

# CPS HR Board of Directors Meeting Agenda

Thursday, March 12, 2026

8:30 AM

&

Friday, March 13, 2026

9:30 AM

CPS HR Consulting  
2450 Del Paso Road, Suite 220  
Sacramento, CA 95834  
t: 916.263.3600 f: 916.263.3613

[www.cps hr.us](http://www.cps hr.us)



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## CPS HR Board Meeting Dates/Locations

| <u>Date</u>         | <u>Location</u>                |
|---------------------|--------------------------------|
| March 12 - 13, 2026 | CPS HR Office - Sacramento, CA |
| June 5, 2026        | Remote teleconference          |
| November 6, 2026    | Remote teleconference          |

## The CPS Board Year

Revised Nov. 2024

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. 2026) –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 2026, 2028, 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, 2024 – June 30, 2026

- LaShon Ross, Board Chair, City of Plano
- Joseph Hsieh, Vice Chair/Secretary, Sacramento County
- *Vacant*

***Board Development Subcommittee*** (standing committee)

July 1, 2025 – June 30, 2026

- Linda Andal, City of Anaheim
- Joannette Freeman, Mecklenburg County
- *Vacant*

***Board Financial Audit Subcommittee*** (ad-hoc committee)

2025 members:

- Wade Childress, Pinellas County
- Fernando Yañez, Hayward USD

*Updated February 2026*

CPS HR Consulting – Agenda  
Board of Directors Development Meeting  
Thursday, March 12, 2026– 8:30 a.m. PST  
CPS HR Consulting – Grand Canyon Conference Room  
2450 Del Paso Road, Suite 220, Sacramento, CA 95834

Dial in by phone:  
(916) 562-0871 - 758266776#  
(866) 343-5340 - 758266776# (Toll-free)  
Phone conference ID: 758 266 776#

Microsoft Teams Meeting  
<https://teams.microsoft.com/join/29986724842653?p=WMXUrAgoNbWOQHttuW>  
Meeting ID: 299 867 248 426 53  
Passcode: Qu7dn3ny

**Open Session - Board of Directors Team Development Meeting**  
**8:30AM – 4:00PM PST**  
*(Workforce Planning and Strategic Plan update documents under separate cover)*

**Breakfast**

**Civility Training**

**Lunch**

**Board Learning / Professional Development Discussion**

- **Workforce Planning – Kammy Haynes, Ph.D.**

**Book of Business Overview**

**CPS HR Strategic Plan- Katie & Sr. Leaders**

- **Brief status update on FY26 progress**
- **Update on FY27 Strategic Plan**

***Group dinner at 5:30PM at TBD***

CPS HR Consulting – Agenda  
Board of Directors Business Meeting  
Friday, March 13, 2026 – 9:30 a.m. PST  
CPS HR Consulting – Grand Canyon Conference Room  
2450 Del Paso Road, Suite 220, Sacramento, CA 95834

Dial in by phone:  
(916) 562-0871 - 206997751#  
(866) 343-5340 - 206997751# (Toll-free)  
Phone conference ID: 206 997 751#

Microsoft Teams Meeting:  
<https://teams.microsoft.com/meet/22862157619734?p=S0NsoHT8ymDhR8Q3qf>  
Meeting ID: 228 621 576 197 34  
Passcode: pp7g9wN7

**Breakfast available at the CPS HR office starting at 8:45 AM**

**Open Session - Board of Directors Business Meeting – 9:30 AM PST**

**Action may be taken on any item on the Agenda**

I. Consent Calendar

1. Return to Board Funds Attachment 1

II. Action Items

2. Approval of Minutes - November Board Meeting Attachment 2  
3. Approval of Minutes – Board Development Committee Meeting Attachment 3  
4. Approval of Class/Pay Plan Attachment 4

III. Information Only

5. FY26 Budget/Cash Flow Update Attachment 5  
6. CPS HR Performance Scorecard Attachment 6  
7. CPS HR Investment Update Attachment 7  
8. Employee Recognition Attachment 8

*Public Comment on Matters Not on the Agenda*

End of Open Session

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**DATE:** March 13, 2026  
**TO:** CPS HR Consulting Board of Directors  
**FROM:** Katie S. Hagen, 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:**

The fund is provided to allow board member organizations to access our products and services as a demonstration project. Funds go toward improvement of management, culture, or the 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:**

Due to budget constraints, the Return to Board Funds were suspended until next fiscal year.

**RECOMMENDATIONS:** None, for information only.

**FISCAL IMPACT:** None, for information only.

**RETURN TO BOARD FUNDING - March 2026**

| Board Agency       | Beginning balance as of March 2026 | Description of Funds Spent /Encumbered | Spent / Encumbered Amount | Current Balance |
|--------------------|------------------------------------|--|---------------------------|-----------------|
| City of Anaheim    | \$0                                |  | \$0                       | \$0             |
| Hayward USD        | \$0                                |  | \$0                       | \$0             |
| City of Las Vegas  | \$0                                |  | \$0                       | \$0             |
| Mecklenburg County | \$0                                |  | \$0                       | \$0             |
| City of Plano      | \$0                                |  | \$0                       | \$0             |
| Pinellas County    | \$0                                |  | \$0                       | \$0             |
| Sacramento County  | \$0                                |  | \$0                       | \$0             |



**Minutes of Board of Directors Meeting**

November 7, 2025

The Board of Directors of CPS HR Consulting met on Friday, November 7, 2025 via teleconference.

**Board members attending:**

LaShon Ross, City of Plano, TX (Chair)  
Joseph Hsieh, County of Sacramento, CA (Vice Chair/Secretary)  
Vince Zamora, City of Las Vegas, NV  
Joanette Freeman, County of Mecklenburg, NC  
Wade Childress, County of Pinellas, FL  
Carla Romine, City of Plano, TX (Alternate)  
Victoria Huynh, City of Plano, TX (Alternate)  
Sue Brown, City of Las Vegas, NV (Alternate)

**Board Members not attending:**

Fernando Yañez, Hayward Unified School District, CA  
Linda Andal, City of Anaheim, CA  
Maria Ciro, County of Pinellas, FL (Alternate)

**Staff attending:**

|                         |                   |                     |
|-------------------------|-------------------|---------------------|
| Katie S. Hagen, CEO     | Melissa Asher     | Dana Henderson      |
| Sandy MacDonald-Hopp    | Geralyn Gorshing  | Jaclyn Del Carlo    |
| Vicki Quintero Brashear | Greg Roberson     | Melissa Sullinger   |
| Cerri Mansfield         | Igor Shegolev     | Anne Patten         |
| Karen Evans             | Don Ronyak        | Edward Sisson       |
| Mathew Berg             | Suzanne Ansari    | Kevin Nicolson      |
| Manpreet Kaur           | Sarah Kleinberg   | Layla Mansfield     |
| Michelle Long           | Walter Johnson    | Holly Hatada        |
| Karina Mendez           | Fatima Nukic      | Dimple Patel        |
| Christina Stepanov      | Alan Tomassetti   | Veronica Lara-Lopez |
| Sheila McAuliff         | Debbie Gutman     | Andrew Zhu          |
| Megan Misasi-Randles    | David Krolikowski | Sophia Farrington   |
| Michelle Garbato        | John Freeburn     | Brian Blunt         |
| Kristin Morris          | Allen Myers       | Lynette Conn        |
| Amy Hagan               | Jennifer Houston  | Kimberly Sumagit    |
| Andrea Rumbaua          | Elizabeth Bishop  | Kaley Cooper        |
| Heather Moore           |                   |                     |

**Others attending:**

Pam M. Sailor, Gilbert CPAs  
Jeff Mitchell, Legal Counsel, KMTG

**Open Session for Board Meeting**

LaShon Ross, Board Chair, called the meeting to order at 9:02 a.m. PST upon confirmation of a quorum.

LaShon welcomed everyone and acknowledged that this was Katie Hagen’s first meeting as CEO. She congratulated Katie on a smooth transition, noting positive feedback from both board members and staff. Katie thanked the group, saying she was honored to lead the organization and appreciated everyone’s help in getting oriented.

LaShon then turned to recognize Vince Zamora, who is retiring from the board. She described Vince as an amazing board member with a great sense of humor, deep HR expertise, and constant willingness to help. She recalled a fond memory how Vince once mailed her city’s HR department a container of Tang. Geralyn Gorshing also expressed similar sentiments, expressing that Vince’s insight and humor would be missed. Katie added that even though she had only met him recently, she was impressed by his past contributions.

Vince thanked everyone for their kind words, saying the experience had been personally and professionally rewarding and appreciated the opportunity to serve on the board.

**Consent Calendar**

Katie introduced the new consent calendar format, explaining that it would streamline meetings by grouping routine informational items.

Items included:

- Attachment 1 - Disclosure of Reimbursements for Special Districts
- Attachment 2 - Board Member Attendance Cost Summary – Annual Report
- Attachment 3 - Return to Board Funds Update

Joseph Hsieh asked if a vote was required. Katie clarified that these were information only items, no vote required.

**Action Items**

***Attachment 4 – Approval of CPS HR Annual Financial Statements***

Pam Sailor, from Gilbert CPAs, presented the audit results. She confirmed an unmodified opinion, the best possible outcome, with no findings or adjustments.

Key highlights:

- Strong internal controls and no disagreements with management.
- Net position decreased by \$2.5M, primarily due to reduced project revenue and direct project expenses.
- Total net position: \$21.9M.
- Cash increased by \$1.5M overall.

Pam noted that all pension and OPEB reporting complied with GASB 68 and 75. Sandy MacDonald-Hopp added context, explaining that year-end pension adjustments vary based on CalPERS valuations and market conditions.

LaShon thanked staff for sound fiscal management.

The Board of Directors of CPS HR Consulting approved the audited financial statements for FY2024 – 2025 and agreed to disband the ad-hoc Finance Audit Subcommittee.

Motion: Childress, County of Pinellas  
 Second: Freeman, County of Mecklenburg  
 Vote:

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

**Resolution # 25-11**

**Attachment #5 – Approval of Minutes from June 6, 2025 Board Meeting**

There were no comments or changes to the minutes. The Board of Directors of CPS HR Consulting approved the minutes from the June 6, 2025 Board Meeting.

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

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

LaShon thanked Dana Henderson for consistently preparing clear and polished minutes.

**Attachment #6 – Approval of Salary Market Survey and Class & Pay Plan**

Katie introduced the item, explaining that CPS HR’s latest salary study confirmed current pay bands remain competitive, and no adjustments were needed. The market study weighted public data at 70% and private data at 30%, based on nine current and founding member agencies.

LaShon asked why no changes were necessary. Katie and Vicki Quintero-Brashear explained that the recent equity study and ongoing reviews have kept CPS HR aligned with the market. Katie also noted the next compensation study, focused on senior leadership, will occur in 2027.

The Board of Directors of CPS HR Consulting approved the Salary Market Survey and Class and Pay Plan as presented in the November 7, 2025 agenda.

