



**Minutes**  
**Capital Metropolitan**  
**Transportation Authority**  
**Finance, Audit and Administration**  
**Committee**

2910 East Fifth Street  
Austin, TX 78702

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**Wednesday, August 18, 2021**

**10:00 AM**

**Videoconference Meeting**

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10:04 a.m. Meeting Called to Order

<b>Present</b>	Terry Mitchell, Wade Cooper, and Becki Ross
<b>Absent</b>	Leslie Pool

**I. Public Comment**

Zenobia Joseph provided public comment.

**II. Action Items**

1. Approval of minutes from the May 12, 2021 Finance, Audit and Administration Committee meeting.

A motion was made by Cooper, seconded by Ross, that the minutes be adopted. The motion passes 3-0.

**Aye:** Mitchell, Cooper, and Ross

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract for health plan administrative services for a three-year base period and three one-year options with United Healthcare in an amount not to exceed \$15,384,283 for administration of third-party administration services and stop loss insurance for the Capital Metro self-insurance health and dental plans.

A motion was made that this Resolution be recommended for the action item agenda at the Board of Directors meeting on 8/30/21. The motion carried by the following vote:

**Aye:** Mitchell, and Ross

**Abstain:** Cooper

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with UNUM for basic life and AD&D insurance, long-term and short-term disability insurance; and FMLA administration paid by Capital Metro, and voluntary life , long term disability buy-up, accident, whole life and critical illness, paid by employees in an amount not to exceed \$1,752,882.

A motion was made by Cooper, seconded by Ross that this Resolution be recommended for the consent agenda at the Board of Directors meeting on 8/30/21. The motion carried by the following vote:

**Aye:** Mitchell, Cooper, and Ross

4. Approval of a resolution adopting a Board Operating Procedures Policy and amending the Capital Improvement Program Policy.

A motion was made by Ross, seconded by Cooper, that this Resolution be recommended for the action item agenda at the Board of Directors meeting on 8/30/21. The motion carried by the following vote:

**Aye:** Mitchell, Cooper, and Ross

5. Approval of a resolution authorizing the President & CEO, or his designee, to extend an Interlocal Agreement (ILA) with Travis County for employee transit passes for a period of one year from October 1, 2021, to September 30, 2022.

A motion was made by Cooper, seconded by Ross, that this Resolution be recommended for the consent agenda at the Board of Directors meeting on 8/30/21. The motion carried by the following vote:

**Aye:** Mitchell, Cooper, and Ross

### **III. Presentations**

1. FY2021 Financial Report - June 2021
2. FY2022 Proposed Budget Update
3. Internal Audit Semi-Annual Follow Up on Audit Recommendations
4. Internal Audit FY2021 Audit Plan Status
5. Internal Audit Presentation - UT Intern Reports

### **IV. Items for Future Discussion**

### **V. Adjournment**

11:32 a.m. Meeting Adjourned

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

*Committee Members: Terry Mitchell, Chair; Wade Cooper, Leslie Pool and Becki Ross.*

*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.*