



Birmingham-Jefferson County Transit Authority
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**Report to the Board
Called Human Relations Committee**

Wednesday, October 28, 2009

Opening: The meeting was called to order by the Committee Chairman, Brian Hamilton, at 11:15 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Frank Galloway, Brian Hamilton, and Johnnye P. Lassiter

Members Absent: None

Others Present: Anna Brown, Joseph Bryant, Barbara Lawson, Dr. Jesse Lewis, Ronald Lyas, Doris Powell, Guin Robinson, Joi Scott, Rev. Patrick Sellers, Ken Simon, and Deborah Witt.

Adoption of the Agenda: The agenda was adopted by general consent.

Items for Information and/or Discussion:

Recommendation of Interview Process for the Executive Director Position

A structured interview process for the selected candidates will take place. Certain core questions will be sent to all candidates with a response requested. Depending on their answers and experience, other questions may be asked. Per the request of Frank Galloway, board support will email Board members the list of individuals selected to be interviewed.

Board members were asked to send their core questions to board support by November 13, 2009, who will report them to Brian Hamilton. Resources suggested to consider for the questions were APTA and department heads. By general consensus, the Committee agreed that Mr. Hamilton will review and streamline the questions. The Board will be given an opportunity to review and comment on the questions. The target date to have the questions in the hands of the candidates is November 30, 2009.

For the record, Ronald Lyas addressed issues of the law being followed on employee selection criteria. Ken Simon, Legal Counsel, noted Mr. Lyas' concerns and agreed to make a recommendation to the board by the end of the week regarding Mr. Lyas' concerns and also to do the following: create an outline of a process to follow with appropriate timelines as needed, consider the job description, provide a structured process for the interviews, outline major tasks to be accomplished, and provide a scoring system to rank the candidates.

Resolutions for Consideration & Recommendation - None

Old Business –

In regards as to whether or not the Board should consider the application of a former board member, Mr. Simon reported that there is not anything wrong with a former board member applying for the position; however, there are restrictions. The board member cannot have had the following:

- any role in creating the vacancy,
- any participation in lobbying any board members for the position before resigning,
- any pre-arranged discussion with other members that would guarantee him job,
- a role in creating the job description, or
- a role in selecting the candidates.

Ms. Lassiter stated that the *ad hoc* Committee for the Executive Director Search, of which she is a member, never finalized the job description that the Committee was developing.

A recommendation will be made to the full Board for its consideration to have Mr. Simon request an opinion from the Ethics Commission regarding this matter.

New Business – None

Adjournment – The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Administrative Assistant

Date: _____

Approved by: _____
Brian Hamilton, Committee Chairman