

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 countyconnection.com

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, August 31, 2016
9:00 a.m.

Hanson Bridgett
1676 North California Blvd., Suite 620
Walnut Creek, California

The committee may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the committee.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of July 6, 2016*
4. Closed Session
 - a. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6
Employee Organizations:
Teamsters Union, Local 856, AFL-CIO, Transit Supervisors
5. Increasing Cafeteria Amounts for Non Represented Employees*
6. Review of Vendor Bills, July 2016 and August 2016**
7. Legal Services Statement, May 2016 and June 2016-General, May 2016 and June 2016Labor**
8. Next Scheduled Meeting – October 5, 2016
9. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

FY2015/2016 A&F Committee

Don Tatzin – Lafayette, Al Dessayer - Moraga, Sue Noack – Pleasant Hill, Bob Simmons – Walnut Creek

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

General Information

Public Comment: Each person wishing to address the committee is requested to complete a Speakers Card for submittal to the Committee Chair before the meeting convenes or the applicable agenda item is discussed. Persons who address the Committee are also asked to furnish a copy of any written statement to the Committee Chair. Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Committee.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Committee. Each individual will be allotted three minutes, which may be extended at the discretion of the Committee Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at www.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@countyconnection.com.

Shuttle Service: With 24-hour notice, a County Connection LINK shuttle can be available at the BART station nearest the meeting location for individuals who want to attend the meeting. To arrange for the shuttle service, please call Robert Greenwood – 925/680 2072, no later than 24 hours prior to the start of the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, September 15, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, October 5, 9:00 a.m., 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, September 1, 8:30 a.m., 2477 Arnold Industrial Way, Concord, CA
Operations & Scheduling:	Friday, September 2, 8:00 a.m. Supervisor Andersen's Office 309 Diablo Road, Danville, CA

The above meeting schedules are subject to change. Please check the County Connection Website (www.countyconnection.com) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting.

This agenda is posted on County Connection's Website (www.countyconnection.com) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

Administration and Finance Committee
Summary Minutes
July 6, 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 Sue Noack Director Don Tatzin
Staff:	General Manager Rick Ramacier Director of Finance Erick Cheung Director Scott Mitchell Accounting Manager Karol McCarty
Public:	Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann spoke on the need to make the meeting more accessible to the public, which could assist in providing information regarding Contra Costa Transportation Authority Transportation Expenditure Plan (TEP).
3. Approval of Minutes of June 1, 2016- Approved.
4. CCCTA Investment Policy-Quarterly Reporting Requirement- Staff reported that the portfolio as of March 31, 2016 complies with County Connection's Investment Policy. Approved for the Board consent calendar.
5. Disadvantaged Business Enterprise (DBE) Overall Goal for FY2017 through FY 2019 - General Manager Ramacier stated that as a recipient of federal financial assistance from the Federal Transit Administration (FTA), County Connection is required to establish a three-year overall Disadvantaged Business Enterprise (DBE) goal for FY2017 through FY2019 and submit it to the FTA by August 1, 2016. Staff completed the FY2017 through FY2019 DBE Overall Goal and Goal Setting Methodology (DBE Report) and recommends a goal of five percent (5%) for FTA-assisted contracts. Approved for the Board to adopt Resolution No. 2017-**** that will adopt the DBE overall goal of 5% for FY 2017 through FY 2019 for federally assisted contracts and authorize staff to forward the DBE Report to the FTA.
6. Financial Statements for the Nine Months ended March 31, 2016- Director of Finance Cheung reported that the actual operating expenses are 8.6% (\$2,327,603) under budget as of March 31, 2016. Diesel Fuel, and repair parts accounted for \$1,072,742 of the variance. Outside service repairs was lower than budget but adjusting for agreed upon salary increases was higher than budget. Reviewed.
7. Review of Vendor Bill, June 2016- Reviewed.
8. Legal Services Statement, April 2016- General and Labor- Approved.
9. Adjournment- The meeting was adjourned.

Erick Cheung, Director of Finance

To: A&F Committee

Date: August 22, 2016

From: Lisa Rettig
Senior Manager of Human Resources

Subject: Increasing Cafeteria
Amounts for Non Represented
Employees

Approved by: Rick Ramacier, General Manager

SUMMARY OF ISSUES:

County Connection contract under the Public Employee's Medical and Hospital Care Act (PEMHCA) for Administrative employee benefits.