Motion: Zamora, City of Las Vegas  
 Second: Childress, County of Pinellas  
 Vote:

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

**Resolution # 25-12**

**Attachment #7 – Approval of 2026 Proposed Board Meeting Dates & Locations**

The proposed Board Meeting schedule for 2026 was reviewed. Katie recommended that the March meeting be held in Sacramento again, citing cost savings and logistical efficiency. Wade recalled last year’s discussion and agreed that given the financials, it is cost effective to hold the board meeting in Sacramento.

The Board of Directors of CPS HR Consulting approved the 2026 Board Meeting Dates and Locations listed below:

- March 11 - 13, 2026: CPS HR Consulting headquarters – Sacramento, CA
- June 5, 2026: Sacramento/Remote teleconference
- November 6, 2026: Sacramento/Remote teleconference

Motion: Zamora, City of Las Vegas  
 Second: Freeman, County of Mecklenburg  
 Vote:

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

**Resolution # 25-13**

**For Information Only**

**Attachment #8 – FY2026 Budget and Cash Flow Update**

Sandy MacDonald-Hopp gave an overview of the FY2026 budget and cash flow.

Key highlights included:

- Revenue: \$7.4M year-to-date (up 1% from last year but \$600K below budget).
- Operating expenses: Slightly over budget due to strategic initiatives and proposal workload.
- Net loss: \$250K, less than budgeted.
- Cash reserves: \$14.8M, well above the \$4M minimum.
- Days of cash: 174.
- Staffing: 103 employees (110 budgeted).

Sandy explained that state contracts were performing above budget, while local and emerging markets were tracking below but expected to rebound later in the year.

LaShon asked how the organization was doing overall. Katie replied that we're doing well and focused on smart growth. RFP submissions are up about 40% from this time last year, which is very encouraging.

LaShon followed up with questions about the Chicago testing contract and our collections process. Katie shared that Chicago remains a long-standing client, renewing regularly due to trust, value of services and satisfaction.

Sandy described tight internal monitoring of billing and collections, which includes maintaining a minimal bad debt reserve and consistent follow-up with slow pay clients.

### ***Attachment #9 – Performance Scorecard Dashboard***

Geralyn Gorshing highlighted key performance results:

- 48 new clients this year (35% of annual goal), well ahead of prior year pace.
- Client retention: 47%, on track toward 70% goal.
- Client satisfaction: 4.59 out of 5, surpassing goal (4.3). Nearly half of the clients gave perfect scores.
- RFPs submitted: Up 45% overall, with strong increases in core markets (CA, CO, TX).
- 182 projects won, generating approximately \$6.6M.

Geralyn explained that while revenue is still catching up, the pipeline indicators show healthy growth.

### ***Attachment #10 - FY26 Strategic Initiatives – Progress Update***

Katie provided a progress overview of CPS HR's five key strategic goals:

1. Expand markets and target larger clients: Outreach and visibility through social media, conferences, and refreshed marketing materials.
2. Manage project gross margins: Completed analysis phase; now implementing top findings to improve efficiency.
3. Leverage intermittent workforce: HR survey underway to catalog additional staff skills and identify gaps.
4. Strengthen organizational culture: Continued employee pulse surveys, training, and "LiveWell" engagement programs.
5. Reengineer comp study methodology: Modernized process to meet client demand for streamlined studies.

Katie added that a new technology roadmap will soon be developed to guide future automation and AI initiatives.

**Attachment #11 - Investment Update**

Sandy reviewed the investments. Our portfolio value as of September 30, 2025 is \$8,023,132 which includes accrued interest of \$68k. 12.3% of our investment dollars are CDs that are FDIC insured. Although some holdings were downgraded to “BAA,” they remain compliant and are performing well. Mutual fund yields are around 4.2–4.3%, and total cash stands at \$14.8M.

**Attachment #12 - Employee Recognition**

Katie shared employee recognitions, highlighting teamwork and excellence across the organization:

- **Team Impact Awards** went to:
  - Proposal & Business Development Team – outstanding collaboration during staffing shortage.
  - HR Team – seamless HR operations and contributions to strategic initiatives.
  - NEOgov Implementation Team – successful system rollout of 7 HR modules.
  - Client Services Management Team – leadership in the net margin analysis project.
- **Instant Impact Awards:**
  - Igor Shegolev and Sheila McAuliff – for outstanding internal pay study work.
  - Edward Sisson and Rachel Danke – for last-minute client presentations and library sector success.
- **Impact Awards:**

Recognition for multiple staff members including Heather Moore, Jennifer Houston, Rich Lorraine, Gilles Laborde Lagrave, Pat Williams, Kim Augustin, Channelle Ceralde, Amy Hagan, Debbie Gutman, Laural Davis and Holly Hatada for exceptional service and project execution.

Katie praised everyone’s dedication and hard work. LaShon agreed and thanked everyone for their work.

**Additional Comments:**

Joanette offered a personal commendation for Katie as the new CEO. She expressed that Katie had quickly established herself as a trailblazer, making a strong positive impact in a short time. Joanette emphasized how much she appreciated their one-on-one conversations, noting that Katie has been doing an excellent job educating and engaging the board. She wanted to ensure Katie received public acknowledgment for her strong start.

LaShon agreed with Joanette’s comments. She said the experience had been educational for both the board and Katie, and she thanked Katie as well as the staff for working together to support a smooth leadership transition. LaShon expressed confidence in the organization’s direction under Katie’s leadership.

LaShon acknowledged we had three alternates on the call:

- Sue Brown, City of Las Vegas

- Carla Romine, City of Plano
- Victoria Huynh, City of Plano

**Public Comments:** None

Having no other questions or business to discuss, LaShon adjourned the meeting at 10:23 a.m. PST.

Minutes prepared by:  
Dana Henderson

Minutes reviewed by:  
Katie S. Hagen

Respectfully Submitted:

Dated: 11/18/2025

Signed: Joseph Hsieh  
Joseph Hsieh, CPS HR Vice Chair/Secretary  
County of Sacramento

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**MINUTES OF CPS HR BOARD OF DIRECTORS  
SUB-COMMITTEE MEETING**

**Board Development Committee**

February 10, 2026

The Board Development Committee members met via teleconference on Tuesday, February 10th, 2026.

The meeting convened at 11:05 a.m. PST with the following in attendance:

Linda Andal, Board Member, City of Anaheim, CA  
Joanette Freeman, Board Member, County of Mecklenburg, NC  
Katie S. Hagen, CEO, CPS HR Consulting  
Dana Henderson, Executive Assistant, CPS HR Consulting

This meeting focused on discussion topics for the upcoming Board Development session on Thursday, March 12th. In recent years, these sessions have included discussions around AI, organizational fragility, DEI, civility, and wellness. Both Linda and Joanette agreed that while past discussions were engaging, they may not have resulted in concrete deliverables or actionable tools.

Joanette mentioned a theme that had been explored before, organizational fragility, but noted now with social unrest, burnout, and heightened tensions in the workplace, these are contributing to instability. She shared that her county is also in the middle of a major culture initiative by conducting surveys, holding listening sessions, and bringing recommendations forward to their executive team.

Linda agreed with Joanette; organizational fragility remains relevant. Linda also expressed interest in discussions around leadership skill gaps, union dynamics, pension structure, and succession planning – both at the executive level and key classification roles.

Katie suggested framing everything under a workforce planning umbrella. Linda referenced a past strategic planning experience where a facilitator visually mapped ideas in real time that helped participants see connections, and structure their thinking. She suggested something similar for this board discussion, a roadmap, checklist, or visual product that CPS could refine and share more broadly. Linda acknowledged she values the board discussions, but she wants something actionable at the end and believes this would be valuable to the other board members too.

The committee agreed to have the Board Development session discussion topic around workforce planning.

The meeting concluded at 11:42 a.m. PST.

Minutes prepared by: Dana Henderson

Minutes reviewed by: Katie S. Hagen

Dated: 2/17/2026

Signed: Linda Andal

CPS HR Board Member

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**DATE:** March 13, 2026  
**TO:** CPS HR Consulting Board of Directors  
**FROM:** Katie S. Hagen, CEO  
**PREPARED BY:** Jaclyn Del Carlo, CHRO  
**SUBJECT:** Approval of Class/Pay Plan

**ACTION REQUESTED:**

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

**RELATIONSHIP TO BUSINESS PLAN:**

This item supports organizational sustainability and operational effectiveness by maintaining a legally compliant and internally consistent classification and compensation structure.

**DISCUSSION:**

The purpose of this item is to request approval of compensation adjustments required to ensure compliance with California wage and hour law effective January 1, 2026.

Effective January 1, 2026, the State of California increased the state minimum wage to \$16.90 per hour. This statutory increase impacts both non-exempt hourly classifications and the minimum salary threshold required for exempt employees under California law.

**1. Non-Exempt Classifications – Minimum Wage Adjustment**

Pursuant to California Labor Code and applicable Industrial Welfare Commission (IWC) Wage Orders, all non-exempt employees must be compensated at or above the state minimum wage. As a result of the increase to \$16.90 per hour, the minimum hourly rates for the following non-exempt classifications have been adjusted to ensure compliance:

- Consulting Assistant / Bid and Proposal Writer
- RA Subject Matter Expert I
- Subject Matter Expert I

These updates are compliance-driven and ensure that the salary ranges for these classifications remain consistent with California minimum wage requirements. No changes to job duties, classification structure, or exemption status are proposed.

**2. Exempt Classifications – Minimum Salary Threshold Adjustment**

Under California Labor Code section 515(a) and the applicable IWC Wage Orders, employees classified as exempt under the executive, administrative, or professional exemptions must earn a monthly salary equivalent to no less than two (2) times the state minimum wage for full-time employment (defined as 40 hours per week).

Based on the increase to \$16.90 per hour, the minimum annual salary required to qualify for exempt status effective January 1, 2026 is:

$\$16.90 \times 2 \times 2,080 \text{ hours} = \$70,304 \text{ annually}$   
(\$5,858.67 per month)

As a result, CPS HR Consulting must adjust the minimum salary levels for affected exempt classifications to ensure continued compliance with the exemption salary basis test under California law.

The following classifications are affected (listed in alphabetical order):

- Accountant
- Accounting Coordinator
- Associate Bid and Proposal Coordinator
- Associate HR Consultant
- Associate Training Coordinator
- Contracts Coordinator

This action updates the minimum salary for these classifications to meet or exceed the 2026 exempt salary threshold of \$70,304 annually. Midpoint and maximum salary ranges will be adjusted accordingly to preserve the established salary range spread and maintain structural consistency within the classification and compensation plan.

These adjustments are strictly compliance-driven and do not reflect changes to job duties, exemption designation, compensation philosophy, or market positioning.

**RECOMMENDED ACTION:** Approve the adjustment of minimum salary ranges for the above-listed classifications effective January 1, 2026, to ensure compliance with California Labor Code section 515(a) and applicable IWC Wage Orders reflecting the 2026 state minimum wage increase for exempt employees.

**FISCAL IMPACT:** None. All current employees in the affected classifications are compensated at or above the new minimum salary threshold required for exempt status effective January 1, 2026.

