

Summary Minutes Administration & Finance Committee

County Connection Administration Office
2477 Arnold Industrial Way
3rd Floor Conference Room
Concord, CA 94520

Wednesday, October 5, 2023, 2:00 p.m.

Directors: Sue Noack, Laura Hoffmeister
Staff: Bill Churchill, Ruby Horta, Amber Johnson, Kristina Martinez, Karol McCarty
Public: None

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. Selection of the Chair

Topic postponed until next month.

4. Approval of Minutes of September 6, 2023

The Committee approved the minutes.

5. Staffing Update

Ms. Horta reported on the current staffing shortages and status updates of departmental turn-over in recent years. Currently, Finance is fully staffed, and the Planning & Marketing departments expect to fill the new Grants Administrator position by the end of October. Similarly, the opening of Director of ADA and Specialized Services (who coordinates with ParaTransit/LINK), should also be filled soon.

During the pandemic, CCCTA experienced early retirements in several departments and two recently in Human Resources. These vacancies bore an opportunity for re-structuring of functions. Our Interim Director of Human Resources, Allison Picard, helped CCCTA to re-envision and post these openings, which should be filled by early 2024.

The Maintenance and Transportation departments continue to experience significant Operator and Mechanic shortages which gives little room for expansion of service, if needed. The budgeted

vacancies are a challenge to fill given the unique training/experience requirements and because of competing job opportunities in the area. Staff has been pondering the idea of piloting a referral incentive program for open positions (potentially with administrative staff first to minimize delays in implementation). The particulars of the pilot might include a “finder’s fee” for employees with the disbursement partitioned over time as the new employee meets certain requirements and employment milestones. Staff sought support by the A&F Committee of drafting an incentive program which will be outlined and presented to A&F at a future date.

6. Update on Procurement of Accounting Software

Ms. Johnson reported that the Authority has begun a search for accounting software to replace the database-driven software written in the 1970’s and upgraded in the early 1990’s. This software was written and is maintained by a single person. CCCTA’s needs are somewhat unique, and finding an accounting package that satisfies all of our processes leads to a long wish list of functionality that may or may not be available currently in the market (without software customization). Software demonstrations have been scheduled in October and November with RFP quotes to follow.

7. Review of Vendor Bills, September 2023

The Committee reviewed the vendor bills for September 2023.

8. Approval of Legal Services Statement, July and August 2023 General, October 2022 and July 2023 Labor

The Committee approved the legal services statements for July and August 2023 General and July 2023 Labor.

9. Next Scheduled Meeting

The next meeting was scheduled for November 1st at 2:00 p.m.

10. Adjournment – The meeting was adjourned at 2:39 p.m.

Minutes prepared and submitted by: Karol McCarty, Manager of Accounting