The current MOUs with the ATU and Teamsters increase the Cafeteria Plan annually using a formula that averages the Percentage increases in the two (2) most popular health plans by coverage level and splitting that amount and adding it to the Cafeteria Plan.

In recent history, the Board has provided the same increases to the Administrative employees cafeteria plan in the interest of equality.

For 2016 the two most popular health plans are Kaiser and Anthem HMO Select. Kaiser premiums went down 1.8% and Anthem HMO Select premiums increased 15.7%

Attached are the 2017 monthly medical for Administrative employees shown with the requested increase in the Cafeteria Plan.

FINANCIAL IMPLICATIONS:

The cost to increase the contributions to the Administrative employee Cafeteria Plan using the above mentioned formula is \$32,000. The amount budgeted for 2017 is \$25,000.

ACTION REQUESTED:

Staff requests that the A&F Committee recommends the Board of Directors adoption of Resolution 2017-003 which increases the Authority's monthly contribution to the Administrative employees' Cafeteria Plan as follows:

Employee only:	\$ 428.26
Employee +1:	\$ 663.91
Employee +2 or more:	\$ 888.76

**2017 Medical Premiums
Per Month (\$)
Employee Group #1
Administrative Employees**

	<u>Total</u>	<u>CCCTA</u>	<u>Employee</u>	<u>Cafeteria Plan</u>	<u>Net Employee</u>
Blue Shield*	\$1,024.85	\$329.08	\$695.77	\$428.26	\$267.51
Blue Shield+1	\$2,049.70	\$658.16	\$1,391.54	\$663.91	\$727.63
Blue Shield +2	\$2,664.61	\$855.60	\$1,809.01	\$888.76	\$920.25
Kaiser*	\$733.39	\$303.56	\$429.83	\$428.26	\$1.57
Kaiser+1	\$1,466.78	\$607.12	\$859.66	\$663.91	\$195.75
Kaiser+2	\$1,906.81	\$789.26	\$1,117.55	\$888.76	\$228.79
PERS Choice*	\$830.30	\$289.98	\$540.32	\$428.26	\$112.06
PERS Choice+1	\$1,660.60	\$579.96	\$1,080.64	\$663.91	\$416.73
PERS Choice+2	\$2,158.78	\$753.95	\$1,404.83	\$888.76	\$516.07
PERSCARE*	\$932.39	\$494.86	\$437.53	\$428.26	\$9.27
PERSCARE+1	\$1,864.78	\$989.71	\$875.07	\$663.91	\$211.16
PERSCARE+2	\$2,424.21	\$1,286.63	\$1,137.58	\$888.76	\$248.82
PERS Select*	\$736.27	\$270.71	\$465.56	\$428.26	\$37.30
PERS Select+1	\$1,472.54	\$541.42	\$931.12	\$663.91	\$267.21
PERS Select+2	\$1,914.30	\$703.85	\$1,210.45	\$888.76	\$321.69
Anthem HMO Select*	\$783.46	\$270.71	\$512.75	\$428.26	\$84.49
Anthem HMO Select+1	\$1,566.92	\$541.42	\$1,025.50	\$663.91	\$361.59
Anthem HMO Select+2	\$2,037.00	\$703.85	\$1,333.15	\$888.76	\$444.39
Anthem HMO Traditional*	\$990.05	\$494.86	\$495.19	\$428.26	\$66.93
Anthem HMO Traditional+1	\$1,980.10	\$989.71	\$990.39	\$663.91	\$326.48
Anthem HMO Traditional+2	\$2,574.13	\$1,286.63	\$1,287.50	\$888.76	\$398.74
Unitedhealthcare*	\$1,062.26	\$303.56	\$758.70	\$428.26	\$330.44
Unitedhealthcare+1	\$2,124.52	\$607.12	\$1,517.40	\$663.91	\$853.49
Unitedhealthcare+2	\$2,761.88	\$789.26	\$1,972.62	\$888.76	\$1,083.86

Employees who do not elect medical coverage receive \$200.00 per month in Cafeteria money. This money can be used to purchase vacation, Vision Services Plan benefits or at the end of the calendar year it can be cashed out.

* =Employee Only

+1=Employee plus One Dependent

+2=Employee plus Two or more Dependents (also known as Family Coverage)

The monthly Employee premium is deducted semi-monthly from paychecks in two equal amounts