



Birmingham-Jefferson County Transit Authority
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**Report to the Board
Program Development Committee**

Friday, February 11, 2011

Opening: The meeting was called to order by the Committee Chairman Rev. Patrick Sellers, at 9:30 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Doris Powell and Rev. Patrick Sellers

Members Absent: Walter Jones

Others Present: Debra Anderson-Burse, Peter Behrman, Lee Jackson, Barbara Lawson, Chris Leffert, L.A. Moss, Richard Nardecchia, Wytangy Peak, and Makeda Smith.

Items for Information and/or Discussion:

Procurement Report

Grants and Contracts Officer Chris Leffert gave an overview of the procurement highlights. There are two contracts expiring in the next 90 days - - the tire lease contract and the drug and alcohol testing contract with St Vincent's. There are issues to rectify with the FTA on the tire lease to get their approval for extending the contract for 120 days. There are 25 paratransit vans on property and two more are expected next week. The vendor started preparations needed to commence the process of completing the bus washer and vacuum system. The RFP for an IT needs assessment consultant was released.

Transit Advisory Committee (TAC)

A copy of the letter from Councilor Kim Rafferty, dated January 27, 2011, and a copy of an email from Legal Counsel Bing Edwards, dated February 11, 2011, was distributed. One of Mr. Edwards' suggestions would be to create another rider group similar to the Paratransit Advisory Committee. The new committee would not replace TAC and would probably be an *ad hoc* committee.

In response to Doris Powell, Director of Administration and Risk Management Ms. Debra Burse reported that letters to the municipalities had been mailed with a request that the positions be filled as soon as possible but did not state a specific deadline. She has also done follow-up calls to the municipalities and agreed to continue the follow-

ups. An appointment has been received from the City of Irondale. Rev. Patrick Sellers agreed to contact Jefferson County regarding the three vacancies on TAC. Ms. Powell reiterated that the administration of TAC rests with the BJCTA.

Montgomery Advocacy Strategy

Rev. Sellers suggested that the BJCTA coordinate efforts with the Jefferson County delegation to travel to Montgomery. Ms. Powell suggested that a good day would be right after the Transit Summit on March 7, 2011. Rev. Sellers instructed staff to call Representative Rod Scott to see if he, Senator Rodger Smitherman, and Senator Linda Coleman could spearhead the efforts and include other transit systems throughout the state. The Transit Summit to be hosted by Birmingham City Councilor Kim Rafferty is rescheduled for February 24, 2011 at Vulcan Park and Museum.

APTA Peer Review

Executive Director Peter Behrman said there are about thirty items to be addressed and requested another month to come before the Committee with an update. He announced that Mr. Martin Edwards-Clark was selected to fill the new planning manager position. Mr. Edwards-Clark's resume will be forwarded to the Board and in the future unofficial emails will be sent to Board members for better communication on the hiring process of key positions. Rev. Sellers requested that Mr. Edwards-Clark and Mr. Lee Jackson attend the next Board meeting.

Update on Janitorial Progress

Facilities Manager L.A. Moss reported that the contractors have been performing on an acceptable level; however, not without concerns. A letter was written on January 26, 2011, at Mr. Moss' request to bring the services within compliance of the agreement. A white glove inspections has been performed and meetings are now held twice per month to discuss any issues.

Concerns	Resolution
Hours worked	ESC personnel are now on the BJCTA time clock system
Central Station Dusting	Agreed to dust once per week in unlocked offices; a special time will be arranged for the offices during work hours.
8 th Avenue Dusting	Most of the offices are opened and can be dusted
Maintenance Department	Contractor and BJCTA employees are at fault. Mr. Moss will meet with the new director of maintenance to get more cooperation from the employees.
Platform cleaning	Is being cleaned weekly rather than bi-weekly.
Cleaning schedule for downstairs Central Station	The schedule has been provided by the contractor.

Resolutions for Consideration and/or Recommendation: None

Old Business:

Ms. Powell stated that she was concerned over not seeing any performance evaluations of BJCTA staff and asked about the guidelines being used. Ms. Burse stated that the evaluations are performed annually by managers and placed in the appropriate personnel files and not distributed.

In regards to the Authority's core values, Ms. Burse responded that she believed one of the purposes of the strategic planning retreat was to develop the goals that would be drilled down to staff. Ms. Powell stated that the BJCTA is a service provider and issues such as on-time performance and maintenance would have to be more accurately put into practice, not just put on paper.

New Business:

Mr. Behrman introduced the new Director of Maintenance Lee Jackson and welcomed him to the BJCTA. Mr. Jackson commented that he is making evaluations and meeting with staff. He is looking forward to working at the BJCTA.

Adjournment: The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Executive Administrative Assistant

Date: _____

Approved by: _____
Rev. Patrick Sellers, Committee Chairman