Classification and Compensation Pay Scale  
 Full Time/Part Time  
 Board Approved: March 13, 2026  
 Effective: January 1, 2026 – June 30, 2026

| Occupational Series        | Class Code | Classification Title                        | Occupational Group | FLSA Status | Annual Minimum Salary | Annual Midrange Salary | Annual Maximum Salary |
|----------------------------|------------|---|--------------------|-------------|-----------------------|------------------------|-----------------------|
| <b>Executive</b>           |            |   |                    |             |                       |                        |                       |
|                            | 101        | Chief Executive Officer                     | Executive          | Exempt      | \$250,000             |                        | \$300,000             |
| <b>Senior Level</b>        |            |   |                    |             |                       |                        |                       |
|                            | 105        | Chief Financial Officer                     | Sr. Management     | Exempt      | \$155,421             | \$194,276              | \$233,131             |
|                            | 114        | Chief Human Resources Officer               | Sr. Management     | Exempt      | \$155,421             | \$194,276              | \$233,131             |
|                            | 110        | Chief of Client Services                    | Sr. Management     | Exempt      | \$155,421             | \$194,276              | \$233,131             |
|                            | 113        | Chief Information Officer                   | Sr. Management     | Exempt      | \$155,421             | \$194,276              | \$233,131             |
|                            | 112        | Chief of Marketing and Business Development | Sr. Management     | Exempt      | \$155,421             | \$194,276              | \$233,131             |
| <b>Mid-Manager</b>         |            |   |                    |             |                       |                        |                       |
|                            | 501        | Manager                                     | Management         | Exempt      | \$124,337             | \$155,421              | \$186,505             |
| <b>Specialist</b>          |            |   |                    |             |                       |                        |                       |
|                            | 910        | Technical Specialist                        | Professional       | Exempt      | \$107,798             | \$134,748              | \$161,698             |
|                            | 914        | Business Intelligence Specialist            | Professional       | Exempt      | \$102,409             | \$128,011              | \$153,613             |
| <b>Human Resources</b>     |            |   |                    |             |                       |                        |                       |
|                            | 1327       | Principal HR Consultant                     | Professional       | Exempt      | \$97,998              | \$122,498              | \$146,998             |
|                            | 1527       | Senior HR Consultant                        | Professional       | Exempt      | \$85,216              | \$106,520              | \$127,824             |
|                            | 1717       | HR Consultant                               | Professional       | Exempt      | \$72,434              | \$90,542               | \$108,650             |
|                            | 1726       | Associate HR Consultant                     | Professional       | Exempt      | \$70,304              | \$86,632               | \$102,960             |
| <b>Program Coordinator</b> |            |   |                    |             |                       |                        |                       |
|                            | 1330       | Principal Program Coordinator               | Professional       | Exempt      | \$97,998              | \$122,498              | \$146,998             |
|                            | 1522       | Senior Program Coordinator                  | Professional       | Exempt      | \$85,216              | \$106,520              | \$127,824             |
|                            | 1714       | Program Coordinator                         | Professional       | Exempt      | \$72,434              | \$90,542               | \$108,650             |
| <b>Contracts</b>           |            |   |                    |             |                       |                        |                       |
|                            | 1301       | Principal Contracts Coordinator             | Professional       | Exempt      | \$84,524              | \$105,655              | \$126,786             |
|                            | 1533       | Senior Contracts Coordinator                | Professional       | Exempt      | \$76,694              | \$95,868               | \$115,042             |
|                            | 1722       | Contracts Coordinator                       | Professional       | Exempt      | \$70,304              | \$86,632               | \$102,960             |

## Attachment 4

| Occupational Series           | Class Code | Classification Title                    | Occupational Group | FLSA Status | Annual Minimum Salary | Annual Midrange Salary | Annual Maximum Salary |
|-------------------------------|------------|---|--------------------|-------------|-----------------------|------------------------|-----------------------|
| <b>Accountant</b>             |            |   |                    |             |                       |                        |                       |
|                               | 1332       | Principal Accountant                    | Professional       | Exempt      | \$84,524              | \$105,655              | \$126,786             |
|                               | 1512       | Senior Accountant                       | Professional       | Exempt      | \$73,499              | \$91,874               | \$110,249             |
|                               | 1706       | Accountant                              | Professional       | Exempt      | \$70,304              | \$86,504               | \$102,703             |
|                               | 1719       | Accounting Coordinator                  | Professional       | Exempt      | \$70,304              | \$86,632               | \$102,960             |
|                               | 2105       | Accounting Technician                   | Technician         | Hourly      | \$61,750              | \$74,100               | \$86,450              |
|                               |            |   |                    |             | \$29.69               | \$35.63                | \$41.56               |
| <b>Information Technology</b> |            |   |                    |             |                       |                        |                       |
|                               | 912        | IT Technical Specialist                 | Professional       | Exempt      | \$122,462             | \$153,078              | \$183,694             |
|                               | 1302       | Principal Software Developer            | Professional       | Exempt      | \$111,330             | \$139,162              | \$166,994             |
|                               | 1328       | Principal Business Solutions Analyst    | Professional       | Exempt      | \$111,330             | \$139,162              | \$166,994             |
|                               | 1508       | Senior Network Administrator            | Professional       | Exempt      | \$96,808              | \$121,010              | \$145,212             |
|                               | 2107       | Helpdesk Technician <sup>1</sup>        | Technician         | Hourly      | \$61,750              | \$74,100               | \$86,450              |
|                               |            |   |                    |             | \$29.69               | \$35.63                | \$41.56               |
| <b>Marketing</b>              |            |   |                    |             |                       |                        |                       |
|                               | 1331       | Business Development/HR Consultant      | Professional       | Exempt      | \$97,998              | \$122,498              | \$146,998             |
|                               | 1530       | Marketing and Communications Specialist | Professional       | Exempt      | \$76,694              | \$95,868               | \$115,042             |
|                               | 1531       | Inside Sales Representative             | Professional       | Exempt      | \$76,694              | \$95,868               | \$115,042             |
|                               | 1532       | Senior Bid and Proposal Coordinator     | Professional       | Exempt      | \$76,694              | \$95,868               | \$115,042             |
|                               | 1718       | Bid and Proposal Coordinator            | Professional       | Exempt      | \$73,499              | \$91,874               | \$110,249             |
|                               | 1727       | Associate Bid and Proposal Coordinator  | Professional       | Exempt      | \$70,304              | \$86,632               | \$102,960             |
| <b>Training</b>               |            |   |                    |             |                       |                        |                       |
|                               | 1721       | Training Coordinator                    | Professional       | Exempt      | \$73,499              | \$91,874               | \$110,249             |
|                               | 1724       | Instructional Designer                  | Professional       | Exempt      | \$73,499              | \$91,874               | \$110,249             |
|                               | 1723       | Associate Training Coordinator          | Professional       | Exempt      | \$70,304              | \$86,632               | \$102,960             |
| <b>Technician</b>             |            |   |                    |             |                       |                        |                       |
|                               | 2106       | Executive Administrative Assistant      | Technician         | Hourly      | \$67,925              | \$81,510               | \$95,095              |
|                               |            |   |                    |             | \$32.66               | \$39.19                | \$45.72               |
|                               | 2101       | Administrative Technician               | Technician         | Hourly      | \$61,750              | \$74,100               | \$86,450              |
|                               |            |   |                    |             | \$29.69               | \$35.63                | \$41.56               |

## Attachment 4

| Occupational Series     | Class Code | Classification Title         | Occupational Group | FLSA Status | Annual Minimum Salary | Annual Midrange Salary | Annual Maximum Salary |
|-------------------------|------------|------------------------------|--------------------|-------------|-----------------------|------------------------|-----------------------|
| <b>Print Shop</b>       |            |                              |                    |             |                       |                        |                       |
|                         | 2201       | Digital Print Specialist     | Technician         | Hourly      | \$61,750              | \$74,100               | \$86,450              |
|                         |            |                              |                    |             | \$29.69               | \$35.63                | \$41.56               |
|                         | 2202       | Order Fulfillment Specialist | Technician         | Hourly      | \$61,750              | \$74,100               | \$86,450              |
|                         |            |                              |                    |             | \$29.69               | \$35.63                | \$41.56               |
| <b>Clerical/Support</b> |            |                              |                    |             |                       |                        |                       |
|                         | 2303       | Senior Office Assistant      | Office/Allied      | Hourly      | \$46,720              | \$56,064               | \$65,408              |
|                         |            |                              |                    |             | \$22.46               | \$26.95                | \$31.45               |
|                         | 2302       | Office Assistant             | Office/Allied      | Hourly      | \$42,473              | \$50,967               | \$59,462              |
|                         |            |                              |                    |             | \$20.42               | \$24.50                | \$28.59               |

## Classification and Compensation Pay Scale

## Intermittent Classifications

Board Approved: March 13, 2026

Effective: January 1, 2026 – June 30, 2026

| Occupational Series               | Class Code | Classification Title                         | Occupational Group | FLSA Status | Minimum Hourly Rate | Maximum Hourly Rate |
|-----------------------------------|------------|--|--------------------|-------------|---------------------|---------------------|
| <b>Intermittent Professional</b>  |            |  |                    |             |                     |                     |
|                                   | 9018       | Business Development Associate I             | Professional       | Hourly      | \$20                | \$50                |
|                                   | 9037       | Business Development Associate II            | Professional       | Hourly      | \$50                | \$90                |
|                                   | 9020       | Employment Law Advisor                       | Professional       | Hourly      | \$70                | \$125               |
|                                   | 9016       | Expert Consultant                            | Professional       | Hourly      | \$150               | \$225               |
|                                   | 9011       | Investigator                                 | Professional       | Hourly      | \$40                | \$150               |
|                                   | 9007       | Project Consultant I                         | Professional       | Hourly      | \$25                | \$65                |
|                                   | 9008       | Project Consultant II                        | Professional       | Hourly      | \$40                | \$85                |
|                                   | 9014       | Project Consultant III                       | Professional       | Hourly      | \$50                | \$125               |
|                                   | 9015       | Project Consultant IV                        | Professional       | Hourly      | \$85                | \$185               |
|                                   | 9004       | Subject Matter Expert I                      | Professional       | Hourly      | \$16.90             | \$45                |
|                                   | 9031       | Subject Matter Expert II                     | Professional       | Hourly      | \$40                | \$85                |
|                                   | 9032       | Subject Matter Expert III                    | Professional       | Hourly      | \$50                | \$125               |
|                                   | 9033       | Subject Matter Expert IV                     | Professional       | Hourly      | \$60                | \$150               |
|                                   | 9009       | Trainer                                      | Professional       | Hourly      | \$40                | \$200               |
|                                   | 9010       | Trainer / Project Consultant                 | Professional       | Hourly      | \$40                | \$200               |
|                                   | 9034       | Trainer/Coach                                | Professional       | Hourly      | \$40                | \$200               |
| <b>Intermittent Technical</b>     |            |  |                    |             |                     |                     |
|                                   | 9006       | Consulting Assistant/Bid and Proposal Writer | Technician         | Hourly      | \$16.90             | \$35                |
| <b>Intermittent Office/Allied</b> |            |  |                    |             |                     |                     |
|                                   | 9001       | Assistant Proctor                            | Office/Allied      | Hourly      | \$20                | \$25                |
|                                   | 9002       | Chief Proctor                                | Office/Allied      | Hourly      | \$22                | \$35                |
|                                   | 9019       | General Office Clerk                         | Office/Allied      | Hourly      | \$18                | \$24                |

