



The May 20, 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	Johnnye P. Lassiter	Darryl Cunningham
Donald Harwell	LeDon Jones	Kevin Powe
Theodore "Ted" Smith	Frank T. Martin	Valerie Rivers
Harold Young	Glenn Dickerson	Allen Perdue
Anita Griffith	Darryl Grayson	Greg Roddy
Johnathan Mitchell	Joshua Johnson	Myrna Pittman
Phyllis Goode	Stephanie Walker	Mikesha Harvill
Christopher Brewster	Daryl Perkins	Andre' Davis
Karin Korb	Vincent VanAuker	And approx.. 19 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 (T); Kevin Powe (P); Theodore "Ted" Smith (P); Martin Weinberg (A); 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**

All Committee Members reviewed the financial reports provided. There were no questions.

**PROCUREMENT REPORT**

Darryl Grayson, Procurement Manager, provided procurement update and recap.

Director Cunningham requested progress and final reports from all consultants consisting of their recommendations, training provided and the progress gained as a result of them coming. Mr. Grayson assured Director Cunningham that all consultants are required to do final reports upon completion of their assignments.

Director Parker inquired about the consultants currently on site. Mr. Grayson responded that Anita Griffith is the only consultant on site. Director Parker highlighted that Ms. Griffith's updates can be found in the Information Technology monthly Board Report in the Committee Meeting Packet.

Mr. Martin reminded the Committee that Ms. Griffith has made a number of presentations to the full board and the Finance & Administration Committee.

Director Lassiter inquired about Mr. Young's and whether he was a consultant, his job title and his area of expertise. Mr. Martin responded that Mr. Young is a full time employee, his title is Chief Operations Officer and he is responsible for Maintenance, Transportation (both fixed route and paratransit), Facilities, Safety and Planning.

All municipal contracts complete. All consultant contracts fully executed.

## **COVID-19 UPDATE**

### **CARES Act**

Mr. Martin reported that the CARES Act application has been submitted and approved. Our Congressional representative has announced the award.

Stephanie Walker provided an overview of the CARES Act and the process and procedure for drawing down the funds. The application process began on April 6, 2020. The application was submitted on April 16, 2020. The award was approved and funded on May 15, 2020. The total amount received was \$21,450,875. The details are provided in the CARES Act Fact Sheet submitted with the Committee Meeting Packet.

Director Lassiter requested Mrs. Walker's report in writing.

Chair Smith thanked the staff for what the work done to secure the CARES Act funding. That sentiment was echoed by Directors Lassiter, Cunningham, Jones and Harwell (with a thumbs up).

Director Jones inquired about whether certain documentation was required for refunds. Mrs. Walker responded that for capital expenditures because they are reimbursements documentation is required and operating expenses are based on projections and allocations can be drawn down monthly or quarterly.

Director Lassiter asked if computers and PPE were reimbursable, Mrs. Walker responded yes.

### **Heroes Pay**

Information was provided for the Committee's review regarding Heroes Pay for BJCTA's essential employees. The information contained various options, examples of what other transit properties are doing around the state and the country. Additionally, there was information provided on what are municipal partners are doing as well. Mr. Martin commended the staff on the work they have been doing on a daily basis to provide a service to the public and other essential workers in the area. Mr. Martin advised the Committee that he has met with the Union and received their position. Mr. Martin requested an executive session with the full board during the June 3<sup>rd</sup> Regular Meeting of the Board of Directors. Director Lassiter inquired whether the request was written or verbal. Mr. Martin responded that it was verbal request made during a meeting. Director Cunningham inquired whether waiting until June 3<sup>rd</sup> was too long. Mr. Martin suggested waiting until June 3<sup>rd</sup> and assured the Committee that whatever the Board decides to do will be retroactive back to mid-March when the Shelter in Place order was initially issued. Director Lassiter agreed with Mr. Martin about waiting until June 3<sup>rd</sup> to discuss the issue due to the Memorial Day holiday and that the pay was retroactive. Director Parker raised concerns possible spikes with the virus and the length of time the heroes pay would be in effect. He recommended looking at CDC data to determine a short-term and long-term response. Director Lassiter echoed Director Parker's concerns about how much and how long and she needs the time between committee meetings and the board meeting to make a decision. Director Jones agreed with Director Lassiter whole heartedly.

## **EXECUTIVE DIRECTOR'S REPORT**

Frank T. Martin, Executive Director/CEO provided the following report:

Mr. Martin informed the Board he did not have very many updates to add to the weekly reports that have been sent. He expressed that he hoped the weekly reports have been beneficial to the Board. Director Lassiter thanked Mr. Martin for the written weekly reports.

He informed the Board that the team was preparing for a meeting with the City of Birmingham to determine their allocation for Fiscal Year 2021 in preparation to finalize the budget to be presented to the Board.

The team was also planning a meeting with VIA to discuss the services they provide related to microtransit.

## **RESOLUTIONS FOR CONSIDERATION AND APPROVAL**

- A. 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.

Procurement Manager, Darryl Grayson and Information Technology Consultant, Anita Griffith provided an overview of the system. Mrs. Griffith informed the Committee that the current system, Fleetnet, was at the end of its useful life. The proposed system would provide staffing, personnel and training and would be all inclusive for one year. The training would be provided by NEOGOV. Director Lassiter inquired whether information would be saved from previous years, Mrs. Griffith responded yes. And that 7-10 years in the archives will be transferred and available at staff's fingertips. Director Parker asked whether Mrs. Griffith had spoken to other users and if the current HR team was up to the task. Mrs. Griffith explained that there was a Business Requirements document completed by each department head, those requirements were compiled and sent to vendors and she added that the conversion would require very little input from staff. Record counts and content UAT testing done to ensure the conversion is done correctly. Director Harwell inquired where the funds were coming from. Mrs. Griffith responded that the amount was budgeted in the Plan of Projects and the amount includes maintenance, support, licensing, and any updates. Director Cunningham expressed his appreciation for the way Mrs. Griffith has been innovating our systems and inquired about the cost savings. Mrs. Griffith responded that there should be financial savings and will be doing a cost analysis on the current management and maintenance on the Fleetnet software versus the saving of managing the NeoGov system which is software as a server. Director Lassiter inquired about the security of the system. Mrs. Griffith responded that the system will be secured and only able to be accessed by individuals in the HR department. Director Lassiter moved to adopt the item and add it the Consent Agenda for full board approval. The motion was properly seconded by Director Cunningham and the item was passed to the Consent Agenda.

