

Summary Minutes Administration & Finance Committee

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

Wednesday, February 7, 2024, 2:00 p.m.

Directors: Renata Sos, Laura Hoffmeister
Staff: Bill Churchill, Amber Johnson, Dawud Brewer, Kristina Martinez, Karol McCarty
Public: None

Call to Order: Meeting called to order at 2:02 p.m. by Director Sos.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of January 3, 2024

The Committee approved the minutes.

4. CCCTA Equal Employment Opportunity (EEO) Program Update

Ms. Martinez reported that County Connection is subject to the Federal Transit Administration (FTA) Circular C4704.1A, "Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients", dated October 31, 2016, and revised April 20, 2017. The Circular requires County Connection to submit to FTA its updated EEO Program every four years or as major changes occur in the workforce or employment conditions, whichever comes first. The report has CCCTA's analytics regarding demographics and departmental diversification. As established by the FTA, we will now submit our updated EEO Program for approval no later than March 1, 2024. Staff updated the CCCTA EEO Program for the four-year term beginning July 1, 2023, and ending on June 30, 2027—with a brief mention of our pilot referral incentive program. The A&F Committee forwarded a recommendation to the Board of Directors to adopt the EEO Program update covering FY's 2024-2027 and to authorize staff to forward the EEO Program to the FTA on consent.

5. Proposed Change to Applicant Background Check Process

As part of County Connection's recruitment and onboarding process, Mr. Brewer reported that candidates must successfully complete a background check, drug screening, and additional requirements specific to their job classification. Our current vendor charges \$200-\$600 per person for the background checks.

Penal Code section 11105(b)(11) authorizes special districts and JPA's (Joint Power Authority's) to request criminal record information from the Department of Justice (DOJ) using LiveScan which utilizes electronic fingerprinting and a broad scope of background checks. The DOJ background inquiries cost approximately \$80 per person. The estimated budgetary savings to CCCTA is around \$6,000-\$8,000 per year versus its current process.

The DOJ requires designated staff member(s) to serve as Custodian of Records for hiring decisions and for the security of related DOJ records. The General Manager recommends that the Director of Human Resources and the Manager of Human Resources hold this designation. The A&F Committee forwarded a recommendation to the Board of Directors to approve the Application for Authorization inclusive of a resolution outlining the titled Custodians of Records staff designees and for the authority to obtain state and federal summary information via the DOJ LiveScan.

6. Independent Accountant's Report on Federal Funding Allocation Data for Federal Transit Administration for the year-ended June 30, 2023

Ms. Johnson reported that annually, our independent auditors, Brown Armstrong, CPA's, are required to review data we report to Federal Transit Administration (FTA) on Form FFA-10 of the National Transit Database (NTD) which includes information for hours, miles, passengers, passenger miles and total operating expenses. The NTD report was submitted in December, and Brown Armstrong completed their review in January—issuing their report without exceptions. The A&F Committee forwarded the independent accountant's FTA report on federal funding allocation data to the full Board for approval.

7. Financial Management Software Contract Award

Ms. Johnson reported that the Authority has been discussing replacement of its accounting software since 2017. In December 2023 a formal Request for Proposal (RFP) was published to purchase and implement a cloud-based accounting software application that will record the Authority's financial activity and examine its financial position. CCCTA received six qualified proposals. Software functionality and system cost (including purchase price, installation, implementation, training, licensing, and annual maintenance) were the two main factors in a weighted rating of the proposals. Two software packages stood out, and additional demonstrations and reference checks were subsequently done.

Staff recommends CCCTA purchase AccuFund, a software with governmental fund accounting, electronic workflows, and grant and project accounting tools. The local re-seller ComputerWorks would coordinate the set-up, implementation, and training. The 3-year, initial cost including implementation is quoted at \$87,580 which includes an annual subscription/maintenance fee of

\$17,760. This annual maintenance fee is less than our current cost of \$21,327. Additionally, modernizing our financial software by reducing manual processes should save staff time and increase software productivity. The A&F Committee endorses the purchase of AccuFund/ComputerWorks at a maximum sum not to exceed \$100,000 for the 3-year contract and recommends this be an informational item at the Board of Directors meeting.

8. Review of Vendor Bills, January 2024

The Committee reviewed the vendor bills for January 2024.

9. Approval of Legal Services Statement, November 2023 General and September & November 2023 Labor

The Committee approved the legal services statement, November 2023 General plus September and November 2023 Labor.

10. Next Scheduled Meeting

The next meeting was scheduled for March 6th at 2:00 p.m.

11. Adjournment

The meeting was adjourned at 2:57 p.m.

Minutes prepared and submitted by: Karol McCarty, Manager of Accounting