



Agenda - Final
Capital Metropolitan
Transportation Authority
Finance, Audit and Administration
Committee

2910 East 5th Street
Austin, TX 78702

Monday, April 14, 2025

11:00 AM

Rosa Parks Boardroom

This meeting will be livestreamed at capmetrotx.legistar.com

I. Call to Order

II. Public Comment

III. Action Items

1. Selection of a Finance, Audit and Administration Committee Vice Chair for the remainder of 2025.
2. Approval of minutes from the March 12, 2025 Finance, Audit and Administration Committee meeting.
3. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract modification with UNUM for life, accidental death and dismemberment insurance, disability benefits, FMLA administration, and other voluntary benefits to employees, to increase the contract by \$960,313 and extend the contract through December 31, 2025. The new total not to exceed contract amount is \$4,313,195.

IV. Presentations

1. FY2025 Internal Audit Plan Status - April 2025
2. Executive Finance, Audit and Administration Update - April 2025
Update on Business Optimization, agency budget and financials, recent activities, personnel changes, communications and public outreach.

V. Items for Future Discussion

VI. Adjournment

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

Committee Members: Matt Harriss, Chair; Becki Ross, Dianne Bangle and Zo Qadri.

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Finance, Audit and Administration Committee

Item #: AI-2025-1457

Agenda Date: 4/14/2025

Selection of a Finance, Audit and Administration Committee Vice Chair for the remainder of 2025.



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Finance, Audit and Administration Committee

Item #: AI-2025-1440

Agenda Date: 4/14/2025

Approval of minutes from the March 12, 2025 Finance, Audit and Administration Committee meeting.

Minutes
Capital Metropolitan
Transportation Authority
Finance, Audit and Administration
Committee

2910 East 5th Street
Austin, TX 78702

Wednesday, March 12, 2025

10:30 AM

Rosa Parks Boardroom

I. Call to Order

10:32 a.m. Meeting Called to Order

Present	Becki Ross, Dianne Bangle, Matt Harriss, and Zo Qadri
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II. Public Comment

There were no public comments this month.

III. Action Items

1. Approval of minutes from the February 12, 2025 Finance, Audit and Administration Committee meeting.

A motion was made by Bangle, seconded by Ross, that this Minutes be adopted. The motion carried by the following vote:

Aye: Ross, Bangle, Harriss, and Qadri

2. Approval of a resolution updating the Charter Statement for the Finance, Audit and Administration Committee.

A motion was made by Bangle, seconded by Ross, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 3/24/2025. The motion carried by the following vote:

Aye: Ross, Bangle, Harriss, and Qadri

3. Approval of a resolution authorizing the President & CEO, or her designee, to amend the CapMetro Acquisition Policy to incorporate information from the recently revised FTA Third-Party Contracting Guidance (FTA Circular 4221.G) and revise guidelines to align with industry standards.

A motion was made by Bangle, seconded by Ross, that this Resolution be recommended for the action item agenda to the Board of Directors, due back on 3/24/2025. The motion carried by the following vote:

Aye: Ross, Bangle, Harriss, and Qadri

IV. Presentations

1. FY2025 Financial Report December 2024
2. FY2025 Internal Audit Plan Status - March 2025
3. Internal Audit Advisory Project - Federal Transit Administration Management of Change as part of the Safety Management System
4. Executive Finance, Audit and Administration Update - March 2025
Update on Q1 agency performance, recent activities, personnel changes, communications and public outreach.

V. Items for Future Discussion

VI. Adjournment

11:29 a.m. Meeting Adjourned

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

Committee Members: Matt Harriss, Chair; Becki Ross, Dianne Bangle and Zo Qadri.

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.

Finance, Audit and Administration Committee
Agenda Date: 4/14/2025

Item #: AI-2025-1446

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract modification with UNUM for life, accidental death and dismemberment insurance, disability benefits, FMLA administration, and other voluntary benefits to employees, to increase the contract by \$960,313 and extend the contract through December 31, 2025. The new total not to exceed contract amount is \$4,313,195.

