



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

Opening: The regular meeting of the Program Development Committee was called to order at 11:30 a.m. on Thursday, [May 17](#), 2007 in the Executive Briefing Room, located at 1735 Morris Avenue, Birmingham, Alabama by Committee Member, Guin Robinson.

Committee members present: Doris Powell and Guin Robinson

Committee members absent: Walter Jones

Others present: David C. Hill, Ken Simon, Joi Scott, Richard Nardecchia, Debra Anderson-Burse, [Collina Washington](#), Johnnye P. Lassiter, Brian Hamilton, Rev. Patrick Sellers, and LaChaune Slater.

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

Items for Information:

[Disaster Recovery Tabletop Exercise: Debra Anderson-Burse reported that a representative from the Jefferson County Emergency Management Agency is facilitating this Exercise as required by the Federal Transit Administration. The Tabletop Exercise provides an extensive review of current Disaster Recovery Plans.](#)

Items for Discussion:

[Paratransit Service Outside BJCTA Service Area—Board Support has contacted ClasTran Representative, Ron Tanner, but has received no response. The Committee requested for Mr. Tanner to meet with the Program Development Committee prior to the Regular Board Meeting to be held Tuesday, May 22.](#)

[MAX DVD Media Project – Corrections have been made and the final version is in production. The DVD will be sent to all major business leaders. Ms. Powell suggested that the DVD is aired on cable television. The Committee agreed. The Executive Director, along with the public relations firm, will explore the details.](#)

[Draft Copy of System Map: Completion of a System Map has been delayed since 2003 due to various route changes. Debra Anderson-Burse, Director of Administration & Risk Management, presented a copy of the new draft to the Committee. The size of the route portion of the map will be increased instead of adding photos and the organization's Mission Statement will also be included. The map should be completed no later than June 30.](#)

TDP Update--Planning Manager, Sylvia Kennedy, reported that a full preliminary copy of the TDP should be received by June 25. Ms. Kennedy also noted that numerous changes at Wilber-Smith are responsible for the recent delays. The Committee requested that a representative from Wilber-Smith is present at the Regular Board Meeting to be held Tuesday, May 22. Additionally, Legal Counsel is to review the preliminary copy of the TDP.

Ms. Powell commended Ms. Kennedy and Mr. Moss for the prompt attention to requests from the neighborhoods.

Review of FY 2008 Budget Draft—Since the draft of the FY 2008 budget will be reviewed during the Committee of the Whole Meeting, Mr. Robinson suggested that the Committee move forward to the next agenda item. Ms. Powell agreed.

Customer Service Workshops: The Executive Director reported that the series of Customer Service Workshops began Saturday, May 12, 2007, and Mr. Hamilton participated in the initial session. Mr. Hamilton commented that the workshop is definitely a World Class presentation and exceeded all of his expectations. He encourages all Board Members to participate. Ten workshops are scheduled, each on a Saturday, and all Board Members are invited to attend a session.

Mr. Robinson inquired of the method of informing employees of the organization's policies. Mr. Hill replied that all employees receive a copy of the organization's policy manual and all updates. Employees must sign indicating receipt for the manual and periodic updates.

Ms. Lassiter inquired if all Board Members were invited to the initial session of the Customer Service Workshop. Mr. Hill replied that he announced the date and time of the first workshop. Mr. Robinson requested for Board Support to send the dates and times of the remaining sessions.

Old Business: None

New Business: None

Adjournment: The meeting was adjourned.

Minutes submitted by: LaChaune N. Slater

Date: _____

Approved: _____
Walter Jones, Committee Chairman