## Classification and Compensation Pay Scale

## Retired Annuitant Classifications

Board Approved: March 13, 2026

Effective: January 1, 2026 – June 30, 2026

| Occupational Series                    | Class Code | Classification Title          | Occupational Group | FLSA Status | Minimum Hourly Rate | Maximum Hourly Rate |
|--|------------|-------------------------------|--------------------|-------------|---------------------|---------------------|
| <b>Retired Annuitant Professional</b>  |            |                               |                    |             |                     |                     |
|  | 9027       | RA Employment Law Advisor     | Professional       | Hourly      | \$70                | \$125               |
|  | 9038       | RA Expert Consultant          | Professional       | Hourly      | \$50                | \$200               |
|  | 9026       | RA Investigator               | Professional       | Hourly      | \$40                | \$150               |
|  | 9013       | RA Principal Consultant       | Professional       | Hourly      | \$52                | \$65                |
|  | 9023       | RA Subject Matter Expert I    | Professional       | Hourly      | \$16.90             | \$45                |
|  | 9028       | RA Subject Matter Expert II   | Professional       | Hourly      | \$40                | \$85                |
|  | 9029       | RA Subject Matter Expert III  | Professional       | Hourly      | \$50                | \$125               |
|  | 9035       | RA Subject Matter Expert IV   | Professional       | Hourly      | \$60                | \$150               |
|  | 9012       | RA Technical Specialist       | Professional       | Hourly      | \$57                | \$72                |
|  | 9024       | RA Trainer                    | Professional       | Hourly      | \$40                | \$200               |
|  | 9036       | RA Trainer/Coach              | Professional       | Hourly      | \$40                | \$200               |
|  | 9025       | RA Trainer/Project Consultant | Professional       | Hourly      | \$40                | \$200               |
| <b>Retired Annuitant Office/Allied</b> |            |                               |                    |             |                     |                     |
|  | 9021       | RA Assistant Proctor          | Office/Allied      | Hourly      | \$20                | \$25                |
|  | 9022       | RA Chief Proctor              | Office/Allied      | Hourly      | \$22                | \$35                |

**Classification and Compensation Pay Scale**  
**FTE Classification Mapping for CalPERS Compensation Reporting**  
**Board Approved: March 13, 2026**  
**Effective: January 1, 2026 – June 30, 2026**

| <b>Class Code</b> | <b>Intermittent Classification Title</b>     | <b>Maximum Hourly Rate</b> | <b>FTE Classification Compensation Limit</b> | <b>Maximum Hourly Rate</b> |
|-------------------|--|----------------------------|--|----------------------------|
| 9001              | Assistant Proctor                            | \$25                       | Office Assistant                             | \$28.59                    |
| 9002              | Chief Proctor                                | \$35                       | Office Assistant                             | \$28.59                    |
| 9004              | Subject Matter Expert I                      | \$45                       | Principal HR Consultant                      | \$70.67                    |
| 9006              | Consulting Assistant / Bid & Proposal Writer | \$35                       | Administrative Technician                    | \$41.56                    |
| 9007              | Project Consultant I                         | \$65                       | Technical Specialist                         | \$77.74                    |
| 9008              | Project Consultant II                        | \$85                       | Technical Specialist                         | \$77.74                    |
| 9009              | Trainer                                      | \$200                      | Technical Specialist                         | \$77.74                    |
| 9010              | Trainer/Project Consultant                   | \$200                      | Technical Specialist                         | \$77.74                    |
| 9011              | Investigator                                 | \$150                      | Technical Specialist                         | \$77.74                    |
| 9014              | Project Consultant III                       | \$125                      | Technical Specialist                         | \$77.74                    |
| 9015              | Project Consultant IV                        | \$185                      | Technical Specialist                         | \$77.74                    |
| 9016              | Expert Consultant                            | \$225                      | Technical Specialist                         | \$77.74                    |
| 9018              | Business Development Associate I             | \$50                       | Marketing & Communications Specialist        | \$55.31                    |
| 9019              | General Office Clerk                         | \$24                       | Office Assistant                             | \$28.59                    |
| 9020              | Employment Law Advisor                       | \$125                      | Technical Specialist                         | \$77.74                    |
| 9031              | Subject Matter Expert II                     | \$85                       | Technical Specialist                         | \$77.74                    |
| 9032              | Subject Matter Expert III                    | \$125                      | Technical Specialist                         | \$77.74                    |
| 9033              | Subject Matter Expert IV                     | \$150                      | Technical Specialist                         | \$77.74                    |
| 9034              | Trainer/Coach                                | \$200                      | Technical Specialist                         | \$77.74                    |
| 9037              | Business Development Associate II            | \$90                       | Business Development/HR Consultant           | \$77.74                    |

**DATE:** March 13, 2026

**TO:** CPS HR Consulting Board of Directors

**FROM:** Katie S. Hagen, CEO

**PREPARED BY:** Sandy MacDonald-Hopp, CFO

**SUBJECT:** FY2026 Budget and Cash Flow Update

**ACTION REQUESTED:**

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

**RELATIONSHIP TO BUSINESS PLAN:**

The attached schedules depict unaudited financial performance for the month-ending January 31, 2026 in comparison to the budget. These schedules depict the organization in its' component groups of State, Local, Emerging Markets, Client Services, and Operation Management Services.

**DISCUSSION:****Revenue**

The total CPS revenue of \$17.9 million for the fiscal year-to-date as of January 31, 2026 is \$759k or 4% less than budget. This revenue represents 8% increase from year-to-date January 2025, in which CPS HR had \$1.3 million less in revenue. The year-over-year revenue change reflects an increase in Exec Search, Test Development & Administration, TAHRS, and Talent Marketing offset by decreases in Training, Assessment, and Org Strat consulting services. Year-to-date, State Markets and Training are exceeding revenue budget while the other markets are below budget.

**Expense**

Fiscal year-to-date through January 31, direct expenses are underrunning budget by \$461k and the mix generated gross profit margin of 34.2% versus budgeted 34.4% as a percent of revenue. Operating expenses are \$213k over budget with labor expense/fringe overrunning due to increased proposal activities and strategic initiatives. OMS indirect expense, a component of total operating expense, is \$51k under budget. Average monthly operating expense is running \$1.03M per month versus FY25's \$1.11M monthly average. We anticipate spending the full \$12.3 million FY26 operating expense to achieve strategic goals and invest in staff/technology.

**Net Operating Income/Loss and Cash Flow**

Year-to-date CPS has net operating loss of \$1.2 million, which is \$511k worse than the budgeted operating loss thru January 2026. The net loss of \$744k equates to 4.2% of revenue and \$470k worse than \$275k budgeted 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 January 31, 2026 cash balance is \$13.5M. Based on seven-month Operating Expense average of \$1.05M the \$4M reserve would cover 114 days of operations.

**RECOMMENDATIONS:** None, information only.

**FISCAL IMPACT:** None, information only.


**CPS HR CONSULTING**  
**FY2026 Operating Budget**  
 March 2026 Update

|                               | Comparable<br>Period<br>Prior Year | Fiscal Year-To-Date thru<br>January 31, 2026 |                    |                           | Full Year<br>FY26 Budget |
|-------------------------------|------------------------------------|--|--------------------|---------------------------|--------------------------|
|                               |                                    | Actual                                       | Budget             | Variance<br>Fav. (Unfav.) |                          |
| Project Revenue               | \$ 16,557,398                      | \$ 17,879,420                                | \$ 18,638,314      | \$ (758,894)              | \$ 32,452,852            |
| Direct Project Costs:         |                                    |  |                    |                           |                          |
| Direct Labor                  | 6,698,608                          | 6,959,689                                    | 7,670,227          | 710,538                   | 13,045,121               |
| Sub/Contract Svcs             | 563,253                            | 753,187                                      | 515,718            | (237,469)                 | 975,600                  |
| Other Direct Costs            | 3,382,023                          | 4,058,242                                    | 4,045,755          | (12,487)                  | 6,930,544                |
| Total Direct Project Costs    | 10,643,884                         | 11,771,118                                   | 12,231,700         | 460,582                   | 20,951,265               |
| Gross Profit                  | 5,913,514<br>35.7%                 | 6,108,302<br>34.2%                           | 6,406,614<br>34.4% | (298,312)                 | 11,501,587<br>35.4%      |
| Business Unit Overhead        | 2,482,133                          | 2,515,253                                    | 2,251,166          | (264,087)                 | 3,880,538                |
| Business Unit Op. Income      | 3,431,381                          | 3,593,049                                    | 4,155,448          | (562,399)                 | 7,621,049                |
| OMS Expense                   | 5,014,177                          | 4,829,270                                    | 4,880,312          | 51,042                    | 8,400,460                |
| Net Operating Income (Loss)   | (1,582,796)                        | (1,236,221)                                  | (724,864)          | (511,357)                 | (779,411)                |
| Net interest Income (Expense) | 403,941                            | 345,040                                      | 310,000            | 35,040                    | 800,000                  |
| Other Income (Expense)        | 127,210                            | 146,750                                      | 140,000            | 6,750                     | -                        |
| Net Income (Loss)             | \$ (1,051,645)                     | \$ (744,431)                                 | \$ (274,864)       | \$ (469,567)              | \$ 20,589                |

**State Market  
FY26 Operating Budget  
March 2026 Update**



| <b>Fiscal Year-To-Date thru<br/>January 31, 2026</b> |                     |                     |                           |
|--|---------------------|---------------------|---------------------------|
|  | Actual              | Budget              | Variance<br>Fav. (Unfav.) |
| Project Revenue                                      | \$ 5,175,681        | \$ 4,713,596        | \$ 462,085                |
| Direct Project Costs:                                |                     |                     |                           |
| Direct Labor   | 1,882,189           | 1,923,667           | 41,478                    |
| Subcontractors/Cont Svcs                             | 82,878              | 1,000               | (81,878)                  |
| Other Direct Costs                                   | 1,575,506           | 1,299,627           | (275,879)                 |
| Total Direct Project Costs                           | <u>3,540,573</u>    | <u>3,224,294</u>    | <u>(316,279)</u>          |
| Gross Profit   | 1,635,108<br>31.6%  | 1,489,302<br>31.6%  | 145,806                   |
| Operating Expenses                                   | <u>160,259</u>      | <u>164,112</u>      | <u>3,853</u>              |
| Operating Income (Loss)                              | <u>\$ 1,474,849</u> | <u>\$ 1,325,190</u> | <u>\$ 149,659</u>         |

