

Administration and Finance Committee  
Summary Minutes  
September 2, 2015

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Committee Members:            Director Don Tatzin  
   Director Gregg Manning  
   Director Bob Simmons

Staff:                                General Manager Rick Ramacier  
   Director of Finance Kathy Casenave  
   Manager of Outreach Services Kristina Martinez

Public: Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann spoke about transit issues in the county.
3. Approval of Minutes of August 5, 2015- Approved.
4. EEO/AA Program Update for 2015 and revised EEO/AA Policy- Manager of Outreach Services Martinez reported that CCCTA is required to submit to FTA an updated Equal employment Opportunity/Affirmative Action Program by October 1, 2015. The proposed update complies with laws and regulations mandated by FTA and other federal and state agencies. The update analyses job categories to determine if there is underutilization of females or minorities in relation to their availability in the relevant labor market. The committee reviewed the report and recommended that it be forward to the Board of Directors for approval.
5. Statement of Investment Policy- Director Casenave reported that the Investment Policy adopted in 2012 is up for review. State law no longer requires an annual review but because the Board delegates its investment authority that delegation can only be adopted for one year, and staff recommends that both the policy and the delegation be reviewed annually. Approved for the Board consent calendar.
6. Review of Vendor Bill, August 2015- Reviewed.
7. Legal Services Statement, June 2015- General and Labor- Approved.
8. Adjournment- The meeting was adjourned. The next meeting is scheduled for Wednesdays, October 7th at 9:00 a.m.

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Kathy Casenave, Director of Finance