



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 10a
HCAOG Board Meeting
December 21, 2023

DATE: December 14, 2023
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Beth Burks, Executive Director
SUBJECT: **Appointment of Secondary Signatory on Coast Central Credit Union Accounts**

STAFF REPORT

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- Staff's Recommended Action
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Staff's Recommended Action:

Motion to be approved by consent:

“I move that the HCAOG Board adopt Resolution 23-27 amending and restating Resolution 16-18 approving the HCAOG Executive Director and their designee as the secondary signatory on all Coast Central Credit Union accounts.”

Staff Summary:

In July 2016 the HCAOG Board, through a recommendation from the fiscal and compliance audits, adopted Resolution 16-18 appointing HCAOG as the Treasurer and Auditor-Controller to carry out the duties, functions, and accountability of HCAOG funds, and appointed Coast Central Credit Union as the financial institution. Prior to 2016 all HCAOG funds were held at the Humboldt County Treasurer with all claims being paid through the County Auditor-Controller's office.

Attaining the financial duties for the Association has enabled staff to generate detailed account reports and a systematic process for accounts payable and the ability to have accurate account balances.

Resolution 16-18 lists Coast Central Credit Union as the financial institution authorizing the Executive Director and Fiscal Administrative Officer as the signatories with a two-signature requirement. Due to the Fiscal Administrative Officer retiring and that specific position not being filled staff is requesting that the Board consider adopting Resolution 23-27 amending and restating the two-signature requirement to “the Executive Director and their designee as the secondary signatory on all HCAOG checking accounts”.