

access

BOARD OPERATIONS COMMITTEE

Monday, December 14, 2020

10:00 a.m. - 11:00 a.m.

Webinar

Committee Members: D. Nason, Chair
M. Gombert, Vice Chair
D. Barnes, Treasurer
T. DeVera, Secretary

	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. GENERAL PUBLIC COMMENT	INFORMATION
3. JANUARY/FEBRUARY 2021 BOARD AGENDA REVIEW (page 4)	PRESENTATION
4. CONSIDERATION TO REVISE ACCOUNTS PAYABLE APPROVAL PROCESS (page 6)	ACTION
5. ADJOURNMENT	ACTION

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services for communications. Primary consideration is given to the request of individuals with disabilities. However, the final decision belongs to Access Services. To help ensure the availability of any auxiliary aids and services you require, please make every effort to notify Access Services of your request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: Access Services Board committee meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the Board committee both initially and supplementally prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the Board committee members by staff or Board committee members at the

meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board committee during a Board committee meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the Board committee is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a goldenrod Public Comment Form and submit it to the Secretary of the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the Board at a normal rate of speed may request an accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is at the discretion of the Chair. The Board committee will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the Board committee may direct staff to investigate and/or schedule certain matters for consideration at a future Board committee meeting and the staff may respond to all public comments in writing prior to the next Board committee meeting.

Alternative accessible formats are available upon request.

***NOTE**

NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES

Pursuant to temporary revised Brown Act requirements, Board committee members will be participating via webinar. The public may submit written comments on any item on the agenda - 1) through email by addressing it to - board@accessla.org or 2) via US Postal mail by addressing it to - Access Services Board Comments, PO Box 5728, El Monte CA 91734. Please include your name, item number and comments in the correspondence. Comments must be submitted/received no later than 8:00 am on Monday, December 14, 2020 so they can be read into the record as appropriate.

The public may also participate via the Zoom webinar link, or by teleconference. Please review the procedures to do so as follows -

How to Provide Public Comment in a Board Meeting via Zoom

Online

1. Click the Zoom link for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html. Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, or Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. You may also use this direct link - **<https://zoom.us/j/91692271509>**
2. Enter an email address and your name. Your name will be visible online while you are speaking.

3. When the Committee Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
4. Please note that the "Chat" feature is not enabled during the meeting for general public attendees. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
5. When called, please limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Note: Members of the public will not be shown on video.

By phone

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html
2. You can also call in using the following information -
3. Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free)
Webinar ID: 916 9227 1509
4. When the Committee Chair calls for the item on which you wish to speak, press *9 to raise a hand. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers in their entirety will be visible online while speakers are speaking.
5. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
6. When called, please state your name and limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

DECEMBER 7, 2020

TO: BOARD OPERATIONS
FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION
RE: JANUARY/FEBRUARY 2021 BOARD AGENDA REVIEW

ISSUE:

Staff requests that the Board Operations Committee provide feedback on the proposed Board of Directors meeting agenda for for the January/February Board cycle.

BACKGROUND:

The following items are planned to be reviewed by the following committees in January.

Performance Monitoring Committee:

- Award of Southern Region Service Contract
- Extension of Term and Increase of Funds - Travel Training Contract

Planning and Development Committee:

- Review of Antelope Valley RFP
- Revisions to Accounts Payable (AP) Process

External/Stakeholder Relations Committee:

- Award of Video Production Services Contract

The following presentations are planned for the following committees -

Performance Monitoring Committee:

- Key Performance Indicators
- Service Standards

Planning and Development Committee:

- Budget Update
- Real Estate Update

External/Stakeholder Relations

- Legislative Update

DECEMBER 7, 2020

TO: BOARD OPERATIONS COMMITTEE

**FROM: BRUCE FRINK, SENIOR MANAGER, FINANCE PLANNING AND ANALYSIS
HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR**

RE: CONSIDERATION TO REVISE ACCOUNTS PAYABLE APPROVAL PROCESS

ISSUE:

Per Board policy, Board Treasurer approval is required for all vendor invoices over \$50,000. Furthermore, internal staff as well as Executive Director approval is required on all invoices prior to the release of payments to vendors.

Given the implementation of the Oracle platform, strong internal controls and multiple annual audits conducted by outside audit firms, staff believes that Board Treasurer approval is no longer necessary and should be removed from the Accounts Payable (AP) process.

RECOMMENDATION:

- Authorize staff to revise the Access Accounts Payable (AP) process to remove the Board Treasurer from the AP process.
- Authorize staff to send to the Board a Payables Payment Register each month.

IMPACT ON BUDGET:

This recommended action will have no financial impact.

ALTERNATIVES CONSIDERED:

If the Board opts not to approve this item, then staff would continue to operate under the current applicable AP policies described herein.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Committee, the staff will bring this item to the Planning and Development Committee in January and, pending Committee approval, the full Board of Directors at its February meeting.

BACKGROUND:

In the current AP process (see attached), approvals from the Department Head (Director) of the requesting department and the Finance Department are required and then each invoice is sent to the Executive Director for final approval. As discussed above, the Board Treasurer is also currently required to approve all invoices greater than \$50,000.

Agency internal controls for the AP process have been modified and strengthened since the implementation of the Oracle platform in 2015. Using Oracle, the Accounting Department records and monitors all payment transactions, which require multiple levels of approval. Access is then audited annually by at least two outside independent CPA firms (one of which is retained by the Los Angeles County Metropolitan Transportation Authority (Metro)) to verify policies and processes are being followed and that funds are spent in accordance with the budget and applicable regulations.

In order to simplify the AP approval process, staff recommends removing the Board Treasurer and utilizing internal staff for the AP approval process and publishing a Payables Register on a monthly basis to provide full visibility to the Board of all expenditures.

Agency policies would be amended as follows:

1. Board Invoice Approval

Current Policy:

The current invoice approval workflow involves multiple layers of approvers. Initially, the vendor sends invoice to Access Services either through email or mail. The Accounting Department will then process the email copy or scanned hardcopy of the invoice in Oracle Cloud to start the electronic approval process. When the invoice approval process starts, a workflow builds the list of approvers based on the defined rules and amount of the invoice. Approval email notification is first sent to the Department Head on the list. When the Department Head responds, email notification is sent to Finance. Upon approval from Finance, it will then be forwarded to the Executive Director for the final approval. If the invoice amount is \$50,000 or more, an additional approval from the Board member is required to complete the process. Accounting staff will then process the check or ACH payment.

Recommended Policy:

Initially, the vendor submits an invoice to Access Services either electronically or via mail. The Accounting Department will then process the electronic copy or scanned hardcopy of the invoice in Oracle Cloud to start the electronic approval process. When the invoice approval process starts, a workflow builds the list of approvers based on the defined rules and amount of the invoice. Approval email notification is first sent to the Department Head on the list. When the Department Head responds, email notification is sent to Finance. Upon approval from Finance, email notification will be sent to the Executive Director for the final approval. Accounting staff will then process the check or ACH payment.

Staff will provide the Board of Directors with the Payment Payables Register report each month.

Current AP Workflow Process in Oracle Cloud