FISCAL IMPACT:

Funding for this action is available in the FY2025 Operating Budget as well as the proposed FY2026 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | |
|--|--|
| <input type="checkbox"/> 1. Customer | <input type="checkbox"/> 2. Community |
| <input checked="" type="checkbox"/> 3. Workforce | <input type="checkbox"/> 4. Organizational Effectiveness |

Strategic Objectives:

- | | | |
|--|---|--|
| <input type="checkbox"/> 1.1 Safe & Reliable Service | <input type="checkbox"/> 1.2 High Quality Customer Experience | <input type="checkbox"/> 1.3 Accessible System |
| <input type="checkbox"/> 2.1 Support Sustainable Regional Growth | <input type="checkbox"/> 2.2 Become a Carbon Neutral Agency | |
| <input checked="" type="checkbox"/> 2.3 Responsive to Community and Customer Needs | | <input type="checkbox"/> 2.4 Regional Leader in Transit Planning |
| <input type="checkbox"/> 3.1 Diversity of Staff | <input checked="" type="checkbox"/> 3.2 Employer of Choice | <input type="checkbox"/> 3.3 Expand Highly Skilled Workforce |
| <input type="checkbox"/> 4.1 Fiscally Responsible and Transparent | <input type="checkbox"/> 4.2 Culture of Safety | <input type="checkbox"/> 4.3 State of Good Repair |

EXPLANATION OF STRATEGIC ALIGNMENT: Employee life and disability benefits are offered as a part of the total rewards package for Capital Metropolitan Transportation Authority employees. CapMetro provides competitive benefits enabling the agency to recruit, hire and develop an engaged workforce from a diverse talent community.

BUSINESS CASE: This contract is to provide basic life, accidental death and dismemberment, long-term and short-term disability insurance (including FMLA administration services), and other voluntary benefits (employee paid), which are provided by CapMetro to our employees. This also allows employees to purchase additional life and long-term disability buy-up insurance and other voluntary benefits such as Whole Life,

Accident and Critical Care. This is a part of the benefit package offered to employees to remain competitive with other local public and private employers.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Finance, Audit and Administration Committee on April 14, 2025.

EXECUTIVE SUMMARY: The contract with Unum for Life, AD&D, disability insurance and FMLA Administration for CapMetro employees lapsed December 31, 2024 due to an administrative error. To allow for continuity of services and time to conduct a new procurement, the contract can be modified to extend services through December 31, 2025. Additional funds are required to cover the remainder of the 2025 calendar year. The UNUM contract provides the following Life Insurance & Disability benefits, which cannot be disrupted:

- Basic Life and AD&D insurance equal to the employee's annual base salary (\$40,000 minimum)
- Short term disability insurance with a 14-day waiting period with a benefit payment of 60% of weekly earnings up to \$1,000 a week.
- Long term disability insurance with a 90-day waiting period with a benefit payment of 50% of monthly earnings up to \$5,000 a month.
- Voluntary Long-term Disability Buy-Up benefits
- FMLA Administration
- Voluntary & Additional Life Insurance Products

Other voluntary benefits including employee, spouse and child life insurance and long-term disability buy-up insurance are offered to employees and paid through payroll deductions. As an added service to the contract, FMLA administration is included as part of a total Absence Management Program.

DBE/SBE PARTICIPATION: This is a modification to the current contract. The SBE goal assigned was 0% and the contractor committed to 0%, which will continue to be monitored during the term of the contract.

PROCUREMENT: On August 18, 2021, the CapMetro Board of Directors approved a resolution for the award of a contract to Unum for basic life and AD&D insurance, long term and short term disability insurance, FMLA administration paid by CapMetro, and voluntary life, long term disability buy up, accident, whole life and critical illness voluntary insurance products paid by employees for an amount not to exceed \$1,752,882. On July 24, 2023, the CapMetro Board of Directors approved a resolution to increase the contract amount to \$3,352,882 due to an increase in CapMetro employees and to include ATP, whose employees were not an original component of the initial contract. In order to provide continuity of services, the contract must be extended through December 31, 2025 and \$960,313 in funding be added. The new total not to exceed contract amount is \$4,313,195.

