

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

FINANCE and ADMINISTRATION COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

LAUREEN TURNER - CHAIR **DON BIDDLE**
JERRY THORNE - VICE CHAIR

DATE: Tuesday, September 23, 2014
PLACE: Diana Lauterbach Room LAVTA Offices
 1362 Rutan Court, Suite 100, Livermore
TIME: 4:00 p.m.

MINUTES

1. Call to Order

Committee Chair Laureen Turner called the meeting to order at 4:02pm.

Members Present

Don Biddle – Vice Mayor, City of Dublin
Jerry Thorne, Mayor, City of Pleasanton
Laureen Turner – Councilmember, City of Livermore

2. Meeting Open to Public

None.

3. Minutes of the May 27, 2014 and August 26, 2014 Meeting of the F&A Committee

Approved: Thorne/Biddle
Aye: Biddle, Turner, Thorne
No: None
Abstain: None

4. Treasurer's report for August 2014

The Finance & Administration Committee recommended forwarding the August 2014 Treasurer's Report to the Board for approval.

Approved: Biddle/Thorne
Aye: Biddle, Turner, Thorne
No: None
Abstain: None

5. Contract with Gillig

The Finance & Administration Committee forwarded a recommendation to the Board to adopt the resolution and authorize staff to proceed with the purchase of the buses. Resolution 28-2014.

Approved: Thorne/Biddle
Aye: Biddle, Turner, Thorne
No: None
Abstain: None

6. Human Resources Policy and Organization Chart Update

Staff highlighted the proposed updates in the LAVTA Human Resources Policy. These proposed updates include the elimination of the auto allowance for the Director of Finance & Administration and the Director of Planning & Communications, an update to the FMLA military leave provisions, the deletion of the reference to PEPRRA, and the correction of minor typos. Proposed changes to the Organization Chart include two position titles being changed; the marketing position's proposed title will be Sr. Marketing & Communications Coordinator, to more accurately reflect the position's responsibilities, and adding "Sr." to the Transit Planner position. The Finance and Administration Committee forwarded a recommendation to the Board to approve Resolution 26-2014, the Proposed LAVTA Human Resources Policy and the Proposed Organization Chart.

Approved: Turner/Biddle
Aye: Biddle, Turner, Thorne
No: None
Abstain: None

7. Preview of Upcoming F&A Committee Agenda Items

The Committee was very pleased to receive a preview of upcoming agenda items.

8. Matters Initiated by Committee Members

Laureen Turner made a request for staff to hold a welcoming event once the new employees are on board.

9. Next Meeting Date is Scheduled for: October 28, 2014

10. Adjourned

Meeting adjourned at 4:15pm.