



Birmingham-Jefferson County Transit Authority
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CORRECTED-DESTROY ALL VERSIONS PRIOR TO 11/23/09
Report to the Board
Human Relations Committee

Wednesday, November 18, 2009

Opening: The meeting was called to order by the Committee Chairman, Brian Hamilton, at 8:30 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, William Copling, Jacquese Gary, Walter Jones, Barbara Lawson, Chris Leffert, Dr. Jesse Lewis, Tracy Lewis, Ronald Lyas, Richard Nardecchia, Guin Robinson, Joi Scott, Ken Simon, Rhonda Siserir, Geraldine Tutt, Collina Washington, and Greg Womack.

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

Items for Information and/or Discussion:

Travel Policy

The travel policy was tabled until the next meeting for further review of differences, such as per diems, between the staff and director policies. All comments and questions regarding the draft policy should be emailed to Debra-Anderson Burse, Administration and Risk Management, for possible incorporation into the policy.

Update on Interview Process for the Executive Director Position

Brian Hamilton announced the following schedule:

- Send core questions to selected applicants on 11/20/2009.
- Answers to core questions must be postmarked and mailed via U.S. Postal Service by 12/04/2009, addressed to the Personnel Committee in care of Brian Hamilton.
- Board members will rank the candidates, based on their answers, using a scoring system 1-5, by 12/18/2009.
- Interviews will be scheduled for the top candidates between 12/18/2009 and when it is convenient for the candidates and Board members.

Update from Chairman

- Guin Robinson and Mr. Hamilton will meet with Mayor Tony Petelos, City of Hoover, on Friday, November 20, 2009. Mr. Robinson will give a report to the Board.
- The Executive Director position is still open to new candidates, in the case that the Board should want to consider actions to close the position.
- Report to Community: Staff should prepare documentation that can be taken to editorial boards and communities detailing service and ridership for each municipality. The new planning manager will work with the RPC to audit all routes to capture data for each municipality.
- Hosting and moving meetings within the region, if the Board is inclined to do so.
- Intermodal Facility: Dr. Jesse Lewis will provide the name of a point person for updates.
- Reschedule December meetings: Board support will poll members for their suggestions.

Resolutions for Consideration & Recommendation –

- A. **Resolution No. 2010-03:** Authorization for the Interim Executive Director to Purchase Fiduciary Insurance From AXIS Insurance Company moved by Johnnye P. Lassiter, seconded by Mr. Hamilton, and strongly recommended by general consent to the full Board for its consideration.

Old Business –

William Copling, Interim Executive Director, announced the following:

- Regarding Trolley #2173, the insurance company completed their investigation and will reimburse the BJCTA in the amount of \$30,963 for damages caused by the fire.
- The contract with the City of Birmingham is now delayed by four (4) months and \$9 million short of expectations. If this item is not resolved before the next City Council meeting, it is the understanding of staff that it will be included on the agenda. Mr. Robinson, who is also serving on the City's committee that is reviewing their budgeting process, requested that staff send him an email that explains the situation. Dr. Jesse Lewis requested the same information be sent to Terry Burney, City of Birmingham. Walter Jones recommended that all Board members be in attendance at the next meeting.
- Per Mr. Hamilton's request, Richard Nardecchia, Chief Financial Officer, provided the formula for calculating Jefferson County ad valorem taxes and a spreadsheet showing receipts collected since FY2001. Ms. Lassiter requested to have the formula for the City of Bessemer before the scheduled meeting on Tuesday, December 8, 2009.
- Introduction of two new staff members: Rhonda Siserir, transportation planner; and Geraldine Tutt, supervisor of customer service.
- Judy Gordon submitted her resignation from the Transit Advisory Committee (TAC) and is expected to comment at the next Board meeting.

- An Economics Summit will be held on November 19, 2009. The RPC will join Mr. Copling to present the In-town Transit Partnership project.
- Memos of Understanding to particular cities will be mailed this day and procedures set forth by the Board will be followed.

New Business – None

Adjournment – The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Administrative Assistant

Date: _____

Approved by: _____
Brian Hamilton, Committee Chairman