

Administration and Finance Committee
Summary Minutes
May 4, 2016

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 Bob Simmons
 Director Al Dessayer
 Director Don Tatzin
 Director Sue Noack

Staff: General Manager Rick Ramacier
 Director of Finance Erick Cheung
 Director of Maintenance Scott Mitchell
 Director of Transportation Bill Churchill
 Senior Manager of Human Resources Lisa Rettig
 Hanson Bridgett Attorney Patrick Glenn

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of April 11, 2016- Approved.
4. Closed Session:
Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Employee Organizations:
Amalgamated Transit Union, Local 1605
Conference with Labor Negotiator (pursuant to Government Code Section 54957 and 54957.6)
Unrepresented Employees – Legal Counsel
No reportable action taken on closed session items.
5. 5 Year IT Replacement Plan- Director Mitchell provided a summary of County Connection's information and technology plan over the next 5 years. He went over the software, hardware, telecom and facility updates that will be needed to maintain our technology infrastructure. The financial implications over 5 years are \$1,369,000 with \$700,000 already approved in previous Capital Budgets and \$150,000 is in the proposed budget. The committee discussed the plan to see if it meets the needs of County Connection in the short and long term. The committee approved forwarding to the Board's agenda with a recommendation of approval.
6. Adjustment to Non-Represented Administrative Employees Compensation - General Manager Ramacier & Senior Manager of Human Resources Rettig requested a 3% increase in the payscale for administrative employees and that the amount is in the FY 2017 Budget. Approved for the Board consent calendar.
7. Performance Based Compensation Pool- General Manager Ramacier requested a Performance based compensation pool of \$40,000 for select senior management employees, which would be distributed to high performing senior managers at the discretion of the General Manager. Approved for the Board consent calendar.
8. Revised Fiscal Year 2017 Draft Budget and Financial Forecast- Director Cheung provided an updated summary of the FY 2017 Draft Budget with proposed operating expenses of \$37,252,671. The Fixed Route's proposed operating budget is \$30,816,297 and a contingency of \$800,000. The proposed operating budget is \$1,560,364 (5.3%) higher than the FY 2016 Estimated amount due mainly to agreed upon salary increases with

bargaining groups and rising fuel costs. Paratransit's proposed operating budget is \$5,636,374 and is \$222,859 (4.1%) higher due to estimated contract increases for purchased transportation. Director Cheung summarized the changes from the previous draft and requested that this draft be put on the Board agenda for review and discussion. Approved.

9. Review of Vendor Bills, April 2016- Reviewed.
10. Legal Services Statement, February 2016, General & Labor- Approved.
11. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Wednesday, June 1st at 9:00 a.m.

Erick Cheung, Director of Finance