

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
The Center for Regional Planning and Design
First Floor Conference Room
August 9, 2006

MEMBERS PRESENT

Honorable Valerie Abbott, City of Birmingham
Mr. Ray Hamilton, Shelby County
Honorable Robbie Hayes, Shelby County
Mr. Reginald Holloway, Shelby County
Mr. Waymon Pitts, Town of Cleveland
Honorable Gary White, Jefferson County
Honorable James Whitfield, City of Leeds

MEMBERS REPRESENTED BY ALTERNATE

Honorable Mary Buckelew, Jefferson County
 Represented by Honorable Gary White
Honorable Bruce Hamrick, Walker County
 Represented by Honorable Valerie Abbott
Mr. John Hudson, Jefferson County
 Represented by Mr. David Hoyle
Honorable Bernard Kincaid, City of Birmingham
 Represented by Ms. Renee Kemp-Rotan
Honorable Royce King, Blount County
 Represented by Mr. Waymon Pitts
Honorable Edward May, City of Bessemer
 Represented by Mr. Don Baylor
Ms. Virginia Williams, City of Hoover
 Represented by Mr. Tim Westhoven

MEMBERS ABSENT

Honorable Stan Batemon, St. Clair County
Mr. Anthony Cicio, City of Mountain Brook
Mr. Richard Dickerson, City of Birmingham
Honorable Billy Joe Drive, City of Clanton
Honorable Michael Johnson, City of Fairfield
Honorable Larry Langford, Jefferson County
Mr. Ed Lowe, City of Oneonta
Honorable Roger McCondicie, Town of Brookside
Honorable Sonny Posey, City of Jasper
Honorable Shelia Smoot, Jefferson County
Honorable Adam Stocks, City of Pell City
Honorable Glenda Strength, Chilton County

OTHERS PRESENT

Mr. Terry McElheny, RPC Legal
Honorable Loxcil Tuck, City of Tarrant
Mr. Joel Gilbert, Balch & Bingham
Ms. Audrey Menniefield, Regional Planning Commission
Mr. William R. Foisy, Regional Planning Commission
Mr. Ray Morris, Regional Planning Commission
Ms. Cynthia Barton, Regional Planning Commission
Ms. Cissy Edwards, Regional Planning Commission

Honorable Valerie Abbott, Vice-Chairman, called the meeting to order at 10:35 a.m. Roll call was taken by Ms. Cissy Edwards and a quorum was not declared by the Vice-Chairman. Councilor Abbott declared a quorum present at 10:45 a.m. and the following business was conducted.

MINUTES

A motion was made by Commissioner White and seconded by Mayor Whitfield to accept the July 12, 2006 minutes as printed. Motion adopted on a voice vote. Councilor Abbott stated that the minutes of the Program / Budget Committee meetings on July 19, 2006 and July 26, 2006 were distributed with the meeting package for informational purposes and no action was required.

ADMINISTRATIVE REPORTS

Financial Report

Mr. Foisy presented the Forensic Audit Report that was commissioned by the Personnel Committee. The assessment has not identified any areas where sufficient predication exists to commence a fraud examination. The assessment has identified specific weaknesses that may foster the opportunity, if not corrected, to allow a fraud to be perpetuated and perhaps go undetected for a long period of time. Steps are being taken to address these findings. This report has been provided to the Alabama Department of Transportation, the Federal Highway Administration and Senior Services America Incorporated.

The Finance Director has resigned and an independent contractor has been identified by the RPC auditors to contract with the RPC to bring the financial system operations up-to-date in order to produce financial information for the audits. The contractor will be instrumental in setting up the FY07 budget according to accounting procedures to begin producing year-to-date financial reports for FY 2007. The current financial software is adequate to meet the needs of RPC when it is fully operational.

The RPC has contracted with DLMC, Inc. to draft financial policies / procedures and provide direction to the RPC finance staff. An advertisement has been placed to hire an accountant and expectations are to have this person hired by October 1, 2006. The salary

for a full time accountant is included in the FY07 budget. At this time, outsourcing the financial reporting would cost more than utilizing current finance staff.

The FY03-04 audit should be completed by September 15, 2006. The FY05-06 audits should be completed by the end of 2006.

The long-term and short-term note and agreements were executed by RPC Chairman Bruce Hamrick. Checks in the amount of \$800,000 that were held have been released and additional checks in the amount of \$350,000 were also mailed. When the additional checks clear they will be submitted for reimbursement to the Alabama Department of Transportation. All FY07 dues are being deposited in the special bank account.

Mr. McElheny presented a resolution drafted by the Jefferson County attorney. The resolution states that the RPC agrees to indemnify and hold harmless and immediately reimburse Jefferson County for any and all amounts that Jefferson County may be called upon to pay to Wachovia pursuant to said guarantee agreements for the long-term note and short-term note. A motion was made by Commissioner White and seconded by Mr. Holloway to accept the resolution as printed. Motion adopted on a voice vote.

Program / Budget Committee

Mr. Hamilton presented the FY07 budget. The Program / Budget Committee has met regularly in order to develop the budget that is being presented. An Executive Summary version was presented containing the following information and tables:

- Fund/Grant Source Based Budget Summary
- RPC Dues Balance
- Savings Calculations
- Cash Flow

The FY 2007 budget identifies 18 revenue / fund sources with the match requirements including the RPC dues and other match. The FY 2007 budget dues are to be used as follows:

Dues Available:	\$575,000
Dues Required for Programs:	\$320,235
Dues Required for Debt Service:	<u>\$180,000</u>
Dues Balance:	\$ 74,765

The dues balance will be available for potential interest rate increases for debt reduction or to match new grants that may become available. When membership dues are received they will be deposited to an interest bearing account that was established to receive the loan proceeds.

A savings calculation between the FY 2006 and FY 2007 budget has been made. The savings total for FY 2007 is \$185,566, largely composed of savings in salaries and salary related expenses. Resignations in FY 2006 created vacancies including the positions of

Director of Regional and Community Planning, Senior Planner and Office Assistant II. This budget saving calculation also accounted for increases in rent, accounting fees and insurance for FY 2007. The direct and some indirect expenses were estimated due to inaccurate current financial reporting.

Additional detailed information concerning the agency work program and supporting budget documents are available.

A motion was made by Mr. Holloway and seconded by Mayor Whitfield to accept the FY07 Budget as presented. Motion adopted on a voice vote.

A services report covering a 10-year time period was distributed that documents historic services for justification of member government dues. It is organized by county and for the region as a whole. This information will provide background in support of member governments continuing to participate in the RPC.

Mr. Hamilton informed the Board that the Program / Budget Committee met to review proposals for RPC insurance coverage. A detail of this information is provided in the Program / Budget Committee minutes from the July 26, 2006 meeting. The Committee approved a proposal which provides for more coverage with a reduction in cost.

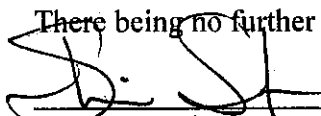
Personnel Committee

Mayor Whitfield reported that the Personnel Committee met July 21, 2006 and briefly discussed the 25 resumes that had been submitted. The Committee agreed that more time was needed for each of them to look more closely at each resume and each Committee member will determine their top four (4) candidates. The Committee will convene again to review each Committee member's top four (4) selection. At this time, a meeting has not been set.

OTHER

Mr. Foisy announced that the next Board of Director's meeting is Wednesday, September 13, 2006, 10:30 a.m.

There being no further business, the meeting adjourned at 11:20 a.m.



Honorable Shelia Smoot, Secretary

9-19-06

Date