

Summary Minutes Administration & Finance Committee

County Connection Administration Office
2477 Arnold Industrial Way
3rd Floor Conference Room
Concord, CA 94520

Wednesday, May 3, 2023, 2:00 p.m.

Directors: Sue Noack, Laura Hoffmeister, Jim Diaz
Staff: Bill Churchill, Ruby Horta, Amber Johnson, Rashida Kamara, Rosa Noya
Public: None

Call to Order: Meeting called to order at 2:03 p.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of April 5, 2023

The Committee approved the minutes.

4. Recommendation to engage Tranova LLC as a Non-Emergency Medical Transportation Management Services contractor to oversee Medical Reimbursement Program for ADA Eligible Trips

Ms. Kamara reported that, under the direction of the Operating & Scheduling (O&S) Committee, staff released a Request For Proposals (RFP) for a Non-Emergency Medical Transportation (NEMT) management service to assist County Connection in qualifying as an NEMT provider and identifying eligible trips that could be reimbursed through the NEMT program. One qualified response to the RFP was received from Tranova LLC. Tranova proposed a one-time set-up fee of \$49,500 plus an hourly rate of \$150 per hour for ongoing support. Fees to run the program are estimated to be completely recouped by the revenue-generating potential of the program, which is estimated at \$240,000 per year. Ms. Kamara reported that the neighboring agency TriDelta has been participating in the NEMT program for several years and helped advise County Connection staff on the process. Director Hoffmeister asked what funding source would be used to pay the start up costs in case the program revenue was slow to perform; Ms. Johnson stated that Transportation Development Act (TDA) funds would be utilized. The Committee agreed unanimously to recommend this item to the Board, and to request approval to authorize the General Manager to enter into an agreement with Tranova LLC for management of NEMT services.

5. Review of Updates to Fiscal Year 2024 Draft Budget and Forecast

Ms. Johnson provided a brief update on changes that have been made to the draft budget since its adoption at the Board in April. Two changes have been made: increasing the fuel budget (both diesel and gasoline) in response to continuing volatility in the markets, and shifting some capital dollars for office furniture and equipment to the operating side. The shift of funds from capital to operating represents a change in internal procedures for capitalizing assets. The Committee was agreeable to the changes. This item was information only.

6. Review of Vendor Bills, April 2023

The Committee reviewed the vendor bills for April 2023.

7. Approval of Legal Services Statement, February 2023 Labor, February 2023 General

The Committee approved the legal services statements for February 2023 Labor and General.

8. Next Scheduled Meeting – June 7, 2023

The next meeting was scheduled for June 7th at 2:00 p.m. at the County Connection Offices located at 2477 Arnold Industrial Way, Concord, CA.

9. Adjournment – The meeting was adjourned at 2:54 p.m.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer