



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

Wednesday, October 21, 2009

**Opening:** The meeting was called to order by the Committee Chairman, Brian Hamilton, at 9:30 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

**Members Present:** Brian Hamilton and Johnnye P. Lassiter

**Members Absent:** Frank Galloway

**Others Present:** Debra Anderson-Burse, Anna Brown, Ernestine Cobb, William Copling, Jacquese Gary, Walter Jones, Barbara Lawson, Chris Leffert, Dr. Jesse Lewis, Tracy Lewis, Ronald Lyas, Richard Nardecchia, Wytangy Peak, Guin Robinson, Joi Scott, Rev. Patrick Sellers, and Collina Washington.

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

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

Travel Policy

In consideration of Johnnye P. Lassiter's report on travel expenses, the Committee did not take any action on the travel policy currently under review. William Copling, Interim Executive Director, reported that a draft of the revised policy is in his office and will be available at the next Committee meeting. Joi Scott, Legal Counsel, reported that she has reviewed the disallowable expenses and there is only one questionable item listed for further discussion.

Update from Legal Counsel on BJCTA Guidelines and Legal Liabilities for Employees Working Multiple Shifts Without Rest

Brian Hamilton commented that he had collaborated with legal counsel and reported at the last meeting that in the employee agreement with union there is a provision that states the BJCTA cannot require employees to report to duty before a nine (9) hour rest between shifts. However, the agreement is silent on whether the employees can choose to report to work in less than nine (9) hours, providing that operations necessitate the work. There has only been one employee to work two shifts with less than nine (9) hours between the shifts. Staff has since changed that employee's schedule. He confirmed with legal counsel that the BJCTA policy covers the concerns of risk management raised by the Board. Mr. Hamilton requested that legal counsel get

with Mr. Copling to verify that the BJCTA does not have any employees in violation with the FTA standard.

Update from the Chairman

Guin Robinson gave a detailed update on the search for an Executive Director and expressed two concerns: 1) the process of receiving applications has not been closed; and 2) every aspect of the law must be followed and the candidates must be treated consistently in a fair and open manner. He requested that the Human Relations Committee recommend a procedure for the interview process of selected candidates. In accordance with the request, Mr. Hamilton requested that legal counsel provide any helpful guidelines and that board support arrange a called meeting of the Committee.

Mr. Lyas commented on a possible problem with the most recent application being in compliance with the Enabling Act. He requested that legal counsel investigate the matter, reply in writing, and provide the source document for his review.

**Resolutions for Consideration & Recommendation - None**

**Old Business –**

Ms. Lassiter presented her memo of October 20, 2009, regarding the BJCTA travel expense reports to the Human Relations Committee for its consideration.

Mr. Hamilton received an anonymous letter that contained strong allegations regarding the BJCTA hiring practice of a recent staff appointment. Members in attendance expressed varying suggestions on whether or not he should take any action, based on the letter being unsigned. Ms. Lassiter did not receive the letter and requested a copy.

**New Business – None**

**Adjournment** – The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Administrative Assistant

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

Approved by: \_\_\_\_\_  
Brian Hamilton, Committee Chairman