**Local Market  
FY26 Operating Budget  
March 2026 Update**



| <b>Fiscal Year-To-Date thru<br/>January 31, 2026</b> |                     |                     |                                   |
|--|---------------------|---------------------|-----------------------------------|
|  | <b>Actual</b>       | <b>Budget</b>       | <b>Variance<br/>Fav. (Unfav.)</b> |
| Project Revenue                                      | \$ 6,559,216        | \$ 7,437,782        | \$ (878,566)                      |
| Direct Project Costs:                                |                     |                     |                                   |
| Direct Labor   | 2,412,039           | 2,632,155           | 220,116                           |
| Subcontractors/Cont Svcs                             | 349,595             | 374,318             | 24,723                            |
| Other Direct Costs                                   | 1,765,393           | 1,841,916           | 76,523                            |
| Total Direct Project Costs                           | <u>4,527,027</u>    | <u>4,848,389</u>    | <u>321,362</u>                    |
| Gross Profit   | 2,032,189<br>31.0%  | 2,589,393<br>34.8%  | (557,204)                         |
| Operating Expenses                                   | <u>332,018</u>      | <u>239,384</u>      | <u>(92,634)</u>                   |
| Operating Income (Loss)                              | <u>\$ 1,700,171</u> | <u>\$ 2,350,009</u> | <u>\$ (649,838)</u>               |

**Emerging Markets  
FY26 Operating Budget  
March 2026 Update**



| <b>Fiscal Year-To-Date thru<br/>January 31, 2026</b> |                     |                     |                           |
|--|---------------------|---------------------|---------------------------|
|  | Actual              | Budget              | Variance<br>Fav. (Unfav.) |
| Project Revenue                                      | \$ 2,837,019        | \$ 3,201,535        | \$ (364,516)              |
| Direct Project Costs:                                |                     |                     |                           |
| Direct Labor   | 1,237,530           | 1,610,273           | 372,743                   |
| Subcontractors/Cont Svcs                             | 73,078              | -                   | (73,078)                  |
| Other Direct Costs                                   | 166,267             | 195,775             | 29,508                    |
| Total Direct Project Costs                           | <u>1,476,875</u>    | <u>1,806,048</u>    | 329,173                   |
| Gross Profit   | 1,360,144<br>47.9%  | 1,395,487<br>43.6%  | (35,343)                  |
| Operating Expenses                                   | <u>125,880</u>      | <u>77,935</u>       | (47,945)                  |
| Operating Income (Loss)                              | <u>\$ 1,234,264</u> | <u>\$ 1,317,552</u> | <u>\$ (83,288)</u>        |

**Client Services**  
**FY26 Operating Budget**  
**March 2026 Update**



| <b>Fiscal Year-To-Date thru<br/>January 31, 2026</b> |                     |                     |                                   |
|--|---------------------|---------------------|-----------------------------------|
|  | <b>Actual</b>       | <b>Budget</b>       | <b>Variance<br/>Fav. (Unfav.)</b> |
| Test Rental  | \$ 710,956          | \$ 714,802          | \$ (3,846)                        |
| Training   | 2,596,547           | 2,570,600           | 25,947                            |
| Project Revenue                                      | <u>\$ 3,307,503</u> | <u>\$ 3,285,402</u> | <u>\$ 22,101</u>                  |
| Direct Project Costs:                                |                     |                     |                                   |
| Direct Labor   | 1,427,930           | 1,504,132           | 76,202                            |
| Subcontractors                                       | 247,636             | 140,400             | (107,236)                         |
| Other Direct Costs                                   | <u>551,077</u>      | <u>708,438</u>      | <u>157,361</u>                    |
| Total Direct Project Costs                           | <u>2,226,643</u>    | <u>2,352,970</u>    | <u>126,327</u>                    |
| Gross Profit   | 1,080,860<br>32.7%  | 932,432<br>28.4%    | 148,428                           |
| Operating Expenses                                   | <u>1,897,096</u>    | <u>1,769,735</u>    | <u>(127,361)</u>                  |
| Operating Income (Loss)                              | <u>\$ (816,236)</u> | <u>\$ (837,303)</u> | <u>\$ 21,067</u>                  |

**OMS**  
**FY26 Operating Budget**  
**March 2026 Update**



| <b>Fiscal Year-To-Date thru<br/>January 31, 2026</b> |                       |                       |                           |
|--|-----------------------|-----------------------|---------------------------|
|  | Actual                | Budget                | Variance<br>Fav. (Unfav.) |
| Project Revenue                                      | \$ -                  | \$ -                  | \$ -                      |
| Direct Project Costs                                 | -                     | -                     | -                         |
| Gross Profit   | \$ -                  | \$ -                  | \$ -                      |
| Operating Expenses:                                  |                       |                       |                           |
| Indirect Labor Costs                                 | 3,438,022             | 3,450,981             | 12,959                    |
| Facilities and Other                                 | 1,224,170             | 1,256,520             | 32,350                    |
| Depreciation & Amort.                                | 167,078               | 172,811               | 5,733                     |
| Total Operating Expenses                             | 4,829,270             | 4,880,312             | 51,042                    |
| Operating Income (Loss)                              | (4,829,270)           | (4,880,312)           | 51,042                    |
| Net Interest Income (Expense)                        | 345,040               | 310,000               | 35,040                    |
| Other Income (Expense)                               | 146,750               | 140,000               | 6,750                     |
| Operating Income (Loss)                              | <u>\$ (4,337,480)</u> | <u>\$ (4,430,312)</u> | <u>\$ 92,832</u>          |

**CPS HR  CONSULTING**  
**Statement of Net Position**

|   | Audited<br>June 30, 2024 | Audited<br>June 30, 2025 | Unaudited<br>Jan 31, 2026 |
|---|--------------------------|--------------------------|---------------------------|
| <b>Asset</b>  |                          |                          |                           |
| <b>Current Assets</b>                               |                          |                          |                           |
| Cash and Cash Investments                           | 8,352,306                | 10,227,076               | 8,190,434                 |
| Accounts Receivable                                 | 6,224,476                | 3,298,898                | 3,224,053                 |
| Unbilled Receivable                                 | 4,998,990                | 2,639,356                | 3,937,356                 |
| Interest Receivable                                 | 108,090                  | 150,445                  | 10,170                    |
| Prepaid Expenses                                    | 450,729                  | 444,932                  | 869,392                   |
|   | <u>20,134,591</u>        | <u>16,760,707</u>        | <u>16,231,405</u>         |
| <b>Fixed Assets</b>                                 |                          |                          |                           |
| Depreciable Assets                                  | 10,345,050               | 10,265,547               | 10,265,547                |
| GASB 87 Right-to-Use Lease Asset                    | 6,506,883                | 6,506,883                | 6,506,883                 |
| GASB 96 Right-to-Use SBITA Asset                    | 1,145,766                | 1,145,766                | 1,145,766                 |
| Non-Depreciable Work in Process                     | -                        | -                        | -                         |
| Less Accumulated Depreciation                       | (8,811,128)              | (9,015,177)              | (9,182,257)               |
| Less Accumulated Amortization                       | (3,203,082)              | (4,432,641)              | (4,432,641)               |
|   | <u>5,983,489</u>         | <u>4,470,378</u>         | <u>4,303,298</u>          |
| <b>Other Non-Current Assets</b>                     |                          |                          |                           |
| Long Term Investments                               | 5,478,313                | 5,820,063                | 5,346,881                 |
| Net Pension Asset                                   | -                        | -                        | -                         |
| OPEB Asset  | 4,779,854                | 5,583,537                | 5,583,537                 |
| Deposits  | 99,060                   | 99,060                   | 99,060                    |
| Intangible Assets-Ewing Acquisition                 | 495,000                  | 495,000                  | 495,000                   |
|   | <u>10,852,227</u>        | <u>11,997,660</u>        | <u>11,524,478</u>         |
| <b>Total Assets</b>                                 | <u>\$ 36,970,307</u>     | <u>\$ 33,228,745</u>     | <u>\$ 32,059,181</u>      |
| <b>Deferred Outflows Related to OPEB/Pensions</b>   | <u>\$ 5,501,543</u>      | <u>\$ 3,505,750</u>      | <u>\$ 3,505,750</u>       |
| <b>Liabilities &amp; Equity</b>                     |                          |                          |                           |
| <b>Current Liabilities</b>                          |                          |                          |                           |
| Accounts Payable                                    | 1,735,499                | 737,273                  | 696,540                   |
| Accrued Payroll & Benefits                          | 1,058,848                | 632,054                  | 315,253                   |
| Accrued Vacation                                    | 938,420                  | 921,341                  | 977,500                   |
| Deferred Income                                     | 82,729                   | 74,263                   | 66,000                    |
| Lease Liability-Current                             | 878,712                  | 897,165                  | 836,813                   |
| Software Subscription Liability-Current             | 341,557                  | 182,397                  | 182,397                   |
|   | <u>5,035,765</u>         | <u>3,444,493</u>         | <u>3,074,503</u>          |
| <b>Long-Term Liabilities: Lease &amp; SBITA</b>     | 4,111,413                | 3,031,851                | 3,031,851                 |
| <b>Long Term Liabilities: Net Pension Liability</b> | 8,196,883                | 7,775,438                | 7,720,295                 |
| <b>Deferred Inflows Related to OPEB/Pensions</b>    | <u>768,055</u>           | <u>596,377</u>           | <u>596,377</u>            |
|   | <u>768,055</u>           | <u>596,377</u>           | <u>596,377</u>            |
| <b>Net Position</b>                                 |                          |                          |                           |
| Investment in Capital Assets                        | 5,983,489                | 4,470,378                | 4,303,298                 |
| Current Year Retained Earnings/(Loss)               | (817,128)                | (2,473,398)              | (744,431)                 |
| Retained Earnings                                   | 25,176,862               | 24,359,734               | 21,886,336                |
|   | <u>24,359,734</u>        | <u>21,886,336</u>        | <u>21,141,905</u>         |
|   | <u>\$ 42,471,850</u>     | <u>\$ 36,734,495</u>     | <u>\$ 35,564,931</u>      |

