



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

AMENDMENT NO. 1 TO MANAGEMENT AND ADMINISTRATIVE SERVICES AGREEMENT

This first amendment to the Management and Administrative Services Agreement between the **MENDOCINO COAST HEALTH CARE DISTRICT** (“Agency”) and Regional Government Services Authority, hereinafter called “RGS” is made and entered into this 27th day of June 2024.

RECITALS

The Agency and RGS entered into an Agreement for services dated December 23, 2023. This Amendment is entered into with reference to the following facts and circumstances:

- A. **Section 2.1, Term of Agreement and Termination**, is amended to extend the anticipated completion date to June 30, 2025.
- B. **Section 3, Compensation**, is amended to increase the Not To Exceed (NTE) amount by \$168,800, to a revised total of \$286,200.
- C. **Exhibit B, Scope of Services**, is replaced in its entirety by the attached Exhibit B-1.
- D. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated: _____

Dated: _____

Agency

RGS

Paul Garza, Chair of the Board of
Directors

Sophia Selivanoff, Executive Director

RGS provides quality, innovative, cost-effective services exclusively to public agencies.

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Exhibit B-1

Scope of Services

1. Agency administration services

- Includes an average of 40 service hours per week through December 31, 2024; and an average of 20 hours per week from January 1, 2025 through June 30, 2025.
- Key activities include but are not limited to:
 - Prepare reports and agendas for Board and committee meetings in Consultation with the Board Chair in accordance with agency By-laws.
 - Arranging relevant presentations, information, updates, and analysis for Board consideration at meetings.
 - Coordination of committee and Board activity and communication.
 - Facilitating the policy decisions and priorities of the District's Board of Directors.
 - Coordinate District administrative and project activities with other contracted service providers, District partnering organizations including Adventist Health, and others.
 - Ensure District records are maintained in compliance with applicable law and Board policy.
 - Serve as an information provider for the District's residents via website updates, press releases, and other means; attend meetings with community stakeholders, and represent the District at public and professional functions as needed.
 - As mutually agreed between the District and RGS, maintain office hours, District communications access, and ensure the office is a functional and usable space.
 - As requested by the Chair, provide local support for and facilitate the actions of the District's contracted CFO.

2. Supplemental administration consulting and support services

- Service hours vary, based on agency needs, requests, and events.
- Key activities include but not limited to:
 - Facilitate timely and compliant governance meeting practices; production of Board actions and minutes.
 - Compliance with Public Records Act requests in appropriate collaboration with District counsel.
 - Prepare RFP's and other procurement processes
 - Develop, negotiate, and monitor District contracts for technical and other services as needed.
 - Ensure effective implementation of appropriate website and social media messaging, and coordinating media relations if needed.
 - Consult on any required matter in the field of public administration.

3. Complete the following special projects

- **Facilitate a Board strategic planning**
 - Include current contracted staff and key business partner Adventist Health.
 - Precede with a community survey and/or otherwise obtain community participation.
- **Research and report on ongoing administration options**
 - Identify, analyze feasibility and provide estimated costs for up to 3 staffing and/or contracting models for future administration of the District and support of the Board – deliver timely for budget planning for FY26.