



The June 3, 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 at 12:00 noon.

**ATTENDEES**

Darryl Cunningham	Donald Harwell	LeDon Jones	Johnnye P. Lassiter
Sam Parker	Kevin Powe	Martin Weinberg	Theodore Smith
Frank T. Martin	Valerie Rivers	Courtney French	Sam Ford
Christin French	Harold Young	Glenn Dickerson	Johnathan Austin
J.O. Hill	Charlotte Shaw	Allen Perdue	Corin Hooper
Darryl Grayson	Michelle Inman	Ke'Aundra Reynolds	Joshua Johnson
Myrna Pittman	Phyllis Goode	Stephanie Walker	Mikesha Harvill
Gregg Roddy			

**ROLL CALL**

**Board of Directors**

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

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

**ADOPTION OF AGENDA**

Director Powe moved to amend the agenda to add that Frank Martin LLC be fired effective immediately today and to include the attorneys as well. The motion did not carry for lack of a second.

Director Parker moved to adopt the agenda as presented. Director Harwell seconded the motion.

Director Lassiter stated that she was not in agreement and she could not hear because of static on the line. Director Cunningham stated that he had some unreadiness about item "D" on the consent agenda. Director Powe requested to have item "A" removed from the consent agenda.

Chair Smith called for a roll call vote on the adoption of the amended agenda with item "D" removed from the Consent Agenda and placed as an item for discussion.

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

**ADOPTION OF MINUTES**

Director Harwell moved to adopt the meeting minutes as presented from the May 6, 2020 Board Meeting. Director Parker seconded the motion. The meeting minutes were adopted by general consent.

**PUBLIC COMMENT**

At first call there were no public comments received and there were no comments received by the 12:15 deadline.

\*Director Lassiter stated that she thought item “A” was removed from the consent agenda, as Director Powe requested. Chair Smith stated that he told Director Powe that he would remove item A from the consent agenda, but Director Powe voted Nay. Director Lassiter stated that she voted with the understanding that items A and D were removed. Director Powe stated that he would like to have a roll call vote to have Frank Martin LLC be fired effective immediately today. Chair Smith stated that he understood Director Powe’s request but that is not the business we are here for today. Director Powe stated, “I want a roll call vote. You can’t just say that Mr. Chair. Let’s get a roll call vote.” Chair Smith asked if there was a motion? Director Powe moved to fire Frank Martin LLC effective immediately. There was no second and the motion did not carry.

Chair Smith told Director Lassiter that item “A” would be removed from the consent agenda and added on the agenda for discussion, as well. He requested to move on with the meeting and called for the TCAB report.

### **TCAB UPDATE**

Mr. J.O. Hill delivered an update for TCAB. In person meetings have been limited and other initiatives, including voter registration have been put on hold. However, they have been working on a statewide petition to bring attention to the fact that Alabama needs better transportation. Mr. Hill shared that the group is not petitioning to get money because there is no referendum on the slate in Montgomery. There is approximately 1,056 signatures at this time. The group plans to take all petitions from the 67 counties to state representatives in Montgomery hoping it will help. TCAB is working with various groups to bring the focus on transportation. Their focus is on bringing attention to the fact that Alabama needs better transportation.

### **BIRMINGHAM XPRESS – BRT UPDATE**

Ms. Valerie Rivers provided an update on the BRT project. She shared that the City of Birmingham and BJCTA have broken into sub-committees and are working on the various components for the BRT. Our grants staff is working with Ms. Charlotte Shaw putting together the various cost of PITS and PIDS. There are discussions on the delivery of the buses and working on corrections on the White Paper. There is hope to get all of the sub-committees back together soon for an overview of their progress. They will be getting a written report to the Board on the status of the overall project. The Industry Day was virtual and went well. They are hearing that some of our DBE firms are making contact with a lot of our majority firms. The City of Birmingham is anticipating having the construction documents out for bid later this summer. Hopefully, construction can begin somewhere around this September or October.

### **EXECUTIVE DIRECTOR’S REPORT**

Mr. Frank T. Martin provided an update on recent and upcoming events. He reminded the Board about the weekly service alerts being sent to employees and/or customers each week. Mr. Martin informed the board that staff is working on the 2021 budget. BJCTA has had three meetings to date with the City of Birmingham and they are preparing for a follow up meeting tomorrow. They will be provided a full overview of transit and BJCTA’s organization. This meeting will be held at the Intermodal Facility and include representatives from the Mayor’s office, the chief of operations for the mayor, the deputy chief of operations, Earl Hilliard, Jr., Ms. Inman, Chaz Mitchell, James Fowler, and Charlotte Shaw. This group represents all involved with the BRT as well as the department of transportation for the city of Birmingham. This is a strategic meeting that will help as we work on the budget and the proper allocation from the city of Birmingham.

