



The March 23, 2020 conference call meeting of the BJCTA Board of Directors was held in accordance with the March 2020 Proclamation issued by the Governor of Alabama.

ATTENDEES

Darryl Cunningham	Donald Harwell	LeDon Jones	Johnnye P. Lassiter
Sam Parker	Theodore Smith	Martin Weinberg	Frank T. Martin
Harold Young	Glenn Dickerson	Valerie Rivers	Darryl Grayson
DiNaira Gilbert	Mikesha Harvill	Stephanie Walker	Justin Ridgeway
Phyllis Goode	Courtney French	Sam Ford	Christin French
Chris Makey (Lakeshore Foundation)	Johnathan Austin		

ROLL CALL

Board of Directors

Darryl Cunningham	P	Ruby Davis	A	Donald Harwell	P
LeDon Jones	P	Johnnye P. Lassiter	P	Sam Parker	P
Kevin Powe	A	Martin Weinberg	P	Theodore "Ted" Smith	P

*(P) Present (A) Absent (T) Tardy

DiNaira Gilbert, Board Administrator, conducted roll call and a quorum was established.

The meeting began at approximately 2:05pm. Mr. Frank T. Martin, Executive Director/CEO provided the Board of Directors with an update on the current state of affairs amid the COVID-19 concerns. Mr. Martin began his update with a brief report on ridership which has seen a gradual decrease since with the most recent report being down 33-51% depending on the route. Next, Mr. Martin informed the Board of the the request for exemption/waiver that was forward to Dr. Wilson at the Jefferson County Health Department as a result of the public health order issued by Dr. Wilson's office Wednesday, March 18, 2020. The exemption was sent by BJCTA Friday, March 20, 2020 and approved by Dr. Wilson's office March 23, 2020. Mr. Martin provided examples of measure being taken by other transit agencies across the country. Mr. Martin indicated that with Dr. Wilson's approval BJCTA will be implementing the following changes to ensure the safety of our operators. Including rear entry, suspended fares. Prior to COVID-19, BJCTA's daily farebox revenue was roughly \$6,000, since COVID-19, farebox revenue is down to approximately \$2,700-\$3,000. Mr. Martin shared the labor issues experienced during the AM pullout. He shared that mask and gloves were previously being given but as a result of the demand for mask the authority ran out and mask are on back order. Since this time staff has secured mask for paratransit and fixed route operators. Mr. Martin then opened the floor for questions.

Chair Smith requested clarity on Mr. Martin's recommendation which is allowing passengers to enter the rear door (except those in wheelchairs or needing the ramp for boarding assistance), suspending the collection of fares, identifying seating on the bus in accordance with the exemption requested from Dr. Wilson in order to maintain adequate social distancing. Mr. Martin explained that this recommendation is being made in order to continue this service that is a lifeline for many of our passengers.

Director Harwell inquired how would the seating restrictions be monitored. Mr. Martin responded that the Operators would be monitoring the seating restrictions. In the event the maximum number is reached the bus will operate closed door until a passenger offboards. There will be supervisors in the field monitoring the need for strategic buses on certain routes. Director Harwell asked whether Operators will be on board with this responsibility. Mr. Martin shared that based on the morning's

events they may not be totally on board based on communications with the Union president once masks were available for operators. Mr. Martin shared information about the Memorandum of Understanding received from the union and the meeting that was conducted regarding the MOU in which legal counsel Sam Ford joined by phone. Once a realistic and operationally sound consensus is reached on the MOU it will be brought to the Board for approval.

Attorney Courtney French recommended another roll call to ensure the accuracy of the minutes. Chair Smith requested a second roll call.

2nd ROLL CALL
Board of Directors

Darryl Cunningham	P	Ruby Davis	A	Donald Harwell	P
LeDon Jones	P	Johnnye P. Lassiter	P	Sam Parker	P
Kevin Powe	A	Martin Weinberg	A	Theodore "Ted" Smith	P

Mr. Martin polled the Board for additional questions. Chair Smith inquired about a meeting with the union. Mr. Martin assured the Chair that will be scheduling a meeting this evening and another follow-up in the morning. The Chair inquired about a meeting tomorrow and Mr. Martin responded that 24-hour notice is still required and if necessary we will call a meeting Wednesday.

