



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

Tuesday, April 19, 2011

**Opening:** The meeting was called to order by Committee Chairman Ronald Lyas, at 8:38 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

**Members Present:** Ronald Lyas and Guin Robinson

**Members Absent:** Joyce Brooks

**Others Present:** Debra Anderson-Burse, Peter Behrman, Barbara Lawson, and Makeda Smith.

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

**Items for Information and/or Discussion:**

A. Update on the Evaluation of the Executive Director

The deadline for submitting the evaluations was April 1, 2011. To date five assessments have been received. Mr. Robinson commented that he will communicate with legal counsel on how to properly present the evaluation so that it will be in the most professional manner possible. He had asked board support to receive the evaluations and to compile the scores and comments into one document for final review.

Mr. Lyas expressed concerns over board support handling the evaluations because she also reports directly to the executive director. He wants the integrity of the process to be protected. Mr. Lyas will poll Committee members for a meeting date to review the individual assessments and tabulate the results. He asked board support to contact members to learn if and when they might submit the outstanding four assessments.

B. Development of a Retention Policy for Key Personnel

The matter of the retention policy will be discussed at a later date when all Committee members are present.

C. Board and Staff Training – 2010 Ethics Reform Amendments

Ms. Debra Burse, Director of Administration and Risk Management, reported that the board chairman had asked legal counsel to consider holding a training session for board members. The cost of preparation and presenting the training is approximately \$2,000.

Mr. Robinson moved that board members take the online ethics training with the Alabama Ethics Commission within a 45 day period and submit their certification to board support for BJCTA record keeping, seconded by Mr. Lyas, and forwarded to the full board for its consideration. The executive director will decide which staff members should take the training.

D. Employee Status (exempt vs. non-exempt)

Executive Director Peter Behrman reported that the newly proposed job descriptions of road supervisor and dispatcher were sent to legal counsel for review and determination of whether they can be classified as exempt from the FLSA. The determination from legal counsel was that the positions are non-exempt.

**Resolutions for Consideration and/or Approval:**

- A. **Resolution No. 2011-32:** In Memory of Ms. Doris Powell was moved by Mr. Robinson, seconded by Mr. Lyas and forwarded to the full board for its consideration.

**Old Business:** None

**New Business:**

Mr. Robinson suggested asking the board to find a way to permanently honor the late Ms. Doris Powell, maybe by renaming the executive briefing room. He offered to speak with each board member to receive their thoughts.

**Adjournment:** The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Executive Administrative Assistant

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Ronald Lyas, Committee Chairman