**CPS HR  CONSULTING**  
**Project Performance Report**  
**FY2026 Operating Budget thru January 2026**

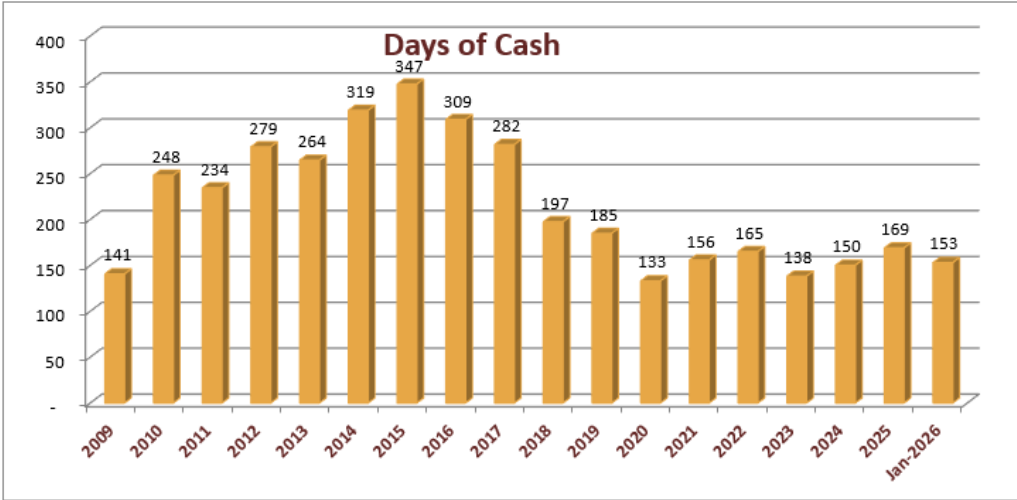
| Rank                      | Project Name                                      | Business Unit  | YTD Revenue       | % of Revenue | Cum. % of Revenue |
|---------------------------|---|----------------|-------------------|--------------|-------------------|
| <b>Over \$85k Revenue</b> |   |                |                   |              |                   |
| 1                         | M1109QQ Chicago-Police Lieutenant Exams 2025      | TDA            | \$ 1,427,397      | 8.0%         | 8.0%              |
| 2                         | A0200FY26 Notary 7/1/25 - 6/30/26                 | TDA-TESTADM    | \$ 1,124,282      | 6.3%         | 14.3%             |
| 3                         | S6192 CCHCS-Digital Talent Marketing              | TALENTMKT      | \$ 992,335        | 5.6%         | 19.8%             |
| 4                         | A0800 Test Rental                                 | TESTRENTAL     | \$ 698,956        | 3.9%         | 23.7%             |
| 5                         | S3926 CalHR-Comp & Skill Trng                     | TRNG           | \$ 551,582        | 3.1%         | 26.8%             |
| 6                         | L6125 NYC-DOB Construction Trade Licensing        | TDA-L&C        | \$ 476,655        | 2.7%         | 29.5%             |
| 7                         | S6475 Caltrans-Talent Mktg for Engineers and Plar | TALENTMKT      | \$ 418,685        | 2.3%         | 31.8%             |
| 8                         | S2919 CDSS-Online Training                        | TRNG           | \$ 353,686        | 2.0%         | 33.8%             |
| 9                         | M1109SS Chicago-Police Officer 2025               | TDA            | \$ 346,743        | 1.9%         | 35.7%             |
| 10                        | E6321 Sacramento Public Library-Interim HR Cons   | RECRSLN        | \$ 311,602        | 1.7%         | 37.5%             |
| 11                        | L6150A Co of Los Angeles Probation Dept-Digi Tal  | TALENTMKT      | \$ 286,879        | 1.6%         | 39.1%             |
| 12                        | M1109TT Chicago-Police Detective '25-'26          | TDA            | \$ 267,858        | 1.5%         | 40.6%             |
| 13                        | A0278FY26 BSCC 7/1/25 - 6/30/26                   | TDA-TESTADM    | \$ 219,818        | 1.2%         | 41.8%             |
| 14                        | E6180 Saddleback Valley USD-Class and Comp S      | CLASSCOMP      | \$ 198,595        | 1.1%         | 42.9%             |
| 15                        | A2410 Unassigned Group Training                   | TRNG           | \$ 197,499        | 1.1%         | 44.0%             |
| 16                        | M1109Y Chicago-Civilian Class and Comp (2022)     | CLASSCOMP      | \$ 185,121        | 1.0%         | 45.1%             |
| 17                        | S6367 DSH-Talent Marketing-Various Positions      | TALENTMKT      | \$ 182,781        | 1.0%         | 46.1%             |
| 18                        | E6522 IEUA - Class and Total Comp                 | CLASSCOMP      | \$ 182,614        | 1.0%         | 47.1%             |
| 19                        | E4459 CA JPIA-Online Trng BBP&B                   | TRNG           | \$ 179,725        | 1.0%         | 48.1%             |
| 20                        | E6489 CEPI 2025 - TD and TA                       | TDA            | \$ 141,011        | 0.8%         | 48.9%             |
| 21                        | S5771 DGS-Consulting Services                     | ORGSTRAT       | \$ 119,063        | 0.7%         | 49.6%             |
| 22                        | L6666 Allegheny County-FY26 Ongoing HR Consul     | TARS-HR        | \$ 116,984        | 0.7%         | 50.2%             |
| 23                        | A2093FY25/26 QME 9/1/24-8/31/26                   | TDA            | \$ 114,823        | 0.6%         | 50.9%             |
| 24                        | S5334 DIR-Labor Commissioner's Office             | TRNG           | \$ 112,574        | 0.6%         | 51.5%             |
| 25                        | S6577 CA State Auditor-Job Classification Analyse | ASSMTSELCT     | \$ 109,912        | 0.6%         | 52.1%             |
| 26                        | M1336A DIR-DLSE & DAS-Multiple Workload Studi     | ORGSTRAT-STUDY | \$ 92,238         | 0.5%         | 52.6%             |
| 27                        | M1318B DFPI-HR Business Process Improvement       | ORGSTRAT       | \$ 91,711         | 0.5%         | 53.1%             |
| 28                        | M1237U DIR-Safety Engineer Series                 | CLASSCOMP      | \$ 90,263         | 0.5%         | 53.6%             |
| 29                        | M1269B HCD-Class and Comp                         | CLASSCOMP      | \$ 86,719         | 0.5%         | 54.1%             |
| 30                        | L4337 Sheridan-ACS On-Going                       | RECRSLN        | \$ 85,598         | 0.5%         | 54.6%             |
|                           | All others under \$85k                            |                | 8,115,714         | 45.4%        |                   |
|                           | <b>Total Revenue</b>                              |                | <b>17,879,420</b> |              |                   |



**CASH FLOW PROJECTION**  
Feb 2026 - Jan 2027

|                          | FEB 2026          | MAR 2026          | APR 2026          | MAY 2026          | JUN 2026          | JUL 2026          | AUG 2026          | SEP 2026          | OCT 2026          | NOV 2026          | DEC 2026          | JAN 2027          | TOTAL              |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>BEGINNING BALANCE</b> | 13,500,000        | 13,440,850        | 13,563,608        | 13,162,208        | 12,856,558        | 13,042,733        | 13,028,908        | 13,160,908        | 13,260,908        | 13,360,908        | 13,460,908        | 13,560,908        | 13,660,908         |
| Collections              | 2,181,000         | 2,915,000         | 2,658,000         | 2,565,000         | 2,849,000         | 2,669,000         | 2,382,000         | 2,350,000         | 2,350,000         | 2,350,000         | 2,350,000         | 2,350,000         | 29,969,000         |
| Interest Income(Expense) | 70,000            | 70,000            | 70,000            | 70,000            | 70,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 700,000            |
| <b>TOTAL RECEIPTS</b>    | <b>2,251,000</b>  | <b>2,985,000</b>  | <b>2,728,000</b>  | <b>2,635,000</b>  | <b>2,919,000</b>  | <b>2,719,000</b>  | <b>2,432,000</b>  | <b>2,400,000</b>  | <b>2,400,000</b>  | <b>2,400,000</b>  | <b>2,400,000</b>  | <b>2,400,000</b>  | <b>30,669,000</b>  |
| <b>DISBURSEMENTS</b>     | <b>-2,310,150</b> | <b>-2,862,242</b> | <b>-3,129,401</b> | <b>-2,940,649</b> | <b>-2,732,825</b> | <b>-2,732,825</b> | <b>-2,300,000</b> | <b>-2,300,000</b> | <b>-2,300,000</b> | <b>-2,300,000</b> | <b>-2,300,000</b> | <b>-2,300,000</b> | <b>-30,508,092</b> |
| <b>NET CASH FLOW</b>     | <b>-59,150</b>    | <b>122,758</b>    | <b>-401,401</b>   | <b>-305,649</b>   | <b>186,175</b>    | <b>-13,825</b>    | <b>132,000</b>    | <b>100,000</b>    | <b>100,000</b>    | <b>100,000</b>    | <b>100,000</b>    | <b>100,000</b>    | <b>160,908</b>     |
| <b>ENDING BALANCE</b>    | <b>13,440,850</b> | <b>13,563,608</b> | <b>13,162,208</b> | <b>12,856,558</b> | <b>13,042,733</b> | <b>13,028,908</b> | <b>13,160,908</b> | <b>13,260,908</b> | <b>13,360,908</b> | <b>13,460,908</b> | <b>13,560,908</b> | <b>13,660,908</b> | <b>13,660,908</b>  |

Minimum Cash Reserve: \$4M  
Equates to ~114 Days of Cash Op Exp Only



**CPS HR  CONSULTING**  
**Fiscal Year 2026 Budget**  
**Capital Spend Plan**

| <b>Asset Class</b>                | <b>Asset Description</b>                                     | <b>Service Date</b> | <b>Useful Life (Yrs)</b> | <b>Capital Budget</b> | <b>Actual Capital Spend</b>       |
|-----------------------------------|--|---------------------|--------------------------|-----------------------|-----------------------------------|
| <b>ISD Operations:</b>            |  |                     |                          |                       |                                   |
| H/W                               | Veeam Server (Replacement backup servers for Cloud & Onprem) | Mar 2026            | 3                        | \$ 20,000             | Deferred                          |
| H/W                               | VMWare ESX Servers (2 of 2)                                  | Dec 2025            | 3                        | \$ 20,000             | Decommissioning on-premise server |
| <b>Total Capital Expenditures</b> |  |                     |                          | <b>\$ 40,000</b>      | <b>\$ -</b>                       |

CPS HR  CONSULTING

**POSITION CONTROL LIST as of January 2026**  
**BUDGETED POSITIONS FY2026**

| 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               | 6.00          | 0.00        |
| Production                         | 2.00               | 2.00          | 0.00        |
| MARKETING                          | 13.00              | 13.00         | 0.00        |
| STATE                              | 1.00               | 1.00          | 0.00        |
| PRODUCTS & SERVICES                | 2.00               | 2.00          | 0.00        |
| Assessment & Selection             | 7.00               | 6.00          | 1.00        |
| Classification & Compensation      | 11.00              | 7.00          | 4.00        |
| Executive Search                   | 7.00               | 7.00          | 0.00        |
| Test Development & Admin           | 16.00              | 15.00         | 1.00        |
| Organizational Strategy            | 6.00               | 6.00          | 0.00        |
| Talent Acquisition/HR Services     | 12.00              | 11.00         | 1.00        |
| Organizational Culture (DEI/IPSEE) | 1.00               | 0.00          | 1.00        |
| Test Rental                        | 5.00               | 5.00          | 0.00        |
| Training                           | 5.00               | 4.00          | 1.00        |
| <b>CPS GRAND TOTAL</b>             | <b>110.00</b>      | <b>101.00</b> | <b>9.00</b> |

**DATE:** March 13, 2026  
**TO:** CPS HR Consulting Board of Directors  
**FROM:** Katie S. Hagen, CEO  
**PREPARED BY:** Dana Henderson, Executive Assistant  
**SUBJECT:** CPS HR Performance Scorecard

**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 Scorecard 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.

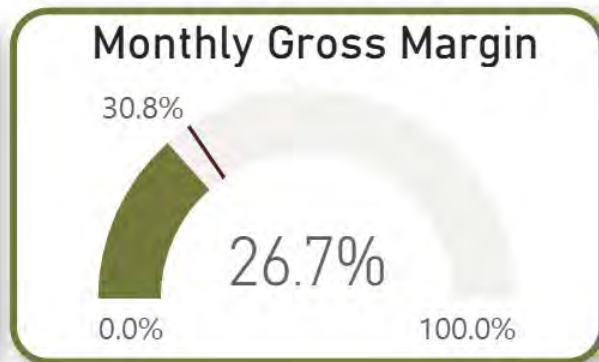
**DISCUSSION:**

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

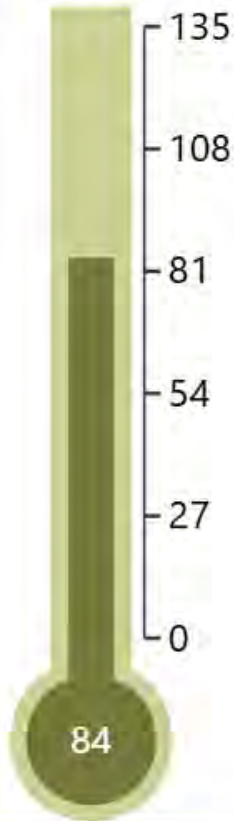
**RECOMMENDATIONS:** None, for information only.

