



TO: BOARD OF DIRECTORS BOD Meeting: 07/30/2026
FROM: SOPHIA SELIVANOFF, EXECUTIVE DIR. - RGS Item: 3e)
SUBJECT: AMENDMENT No. 3 TO THE CONTRACT FOR ADMINISTRATION SERVICES WITH REGIONAL GOVERNMENT SERVICES

RECOMMENDATION

Staff recommends the Board approve an amendment 3 to the existing contract for administration services with Regional Government Services Authority, for agency administration services through June 30, 2027, in the amount of \$170,900.

BACKGROUND

Following the 2020 affiliation with Adventist Health, the District Board was left without administrative support but continued legal and fiscal responsibilities as owner and landlord of the Mendocino Coast Hospital facility. To strengthen governance, financial management, transparency, and decision-making, the Board retained Regional Government Services Authority (RGS) in December 2023 to provide a range of administrative services, including an Agency Administrator.

ANALYSIS

RGS' efforts in FY 23/24 and 24/25 focused on transparent financial management and clarity of governance in the new model of outsourced operations. During FY 25/26, RGS facilitated the District's achievement of responsible stewardship of public taxpayer funds, including full accounting of Measure C taxpayer funds, required government records and filings, completed financial audits, updated bylaws, a current set of Board policies, and well-run public meetings. A report of RGS' activities and accomplishments during FY 25/26 is attached.

This administrative foundation positioned the Board to successfully develop a maintenance planning and financing program for an aging critical access rural hospital facility that no longer meets state seismic licensing requirements. Implementation of this program in FY 26/27 requires administrative support for the \$20 million hospital seismic retrofit project, as well as ongoing facilities management and record-keeping, government compliance, financial reporting, planning Board meetings and maintaining District records.

Extending the District's agreement with RGS through June 30, 2027 supports this essential project and ongoing work and requires full-time support from a key administrator, along with RGS team support for the Board — clerking public meetings, community outreach, and maintaining the website and social media channels used for public engagement.

Without this extension, the District's ability to meet its obligations is at risk, along with its long-term capacity to sustain health care access for the community.

FISCAL IMPACT

The RGS contract amendment 3 total is \$182,400 and included in the adopted FY 26/27 budget.

RGS MAJOR ACCOMPLISHMENTS FY 25/26

Measure C Funds

Developed stronger fiscal oversight policies and tracking reports for the Measure C Citizen's Oversight committee confirming that expenditure of Public Funds align with voter-approved ballot purposes;

Seismic Compliance and Healthcare Infrastructure Planning

Provided substantial support for coordination and planning activities involving engineering consultants, healthcare representatives, municipal agencies and Adventist Health (district hospital tenant) staff for hospital seismic retrofit compliance, utility planning, and long-term healthcare facility sustainability, and assisted with preparation of explanatory summaries intended to simplify highly technical infrastructure and regulatory information for Board review

Project Planning, Budget Development, and Capital Infrastructure Coordination

Supported the District Board in review and organization of project planning activities related to healthcare infrastructure, facilities coordination, and capital improvement initiatives.

Major accomplishments included:

- Assisted with review and organization of project planning documentation and infrastructure proposals
- Supported development and refinement of project summaries and budget-related materials for Board consideration
- Coordinated documentation and communication regarding anticipated permitting requirements, project sequencing, and regulatory review timelines
- Assisted with organization of consultant reports, planning discussions, and project coordination materials
- Supported evaluation and communication of infrastructure priorities tied to healthcare operations and facility sustainability
- Helped improve continuity between project discussions, Board actions, and administrative follow-up

These efforts supported more organized and transparent review of complex healthcare infrastructure planning and capital project coordination activities.

Policy Updates and Governance Improvements

Provided ongoing support for development, review, and refinement of District governance policies, operational procedures, and Board practices.

Major accomplishments included:

- Assisted with review and revision of governance-related policies and procedures
- Supported updates to committee procedures, agenda language, and Board operational practices
- Conducted research and analysis regarding healthcare district governance standards and public agency best practices
- Assisted with clarification of Board officer election procedures and public meeting requirements
- Supported improved consistency and organization of district governance documents and administrative records
- Assisted with policy language intended to improve accountability, transparency, and procedural clarity
- Helped modernize and organize district reference materials and governance resources

These efforts contributed to stronger institutional governance, improved procedural consistency, and enhanced organizational continuity.

Brown Act Compliance and Public Transparency

Supported District efforts to strengthen compliance with California open meeting laws and improve transparency in Board operations.

Major accomplishments included:

- Conducted review and clarification of Brown Act requirements applicable to Board procedures and committee operations
- Assisted with development and revision of agenda language to support lawful meeting practices
- Supported clarification regarding lawful voting procedures and open meeting transparency obligations
- Assisted with preparation of governance summaries explaining procedural requirements in accessible language
- Helped improve public accessibility and readability of Board and committee materials

These efforts supported lawful governance practices and reinforced public confidence in Board transparency and accountability.

Financial Oversight and Stewardship of Taxpayer Resources

Provided substantial administrative and organizational support related to financial oversight and responsible stewardship of public resources.

Major accomplishments included:

- Assisted with organization and review of financial reports, expenditure summaries, and supporting documentation
- Supported improved accessibility and organization of District financial records and project documentation
- Assisted with tracking authorized expenditures and project-related financial commitments
- Supported coordination and organization of audit-related and compliance-related materials
- Helped improve clarity and consistency of public financial reporting documents
- Assisted in strengthening documentation practices supporting fiscal accountability and transparency

These efforts contributed to improved stewardship of public taxpayer dollars and strengthened financial oversight practices.

Public Communications and Community Transparency

Supported District efforts to improve public understanding of healthcare district operations, infrastructure planning, and governance activities.

Major accomplishments included:

- Prepared and refined summaries explaining technical, legal, financial, and governance matters
- Assisted with development of clearer public-facing communications and informational materials
- Supported website organization and navigation improvements to improve accessibility of district information
- Helped simplify complex regulatory and infrastructure discussions for public and Board understanding
- Assisted with preparation of communications related to Measure C oversight, infrastructure planning, and governance matters

These efforts helped strengthen community transparency and improve accessibility of District information for the public.

Overall Contributions and Impact

The work completed during Fiscal Year 2025–2026 significantly supported the District Board’s ability to:

- Maintain responsible stewardship of public taxpayer resources
- Improve transparency and public accountability
- Advance critical seismic compliance and healthcare infrastructure planning
- Strengthen governance and operational consistency
- Improve organization and accessibility of District records and materials
- Enhance oversight of Measure C expenditures and project approvals
- Support lawful and transparent Board operations
- Improve coordination among consultants, agencies, committees, and stakeholders