



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

Opening: The regular meeting of the Human Relations Committee was called to order on Wednesday, January 17, 2007, 12:00 p.m. in the Executive Briefing Room, located at 1735 Morris Avenue, Birmingham, Alabama by the Committee Chair, Brian Hamilton.

Committee members present: Brian Hamilton, Ronald Lyas and Rev. Patrick Sellers

Committee members absent: None

Others present: David Hill, Kenneth Simon, Joi Scott, Michael Vercher, Debra Anderson-Burse, Al Rollins, Richard Nardecchia, Collina Washington, Johnnye P. Lassiter, Frank C. Galloway, Jr. and LaChaune Slater.

Approval of Agenda: The agenda was adopted by general consent.

Items for Information and Discussion:

Strategic Plan: Mr. Hamilton requested staff to compare initiatives within the Strategic Plan with current procedures. Ms. Debra Anderson-Burse, Director of Administration & Risk Management, reported staff's findings with Human Resources, Recruiting, Employee Hiring and Safety. Per the request of Mr. Hamilton, Ms. Anderson-Burse provide a written report detailing the best practices within the industry, how BJCTA compares, how to implement those best practices, associated costs and needed resources.

Al Rollins, Maintenance Manager, provided staff's findings within the Maintenance Department. Mr. Hamilton requested that Maintenance and Board Support work together to research how to fill the needed positions through the Internship/Apprenticeship Program. The Chairman also asked Mr. Rollins to provide the committee a written report detailing the department's current position (where you are), hopes of goals and objectives (where you would like to be) and potential costs of upgrading the fleet (vehicles and appearance).

Mr. Hamilton requested that the Executive Director present the Succession Plan at the next Human Relations Committee Meeting.

Annual Ethics Certification – Collina Washington, Manager of Procurement, explained that the Code of Ethics consists of a mass agreement that is to be signed by all

members of the Board of Directors and an annual certification that asks for the disclosure of all potential conflicts of interests. Ms. Washington asked all committee members to please sign the annual agreement by the Regular Meeting of the Board of Directors to be held January 24, 2007.

Non-Disclosure Agreement – Recent Procurement updates from the Federal Transit Administration require that all board members agree not to discuss contracts, proposal documents, trade secrets, etc. with anyone outside of the BJCTA, including and relating to all vendors. Ms. Washington asked all committee members to also sign this agreement no later than the Regular Meeting of the Board of Directors to be held January 24, 2007.

Development of MAX Internship/Apprenticeship Program – The Chairman requested that Board Support provide an update at the next Human Relations Committee Meeting.

Resolutions for Consideration & Recommendation:

- A. **Resolution No. 2007-06** Authorization to Defend and Indemnify the BJCTA Board Members and Personnel to the Fullest Extent Provided Under Alabama Law was forwarded to the full board for its consideration.

- B. **Resolution No. 2007-07** This Resolution Directs the Human Relations Committee and the Finance Committee to Assess the Strategic and Financial Impact of any Proposed New Staff Positions was tabled until further discussion.
 - i. Ms. Lassiter, Finance Committee Chair, inquired about the reference to the Finance Committee and stated that the stipulations outlined in Resolution 2007-07 are already explained in the BJCTA Employee Handbook.

Old Business: None

New Business: None

Adjournment: The meeting was adjourned.

Minutes submitted by: LaChaune N. Slater

Date: _____

Approved: _____
Brian Hamilton, Committee Chairman