**FISCAL IMPACT:** None, no expense will be incurred.

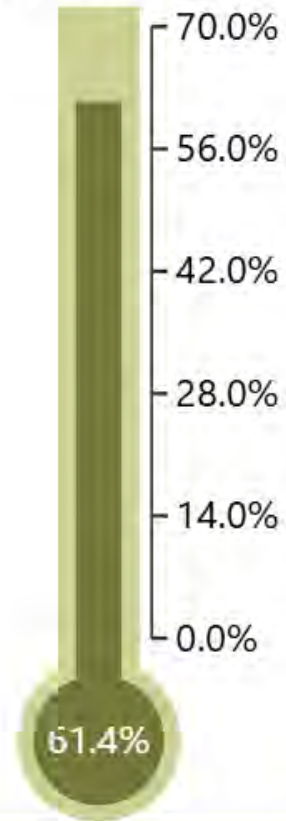
# CPS HR CONSULTING ORGANIZATIONAL SCORECARD



### New Clients



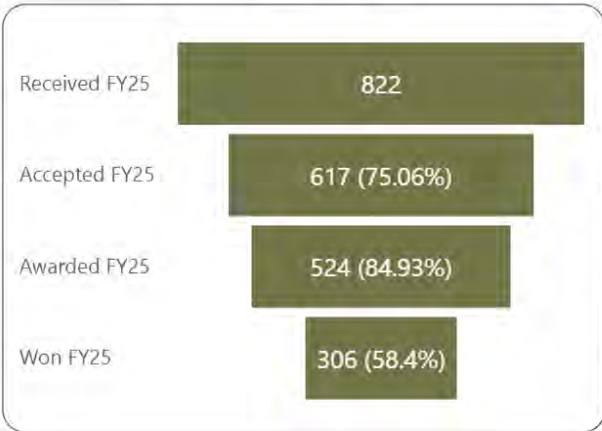
### Client Retention



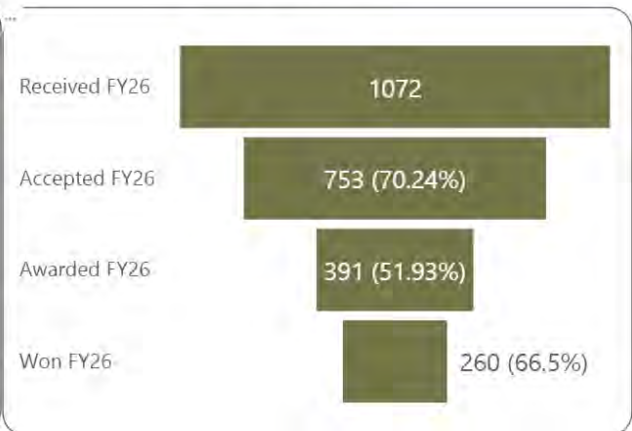
### Client Satisfaction



FY25 - PTD



FY26 - PTD



Note: Received Opportunities do not include "need established"

**58.40%**  
Win Rate FY25

**\$15,844,320**  
Win Revenue FY25

**66.50%**  
Win Rate FY26

**\$10,963,020**  
Win Revenue FY26

In Play  
FY26 FY25 FY24  
**324 40**

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*:

**334**  
Won via Award Date FY26

**\$16,777,104**  
Win Revenue via Award Date FY26

\*Information is current as of 2/19/2026

**DATE:** March 13, 2026  
**TO:** CPS HR Consulting Board of Directors  
**FROM:** Katie S. Hagen, 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 days' 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 January 31, 2026: **\$7,637,604** (includes accrued interest of \$104k)

Average Maturity            2.26 years  
Average S&P Rating        A+; 13.4% investment dollars are CDs that are FDIC insured

| <b>Performance</b>      | <u>1 month</u> | <u>YTD</u> | <u>Since Inception</u> |
|-------------------------|----------------|------------|------------------------|
| Period Total Return     | 0.33%          | -0.55%     | 3.47%                  |
| Annualized Total Return | 4.09%          | -0.94%     | 0.13%                  |

**RECOMMENDATIONS:** None, for information only.

**FISCAL IMPACT:** None, no expense will be incurred.



**Schedule of Investments  
As of January 31, 2026**

|   |                             |                |
|---|-----------------------------|----------------|
| 1) Investment portfolio held at<br>Wells Fargo Bank   | \$ 7,637,604                | (see attached) |
| 2) Short-term investments held at<br>Wells Fargo Bank | \$ 215,343                  |                |
| 3) Short-term investments held at<br>LAIF / CalTrust  | <u>\$ 5,684,368</u>         |                |
| Total   | <u><u>\$ 13,537,315</u></u> |                |



*Investment Portfolio: Account Positions As of 1/31/2026*

| <i>Description</i>                 | <i>Moody's</i> | <i>S&amp;P</i> | <i>Rate</i> | <i>Maturity</i> | <i>Current Par</i> | <i>Market Value</i>           |
|------------------------------------|----------------|----------------|-------------|-----------------|--------------------|-------------------------------|
| FIDELITY FUNDS →*                  |                |                | 3.81        |                 | 280,639.10         | 280,639.10                    |
| GOLDMAN SACH FINL →*               |                |                | 3.76        |                 | 280,639.49         | 280,639.49                    |
| DISCOVER BANK CD                   |                |                | 5.09        | 3/23/2026       | 250,000.00         | 250,450.00                    |
| ENERBANK USA CD                    |                |                | 0.76        | 6/19/2026       | 250,000.00         | 247,065.00                    |
| MORGAN STANLEY                     | A1             | A-             | 6.17        | 8/9/2026        | 450,000.00         | 455,715.00                    |
| BANK OAKRIDGE CD                   |                |                | 0.56        | 9/18/2026       | 250,000.00         | 244,935.00                    |
| SUMITOMO MITSUI FINL GRP           | A1             | A-             | 3.46        | 1/11/2027       | 245,000.00         | 244,269.90                    |
| FEDERAL HOME LOAN BANK             | AA1            | AA+            | 2.18        | 2/25/2027       | 350,000.00         | 344,610.00                    |
| TEXAS EXCHANGE BK SSB CD           |                |                | 1.04        | 6/25/2027       | 250,000.00         | 240,532.50                    |
| DEUTSCHE BANK NY                   | A1             | A              | 5.24        | 9/9/2027        | 250,000.00         | 256,272.50                    |
| TORONTO-DOMINION BANK              | A2             | A-             | 5.04        | 1/10/2028       | 250,000.00         | 255,725.00                    |
| CREDIT SUISSE NEW YORK             | AA2            | A+             | 6.99        | 2/15/2028       | 875,000.00         | 938,805.00                    |
| MERRILL LYNCH & CO                 | A1             | A-             | 6.41        | 6/1/2028        | 250,000.00         | 263,267.50                    |
| ASSURED GUARANTY US HLDG           | BAA1           | A              | 5.84        | 9/15/2028       | 250,000.00         | 262,367.50                    |
| BANCO SANTANDER SA                 | A1             | A+             | 6.20        | 11/7/2028       | 200,000.00         | 213,264.00                    |
| FIRST UNION NATL NC                | AA3            | 0              | 6.14        | 12/1/2028       | 250,000.00         | 264,755.00                    |
| FEDERAL HOME LOAN BANK             | AA1            | AA+            | 4.83        | 1/29/2029       | 250,000.00         | 250,015.00                    |
| FED HOME LN MTG CORP               | AA1            | AA+            | 6.11        | 9/15/2029       | 500,000.00         | 552,210.00                    |
| UNITEDHEALTH GRP INC               | A2             | A+             | 5.09        | 2/15/2030       | 250,000.00         | 260,287.50                    |
| FED NATL MTG ASSN                  | AA1            | AA+            | 6.38        | 5/15/2030       | 400,000.00         | 454,812.00                    |
| SUMITOMO MITSUI FINL GRP           | A1             | A-             | 5.52        | 7/13/2030       | 500,000.00         | 529,900.00                    |
| BHP BILLITON FIN USA LTD           | A1             | NR             | 5.05        | 9/8/2030        | 250,000.00         | 260,057.50                    |
| <b>Total CD/Bonds/Mutual Funds</b> |                |                |             |                 |                    | <b>\$ 7,350,594.49</b>        |
| WF ADV CASH INVEST Money Market    |                |                |             |                 |                    | \$182,647.88                  |
| Accrued Interest                   |                |                |             |                 |                    | \$104,362.07                  |
| <b>Total Market Value</b>          |                |                |             |                 |                    | <b><u>\$ 7,637,604.44</u></b> |

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**DATE:** March 13, 2026  
**TO:** CPS HR Consulting Board of Directors  
**FROM:** Katie S. Hagen, CEO  
**PREPARED BY:** Dana Henderson, Executive Assistant  
**SUBJECT:** Employee Recognition

**ACTION REQUESTED:**

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

**RELATIONSHIP TO BUSINESS PLAN:**

The CPS HR “Make An Impact” Employee Recognition Program, which was implemented in July 2017, supports an organizational culture in which our CPS HR Guiding Values, and our strategic direction and goals are hallmarks of our individual and collective work practices. Our recognition programs reinforce these values.

The CPS HR Guiding Values are: Care for our Customers, Care for the Organization, and Care for Each Other.

**DISCUSSION:**



The **Team Impact Award** is a team performance award focusing on the accomplishments, results, and achievements of a group of 2 or more. The purpose of this award is to recognize stellar team performance that leads to outstanding results, and especially noteworthy achievements in accomplishment of CPS HR strategic direction and goals.

**Team Name: TAHRs Project Team Supporting Sacramento Public Library**

**Team Members: Susan Silva, Amy Hagan, Channelle Ceralde, Cheri Fairchild, Michael Morrison, Heather Moore, Jennifer Houston, Barbara Montelongo, Jackie Frost, and Anthony Capozzi**

**Submitted by: Christina Peacock**

**Value Supported: Care for Our Customers; Care for Each Other**

**Detailed Description:**

I nominate the project team assigned to the Sacramento Public Library (SPL) for this Team Impact Award. Their ongoing consultation work for SPL has been nothing short of transformative. Through dedication, skill, and an unwavering commitment to excellence, this

team has elevated SPL's HR department, driving operational success and positive change during a period of significant challenge and transition.

