

Regional Planning Commission of Greater Birmingham  
Board Meeting Minutes  
The Center for Regional Planning and Design  
First Floor Conference Room  
September 13, 2006

**MEMBERS PRESENT**

Honorable Valerie Abbott, City of Birmingham  
Mr. Anthony Cicio, City of Mountain Brook  
Mr. Ray Hamilton, Shelby County  
Mr. Reginald Holloway, Shelby County  
Honorable Royce King, Blount County  
Mr. Ed Lowe, City of Oneonta  
Mr. Waymon Pitts, Town of Cleveland  
Honorable Shelia Smoot, Jefferson County  
Honorable James Whitfield, City of Leeds  
Ms. Virginia Williams, City of Hoover

**MEMBERS REPRESENTED BY ALTERNATE**

Honorable Robbie Hayes, Shelby County  
    Represented by Mr. Reginald Holloway  
Honorable Bernard Kincaid, City of Birmingham  
    Represented by Ms. Renee Kemp-Rotan  
Honorable Roger McCondichie, Town of Brookside  
    Represented by Mr. Waymon Pitts  
Honorable Adam Stocks, City of Pell City  
    Represented by Ms. Judy Tipton  
Honorable Gary White, Jefferson County  
    Represented by Ms. Rhonda Blevins

**MEMBERS ABSENT**

Honorable Stan Batemon, St. Clair County  
Honorable Mary Buckelew, Jefferson County  
Mr. Richard Dickerson, City of Birmingham  
Honorable Billy Joe Driver, City of Clanton  
Honorable Bruce Hamrick, Walker County  
Mr. John Hudson, Jefferson County  
Honorable Michael Johnson, City of Fairfield  
Honorable Larry Langford, Jefferson County  
Honorable Edward May, City of Bessemer  
Honorable Sonny Posey, City of Jasper  
Honorable Glenda Strength, Chilton County

**OTHERS PRESENT**

Mr. Shane Sumrall, Balch & Bingham  
Mr. William R. Foisy, Regional Planning Commission

Mr. Jack Wright, Regional Planning Commission  
Mr. Brian O'Dell, Regional Planning Commission  
Mr. Ray Morris, Regional Planning Commission  
Ms. Kay Argo, Regional Planning Commission  
Ms. Cynthia Barton, Regional Planning Commission  
Ms. Cissy Edwards, Regional Planning Commission

Honorable Royce King, Treasurer, called the meeting to order at 10:35 a.m. Roll call was taken by Ms. Cissy Edwards and a quorum was declared by the Treasurer. Councilor Abbott, Vice-Chairman, became presiding Officer at 10:45 a.m. The following business was conducted.

### **MINUTES**

Mr. Pitts moved and Mr. Holloway seconded the recommendation that the minutes from the August 9, 2006 board meeting be approved as printed. Motion adopted on a voice vote.

Minutes from the September 6, 2006 Program / Budget Committee meeting were presented for information purposes only.

### **ADMINISTRATIVE REPORTS**

#### **Program / Budget Committee**

Mr. Brian O'Dell, part-time RPC Interim Controller, was introduced to the Board. Mr. O'Dell was recommended by A.V. LaRocca with DLMC, Inc. and has been working on the RPC financial information for several weeks. At this time, bank accounts have been reconciled and fund balances for FY05 and FY06 should be determined the end of the week. The accounting format will be changed to support financial reporting that is consistent with the FY07 Budget. RPC time sheets and procurement procedures have been amended and discussed with staff.

A draft of the FY03/04 audit is scheduled to be delivered to the RPC by September 15, 2006. The FY05/06 audit will immediately follow in order to meet the deadline of January 31, 2007 which is a requirement in the loan agreements with Wachovia Bank. Upon completion of audits, they will be submitted to funding agencies in a timely manner. It is expected that the material findings in these audits will mirror those found in previous audits. DLMC, Inc. is under contract with the RPC to draft standard operating procedures.

Ms. Williams moved and Mr. Pitts seconded the recommendation to approve the Comprehensive Economic Development Strategy (CEDS) Annual Update Resolution. The Economic Development Administration (EDA) requires an annual update to the CEDS in order to continue as an Economic Development District (EDD) and provide grant opportunities to RPC member governments. An administrative grant of \$53,500 is provided to the RPC for planning activities related to the CEDS. A CEDS Strategy

Committee, representative of the RPC region, played an integral part in developing this annual update. Motion adopted on a voice vote.

Personnel Committee

Mayor Whitfield noted that the Personnel Committee will meet Thursday, September 14, 2006 at 1:30 p.m. to narrow the 25 candidates to four for the Executive Director position. From that point they will move to interviews with each of the four candidates.

Other staffing activity includes two Planning positions and the Accountant position that are open at this time. The Planning positions will need to be filled as soon as possible to meet contractual obligations. The recommended Planning candidates will be brought to the Committee for recommendation to the Board at the October Board meeting. The Accountant position will not be filled until November or later.

Financial Committee

The Finance Committee will convene as soon as the FY03/04 draft audit report is provided to the RPC. The report is tentatively scheduled to be delivered by September 15, 2006. The Committee will review the report and review the Fraud Assessment report at their meeting.

**OTHER**

Mr. Foisy announced that the Personnel Committee will meet September 14, 2006, The Program / Budget Committee will meet October 4, 2006 and the next Board meeting is October 11, 2006.

Councilor Abbott expressed her thanks to the RPC staff for remaining through these difficult times and recognized the tremendous contribution of everyone in turning the Agency around.

There being no further business, the meeting adjourned at 11:25 a.m.

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Honorable Shelia Smoot, Secretary

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Date