

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
October 6, 2021

The meeting was called to order at 8:30 a.m. via Teleconference pursuant to the provisions of Assembly Bill 361, which suspends certain requirements of the Ralph M. Brown Act. Those in attendance were:

Committee Members:	Director Sue Noack Director Keith Haydon
Staff:	General Manager Rick Ramacier Assistant General Manager Bill Churchill Chief Operating Officer Scott Mitchell Director of Human Resources Lisa Rettig Finance Manager Karol McCarty Board Clerk Lathina Hill Authority Attorney Madeline Chun Authority Attorney Julie Sherman

1. Approval of Agenda- Approved by each member of the A&F Committee
2. Public Communication- None
3. Approval of Minutes of September 1, 2021- Approved by each member of the A&F Committee.
4. Closed Session- Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Shontise Luckett-Committee. The Committee took no formal action.
5. Fixing Employer Contributions under the Public Employees' Medical and Hospital Care Act- Lisa Rettig explained that County Connection contracts with CalPERS under the Public Employee's Medical and Hospital Care Act (PEMHCA) for Administrative, Operator and Supervisor employee benefits. PERS requires that the Board adopt formal resolutions that list the employer contributions for each Health benefit plan for all three (3) of our employee groups. The Board adopted resolutions like these when the Cafeteria Plan was established. As new health plans were added PERS allowed us to inform them the amount CCCTA was contributing for each plan. Now they require a formal resolution. The format of the resolution is set by PERS, and the employer contribution amounts are fixed by MOU and prior Board policy.
6. Update on the finance department- Rick Ramacier reminded the board that County Connection's past Chief Financial Officer (CFO) left County Connection on July 23, 2021. Beginning in late June of this year, we began to recruit his replacement. We have found the market for recruiting qualified public sector CFOs to be highly competitive as there seems to be a shortage of such candidates within the broader government sectors. We continue to conduct an exhaustive search for a replacement. Our finance team is performing extremely well. However, there are a few items they struggle to get to. The first is we are late in getting out the year-end Income Statements for FY2021. And I anticipate that the Income Statements for the first quarter of FY2022 will be delayed as well.

The second area of delay is with the timing of completing our FY2021 annual Transportation Development Act (TDA) audit – which also serves as our annual “single audit”. This audit will be slightly delayed in its completion to give the existing staff the time they need to prepare. So, it's possible that the audit will be presented to you in January instead of December.
7. Review of Vendor Bills, September 2021- Reviewed by each member of the A&F Committee.
8. Legal Services Statement, July 2021 Labor, July and August 2021 General – Approved by each member of the A&F Committee.

9. Next Scheduled Meeting—The next meeting is set for scheduled for 2:00 p.m. on Wednesday, December 8th via teleconference.
10. Adjournment- The meeting was adjourned.

Lathina Hill, Clerk to the Board