

**Administration and Finance Committee
Summary Minutes
July 12, 2012**

The meeting was called to order at 1:00 p.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Board of Director Al Dessayer
Board of Director Candace Andersen
Board of Director Rob Schroder
Staff: General Manager Rick Ramacier
Director of Transportation Bill Churchill
Director of Planning and Marketing Anne Muzzini
Legal Counsel Pat Glenn
Guest: Ralph Hoffman

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of June 7, 2012- Approved.
4. Closed Session: Conference with Labor Negotiator (pursuant to Government Code Section 54957.6 regarding Amalgamated Transit Union, Local 1605; Machinists Automotive Trades District Lodge No. 1173; Teamsters Union, Local 856, AFL-CIO, Transit Supervisors- The committee met with the General Manager Ramacier and Legal Council Pat Glenn and gave direction to its Labor Negotiator.
5. Advisory Committee update- Director Muzzini reported that the Citizens Advisory Committee has been meeting every other month since the consolidation of that committee and the Accessible Services Committee. Attendance has been low and there have been no monthly reports to the Board of Directors for some time. The A&F Committee discussed requested that staff encourage the committee to prepare a written or oral report to the Board on a quarterly basis. The Committee will recommend to the Board that the item be placed on the agenda quarterly rather than monthly. Approved.
6. EEO/Affirmative Action Program Update for 2012- Civil Rights Administrator Janet Madrigal reported that a EEO/AA Program for the term January 1, 2012 through December 31, 2015 for CCCTA has been developed. Adoption of this plan will enable CCCTA to continue to be eligible for federal financial assistance. Staff recommends approval of the plan. The Committee approved the plan and recommended that it be placed on the Board's consent calendar for the July meeting.
7. Legal Services, April/May 2012 General- The committee approved the legal services invoice.
8. Review of Vendor Bills, June 2012- The committee reviewed the vendor bills.
9. Adjournment- The meeting was adjourned. The next meeting will be Tuesday, August 7 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.