

**Summary Minutes  
Administration & Finance Committee**

**County Connection Administration Office  
2477 Arnold Industrial Way  
3<sup>rd</sup> Floor Conference Room  
Concord, CA 94520**

**Wednesday, June 5, 2024, 2:00 p.m.**

**Directors:** Sue Noack, Laura Hoffmeister  
**Staff:** Bill Churchill, Amber Johnson, Kristina Martinez, Pranjali Dixit  
**Public:** None

**Call to Order:** Meeting called to order at 2:00 p.m. by Director Noack.

**1. Approval of Agenda**

The Committee approved the agenda.

**2. Public Communication**

None.

**3. Approval of Amended Minutes of April 3, 2024**

The Committee approved the minutes.

**4. Approval of Minutes of May 1, 2024**

The Committee approved the minutes.

**5. Approval of Special A&F Minutes of May 1, 2024**

The Committee approved the minutes.

**6. Investment Report as of March 31, 2024**

Ms. Johnson presented the quarterly investment report which includes the type of investment, issuer, date of maturity, par, and dollar amount of investments. The detailed quarterly report, which includes balances by bank account and with recent historical data, was also presented. Ms. Johnson

affirmed that the Authority has the ability to meet projected cash flow of expenditures for the next six months.

## **7. Midday Free Policy**

Mr. Dixit reported that County Connection partners with the Bridge program in the Mt. Diablo School District to provide the Midday Free program to individuals aged 18-22 with disabilities who have finished high school. The program has been expanded to provide access to participants at RES Success in Pleasant Hill and Martinez, and to the San Ramon Valley USD Transition Program in San Ramon. Given the popularity of the program, the A&F committee directed staff to analyze the sustainability of the program. The usage of the program has been increasing and currently averages 2,500 rides per month, with the fare revenue loss offset by a Measure J line 20a grant administered by TRANSPAC. Staff recommends implementing a formal Midday Free Policy so that program interest and usage data can adequately be tracked. This data will be instrumental in strengthening the program for the next funding cycle. The Committee recommended approval of the proposed policy to the full Board of Directors.

## **8. Adjustment to Non-Represented Administrative Employees Compensation**

Ms. Martinez stated that County Connection's employees consist of three represented units, plus the administrative employees which are not represented. The General Manager is requesting a 4% increase for all satisfactorily performing administrative employees effective July 1st which is consistent with the percentage increase in the Memorandum of Understandings for the represented employees. Also, the General Manager is requesting a merit pool of \$50,000 to be allocated at his discretion to management employees. The total annual cost of the increases will not exceed \$264,000 and is included in the FY 2025 Budget. Mr. Churchill engaged the Committee in a discussion regarding the establishment of an employer-sponsored 401(a) plan that would expand structures available for compensating staff. Mr. Churchill and Ms. Johnson walked the committee through the concept of a 401(a) plan and potential contribution structures. The Committee directed staff to bring a 401(a) proposal to the next meeting and agreed to recommend approval of the 4% increase and \$50,000 merit pool to the Board.

## **9. Review of Vendor Bills, May 2024**

The Committee reviewed the vendor bills for May 2024.

## **10. Approval of Legal Services Statement, March 2024 General and March 2024 Labor**

The Committee approved the legal services statement, March 2024 General plus March 2024 Labor.

## **11. Next Scheduled Meeting**

The next meeting was scheduled for Wednesday, July 10<sup>th</sup> at 2:00 p.m.

## **12. Adjournment**

The meeting was adjourned at 2:35 p.m.

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