## **CONSENT AGENDA**

**Resolution 2020-24: Mobile Alignment System-** Authorization for the Executive Director to procure a Mobile Alignment System from Beach Equipment Company Inc. to be utilized for BJCTA fleet. The cost of the system will not exceed \$33,697.

**Resolution 2020-25: Ecolane IVR for Paratransit-** Authorization for the Executive Director to utilize Ecolane to provide installation and implementation of Interactive Voice Response for BJCTA. The cost of the implementation will not exceed \$59,068.81.

\*Consent Agenda was adopted by general consent during the adoption of the amended meeting agenda.

## **RESOLUTIONS FOR CONSIDERATION AND APPROVAL**

**Resolution 2020-23: NeoGov Human Resource System-** Authorization for the Executive Director to utilize NEOGOV to provide installation and implementation of Human Resource software for BJCTA. The cost of the implementation will not exceed \$98,775.

Director Parker moved to accept Resolution 2020-23. Director Harwell seconded the motion and Chair Smith asked if there was any discussion on this item. Director Cunningham had a question about the cost and how it will impact the agency financially moving forward and the urgency of implementing it now. Ms. Rivers explained that this is an item that was in our 2020 Plan of Projects. NeoGov is a service used by many agencies. It streamlines our recruitment and has many tools within it, such as training modules. The agency is currently using Fleetnet, which does not provide everything that we need. The \$98,000 is the total cost of it, but the federal government is paying for \$78,000. Therefore, BJCTA will only be expending \$20,000 toward it. Director Cunningham asked about the cost of Fleetnet. Ms. Rivers said that she would present the Board with a report detailing the total cost of Fleetnet. She went on to say that NeoGov does more than Fleetnet does. Director Harwell asked if we could save \$20,000 on current programs that we are using now. Ms. Rivers replied that she does not know if it will save us \$20,000 monetarily, but it will exceed it in staff time and effort. Director Parker asked if this software will keep the proper data required for record keeping in the human resources department. Ms. Rivers replied that it will assist with getting it done. We would have to input all of that data. The item we have on the agenda relative to McCloud is one of the things that the consultants will be helping us to work on. Once we capture the data that is missing we will upload all of that into NeoGov. There are many things that we have not been able to recover due to previous administration. Some things will have to be totally redone from applications received many years ago. There is a lot of work that has to be done with our HR department as far as records retention and records keeping. In the end, NeoGov will be able to house all of that. Anita Griffith added that there is a disparity with record keeping across multiple systems with Fleetnet. One of the things that NeoGov will do is help to migrate the data to their system

and anything that is missing they will compensate to help get the rest of that information in. This system is also compliant with the US government.

Director Parker requested a roll call vote for Resolution 2020-23.

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

The item passes with seven (7) Yes and one (1) abstention.

**Resolution 2020-26: Task Order # 1 HR Development Services-** Authorization for the Executive Director to enter into a task order agreement with McCloud Transportation & Associates, LLC to provide Human Resource Services to complete a review and assessment of the classifications, salary, and benefits. A classification and compensation report will be provided at a cost not to exceed \$173,000.

Director Parker moved to accept Resolution 2020-26. Director Harwell seconded the motion. Chair Smith asked if there was any discussion on this item. Director Lassiter asked how near are we to hiring an HR director. Ms. Rivers said that we have received applications and we have been vetting those. We have not gotten back to any of the applicants because right after the job posting closed COVID-19 hit and we went in to emergency operations. They will be going back through those applications and reaching out to see if the applicants are still interested. Director Lassiter asked if the person we hire for the position would need to have the expertise in this area that you are talking about and also in the previous resolution it was stated that there would be an option for people to apply for employment from anywhere and a training module and that this system would capture missing data. What is the difference in what they are doing and this \$173,000? Does this item go along with item A that we are only paying \$20,000 for and what is the actual cost we will be paying for this one? Ms. Rivers responded stating that we would be paying the full cost of up to \$173,000 for this one. She explained the difference in the previous resolution and this one is that the previous one is more for HR to help the department in capturing all of the data that we are missing and to help us with the training for our different departments. It is something being used by the federal government, state government, and other localities around the country. This proposal from McCloud will be over the spread of the full time that we use them. The \$173,000 will be spread over the full course of time that we use them and in order to supply NeoGov with the information that is missing McCloud will be there to help us with that. They will be looking at the organization structure that we currently have to make sure that we have the right people in the right jobs and that they are being fairly compensated. They will also make sure the job descriptions are accurate. One of the concerns that has been brought up is the disparity between the contract employees and administrative employees are receiving in terms of pensions and retirement. That is also something that McCloud will be reviewing and helping us work with. We will then be working with Mr. Dickerson and the actuarial in how we make that work. The classification and compensation study means they will be going throughout the agency interviewing different people in different categories to try to make sure that we have the right people. Because we have people all the time complaining about the jobs that they are doing and they say that's not in my job description. Well you're in that department and this is what's needed from you, so if you are not in the right place, we need to make sure our people are in the right place and that we are compensating them fairly. Because I understand that the Board is worried about

