



Birmingham-Jefferson County Transit Authority
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Report to the Board
Human Relations Committee
Wednesday, July 16, 2009

Opening: The meeting was called to order by the Committee Chairman, Frank Galloway, at 10:30 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: Debra Anderson-Burse, William Copling, Daphine Jackson, Barbara Lawson, Tracy Lewis, Joi Scott, and Collina Washington

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

Items for Information and/or Discussion:

Update on Search for Executive Director

Frank Galloway reported that the Committee gave its recommendation to the full Board at the June meeting. To date no further instructions have been received.

Travel Policy

The policy continues to be under review. Mr. Galloway suggested two items that were agreed upon by the Committee: 1) that a policy for the Board of Directors be established separately from the policy for staff; and 2) travelers should pay for meals and incidentals that would be reimbursed up to a set amount when reconciling travel expense reports. The Committee agreed that the organization should continue to pay in advance for such items as hotel accommodations, transportation fares, and registration costs. Reimbursement of meals and incidentals would replace advance per diems and this policy would apply to the Board and staff alike.

Ms. Lassiter requested copies of staff travel expense reports for her review.

BJCTA Guidelines and Legal Liabilities for Employees Working Multiple Shifts Without Rest

Mr. Copling referenced the Collective Bargaining Agreement that would need to be modified in order to restrict hours worked. However, it was strongly agreed that safety is the overriding issue and concern of the Board. Mr. Galloway asked Legal Counsel to check the contract with the Union for an area where the BJCTA could impose reasonable safety standards and guidelines. He requested that staff make recommendations and for Mr. Hamilton to head this matter for the Committee. Ms.

Lassiter and Mr. Hamilton requested hard copies of the Transit Cooperative Research Program, report 81, for their further review.

Update on Reclassification of Employee Status (exempt or non-exempt)

Mr. Copling announced that a review of records confirmed that no exempt employees received overtime pay. Joi Scott, Legal Counsel, reported that counsel is reviewing the positions. Thus far in the review, the positions have been classified appropriately and according federal guidelines.

Cost Comparison and Reduction of Overtime

Debra Anderson-Burse, Director of Administration and Risk Management, provided a cost comparison that the Committee asked to be revised. It was generally agreed that not all overtime can be eliminated. Vacant positions are currently being filled. There are nine (9) new operators in training; four (4) additional operators will start Monday, July 20, 2009; and interviews and testing are continuing.

Resolutions for Consideration & Recommendation:

Resolution No. 2009-24 - Authorizing Adoption of the BJCTA Drug and Alcohol Program Policy

The Committee agreed that testing should apply to all employees and the zero tolerance policy should remain in effect for employees in violation of the policy. Mr. Hamilton asked staff to let the Committee know what line item in the budget applies to drug testing.

Resolutions for Discussion:

Resolution No. 20089-27 – Authorization to Renew Health, Vision & Dental Insurance Coverage for Administrative Staff with Blue Cross Blue Shield of Alabama was moved by Brian Hamilton, seconded by Johnnye P. Lassiter, and forwarded to the full Board for its consideration.

There will be no premium increase; however, there will be an increase in the co-pay for name brand prescriptions.

Resolution No. 20089-28 – Authorization renewal of the Auto & General Liability, Public Officials and Workers' Compensation Insurances was moved by Brian Hamilton, seconded by Johnnye P. Lassiter, and forwarded to the full Board for its consideration, with changes requested.

The premium will be reduced \$203,000 from last year's premium, due to a reduction in claims.

Old Business – None

New Business –

