777,891 | |
| 3) Short-term investments held at LAIF / CalTrust | <u>\$ 5,157,660</u> | |
| Total | <u>\$ 13,011,908</u> | |


Investment Portfolio: Account Positions As of 9/30/2023

| <i>Description</i> | <i>Moody's</i> | <i>S&P</i> | <i>Rate</i> | <i>Maturity</i> | <i>Current Par</i> | <i>Market Value</i> |
|---------------------------------|----------------|----------------|-------------|-----------------|--------------------|------------------------------|
| BARCLAYS BANK CD | FDIC | FDIC | 3.35 | 10/24/2023 | 250,000.00 | 249,635.00 |
| CITIBANK NA | A+ | AA3 | 3.68 | 1/23/2024 | 266,777.00 | 248,280.00 |
| CENTIER BANK CD | FDIC | FDIC | 5.30 | 1/25/2024 | 250,000.00 | 249,835.00 |
| BANK OF CHINA/NEW YOR CD | FDIC | FDIC | 5.30 | 1/29/2024 | 250,000.00 | 249,832.50 |
| FEDERAL HOME LOAN BANK | AA+ | AAA | 3.41 | 3/8/2024 | 246,749.50 | 247,705.00 |
| CADENCE BANK CD | FDIC | FDIC | 5.36 | 4/5/2024 | 250,000.00 | 249,742.50 |
| MORGAN STANLEY PVT BK CD | FDIC | FDIC | 2.65 | 5/23/2024 | 250,000.00 | 245,332.50 |
| JP MORGAN CHASE BK NA CD | FDIC | FDIC | 5.51 | 7/16/2024 | 250,000.00 | 249,757.50 |
| FEDERAL HOME LOAN BANK | AA+ | AAA | 5.38 | 9/9/2024 | 182,229.41 | 159,624.00 |
| MITSUBISHI UFJ FINL GRP | A- | A1 | 2.31 | 2/25/2025 | 341,705.00 | 331,856.00 |
| BANK OF AMERICA | A- | A1 | 4.00 | 8/1/2025 | 180,286.00 | 159,830.55 |
| FEDERAL HOME LOAN BANK | AA+ | AAA | 3.24 | 9/12/2025 | 269,901.09 | 241,027.50 |
| NORSK HYDRO A/S | AA- | AA2 | 7.00 | 11/15/2025 | 122,217.00 | 102,182.00 |
| DISCOVER BANK CD | FDIC | FDIC | 5.15 | 3/23/2026 | 254,459.50 | 247,760.00 |
| ENERBANK USA CD | FDIC | FDIC | 0.85 | 6/19/2026 | 250,000.00 | 220,370.00 |
| MORGAN STANLEY | A- | A1 | 6.18 | 8/9/2026 | 263,782.00 | 252,670.00 |
| BANK OAKRIDGE CD | FDIC | FDIC | 0.63 | 9/18/2026 | 250,000.00 | 216,827.50 |
| SUMITOMO MITSUI FINL GRP | A- | A1 | 3.71 | 1/11/2027 | 247,942.10 | 227,303.65 |
| FEDERAL HOME LOAN BANK | AA+ | AAA | 2.37 | 2/25/2027 | 344,445.50 | 317,639.00 |
| TEXAS EXCHANGE BK SSB CD | FDIC | FDIC | 1.17 | 6/25/2027 | 250,000.00 | 213,697.50 |
| DEUTSCHE BANK NY | A- | A1 | 5.50 | 9/9/2027 | 241,564.50 | 244,130.00 |
| TORONTO-DOMINION BANK | A | A1 | 5.28 | 1/10/2028 | 256,542.00 | 243,997.50 |
| FIDELITY FUNDS →* | FDIC | FDIC | 5.34 | | 250,000.00 | 250,000.00 |
| GOLDMAN SACH FINL →* | FDIC | FDIC | 5.31 | | 250,000.00 | 250,000.00 |
| FEDERATED HERMES →* | FDIC | FDIC | 5.29 | | 275,000.00 | 275,000.00 |
| | | | | | Total CD/Bonds | \$ 5,944,035.20 |
| WF ADV CASH INVEST Money Market | | | | | | \$96,664.85 |
| Accrued Interest | | | | | | 35,656.74 |
| Total Market Value | | | | | | <u>\$6,076,356.79</u> |

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DATE: November 3, 2023
TO: CPS HR Consulting Board of Directors
FROM: Jerry Greenwell, CEO
PREPARED BY: Sandy MacDonald-Hopp, CFO
SUBJECT: Disclosure of Reimbursement for Special Districts

ACTION REQUESTED:

- Information Item
- Approval and/or Authorization
- Policy Change or Adoption
- Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

This fulfills our requirement as a governmental agency to disclose information related to reimbursements of employee travel and expenses.