RESPONSIBLE DEPARTMENT: People and Culture

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1446

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to continue providing life, accidental death and dismemberment insurance, disability benefits, FMLA administration and other voluntary benefits to employees.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute a contract modification with UNUM for life, accidental death and dismemberment insurance, disability benefits, FMLA administration, and other voluntary benefits to employees, to increase the contract by \$960,313 and extend the contract through December 31, 2025. The new total not to exceed contract amount is \$4,313,195.

Date: _____

**Secretary of the Board
Becki Ross**



Capital Metropolitan Transportation Authority

2910 East 5th Street
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Finance, Audit and Administration Committee
Agenda Date: 4/14/2025

Item #: AI-2025-1441

FY2025 Internal Audit Plan Status - April 2025

FY25 INTERNAL AUDIT PLAN

Department Scorecard

	Projects	Status & % Complete	Additional Details
	<u>FAA COMMITTEE & INTERNAL AUDIT CHARTER COMPLIANCE</u>		
1	Finance, Audit & Administration (FAA) Committee Meetings: 10/16; 11/13; 12/9; 1/15; 2/12; 3/12; 4/14; 5/7; 6/11; 7/16; 8/13; 9/10; 10/8	In-Process	Ongoing
2	Semi-annual Implementation Status Report - November 2024	Completed	December
3	Semi-annual Implementation Status Report - May 2025	In-Process	June
4	FY2025 Risk Assessment & development of FY26 Audit Plan		
	<u>FY25 Audit Assurance & Advisory Projects</u>		
1	Keolis Payroll Pass Through Controls	In-Process	
2	MTM Payroll Pass Through Controls - New Contract in Demand Response	In-Process	UT Interns - Spring
3	Oracle Risk Mgt module - Analyze Oracle segregation of duties	In-Process	
4	Oracle Survey - User Satisfaction & Opportunities		
5	Capital Projects - Costs & Reporting Controls		
6	Police Dept Standup (Recordkeeping & Compliance Requirements)	In-Process	UT Interns - Spring
7	Inventory Controls (Fuel & Parts) & Utilities (Electricity) - Bus/Rail/DR/Facilities	In-Process	UT Interns - Fall/Spring
8	A/P Non-PO & P-Card Controls	Draft Report	UT Interns - Fall
9	Brinks Contract and Outsourced Treasury Controls		
10	Keolis - Bus Maintenance & Training		
11	Automation of Bus Incidents/Accidents Reporting (TrackIt System)		
12	Safety Management System (SMS) - Management of Change	Completed	March
13	Bus Charging Infrastructure & EV Program	Draft Report	
14	Bytemark & UMO Contract for e-Tickets & Collections - Administrative Fees	In-Process	
15	United Healthcare - Eligibility & Payment Support	Draft Report	
16	McKalla Station - Capital Project Controls	Completed	January
17	CLS System for Right of Way Revenues (Permits, RWIC, Licenses)	Completed	February
18	BikeShare Program	In-Process	
19	NIST Cybersecurity Framework (CISA Facilitated Self Assessment) - re-assessment from 2024 baseline		
20	Annual Cybersecurity Review (Verizon)		
21	FTA Triennial Audit	In-Process	Onsite 6/2-6/6
22	QAR (Quality Assessment Review) - IIA and GAS Standards	In-Process	April/May
23	Quadrennial Performance Audit	Completed	February
	<u>CONTINGENT AUDIT PROJECTS - FY25</u>		
1	Lease Vehicle Program - non-Revenue Vehicles		
2	Microsoft Sharepoint & Active Directory		
3	Real Estate - Life Cycle Management & Controls		
4	Grant Reporting Process (Small Starts, Single Audit, Subrecipients)		
5	Board Policies/Goals - Monitoring & Reporting (e.g. OTP; Fare Recovery; DBE; Title 6 Equity Analysis; etc.)		

	<u>NEW PROJECTS ADDED TO FY25 AUDIT PLAN by Terry Follmer</u>		
1	Quadrennial Performance Report - Tracker until Completed	In-Process	
2	UT Fall Special project with Global Sustainability Leadership Institute at UT	In-Process	
3			



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Finance, Audit and Administration Committee

Item #: AI-2025-1442

Agenda Date: 4/14/2025

Executive Finance, Audit and Administration Update - April 2025

*Update on Business Optimization, agency budget and financials, recent activities, personnel changes,
communications and public outreach.*