

Administration and Finance Committee
Summary Minutes
May 1, 2017

The meeting was called to order at 9:00 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. 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
Slade Neighbors of Slade Neighbors Law Corporation

Guest: Jennifer Jobe of ERMA
Linda Griffin of Integro
Lynette Dupree of Integro

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of April 10, 2017- Approved.
4. Closed Session:
 - a. Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Stacy Howard.
5. Open Session: Report of Action taken in Closed Session – The committee forwarded the matter to the Authority Board.
6. Employment Practices Liability Insurance - Director Cheung reported that County Connection needed to select an Employment Practices Liability Insurance (EPLI) so that there is no gap in coverage beginning on July 1st. He gave a brief history of EPLI, which was provided by County Connection's General Liability carrier CalTIP. CalTIP decided that EPLI was not its area of expertise and was going to join Employment Risk Management Authority (ERMA). CalTIP members would need to select ERMA or find their own insurance. Mr. Cheung requested Integro (County Connection's Property Liability Insurance Broker) for quotes for EPLI. Both ERMA and Integro made presentations to the committee on the insurance coverage and options it could provide. The committee asked several questions about any potential costs savings, attorney options, claims expense, and any additional costs if they decided to switch to another carrier or ERMA later. General Manager Ramacier commented that Hanson Bridgett had informed him that they have a self-insurance program option as well, which would take more time to put together. The committee wanted additional information on the self-insurance program but understood that option would take more time. The committee recommended Integro – Capitol Specialty Insurance Corporation at \$2 million of coverage with a self-insurance retention level of \$250,000.
7. Updated Drug and Alcohol Free Workplace Policy – Senior Manager of Human Resources Lisa Rettig reported that County Connection is required by the FTA to have a Drug and Alcohol Free Workplace Policy. The FTA policy is contained in Section 209 of CCCTA's Employee handbook. Staff, with the assistance of a representative of the FTA, updated the policy to ensure that it is compliant with the FTA rules and regulations. The committee approved the updated policy and Resolution 2017-017 to the Board as a consent item.

8. Fiscal Year (FY) 2018 Draft Budget and Ten Year Forecast – Director Cheung provided a brief update on the FY 2018 Budget. The proposed budget has \$39.0 million in expenses for fixed route and paratransit with proposed revenues to offset these costs. Costs related to State Assembly Bill 1 (SB1) are included in this version, but revenues are still unknown at this time. The committee accepted the report and forwarded to the Board as information.
9. Review of Vendor Bills, April 2018- Reviewed.
10. Legal Services Statement, February 2017, General & Labor- Approved.
11. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Wednesday, May 31st at 8:30 a.m. and Wednesday, July 5th at 9:00am at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

Erick Cheung, Director of Finance