



Birmingham-Jefferson County Transit Authority
1735 Morris Avenue · Post Office Box 10212 · Birmingham, Alabama 35202-0212
Phone (205) 521-0161 · Fax (205) 252-7633 · www.bjcta.org

Report to the Board Finance Committee

Tuesday, February 17, 2010

Opening: The meeting was called to order by the Committee Chairman, Walter Jones, at 9:04 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Walter Jones and Guin Robinson

Members Absent: Ronald Lyas

Others Present: Debra Anderson-Burse, Joyce Brooks, Anna Brown, Ernestine Cobb, William Copling, Jacquese Gary, Frank Galloway, Brian Hamilton, Connie Harris, Darrell Howard, Johnnye P. Lassiter, Barbara Lawson, Chris Leffert, Tracy Lewis, Richard Nardecchia, Doris Powell, Elizabeth Richardson, Charles Ridley, Rev. Patrick Sellers, Ken Simon, Rhonda Siserir, Jerry Wade, Tracy Williams, and James Wormely.

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

Items for Information and/or Discussion

Indebtedness of BJCTA with Detailed Timeline

Richard Nardecchia, Chief Financial Officer, reported that payments in the amount of \$54,991 are paid monthly to Compass Bank. In June 2010, a payment of \$40,600 will be paid and all indebtedness will have been paid at that time. Walter Jones recommended that this information be provided in writing to the Mayor, City of Birmingham. Guin Robinson said as soon as the board took action on the APTA peer review, a letter would be written to the mayor addressing both items – the review and the BJCTA indebtedness. Ken Simon, Legal Counsel, suggested sending such information to other funding partners, as well.

Overtime Report

William Copling, Interim Executive Director, reported that new schedules would be implemented next month and within two to three months, the BJCTA should realize a reduction in overtime figures. Brian Hamilton instructed staff to modify the report and show comparisons to the same period as the previous year and be more descriptive. Mr. Jones requested that the report show overtime percentage.

Time Clock System

Mr. Copling reported that the Finance Department currently oversees the system, managers are authorized to make manual adjustments to entries, and a report that would show any manual entries has been requested from Information Technology for his auditing. The Board questioned the integrity of the time clock process and instructed that effective immediately only one person have the responsibility for accessing the system to make manual changes. That person should not be in procurement. If it would satisfy the Board, Mr. Copling suggested limiting the access immediately and empowering the Finance Department to be the controlling authority over any manual adjustments; the written requests would be approved by his office. Ms. Lassiter said that it was the Board's responsibility to decide who should be empowered with this responsibility.

Family Medical Leave Policy and Procedures

Policy and procedures were questioned in regards to the absence of a manager who is on medical leave but working from home. Mr. Jones requested that the Board Chairman charge this matter to the Human Relations Committee.

Auditor's Report

In the interest of the auditor's personal time, the report was given during the portion of the meeting for updates from the board chairman.

Resolutions for Consideration & Recommendation – None

Old Business – None

New Business – None

Adjournment – The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Administrative Assistant

Date: _____

Approved by: _____
Walter Jones, Committee Chairman