

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
The Center for Regional Planning and Design
April 18, 2007

MEMBERS PRESENT

Honorable Valerie Abbott, City of Birmingham
Honorable Ricky Buckner, City of Springville
Mr. Randall Gammon, City of Cordova
Mr. Ray Hamilton, Shelby County
Mr. Reginald Holloway, Shelby County
Honorable Theoangelo Perkins, Town of Harpersville
Mr. Waymon Pitts, City of Cleveland
Honorable James Whitfield, City of Leeds

MEMBERS REPRESENTED BY ALTERNATE

Honorable Delor Baumann, City of Hueytown
 Represented by Honorable Valerie Abbott
Honorable Jim Carns, Jefferson County
 Represented by Ms. Sharon Evans
Honorable Robbie Hayes, Shelby County
 Represented by Mr. Ray Hamilton
Honorable Bobby Humphries, Jefferson County
 Represented by Ms. Cindy Vines
Mr. Chester Jolly, City of Warrior
 Represented by Honorable Rena Hudson
Honorable Bernard Kincaid
 Represented by Ms. Renee Kemp-Rotan
Honorable David Standridge, Blount County
 Represented by Mr. Waymon Pitts

MEMBERS ABSENT

Honorable Stan Batemon, St. Clair County
Honorable William Bell, City of Birmingham
Honorable Bettye Fine Collins, Jefferson County
Mr. Richard Dickerson, City of Birmingham
Honorable Billy Joe Driver, City of Clanton
Honorable Bruce Hamrick, Walker County Commission
Honorable Joe Headley, Chilton County Commission
Honorable Edwards May, City of Bessemer
Honorable Charles McCallum, City of Vestavia Hills
Honorable Eddie Reed, City of Jemison
Mr. Tim Westhoven, City of Hoover

OTHERS PRESENT

Mr. Shane Sumrall, Balch & Bingham
Mr. Charles Ball, Regional Planning Commission
Mr. Ray Morris, Regional Planning Commission

Mr. Brian O'Dell, Regional Planning Commission
Ms. Cynthia Barton, Regional Planning Commission
Ms. Cissy Edwards Crowe, Regional Planning Commission

CALL TO ORDER AND ROLL CALL

Honorable Valerie Abbott called the meeting to order at 10:40 a.m. Roll call was taken and a quorum was declared by the Chairman. The following business was conducted.

MINUTES

The minutes of the March 21, 2007 board meeting stand as written.

FINANCE COMMITTEE

Mr. Holloway presented the Finance Committee minutes from April 4, 2007 for information purposes. The finances are running under budget. This is the first time to have a budget so a determination of the peaks and valleys over the course of time could not be predicted. A close watch is needed and next year the reporting will be much better.

Mr. O'Dell presented the financial statements for the period October 1, 2006 through February 28, 2007.

Statement of Net Assets: Once again, there is not a lot of change from the previous month. The Current Ratio, total current assets (TCA) divided by total current liabilities (TCL) was 2.8:1. The Quick Ratio, (TCA less Unbilled Receivables divided by TCL), indicates a ratio of 2.0:1. Both of these indicate a tightening of liquidity. Liquidity is still adequate. Strict attention is being paid to billable time and not allowing overruns on projects.

Budget Summary: Reporting through February 2007, five-twelve of the fiscal year, indicates that total expenses are well under budget. Following a previous budget modification the budget is catching up with actual. A lot of direct costs such as contracts have not been incurred as expenses do not take place evenly over a fiscal year. Next years budget will better incorporate cash flow and timing expenditure issues.

Income and Expenditures: The organizational dues line item of the indirect expense budget are over budget but there are cost savings in other areas, such as vehicles, that can be reprogrammed to cover this overage. In the Senior Aides program, bank charges and payroll processing costs were budgeted under one item and being recorded under another item. These minor discrepancies in the detail reporting should be corrected in next month's financial statements.

Work is being done on a detailed cash flow projection which is necessary due to the tightening of the liquidity. This should be presented at the May Finance Committee meeting.

Dues: Mr. Morris stated that letters have been sent to all member governments to attempt to collect their outstanding dues. Mr. Holloway commented that it was an

excellent letter and this would be used to provide a dues report to the Board in July. Mr. Holloway stated that staff needs a goal for collection of dues and asked what the goal is at this time. There is approximately \$32,000 of outstanding dues. Of this amount Bessemer and Fairfield have agreed to pay their dues. This leaves about \$9,000 that staff will continue to pursue for collection.

Senior Aides report: Mr. Morris reported that additional host agency cash contributions have been collected. Adjustments have been made for incorrect billing. All outstanding amounts will continue to be pursued but can be made up with using in-kind contributions. Under the new Senior Aide fiscal year starting July 1, in-kind will be used for match instead of contributions.

The next budget amendment will focus on Senior Aides program due to the fiscal year running from July 1 – June 30.

PROGRAM / BUDGET COMMITTEE

Mr. Ball presented the Program / Budget Committee minutes from April 11, 2007 for information purposes. The Committee discussed the Coordinated Human Service plan that encompasses RPC's six (6) counties. The plan will be brought before the Board for adoption for the four rural counties that are included in the plan. The two urban counties will need approval by the Birmingham Metropolitan Planning Organization (MPO).

The Committee reviewed the scope of work for the Comprehensive Economic Development Strategy (CEDS) which has to be prepared as a requirement for funding under the Economic Development Administration (EDA). The intent is to rework the CEDS document so it can be used as a tool to look for funding elsewhere for the projects that are brought to the table. Mr. Kemp-Rotan requested that communication between grant writers be pursued to ensure that RPC's grant writing efforts are not at cross purposes to other grant writing activities in the region. The Board agreed that this was a good recommendation.

Information from a proposed agreement with the Alabama Department of Environmental Management for transportation air quality conformity determination was presented. This agreement is a reaffirmation of activities that are already taking place under an agreement signed in 2000. Mayor Whitfield moved and Mr. Pitts seconded to recommend allowing Chairman Abbott sign this agreement. Motion passed with a voice vote.

OTHER

Councilor Abbott presented RPC Committee assignments as follows:

Personnel Committee

(Duties: Review and recommend personnel policies / procedures; evaluation of Executive Director; serve as Grievance Committee)

Honorable James Whitfield, Chair, City of Leeds

Honorable Valerie Abbott, City of Birmingham

Honorable Delor Baumann, City of Hueytown

Finance Committee

(Duties: Make recommendations on Commission financial status {long-term loans, etc.})

Mr. Reginald Holloway, Chair, Shelby County

Honorable Jim Carns, Jefferson County Commission

Honorable Stan Batemon / Mr. Ed Gardner, St. Clair County Commission

Mr. Kevin Owens, City of Birmingham

Mr. Tom Barnett, City of Birmingham

Program / Budget Committee

(Duties: Review and recommends Agency Plan, Work Program, Budget)

Mr. Waymon Pitts, Chair, Town of Cleveland

Mr. Tim Westhoven, City of Hoover

Mr. Bill Gilchrist, City of Birmingham

Mr. Ray Hamilton, Town of Wilsonville

Mr. Frank Humber, Jefferson County

Mr. Chester Jolly, City of Warrior

Honorable Lawrence Oden, City of Mt. Brook

Honorable Charles McCallum, City of Vestavia Hills

Honorable Theoangelo Perkins, Town of Harpersville

Mr. Hamilton moved and Mr. Holloway seconded that the committee assignments be approved as presented. Motion passed on a voice vote.

Councilor Abbott requested that the Board and Committee members identify their proxy and make sure they are notified when the Board or Committee member has to be absent. It was agreed that an email will be sent.


Mr. Ball reported that he received a proposal from the Non-Profit Resource Center (NPRC) for developing a strategic plan for the RPC. The cost would be \$12,600. The previous strategic plan was produced around 10 years ago so this is long overdue. The intent is that through the process it will energize, make sure everyone is going in the same direction and provide avenues to generate more income and identify more services for member governments. Staff is trying to identify a funding source to cover the costs. Mr. Gammon suggested checking with Alabama Power as they are assisting Cordova in developing their economic development strategic plan.

Mr. Ball presented his report for the first 100 days. The biggest disappointment is trying to partner more with the Auburn Studio. They have been challenged to find additional funding sources beyond the University's support. At this time, their situation has not been stabilized. RPC has retained former Alabama Historical Commission architect Tom Kaufmann to provide the design expertise that would have been provided by the Studio.

He will continue to meet more mayors and commissioners. The goal is to reach 100% by December 11, 2007. Mayor Perkins stated that there is a South Shelby Mayors Association. Mr. Hamilton agreed to keep staff information of the meeting dates and place.

It was recommended that a special email be sent to the Board concerning the appointments to the AARC Board.

There being no further business, the meeting adjourned at 11:30.a.m.



Honorable Bettye Fine Collins, Secretary



Date