Director Harwell summarized the meeting to ensure he was walking away with a clear understanding: enter rear doors, no fare, signs to indicate where customers are to sit and mask for the operators. Mr. Martin confirmed Director Harwell's understanding was correct.

Director Lassiter inquired about sanitizer. Mr. Martin assured the board that the buses, central station and the intermodal are all going through periodic cleanings through-out the day. Director Lassiter inquired about how many buses are on the road. Mr. Harold Young responded that 7 routes were currently running. Director Lassiter inquired how were the routes chosen, Mr. Young responded that the heaviest routes were chosen. Mr. Martin echoed that the heaviest routes being the 1, 45, 17, 28, 25 and 3. Mr. Martin assured the Board that a report would be forwarded by the end of the day. Director Lassiter inquired if the regular routes are being run, Mr. Martin responded yes. Director Lassiter inquired whether any drivers have tested positive, Mr. Martin responded that there are none that he is aware of.

Mr. Martin requested the board approve the executive action taken this morning to ensure that we got buses on the road this morning, to be formalized and ratified at the next Board meeting. Director Lassiter inquired about the board's ability to vote on a conference call. Attorney Johnathan Austin based on the proclamation issued by the Governor addressing the Sunshine Law now allowing boards to meet via conference call and vote on items required to continue operations during the current state of affairs.

Director Lassiter requested clarity on why a motion was being called for action that has already been taken. Ms. Rivers clarified that the emergency action taken this morning was done temporarily pending ratification by the Board this afternoon to make the action effective until the end of this pandemic.

Director Harwell moved to ratify the emergency actions taken which includes rear boarding, temporary suspension of fares, assigned seating in accordance with the exemption given by the Jefferson County Health Department and mask for the operators.

Director Lassiter informed the Board of the news report of business being fined for not being in compliance with recent orders and requested clarity on the appropriate space that would be given to passengers. Ms. Rivers assured Director Lassiter that we were in compliance with the exemption we

received from Dr. Wilson at the Health Department. Ms. Rivers went on to explain that diagrams of our bus seating were sent to Dr. Wilson with our request for exemption for his review.

Attorney Courtney French chimed in with the exact language of the Governor’s order, “Members of a governmental body may participate in a meeting and establish a quorum, deliberate and take action by means of telephone conference, video conference or similar communications.” Attorney French recommended that we identify a platform that does not limit the number of attendees. Ms. Rivers assured the Board that Ms. Anita Griffith has secured a the GoToMeeting platform for future meetings. Director Parker and Director Jones supported the choice of the GoToMeeting platform.

Chair Smith called for a motion to ratify the emergency action taken. Director Harwell moved to ratify the emergency action taken, Director Parker seconded the motion.

Director Cunningham shared the concerns he expressed to Mr. Martin the previous week about the proper precautions being taken to prevent cross contamination in the midst of cleaning and sanitizing the buses and requested that the cleaning staff be properly trained.

The following roll call vote was conducted:

ROLL CALL VOTE

LeDon Jones	Y	Johnnye P. Lassiter	Y	Sam Parker	Y
Darryl Cunningham	Y	Donald Harwell	Y	Theodore “Ted” Smith	Y

The item passed by unanimous consent.

Director Cunningham reiterated his concerns about the buses and facilities being cleaned properly by qualified personnel.

Chair Smith requested an update on the matter at our next meeting.

Board support requested that all additional meeting attendees send their contact information to dgilbert@bjcta.org.

The meeting was adjourned at 2:52pm

EXECUTIVE SESSION

Director Harwell posed the question to legal whether a litigation update was a proper reason to go into executive session. Attorney Sam Ford responded in the affirmative, citing the Alabama Code Section 36-25-87.

ADJOURNMENT

Director Parker motioned to adjourn into executive session. The motion was seconded by Director Powe. The meeting was adjourned at 12:56pm