



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

Tuesday, January 18, 2011

Opening: The meeting was called to order by Committee Chairman Ronald Lyas, at 4:00 p.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Joyce Brooks, Ronald Lyas, and Guin Robinson

Members Absent: None

Others Present: Debra Anderson-Burse, Peter Behrman, William Copling, Aaron Dettling, Jacquese Gary, Brian Hamilton, Nyya Parson-Hudson, Barbara Lawson, and Dr. Jesse Lewis

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

Items for Information and/or Discussion:

Reorganization Plan and Review of Hiring Procedures for the Director of Maintenance Position (Note: these two agenda items were discussed concurrently):

Brian Hamilton clarified that he and the executive director did not talk about the meeting. He only wanted to allow staff the opportunity of speaking on an item during meetings before the committee chair moved onto the next agenda item.

Executive Director Peter Behrman explained that he would like the proposed reorganization plan, which was developed by working with staff and legal counsel, to go before the full Board. He pointed out one change since the last review of the Committee. The planning function has been separated from Customer Service and will instead report directly to the executive director. The responsibilities from any positions being eliminated will be captured in new positions. Employees in positions being eliminated can apply for any other vacant BJCTA position, if they meet the required qualifications.

In regards to the Director of Maintenance position, Mr. Lyas summarized some of the miscommunications and procedures of the hiring process. Mr. Hamilton reminded the Committee that the Board approved and acknowledged the position with the provision that Human Resources Department and Legal Counsel review and approve the procedures. Director of Administration and Risk Management Debra Anderson-Burse responded that the position was posted internally for five days, posted on the website

and external sources for a total of about thirty days, and two rounds of interviews were held. Legal Counsel Aaron Dettling acknowledged that counsel had vetted the process. Legal Counsel Nyya Hudson requested to speak, declared the topic an exception to the Open Meeting Laws, and advised further discussions could take place in executive session if the Committee so voted. Guin Robinson went on record as respectfully disagreeing and personally chose not participate in an executive session if one were called by other members. Ron Lys instructed board support to distribute a communication from the attorneys, dated December 28, 2010, to Committee members for their future review and suggested that discussions could take place in another meeting. Legal Counsel advised that discussing the document and by distributing the document, the attorney-client privilege could be jeopardized.

Joyce Brooks requested that a copy of the resume of the person who filled the position be sent to the Board.

Mr. Robinson stated that he had several questions about the proposed plan. Mrs. Brooks stated that the Committee needs to resolve the matter so the organization could move forward. She moved to table this discussion and set a date and time to hold another meeting to discuss this topic only with the objective of coming up with a plan of moving forward and bringing forth a recommendation to the full Board on how to handle the reorganization plan, seconded by Mr. Robinson, and approved by general consent.

Process of Evaluating the Executive Director:

Mr. Behrman commented that there were discussions, not mentioned in the employment contract, in regards to the Board holding a retreat to outline the missions and objectives of the agency. The executive director would then be evaluated on how those objectives were implemented. Mr. Robinson agreed and stated that in discussions with Mr. Behrman, the executive director did request some very clear objectives. Per the committee chair's request, Mr. Robinson agreed to work up the criteria for evaluating the executive director position, based on the hiring contract and evaluation measures previously used at the organization. He will bring back a recommendation to the Committee.

Resolutions for Consideration and/or Approval:

- A. **Resolution No. 2011-13:** Authorization to Renew Health and Dental Insurance Coverage with Blue Cross Blue Shield of Alabama Related to the Collective Bargaining Unit was moved by Mrs. Brooks, seconded by Mr. Robinson, and was recommended to the full Board for its consideration.
- B. **Resolution No. 2011-14:** Authorization to Obtain Aggregate and Specific Excess Loss Coverage with _____ Related to the Collective Bargaining Unit Health Program was tabled.

Old Business:

Pension Plan Committee:

Mr. Robinson strongly recommended that someone on the Board always have a position on the Pension Plan Committee, as the funding of the pension is a serious issue of the organization. He requested that Mr. Behrman present a report to the Board on the pension plan as soon as possible. He also commented that the organization would be better served if the representative rotated each year. Mr. Robinson moved that the board representative serving on the Pension Plan Committee rotate each year as the new chairman takes office, seconded by Mrs. Brooks, and was recommended to the full Board for its consideration. He requested that Chairman Hamilton appoint another representative at the next voting opportunity.

New Business:

Mr. Behrman announced that he would be out of the office from February 13 through February 20, 2011.

Adjournment: The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Executive Administrative Assistant

Date: _____

Approved by: _____
Ronald Lyas, Committee Chairman