

**South Natomas TMA™
Board of Directors Meeting
Wednesday, October 7, 2009
Meeting Minutes**

I. Call to Order

President Katie Eastham called the meeting to order at approximately 7:38 AM on Wednesday, October 7, 2009 at 2150 River Plaza Drive in Sacramento, CA. Attending were Katie Eastham, Doug Fredericks, Keith McGregor, Heidi Smith, Bill Vanderslice and SNTMA Executive Director Jason Vitaich.

II. Approval of Previous Meeting's Minutes

Motion to approve the September 2, 2009 Board meeting minutes. Moved by Doug Fredericks, seconded by Keith McGregor. Motion passed unanimously, 5:0.

III. Unfinished Business

The governance committee will endeavor to finalize a draft of the Investment Policies at the October 21st Executive Committee meeting with the objective of presenting said policies for board approval at the November 4th Board meeting.

IV. New Business

A. Executive Director Jason Vitaich delivered the following report:

- 2009 dues collection is going well, with approximately 92.3% of dues collected as of October 2nd and close to 1,400 transit passes paid for.
- Holiday gift deliveries by Santa & his Elf are set to take place in the first week or two of December.
- Jason reported on the status of updates concerning the possibility of switching from SRI to Paychex (see Attachment "A"). The Board asked for clarification as to whether or not Paychex provided employee recruitment as part of their services to be brought to the board by no later than its November meeting.

B. Executive Director Jason Vitaich delivered the following Membership Report:

- **Commuter Club**
 - Ongoing issues with CC registration, etc.
- **Campaigns and events promoted through the Commuter Club**
 - California Bike Trek
 - Walktober – Walk to School Wednesdays
- **Programs**
 - 2 ERH vouchers used in September 2009
 - 27 RT pass photos were taken and passes delivered
- **Members**
 - Delivered 87 Commuter Club promotional items to diary keepers on 9/10 & 9/11

- Delivered low-car challenge materials to 17 offices on 9/23
- Because of Commuter Club vendor issues, Stephanie sent out (regular) emails to all Commute Coordinators promoting
 - Regional October campaign – low-car challenge on 9/23
 - Commute Tax Benefit Workshop email to all Commute Coordinators on 9/25
- **September Events**
 - Community Design Committee Meeting; 9/11, 9/15, 9/18
 - 9/16 TDM Task Force
 - 9/17 Jason & Stephanie met with Natomas Unified School District Safe Routes to School Coordinator
 - 9/24 Creekside Oaks tenant appreciation BBQ
 - Responded to calls and emails regarding invoices, explanation of SNTMA benefits and how to access said benefits

V. Adjourn

The meeting was adjourned at approximately 9:00 AM. The next SNTMA Board meeting is scheduled for Wednesday, November 4, at 8:30 AM at the Sierra Health Foundation offices, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice
Board Secretary

Benefits & Services Provided - SRI

Payroll Administration

In the co-employer relationship, Staff Resources is recognized as the employer-of-record for payroll tax purposes. This arrangement relieves you of payroll responsibilities excluding reporting hours worked by your employees. As your partner, Staff Resources handles:

- Complete Transfer of Payroll Responsibilities, including Payroll Taxes
- Payroll Processing/Direct Deposit into Employee Account
- Preparation W-2's and W-4's
- Payroll Inquires
- Payroll Tax Deposits
- Quarterly Reports
- Wage Garnishments
- Bank Service Charges
- Legal Responsibility for Audits Transferred
- Automated Vacation & Sick Leave Accrual
- Employment Verification
- Special Management Reports

Risk Management

We believe employees legitimately injured on the job deserve all the benefits afforded under applicable workers' compensation coverage. At the same time, we maintain a zero-tolerance position on fraudulent claims. This approach results in stable premiums and satisfied employees. With Staff Resources as your partner, we provide:

- Worker's Compensation Insurance through Wausau/Liberty Mutual
No Deposit: Pay as Wages are Paid
- Claims Preparation and Filing
- Claims Management and Loss Control
- Ongoing Communication with Injured Employees
- Legal Liability Transfer for Audits and Defenses
- Safety Program Support
- OSHA Record-Keeping Requirement Support
- Record Keeping Requirements of Senate Bill 198-Injury and Illness Prevention Program Support

Human Resources Management Assistance

Functioning as your off-site Human Resources Department, SRI provides all the tools

necessary to comply with ever-changing employment law while substantially minimizing the threat of lawsuits. As your partner, Staff Resources provides:

- Human Resources Records Administration
- Unemployment Claims Administration & Defenses
- Labor Board Hearings
- Compliance with COBRA, EEO, Immigration Law, ADA, and other Governmental Regulations
- Salary Analysis, Survey and Administration
- Termination Procedures for Disciplinary Reasons Or Layoffs
- Employee Handbook
- Personnel Policies, Procedures Interpretation
- Immediate Problem Support Consultation
- Wage/Hour Law Compliance Including Paid Overtime
- Supervisory Training in Personnel Management
- New Employee Orientations
- Employee Job Descriptions-ADA Compliance
- Employee Performance Review Assistance
- State and Federal Mandated Postings
- Exit Interview Assistance
- Employee Training
 - Legal Compliance
 - Management Seminars
 - Safety Training Programs
- Management Training
 - Conflict Resolution
 - Team Development
 - Organizational Planning
 - Hiring and Interviewing
 - Progressive Discipline
 - Performance Reviews

Recruitment Assistance

You may from time to time look to us for help when recruiting new employees. You will find that our dedicated HR professionals simplify the hiring task by advertising, screening and interviewing applicants as requested. Finalists are forwarded to you for interviews and hiring decisions. With Staff Resources as your partner, you receive:

- Recruitment Assistance for Regular Full and Part-time Employees, including:
 - Advertising
 - Screening
 - Testing
 - Interviewing and Screening
 - Reference Checks
 - Background Checks

Training and Organization Development

Staff Resources' progressive educational programs are designed exclusively with our clients in mind. Whether it be employee training, management skills development, or organization change management that is required, SRI's consulting team is uniquely qualified to deliver cost-effective and time-sensitive presentations at your place of business or ours. Some topics available include:

- Human Resources Management Training
 - Hiring and Interviewing
 - Progressive Discipline
 - Performance Reviews
 - Harassment Prevention
- Employee Education
 - Interpersonal Communication
 - Sensitivity and Harassment Awareness Training
 - Privacy Rights in the Technology Age
 - Safety Training Programs
- Management Education
 - Basic Supervisory and Leadership Skills
 - Conflict Resolution
 - Team Development
- Organization Development
 - Executive Coaching

- Goal-Sharing and Team-Building
- Transition Planning

PAYCHEX SERVICES

PAYROLL HUMAN RESOURCES RISK MANAGEMENT

Payroll processing with On-site HR Representative Worksite safety analysis

one invoice, flat fee, and provides manager and support

itemized statements employee training

OSHA federal/state mandatory

Employee forms Employee Handbooks program development

Distribution of payroll checks Management manuals Worksite safety training library

- Supervisor Procedures

Direct Deposit of wages • Interviewing and Selection Safety posters

- Performance Appraisal

Payroll maintenance

RETIREMENT SERVICES

- Changes HR Consulting on HR issues Plan design and setup

- Deductions

- Advances Regulatory Compliance testing

- Garnishment administration

- Check Reconciliation Wage and hour compliance Employee enrollment

- Year-end W-2s

- New Hire Reporting State and federal posters Participant account access via

telephone and/or secure

Payroll reports Job descriptions website

State and federal withholding Personnel management kit Multiple investment options

and tax deposits including SDBA and New

Compensation surveys Comparability

Payroll-related recordkeeping,

inquiries, and verifications Background check and/or Participant statements

drug testing referral service*

Payroll tax filing, federal Loan provision

unemployment, quarterly tax HR Online (HRIS)

reports, state unemployment Filing of Form 5500 returns

HR seminars

Daily account valuation

Benefit Time Report

BENEFITS ADMINISTRATION

(vacation/sick/PTO tracking) HR Online Human Resources Profit sharing plan design management program

Workers' Compensation Report Institutional Trustee Service

COBRA

Tax law monitoring **SECTION 125 FSA**

PC, Phone or fax input Employee Assistance Program **PLAN ADMINISTRATION**

(EAP) Plan design and setup

Internet Time Sheet Section 125 Premium Employee enrollment

Only Plan

Internet Report Service Daily claims processing and

Employee Benefit check reimbursement

Online Payroll plan enrollment

Direct Deposit of

General Ledger Health Insurance Program * reimbursement checks/debit cards

Reporting Service

Employee call center Employee call center

STATE UNEMPLOYMENT PAY-AS-YOU-GOSM WORKERS' INSURANCE COMPENSATION INSURANCE*

Claims administration Premium calculated on actual wages

Employer coaching for Per-pay-period electronic remittance

claims hearings

Minimal year-end adjustments

Toll-free support line

Toll-free helpline

Rate analysis

** Available at an additional charge. Minimal, up-front deposit*