- B. 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.

Director Parker inquired whether this was replacing an existing system and the potential cost savings, Johnathan Mitchell, Maintenance Director responded that there was not an alignment system currently in house and that those jobs are currently outsourced and the alignment jobs typically ranged from \$4,000-\$10,000 and estimated that the system could possibly pay for itself after 6 or 7 jobs. Director Jones asked how often alignments were being conducted, Mr. Mitchell responded that it depends and

its based on the road conditions and that there was a specific dip on 16<sup>th</sup> Street that had caused considerable damage to several bus alignments. Director Cunningham inquired about annual cost of the system, Mr. Mitchell responded that he could not give a specific dollar amount but maintenance will include standard part replacement as a result of wear and tear. Mr. Grayson added that the procurement came with 2-year warranty on parts. Chair Smith inquired about whether there had been a request to the City of Birmingham to repair the dip on 16<sup>th</sup> Street, Mr. Mitchell responded that he believed a request had been made back in 2018 but was not sure of the progress. Director Cunningham moved to adopt the item and add it the Consent Agenda for full board approval. The motion was properly seconded by Director Lassiter and the item was passed to the Consent Agenda.

**C. 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.

Ms. Griffith explained that the Interactive Voice Recognition software is for customers can use to assist them in booking their trips. Director Harwell requesting clarification on how this component was missed and how where are the funds coming from to cover what was missed? It was clarified that it was an oversight on behalf of both parties, however, the additional cost associated with this procurement does not exceed the original amount budgeted for this project. Director Lassiter asked whether the customer care associates would require training and Mrs. Griffith responded that they would and that cost was also included. Director Lassiter moved to adopt the item and add it the Consent Agenda for full board approval. The motion was properly seconded by Director Cunningham and the item was passed to the Consent Agenda.

**D. 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.

Ms. Rivers provided an in-depth explanation of the services to be provided by McCloud which includes assistance with the classification and compensations study focusing on right-sizing the organization, the pension and compensation plans for the bargaining group as well as the administrative group, examining job descriptions and the compensation because currently it is difficult to recruit and retain employees. Because at a preliminary glance many are not at market rate. Director Lassiter asked if recommendations would be made regarding salary, Ms. Rivers responded in the affirmative stating that a range of interviews (roughly 80% of the workforce) will be conducted to accurately assess everyone's duties and responsibilities. Director Cunningham asked how many companies were interviewed and questioned whether the rate was a fair rate, Ms. Rivers responded that a complete RFQ solicitation was conducted. Mr. Grayson provided a synopsis of the solicitation process and there were 3 companies to bid. Director Lassiter asked if this group was the most responsive, Mr. Grayson responded yes. Director Cunningham reiterated his question about the cost. Mr. Dickerson explained that there are funds set aside in this fiscal year budget and the task order are assigned to control the cost. Director Cunningham asked for the bottom-line cost for this fiscal year. Mr. Dickerson stated that \$800K was set aside for all the consultant projects for this fiscal year. Ms. Rivers added that this would be a 12-month project and the present task is not expected to be more than 25-30% of the not to exceed amount. Director Powe asked how many consultants are on the payroll. Director Parker responded that these consultants are not on payroll. Mr. Grayson clarified that what is being presented is a task order. Director Cunningham added the question asking how many active consultants we have onsite and offsite. Mr. Dickerson offered to provide a schedule of active consultants working. Director Powe asked if there were any extra payment being made to legal that the Board isn't aware of. Mr. Dickerson responded that legal is

on retainer for \$25, 000 per month. Director Lassiter chimed in to clarify Director Powe's question asking whether BJCTA is responsible for consultant brought on by legal such as Michael Choy. Mr. Martin reminded the Board that Mr. Choy was hired by the Board and the Authority at Attorney French's recommendation because Mr. Choy's firm specializes in the matter at issue. Mr. Martin also explained that in order to control cost on the legal side we were able negotiate a monthly retainer and that amount is less this fiscal year than what has been spent in previous years. Mr. Martin added that there will sometimes be special cases where special counsel is needed and in those situations a recommendation is made to the full board for a decision. After discussion Director Lassiter moved to adopt the item and add it the Consent Agenda for full board approval. The motion was properly seconded by Director Cunningham and the item was passed to the Consent Agenda.

## **ITEMS FOR INFORMATION AND/OR DISCUSSION - None**

### **OLD BUSINESS**

Director Lassiter raised a question about the municipal contracts and the fact that the City of Fairfield filed for bankruptcy. Director Harwell added where the City of Fairfield listed their creditors and BJCTA was not one. Director Lassiter closed by saying it was an issue that could be taken up later.

Regarding Resolution 2020-26, Director Cunningham wanted the minutes to reflect that the request was made that a projected cost is received to reflect that their services will only be needed for the next 4-6 months. Ms. Rivers assured the Director that has the authority negotiates as to how the work will be completed a request will be made for the cost associated with each of the items.

### **NEW BUSINESS**

### **ADJOURNMENT**

The meeting was adjourned at 11:20 A.M.