



# **AGENDA**

## **Finance and Administration Committee Meeting**

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### **Committee Members**

Michael Hennessey, Chairman  
Richard Murphy, Vice Chairman  
Andrew Do  
Gene Hernandez  
Steve Jones  
Michelle Steel  
Donald P. Wagner

Orange County Transportation Authority  
Headquarters  
550 South Main Street  
Board Room – Conf. Room 07  
Orange, California  
**Wednesday, July 24, 2019 at 10:30 a.m.**

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the OCTA Clerk of the Board, telephone (714) 560-5676, no less than two (2) business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

Agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Committee may take any action which it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

All documents relative to the items referenced in this agenda are available for public inspection at [www.octa.net](http://www.octa.net) or through the Clerk of the Board's office at the OCTA Headquarters, 600 South Main Street, Orange, California.

### **Call to Order**

### **Pledge of Allegiance**

Director Do

### **1. Public Comments**

### **Special Calendar**

### **2. Taxable Sales Forecast - California State University Fullerton - Anil Puri, Provost Emeritus and Director of the Woods Center for Economic Analysis** Sam Kaur/Andrew Oftelie

Orange County Transportation Authority contracts with several economic specialists to provide an annual 30-year taxable sales forecast for Measure M2. The latest forecasts were received in Spring 2019. Anil Puri, Provost Emeritus and Director of the Woods Center for Economic Analysis from California State University Fullerton will provide an update on the annual forecast and economic outlook for Orange County to the Finance and Administration Committee.



### **Consent Calendar (Items 3 through 6)**

All items on the Consent Calendar are to be approved in one motion unless a Committee Member or a member of the public requests separate action or discussion on a specific item.

**3. Approval of Minutes**

Approval of the minutes of the Finance and Administration Committee meeting of July 10, 2019.

**4. Fiscal Year 2018-19 Internal Audit Plan, Fourth Quarter Update**

Janet Sutter

**Overview**

The Orange County Transportation Authority Board of Directors adopted the Orange County Transportation Authority Internal Audit Department Fiscal Year 2018-19 Internal Audit Plan on August 27, 2018. This update is for the fourth quarter of the fiscal year.

**Recommendation**

Receive and file the fourth quarter update to the Orange County Transportation Authority Internal Audit Department Fiscal Year 2018-19 Internal Audit Plan as an information item.

**5. Draft Fiscal Year 2019-20 Internal Audit Plan**

Janet Sutter

**Overview**

At the direction of the Orange County Transportation Authority's Board of Directors, the Internal Audit Department develops and implements an annual risk-based Internal Audit Plan. Implementation of an annual Internal Audit Plan assists management in evaluating the effectiveness and efficiency of projects, programs, and operations, while ensuring that adequate controls and safeguards are in place to protect the Orange County Transportation Authority's assets and resources.

**Recommendations**

- A. Approve the Draft Fiscal Year 2019-20 Internal Audit Plan.
- B. Direct the Executive Director of Internal Audit to provide quarterly updates on the Fiscal Year 2019-20 Internal Audit Plan.



**6. Agreement for Medical Clinic Services**  
Karen DeCrescenzo/Maggie McJilton

**Overview**

Medical services are required to ensure compliance with the State of California Department of Motor Vehicles commercial driver certifications, the Federal Transit Administration drug and alcohol testing, and the California Occupational Safety and Health Administration's medical evaluation requirements.

**Recommendations**

- A. Approve the selection of Cheshire Medical Corporation, doing business as ProCare Work Injury Center & Urgent Care, as the medical clinic to provide medical services to ensure compliance with the State of California Department of Motor Vehicles, Federal Transit Administration, and California Occupational Safety and Health Administration regulations.
  
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1165 between the Orange County Transportation Authority and Cheshire Medical Corporation, doing business as ProCare Work Injury Center & Urgent Care, in the amount of \$573,000, for a three-year initial term, effective August 1, 2019 through July 31, 2022, with one, two-year option term, to provide medical services.

**Regular Calendar**

There are no Regular Calendar items scheduled.

**Discussion Items**

- 7. Chief Executive Officer's Report**
- 8. Committee Members' Reports**
- 9. Closed Session**

There are no Closed Session items scheduled.



**10. Adjournment**

The next regularly scheduled meeting of this Committee will be held at **10:30 a.m. on Wednesday, August 14, 2019**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.