The project began as a modest engagement (\$10,000), with an initial contract to provide limited HR consulting services to SPL, approximately 20 hours per week. At the time, the library was facing daunting challenges, a critical leadership vacancy in the HR department that left staff and operations in need of immediate support and expert guidance. Recognizing the urgency, CPS HR stepped in to stabilize operations, ensuring continuity and compliance while laying the groundwork for future growth.

What started as a small team of two consultants quickly grew into a robust team of ten (10) seasoned HR professional comprised of both full-time employees and project consultants on the TAHRS Team. With each phase of the project, the team's scope and hours expanded to meet the evolving needs of SPL. This growth was not just quantitative; it reflected the increasing trust and reliance SPL placed in CPS HR's expertise. It has resulted in the contract growing from \$10,000 to \$1 million through July of 2027.

The CPS HR team stepped into a complex environment and delivered outstanding results across every facet of SPL's HR operations. Their key achievements include:

- Department management and restructuring
- Job description creation
- Recruitment facilitation
- Created and refined Standard Operating Procedures (SOPs)
- Handbook compliance updates
- NEOGOV implementation
- Overall HR support

The SPL project team's efforts were pivotal in keeping SPL's HR department afloat during a critical period. They expertly managed day-to-day operations, resolved complex issues, and have since trained and empowered new HR staff with the tools and knowledge needed to thrive. Their work not only stabilized the department but also positioned SPL for sustained success and growth.

**Team Name: TAHRS On-site planning team**

**Team Members: Christina Peacock, Kristin Morris, Debbie Gutman, and Gilles Laborde Lagrave**

**Submitted by: Christina Peacock**

**Value Supported: Care for the Organization; Care for Each Other**

**Detailed Description:**

I am honored to nominate Chrissy Peacock, Kristin Morris, Debbie Gutman, and Gilles Laborde Lagrave for their exceptional effort, dedication, and teamwork in planning and executing the recent TAHRS on-site team meeting. Their hard work and collaboration created a week that was both productive and inspiring for all participants.

The on-site event was a tremendous success, offering meaningful training opportunities and fostering a strong sense of team fellowship. The group coordinated a rich agenda that included

engaging Copilot training, a creative improv team-building exercise, and strategic planning discussions that helped shape the future direction of our products and services.

Each of these activities reflected thoughtful preparation, innovation, and a genuine commitment to the growth and success of the TAHRS team. Their collective leadership, attention to detail, and enthusiasm ensured that the week was not only well-organized but also impactful and enjoyable for everyone involved. Chrissy, Kristin, Debbie, and Gilles truly embodied the spirit of collaboration and excellence, making this event a memorable and valuable experience for the entire team.

**Team Name: Compensation & ISD Team**

**Team Members: Joseph Lopez, Manpreet Kaur, Denise Moran, Rich Lorraine, and Sheila McAuliff**

**Submitted by: Vicki Quintero Brashear**

**Value Supported: Care for Our Customers; Care for Each Other; Care for the Organization**

**Strategic Goal Supported: 1B Increase Net Margin**

**Detailed Description:**

I am pleased to recognize Joseph, Denise, Manpreet, Rich, and Sheila with this award for their work in successfully reviving and delivering on a long-standing, complex internal project: the full replacement of our proprietary, decades-old Comp Calculator with the new BTC compensation reporting tool.

This team went well beyond the routine expectations of their roles. For years, this project sat in the pipeline due to its scope. Rather than letting it continue to stall, this group took ownership, reignited the effort, and pushed it across the finish line.

Their work was highly technical, labor intensive, and critical to the Compensation Unit. It required collaboration between Client Services and ISD, extensive user testing, and many, many working sessions to ensure the BTC tool met the needs of our compensation consulting practice. The result is a reliable tool that strengthens our service delivery and eliminates a major operational risk.

By modernizing this core comp tool, the team reduced operational inefficiencies, eliminated risks and rework associated with the outdated system (A LOT of rework and frustration!), and gave our staff a faster, more reliable tool. This directly supports Strategic Goal 1B by improving productivity and strengthening our ability to deliver high-margin work. Congratulations to Joseph, Denise, Manpreet, Rich, and Sheila, and thank you for making such a meaningful contribution to CPS HR!

**Team Name: Back-up Finance Coverage**

**Team Members: John Freeburn, Kathy Ithurburn, and Vickie Legkiy**

**Submitted by: Sandy MacDonald-Hopp**

**Value Supported: Care for Each Other; Care for the Organization**

**Strategic Goal Supported: Efficiency**

**Detailed Description:**

During Brian's time away, the team demonstrated remarkable unity and resilience by distributing additional responsibilities and maintaining seamless operations. The team preferred to do the work rather than trying to bring in additional support who would need training. The team ensured that all financial processes continued without interruption. The daily/weekly/monthly activities related to purchasing, resource set-ups, payroll processing, month-end credit card/journal entries, and account reconciliations all continued to meet deadlines and QC standards.

Their proactive approach, attention to detail, and commitment to upholding the highest standards of accuracy and integrity have not gone unnoticed. Brian was able to return to work with minimal backlog/catch-up work. These 3 employees did a great job of covering additional work.

**Team Name: Edinburg Testing Proposal**

**Team Members: Elizabeth Bishop, Amy Bigone, Amy Amdroy, Melissa Sullinger, Kevin Nicholson, and Sandy MacDonald-Hopp**

**Submitted by: Melissa Sullinger**

**Value Supported: Care for Our Customers; Care for Each Other; Care for the Organization**

**Strategic Goal Supported: 1A – Position the organization to attract high value clients and markets**

**Detailed Description:**

The City of Edinburg issued a full and open RFP for Entry Level and Promotional Level police and fire testing right before we went out for our Christmas Holiday. We did not see the RFP until several days after we returned.

The RFP consisted of multiple forms that needed completed with one needing a notary. This team pulled together to get the proposal created and priced, with the newly effective pricing, completed the forms, came into the office to do the notary, and got everything uploaded into the proposal site by the deadline. Everything was accomplished within three days of accepting the RFP.

This RFP win will result in three entry level test rentals a year for approximately 450 candidates. The promotional exams will include the creation of 7 different levels of promotion. In all, this contract will result in over \$50,000 in revenue. Without the teamwork of everyone involved we would not have been able to submit this proposal.



The **Impact! Award** is a “Thank You” for a substantive amount of effort put forth by an eligible employee. This is a semi-formal recognition award allowing a co-worker or supervisor to appreciate an employee’s extra efforts and initiatives beyond that of a Shout Out Award. It requires the employee to have achieved something noteworthy that stands out within the otherwise understood scope of their job duties and responsibilities.

**Name: Gilles Laborde Lagrave**

**Submitted by: Christina Peacock**

Gilles demonstrated exemplary dedication and service in supporting the TAHRS Team during their recent team onsite experience. His commitment to going above and beyond was evident in every aspect of his assistance. Gilles took a proactive role in coordinating and setting up the Grand Canyon conference room, securing conference room reservations, and ensuring all IT and AV needs were met seamlessly. He managed the printing of essential documents and procuring supplies with efficiency and care, ensuring the team had what they needed at all times.

One of Gilles’ standout contributions was his initiative to create CPS HR badges with photos for every intermittent project consultant joining us onsite. This thoughtful gesture not only enhanced security but also fostered a sense of welcome and belonging for all team members. Further, Gilles meticulously crafted and placed signage throughout the building, making navigation simple and stress-free for staff, especially those visiting the office for the first time. Gilles’ attentive approach and outstanding customer service truly embodied CPS HR’s core value of Care for Each Other, and an inspiring example for others to follow.

**Name: Dana Henderson**

**Submitted by: Katie S. Hagen**

I want to recognize and thank Dana Henderson for all her hard work and dedication to supporting me and all our senior leaders and board members in all activities around hosting our recent board meeting and preparatory meetings. This was my first board meeting and Dana helped me in every way conceivable for months! She oriented me when I arrived, sent me support documents, dug up history, sent me videos and agendas of prior meetings, and patiently explained the history and practices around the board meetings. She did all of this, plus much more behind the scenes, keeping everyone on top of key deadlines, arranging a gift for a departing board member, and helping me bring my ideas to life. I really appreciate all you do for me Dana each day, but I wanted to especially thank you for all your work around the board meeting. Thank you!

**Name: Vicki Quintero Brashear**

**Submitted by: Sheila McAuliff**

Vicki stepped in during a critical phase of a time sensitive client deliverable when multiple team members were unexpectedly unavailable. The work required exceptional care, finesse, and diplomacy because the client’s expectations involved an unconventional approach that needed to

be realigned with practical, responsible methodology. Vicki provided steady leadership and direct consultation with little notice, including making herself available during her holiday week.

She engaged the client with a remarkable balance of warmth, professionalism, and firmness. She took the client's complex and politically sensitive vision and translated it into a real-world application that protected both the client and CPS HR, while still honoring what the client hoped to achieve. She communicated guidance clearly and respectfully, even when the message was difficult to receive, and did so in a way that preserved trust and strengthened the relationship. Her calm, composed, and thoughtful approach kept the project on track during a very high-pressure moment.

This effort went well beyond the usual scope of expected actions. Her work had meaningful impact on the client relationship, upheld the integrity of the project, and demonstrated clear alignment with our guiding values of caring for our customers, caring for the organization, and caring for each other. Her actions represent the intent and spirit of the Impact Award by showing initiative, sound judgment, and a level of commitment that stands out in both significance and quality.

**Name: Jennifer Houston**

**Submitted by: Christina Peacock**

I want to recognize Jennifer for her extraordinary work in managing a complex workplace investigation for a fire protection district in Colorado. This investigation was marked by its distinct challenges, requiring a high level of expertise, persistence, and diplomacy. Jennifer led a two-phase inquiry that demanded extensive interaction with numerous client stakeholders, including their legal counsel. Her ability to navigate the intricacies of the investigation was evident from the outset, as she provided detailed explanations and clarity in response to stakeholder questions and concerns.

Throughout the process, Jennifer demonstrated exceptional adaptability by responding to requests for regrouping claims, which required rewriting investigative reports and reworking established findings. She skillfully scheduled and conducted additional rounds of interviews, often more than once, to ensure that all areas of concern both previously identified and newly discovered were thoroughly explored. The investigation was further complicated by inconsistent and sometimes conflicting communications from stakeholders. Despite these frustrations, Jennifer remained composed and professional, consistently displaying grace and patience. Her unwavering commitment to fairness and accuracy set a standard for workplace investigations and inspired confidence in all parties involved.

Jennifer's work culminated in the drafting of a comprehensive Phase II report, a document that underwent multiple reviews by the fire district's attorneys. Thanks to her meticulous attention to detail and her ability to incorporate feedback, the final report was approved and accepted by all attorneys involved, an outcome that underscores Jennifer's diligence and expertise.