



The April 15, 2020 meeting of the BJCTA Finance & Administration Committee was held via a video conference call held in accordance with the March 2020 Proclamation issued by the Governor of Alabama.

ATTENDEES

Sam Parker	Donald Harwell	Darryl Cunningham
Johnnye P. Lassiter	Frank T. Martin	Valerie Rivers
Glenn Dickerson	Harold Young	C. Hooper
Darryl Grayson	Diana Y. Lugo	Ebony O'Brien
James White	Jessica Fadlevich	Johnathan Mitchell
Malia Fort	Phyllis Goode	Mikesha Harvill
Stephanie Walker	Justin Ridgeway	DiNaira Crosby Gilbert
Daryl Perkins	Approx. 17 other callers	

CALL TO ORDER

Committee Chair Sam Parker called the meeting to order at 10:03 A.M.

ROLL CALL**Committee Members**

Darryl Cunningham (P); Johnnye P. Lassiter (P); Sam Parker (P)

Remaining Board Members

LeDon Jones (P); Kevin Powe (A); Theodore "Ted" Smith (P); Martin Weinberg (P); Donald Harwell (P)

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

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

ADOPTION OF AGENDA

Director Lassiter moved to adopt the agenda as presented. Director Cunningham seconded the motion and the agenda was properly adopted.

ADOPTION OF MINUTES

Director Lassiter moved to adopt the agenda as presented. Director Cunningham seconded the motion and the minutes was properly adopted.

FINANCIAL REPORT

Glenn Dickerson, Chief Financial Officer, introduced Jim White of Banks, Finley & White to present the FY18 and FY19 audit reports. Mr. White provided a detailed overview of the FY18 and FY19 reports.

Director Cunningham inquired about the retirement packages for staff, how readily available investments are for review and if any adjustments have been made in the 1st quarter. Mr. Dickerson responded that the Trustee is Regions Bank, the Actuary is Hildi and Gallagher is the investment advisor. No adjustments made in the first quarter.

PROCUREMENT UPDATE

Darryl Grayson, Procurement Manager, provided procurement update.

Currently awaiting signatures from Homewood and Fairfield. All other municipal contracts complete. All consultant contracts fully executed.

EXECUTIVE DIRECTOR'S REPORT

Frank T. Martin, Executive Director/CEO provided the following report: Two upcoming meetings this week with the Mayor of the City of Birmingham and the ATU.

Director Parker inquired about the status of the CARES Act and whether any employees had been tested. Mr. Martin responded that the final draft should be on his desk tomorrow (Thursday) and submitted by Monday, and there have been employees tested and none have tested posted. Director stated that it appeared a deadline had been missed with the submission of the CARES Act. Mr. Martin responded (later in the meeting) that no deadline had been missed and the "deadline" mentioned previously was self-imposed.

Director Lassiter inquired about the process in place for employees for COVID related concerns. Mr. Martin responded that Justin Ridgeway, Interim Director of Human Resources and Christopher Brewster, Director of Safety, Security and Training have been identified as the contact persons for employees with COVID related concerns.

Director Parker inquired about the hold up on Homewood's contract. Mr. Dickerson responded that there was a change to one of their routes and we were just awaiting signatures. Director Lassiter inquired about the hold up for Fairfield and who would be covering the cost of their service. Mr. Grayson responded that both parties have agreed to the contract and we are simply awaiting the signature of their Finance Director. Mr. Dickerson responded that Fairfield and the County will cover the remaining balance.

Director Lassiter inquired about ridership. Mr. Martin responded that ridership was down 50% due to the social distancing requirements. Director Cunningham requested reassurance that there would be no layoffs. Director Lassiter inquired about issues with the homeless taking advantage of the free rides. Mr. Martin responded that this was a national issue but we have G4S monitoring the issue closely.

Director Cunningham inquired about a re-entry plan and how soon it would be available for review. Mr. Martin responded that the authority was currently still operating at the same service level and assured Director Cunningham that the buses were safe, clean and sanitized. Hill's Janitorial is cleaning the vehicles up to 10 times per day with a thorough cleaning overnight. Mr. Martin also assured the Director that he appropriate marketing strategy would be put in place.

RESOLUTIONS FOR CONSIDERATION AND APPROVAL - None

ITEMS FOR INFORMATION AND/OR DISCUSSION - None

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

The meeting was adjourned at 11:29 A.M.