



REGIONAL PLANNING COMMISSION OF GREATER BIRMINGHAM

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Serving the Governments and Municipalities of Blount, Chilton, Jefferson, Shelby, St. Clair and Walker Counties

Regional Planning Commission of Greater Birmingham  
Board Meeting Minutes  
The Center for Regional Planning and Design  
First Floor Conference Room  
October 11, 2006

**MEMBERS PRESENT**

Honorable Valerie Abbott, City of Birmingham  
Honorable Bruce Hamrick, Walker County  
Honorable Royce King, Blount County  
Honorable Roger McCondichie  
Mr. Waymon Pitts, Town of Cleveland  
Honorable James Whitfield, City of Leeds  
Honorable Gary White, Jefferson County

**MEMBERS REPRESENTED BY ALTERNATE**

Mr. Ray Hamilton, Shelby County  
Represented by Mr. David Hunke  
Mr. Reginald Holloway, Shelby County  
Represented by Honorable Royce King  
Mr. John Hudson, Jefferson County  
Represented by Honorable James Whitfield  
Honorable Bernard Kincaid, City of Birmingham  
Represented by Mr. Kevin Owens  
Honorable Shelia Smoot  
Represented by Honorable Gary White  
Honorable Adam Stocks, City of Pell City  
Represented by Ms. Judy Tipton  
Mr. Tim Westhoven, City of Hoover  
Represented by Rod Long

**MEMBERS ABSENT**

Honorable Stan Batemon, St. Clair County  
Honorable Mary Buckelew, Jefferson County  
Mr. Anthony Cicio, City of Mountain Brook  
Mr. Richard Dickerson, City of Birmingham  
Honorable Billy Joe Driver, City of Clanton  
Honorable Robbie Hayes, Shelby County  
Honorable Michael Johnson, City of Fairfield  
Honorable Larry Langford, Jefferson County  
Mr. Ed Lowe, City of Oneonta

Honorable Edward May, City of Bessemer  
Honorable Sonny Posey, City of Jasper  
Honorable Glenda Strength, Chilton County

### **OTHERS PRESENT**

Mr. Joel Gilbert, Balch & Bingham  
Mr. William R. Foisy, Regional Planning Commission  
Mr. Brian O'Dell, Regional Planning Commission  
Mr. Ray Morris, Regional Planning Commission  
Mr. Darrell Howard, Regional Planning Commission  
Mr. Voris Williams, Regional Planning Commission  
Ms. Cynthia Barton, Regional Planning Commission  
Ms. Cissy Edwards, Regional Planning Commission

Honorable Bruce Hamrick, 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 Chairman. Chairman Hamrick declared a quorum present at 10:50 a.m. and the following business was conducted.

### **MINUTES**

Commissioner White moved and Mayor Whitfield seconded the recommendation that the minutes from the September 13, 2006 board meeting be approved as printed. Motion adopted on a voice vote.

Minutes from the October 4, 2006 Program / Budget Committee, Finance Committee and Personnel Committee meetings were presented for information purposes.

### **ADMINISTRATIVE REPORTS**

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

Mr. Pitts presented the Cost of Living Adjustment for retirees resolution for approval. The resolution authorizes a 4% increase for retirees amounting to \$8,100 as programmed in the adopted FY07 administrative budget. The retirees have not had an increase since 1993. Commissioner White moved and Councilor Abbott seconded that this resolution be adopted. Motion approved by voice vote.

Mr. Pitts presented the Appalachian Regional Commission resolution to approve submission of an administrative grant in the amount of \$200,000. The grant is a 50/50 grant and will be a cash match. The purpose of the grant is to assist and enable the RPC to provide economic and community development services to member governments. Mr. Pitts moved and Commissioner White seconded that this resolution be adopted. Motion approved by voice vote.

Monthly financial reports will be available by the November Board meeting with a new format being used to capture data to compile timely reports. The FY05 records are substantially complete and the FY06 records are coming together quickly providing sufficient time for the auditors to begin the FY05 and FY06 audit. The cash flow has improved and all operating expenses are paid to date. The reserve account balance is around \$200,000 providing almost enough cash to pay the short-term note. This account will be recapitalized by a \$200,000 reimbursement from the Alabama Department of Transportation.

The RPC Management Meeting notes are being emailed to all Board of Directors to provide weekly reporting.

Mr. Howard presented an overview of the Rural Planning Organization. The RPO is established in conjunction with the Alabama Department of Transportation and includes the four non-urban counties of Blount, Chilton, St. Clair and Walker. These efforts will be coordinated with the Birmingham Metropolitan Planning Organization. The significant difference between the MPO and RPO is that funding will not be directed under the RPO. It will be a consultation process that will lead to a more unified approach to the state's transportation improvement program.

#### Finance Committee

A draft of the FY2003 and 2004 audit was distributed at the Finance Committee meeting on October 4th. The overall findings in this audit are deficient without much deviation from the FY02 audit. Once the Management Discussion and Analysis is completed the final report will be supplied to RPC's federal agencies and presented to the Board at the November 15, 2006 meeting.

The Committee requested that management provide a written response to the findings in the Fraud Assessment by next week that can be sent to the Committee and then to the Federal agencies.

The FY2005 and 2006 audits are being performed concurrently and will be completed by January 31, 2006.

#### Personnel Committee

Mayor Whitfield presented the candidates for the Planner and Senior Planning positions for the Board's approval. Both these positions are provided for in the FY2007 budget and are replacing positions vacated by Jason Fondren and Bob Wilkerson. RPC management reviewed the 17 applications and narrowed the list to five. These five candidates were interviewed and based on their performance during the interview process two finalists were selected. Subsequent to the interviews references were consulted and selection was reaffirmed. The candidates presented are:

Ms. Pam Jones, Senior Planner II position, Grade 7, Step 12  
Ms. Robyn Jackson, Planning position, Grade 5, Step 3

Commissioner White moved and Mr. Pitts seconded that the Board approve the candidates as presented. Motion approved by voice vote.

Mayor Whitfield also noted the Personnel Committee would be meeting on November 1, 2006, at 9:00 a.m. to conduct interviews for the Executive Director position.

Nominating Committee

Chairman Hamrick presented the following for confirmation as members of the Nominating Committee:

Honorable Shelia Smoot, Jefferson County, Chairman

Honorable Royce King, Blount County

Honorable Bruce Hamrick, Walker County

Honorable Stan Batemon, St. Clair County

Honorable Glenda Strength, Chilton County

Honorable Robbie Hayes, Shelby County

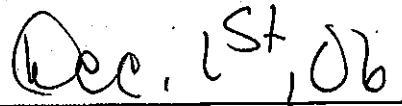
Honorable Bernard Kincaid, City of Birmingham

Commissioner White moved and Mr. Pitts seconded that the Board approve the Personnel Committee recommendations. Motion approved by voice vote.

OTHER

There being no further business, the meeting adjourned at 11:40 a.m.

  
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Honorable Shelia Smoot, Secretary

  
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Date