



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 12, 2024

DATE: December 3, 2024
TO: HCAOG Board of Directors
FROM: Beth Burks, Executive Director
SUBJECT: **Revision of Authorized Signatories and Business Credit Card Holders on Coast Central Credit Union Accounts**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary

Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:

“I move that the HCAOG Board authorize the HCAOG Interim Executive Director, Debbie Egger, effective December 21, 2024, as the primary signatory on all Coast Central Credit Union accounts and to authorize the closing of Elizabeth Burks business credit card and to transfer the available credit of that card to Amy Eberwein’s business credit card.”

Staff Summary:

In July 2016 the HCAOG Board, through a recommendation from the fiscal and compliance audits, adopted Resolution 16-18 appointing Coast Central Credit Union as the financial institution authorizing the Executive Director and Fiscal Administrative Officer as the signatories with a two-signature requirement. In December 2023 the Board adopted 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”. Due to the resignation of Executive Director Beth Burks, HCAOG will be required to assign the Interim Director,

Debbie Egger, as the primary signatory on all of HCAOG's Coast Central Credit Union accounts.

There is also a need to close the primary business credit card at Coast Central Credit Union that is currently held by Beth Burks. Because this account is the primary account used for paying many recurring bills, the available credit of the account will need to be moved to Amy Eberwein's business credit card in order that those bills can continue to be paid via credit card. At such a time that HCAOG hires a new Executive Director, a new business credit card account will be opened in their name and the available credit will be moved from Amy Eberwein's business credit card to the new Executive Director's business credit card.

Coast Central Credit Union requires a Board vote and signed minutes in order to make these account changes.