

Administration and Finance Committee
Summary Minutes
December 7, 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 Al Dessayer
 Director Don Tatzin
 Director Sue Noack
 Director Candace Anderson

Staff: General Manager Rick Ramacier
 Director of Finance Erick Cheung
 Director of Transportation Bill Churchill
 Senior Manager of Human Resources Lisa Rettig
 Finance Manager Karol McKarty
 Hanson Bridgett Attorney Patrick Glenn
 Coleman Chavez Attorney Jessica Snyder

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of November 17, 2016- Approved.
4. Closed Session:
 - a) Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Antonio De LaTorre
 - b) Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Employee Organizations:
Amalgamated Transit Union, Local 1605
Machinists Automotive Trades District Lodge No. 1173
5. Open Session: Report of Action taken in Closed Session- Direction was given to refer both matters to the Board.
6. Amendment to Cafeteria Plan for Affordable Care Act Compliance. – Human Resources Manager Rettig presented amendments to the Cafeteria Plan to be in compliance with the Affordable Care Act. One of the amendments is for employees that waive coverage and receive a payment would need to annually attest to that the participant and all of his/her tax dependents have other group health coverage that provides minimum value within the meaning of the Affordable Care Act. The Committee recommended approval to the Board as a consent item.
7. FY 2016 Audit-Teleconference – Rosalva Flores, the Brown Armstrong partner in charge of the FY 2016 audit, reported by telephone on the audit. She reported that the audit report is unmodified, no findings, no material weaknesses nor deficiencies were identified and no material noncompliance issues were noted. She thanked County Connection’s financial staff for working with her staff in completing the audit. The Committee recommended to the Board that the audit report be approved.

8. County Connection Income Statements for the Three Months Ended September 30, 2016- Director Cheung reported that the actual expenses are 11.2% under the year to date budget (\$997,045). Wages, fringe benefits, services, materials and supplies, and no contingency currently needed accounted for most of the variance. General Manager Ramacier commented on the drop in fare revenue and will have Director Muzzini provide additional information on what the Clipper data is telling us in the future. Information only.
9. County Connection Investment Policy-Quarterly Reporting Requirement- Director Cheung reported that the investments as of September 30, 2016 comply with the CCCTA investment policy.
10. Review of Vendor Bills, November 2016- Reviewed.
11. Legal Services Statement, September 2016, General & Labor- Approved.
12. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Wednesday, January 4th and Monday, February 6th at 9:00 a.m at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

Erick Cheung, Director of Finance