compensating our employees and we want to make sure that in the long run that they are compensated fairly and that we don't end up losing employees because they are not being compensated fairly and that we can recruit and retain the best and brightest. Director Lassiter stated that her other concern is between this \$173,000 and the \$20,000 we are right at \$200,000. We have the money to take care of this now, if we do the \$173,000? Ms. Rivers replied that the \$173,000 is spread out over five (5) years. We are basically asking McCloud to complete theirs in twelve (12) months but we don't know that it will cost us \$173,000. We are saying up to \$173,000. Ms. Rivers said that Director Cunningham asked a while back that we give a progress report on the activities of McCloud and we will be giving you an update on what we are paying to them and how that's progressing. So the \$173,000 will not all be spent at one time. Director Lassiter asked did we have any amount that we could put toward this and is this in our budget? Ms. Rivers replied, Yes Ma'am. It is in our budget. Mr. Dickerson included that in this year's budget prior to the pandemic. It was a part of the budget that the Board approved. Director Cunningham stated that he is concerned about that amount. We have one of the top employee systems right here in Jefferson County at the Jefferson County Personnel Board. He said that they will help agencies and help rate different job classifications. He stated that he thinks that we should wait until we actually get the HR director hired and allow them to assist us in making this decision and if that person comes in with some of these skills that we can cut, we can possibly save money down the road and take a chunk out of that \$173,000. We can also do some consulting with the Jefferson County Personnel Board. It's just a matter of us reaching out to them. That could save us some money as well because we have someone right here in the city that can offer help with training. He said he thinks we should wait on this item until we get the HR person hired. Ms. Rivers stated that we have been in contact with the Jefferson County Personnel Board and they sat on the selection committee for this and they applauded what we are doing because within their arsenal they do have a class and compensation area but that is for the cities that they serve. They look at the job descriptions for the governments that they serve and we are not under their offices. Ms. Rivers said that what we can do is go ahead and enter into this agreement with McCloud and have them begin when we get the person hired. Director Cunningham asked what impact would it have if we waited 30-90 days? Ms. Rivers said please note that this is a task order and whatever we do with McCloud we will have to bring it back to the Board and if you would like for the task orders to be brought back to you at a later date we can do that. Director Cunningham said that would be fine. Ms. Rivers said that the employee surveys and things would still need to be done and by starting this it will allow for the person who is hired to be ahead when they start. Chair Smith asked if there were any more questions? Director Lassiter stated that she did not have any questions but she agrees with Director Cunningham and thinks we should wait until we hire the HR person because that person may have the expertise needed that could save us some money.

Chair Smith called for a roll call vote for Resolution 2020-26.

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

The item passes with four (4) Yes and three (3) No.

## Heroes/ Hazard Pay

**Resolution 2020- 27?** was sent out shortly before this board meeting proposing to pay one lump sum payment for the period of March 16 through June 30<sup>th</sup> to essential employees. Estimated total cost is \$287,589. We propose that this one-time lump sum be given with the caveat that such lump sum payments will be reviewed on a monthly basis for three (3) months and then quarterly after that until there is no longer a coronavirus problem. **See payment chart below: Insert chart**

Mr. Dickerson added that customer facing employees would be paid more than non-customer facing employees. And we grossed it up so that when social security is deducted they will net the appropriate amount. Director Lassiter added that it may not be a lump sum monthly it depends on what they have available and it could be nothing.

Director Cunningham moved to **accept Resolution 2020-27** Director Lassiter seconded the motion and it was approved by roll call vote requested by Director Parker.

Chair Smith called for a roll call vote to approve **Resolution 2020-27.**

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

The item passes with five (5) Yes and three (3) No.

Director Jones asked to make a recommendation to consider going back to having meetings at the Intermodal facility because there is a lot of distortion on the conference call and not receiving the information and its hard to vote when you don't have all of the information. Chair Smith said that was the plan for the next meeting. Director Lassiter said she does not have an issue with that but we need to wait and see what the experts say when the time comes.

## ADJOURNMENT

Director Parker moved to adjourn the meeting. The motion was seconded by Director Lassiter and the meeting was adjourned at **2:19PM.**