

### Summary Minutes Administration & Finance Committee

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

Wednesday, December 4, 2024, 9:00 a.m.

**Directors:** Sue Noack, Laura Hoffmeister, Jim Diaz, Don Tatzin

**Staff:** Bill Churchill, Ruby Horta, Amber Johnson, Kristina Martinez, Karol McCarty

**Call to Order:** Meeting called to order at 9:00 a.m. by Director Noack.

#### 1. Approval of Agenda

The Committee approved the agenda.

#### 2. Public Communication

None.

#### 3. Approval of Minutes of November 6, 2024

The Committee approved the minutes.

#### 4. Procurement of Workers' Compensation Third-Party Administrator Services (Informational Only)

Ms. Martinez reported that the Authority has been utilizing the services of Corvel Corporation since 2006 for its Workers' Compensation third-party administration. A formal Request for Proposal (RFP) was reviewed by legal counsel and will be distributed to several vendors next week. The Authority belongs to the LAWCX insurance pool for excess claims exceeding our agency deductible, and the members of this pool had several referrals of competing companies that would likely bid on our contract.

This item is informational only, and the RFP recommendation choice will be shared with the A&F Committee in April.

#### 5. Update on Accounting Software Implementation (Informational Only)

Ms. Johnson reported that the Authority's new accounting software was purchased last spring and entailed a complete overhaul of our originating chart of accounts. The new system (AccuFund)

required creation of agency-wide rules and permissions along with imports of our existing Accounts Payable vendors plus Cash Receipt customers. We went live on July 1<sup>st</sup>, the first day of our new fiscal year, and virtual invoice reviews/approvals among the various departments is now possible without the need to shuffle paper from desk to desk. Since the audit in August-September, Payroll imports and custom reports have been priorities. Future modules yet to be implemented to replace spreadsheet tracking are Grants along with Fixed Assets (including the ability to automatically depreciate on an annual basis).

This item is informational only.

#### **6. Review of Vendor Bills, October 2024**

The Committee reviewed the vendor bills for October 2024.

#### **7. Approval of Legal Services Statement, October 2024 General and Labor**

The Committee approved the legal services statements for October 2024 General and Labor.

#### **8. Next Scheduled Meeting**

The next meeting is scheduled for Wednesday, January 8<sup>th</sup> at 9:00 a.m.

#### **9. Adjournment**

The meeting was adjourned at 9:21 a.m.

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