DISCUSSION:

In 1994, legislation was passed requiring special districts to disclose employee travel and expense related reimbursements (under Government Code sec. 53065.5). Accordingly, we are required to print and make available our warrant (check) list at least annually. CPS HR prints a list of all checks as part of the check run process and all lists are kept in the Finance department located in the home office in Sacramento. Employee travel and expense related reimbursements are included in each check run. The documents are public information and available for viewing by interested parties.

RECOMMENDATIONS: None, for information only.

FISCAL IMPACT: None, no expense will be incurred.

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DATE: November 3, 2023
TO: CPS HR Consulting Board of Directors
FROM: Jerry Greenwell, CEO
PREPARED BY: Dana Henderson, Executive Assistant
SUBJECT: Board Member Meeting Attendance Cost Summary – Annual Report

ACTION REQUESTED:

- Information Item
- Approval and/or Authorization
- Policy Change or Adoption
- Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

This item is related to Board Operations rather than the Business Plan.

DISCUSSION:

As a special district, CPS HR is required to disclose expense reimbursements of at least \$100 on an annual basis. This will occur as a standard annual agenda item, providing the expense reimbursement disclosure for the Board meetings for the previous year.

RECOMMENDATIONS: None, for information only.

FISCAL IMPACT: None, for information only.

Attachment 10

| Category | June 21 Total | Nov 21 Total | Mar 22 Total | June 22 Total | Nov 22 Total | Mar 23 Total | June 23 Total |
|--|--|--|--|---------------|--|----------------|--|
| Transportation | \$0 | \$0 | \$0 | \$304 | \$0 | \$2,381 | \$0 |
| Lodging | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,681 | \$0 |
| Food | \$0 | \$0 | \$0 | \$436 | \$0 | \$2,344 | \$0 |
| Meeting Room/ A/V/Phone | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Totals | \$0 | \$0 | \$0 | \$740 | \$0 | \$7,406 | \$0 |
| | Board meeting held remotely due to Covid-19 | Board meeting held remotely due to Covid-19 | Board meeting held via teleconference | | Board meeting held via teleconference | | Board meeting held via teleconference |
| | | | | | | | |
| Amounts are rounded to the nearest dollar. | | | | | | | |
| **None of the above includes Sr. Leader costs. | | | | | | | |
| | | | | | | | |

DATE: November 3, 2023
TO: CPS HR Consulting Board of Directors
FROM: Jerry Greenwell, CEO
PREPARED BY: Dana Henderson, Executive Assistant
SUBJECT: Return to Board Funds Update

ACTION REQUESTED:

- Information Item
- Approval and/or Authorization
- Policy Change or Adoption
- Closed Session Item

RELATIONSHIP TO BUSINESS PLAN:

This fund is provided to promote Human Resources within Board member organizations. Funds go toward improvement of management, culture, or HR function of the organization. These funds are a part of the investment CPS HR makes in our Board member agencies from the Professional and Community Investment Fund segment of our operating budget.

DISCUSSION:

Board members have typically used Return to Board Funds for:

- Training, HR Conferences (i.e., SHRM, PSHRA, NASPE), workshops, webinars (travel/lodging expenses for training or conferences)
- Training materials (books, DVD's, etc.)
- Employee Recognition (HR Dept. events or gifts for employee recognition)
- Hardware or software for HR department
- CPS HR Consulting services
- HR association membership dues
- Leadership Development retreat
- Data services (i.e., survey reports)
- CPS HR Academy or Open Enrollment Classes
- Meeting facilitation

Ideally, these funds support initiatives or training that might not otherwise be budgeted for. The attached table details the remaining fund balances for each Board agency as of October 20, 2023.

RECOMMENDATIONS: None, for information only.

FISCAL IMPACT: Sufficient revenue exists to support these funds.

RETURN TO BOARD FUNDING - March 1, 2023 - March 1, 2024

| Board Agency | Beginning balance as of 3/1/23 | Description of Funds Spent /Encumbered | Spent / Encumbered Amount | Current Balance |
|---|--------------------------------|---|---------------------------|-----------------|
| City of Anaheim | \$5,000 | | | \$5,000 |
| Hayward USD | \$5,000 | | | \$5,000 |
| City of Las Vegas | \$5,000 | | | \$5,000 |
| Mecklenburg County | \$5,000 | HR Professionals Day - staff breakfast and notebook | \$2,216 | \$2,784 |
| City of Plano | \$5,000 | | | \$5,000 |
| Pinellas County | \$5,000 | | | \$5,000 |
| Sacramento County | \$5,000 | Recruitment outreach for Risk Manager and Liability Analyst | \$5,000 | \$0 |
| * Figures in this chart are rounded to the nearest dollar | | | | |