

**Summary Minutes
Administration & Finance Committee
Wednesday, May 4, 2022, 2:00 p.m.**

Due to COVID-19, this meeting was conducted as a teleconference pursuant to the provisions of Assembly Bill 361.

Directors: Sue Noack, Keith Haydon, Laura Hoffmeister
Staff: Bill Churchill, Ruby Horta, Amber Johnson, Kristina Martinez, Lisa Rettig, Madeline Chun, Courtney Aldrich
Public: None addressed the committee

Call to Order: Meeting called to order at 2:00 p.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of April 6, 2022

The Committee approved the minutes.

4. Closed Session:

- a. **Conference with Legal Counsel – Existing litigation Pursuant to Government Code Section 54956.9(a) Juan Ruiz v. CCCTA**
- b. **Conference with Labor Negotiator (pursuant to Government Code Sections 54957 and 54957.6)
Unrepresented Employees – Legal Counsel**

Open Session: Report of Action taken in Closed Session - A&F Committee provided direction to staff.

5. Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years (FFYs) 2023-2025

Ms. Martinez reported as part of the DBE Program, regulations require grantees to establish a three-year overall goal for DBE participation in FTA-assisted contracts. County Connection's next goal submission is due to FTA on August 1, 2022 covering FY2023 through FY2025. Staff is proposing a 5.9% overall goal based on federal contracting opportunities and DBE availability for those projects. The FTA regulations require that County Connection post a notice on its official web site announcing the proposed goal. In addition, the notice will inform the public the proposed goal is available for inspection and comment for a 30-day period. The A&F Committee approved staff's recommendation to authorize staff to post the proposed DBE overall goal of 5.9% and begin the 30-day public review and comment period.

6. Update to Fiscal Year 2023 Draft Budget and Forecast

Ms. Johnson reported that staff is still monitoring the forecast revenue and expenditures in the FY 2023 draft budget, and that a modification to that budget might be necessary as a result of a new paratransit contract currently under negotiation. Ms. Johnson additionally stated that the budgeted insurance premiums in the draft budget are adequate without modification, and that staff is still awaiting final Measure J revenue projections before finalizing the budget document for presentation in June. Director Noack inquired about changes to the fuel budget; Ms. Johnson replied that staff are confident the fuel projections made in May will remain adequate for the budgeted year. This was an information only item.

7. Review of Vendor Bills, April 2022

The Committee reviewed the vendor bills for March 2022.

8. Approval of Legal Services Statement, March 2022 General and February 2022 Labor

The Committee approved the legal services statements for March 2022 General and February 2022 Labor.

9. Next Scheduled Meeting

The next meeting was scheduled for May 4th at 2:00 p.m. via teleconference.

10. Adjournment – The meeting was adjourned at 2:45 p.m.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer