

Regional Planning Commission of Greater Birmingham
Board Meeting Minutes
The Center for Regional Planning and Design
June 20, 2007

MEMBERS PRESENT

Honorable Valerie Abbott, City of Birmingham
Honorable Delor Baumann, City of Hueytown
Honorable Ricky Buckner, City of Springville
Honorable Bettye Fine Collins, Jefferson County
Mr. Randall Gammon, City of Cordova
Mr. Ray Hamilton, Shelby County
Honorable Robbie Hayes, Shelby County
Mr. Reginald Holloway, Shelby County
Honorable Charles McCallum, City of Vestavia Hills
Honorable Theoangelo Perkins, Town of Harpersville
Mr. Waymon Pitts, City of Cleveland
Honorable David Standridge, Blount County

MEMBERS REPRESENTED BY ALTERNATE

Honorable Jim Carns, Jefferson County
 Represented by Ms. Sharon Evans
Honorable Bruce Hamrick, Walker County Commission
 Represented by Mr. Randall Gammon
Mr. Chester Jolly, City of Warrior
 Represented by Honorable Rena Hudson
Honorable Bernard Kincaid
 Represented by Ms. Renee Kemp-Rotan

MEMBERS ABSENT

Honorable Stan Batemon, St. Clair County
Honorable William Bell, City of Birmingham
Mr. Richard Dickerson, City of Birmingham
Honorable Billy Joe Driver, City of Clanton
Honorable Joe Headley, Chilton County Commission
Honorable Bobby Humphries, Jefferson County
Honorable Edwards May, City of Bessemer
Honorable Eddie Reed, City of Jemison
Mr. Tim Westhoven, City of Hoover
Honorable James Whitfield, City of Leeds

OTHERS PRESENT

Mr. Chris Sanders, Jefferson County Commission
Mr. Charles Ball, Regional Planning Commission
Mr. Ray Morris, Regional Planning Commission

Mr. William r. Foisy, 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 10:35 a.m. Roll call was taken and a quorum was declared by the Chairman. The following business was conducted.

MINUTES

The minutes of the May 16, 2007 board meeting stand as read to include a change of the word medication to modification on Page 3.

FINANCE COMMITTEE

Mr. Holloway presented the Finance Committee minutes from June 6, 2007 for information purposes. The liquidity continues to look good and debts are being paid. Mr. O'Dell was not present and a memo from him to Mr. Holloway was presented to the Board for their review.

The following recaps the highlights of the financial statements presented for review and consideration of the finance committee meeting of June 6, 2007.

Statement of Net Assets

1. The current ratio (current assets/current liabilities) for the period is 5.55, which indicates a high level of liquidity. Anything over 2.00 is considered healthy.
2. The quick ratio (current assets-unbilled receivables/current liabilities) is 3.97 which also indicate that our immediate cash flow is also healthy as the ratio is above 1.5.
3. RPC's long-term debt continues to be reduced by approximately \$8,000/month.

Budget Summary

1. Actual Year-To-Date total expenditures were under budget by \$719,452.
2. Salary, fringe and indirect was under-budget in total by \$69,230 (e).
 - 2a. Several programs had small over-budget conditions such as Miscellaneous Transportation and Local Assistance. These are situations where much of the annual budget has been spent in the first part of the fiscal year and the budget amounts are allocated by month. The over-budget condition is reduced with each passing month and should be near zero by the end of the fiscal year.
3. The senior services programs are shown as over-budget in this category because these expenses were budgeted under contracts. If you look at the contract portion of the senior service programs you will note an under-budget condition there. These amounts should be considered offsetting. This situation will continue through the remainder of this fiscal year and the FY08 budget model will be modified to reflect this in a way consistent with how the actual expenses are being currently reported.
4. Direct costs are under budget in total by \$122,077.

5. Contracts are under budget in total by \$528,145(h). We continue to caution that these amounts, when incurred, are large and episodic; so, this under-budget condition can go away quickly.

Statement of Income and Expenditures

This is primarily an internal management tool. It is a more detailed view of the information presented in the budget summary. The major issue in this section is how RPC records in-kind as a method for matching various grants.

Dues

The total amount of dues collected to date is \$550,201. Approximately \$19,000 is expected to be collected as part of the semi-annual, quarterly, and monthly payments being made by member governments. The dues that may be uncollectible totals \$6,983 or slightly over 1% of the total dues budgeted.

PROGRAM / BUDGET COMMITTEE

Mr. Pitts presented the Program / Budget Committee minutes from June 13, 2007 for information purposes. The minutes outline the programs that were reviewed at the meeting leading up to preparation for the FY2008 budget. There will be a joint meeting of the RPC Finance Committee and Program Budget Committee July 11, 2007.

PERSONNEL COMMITTEE

On behalf of Committee Chairman James Whitfield, Councilor Abbott presented the Personnel items to the Board.

Personnel Policy Manual

The following information outlines the major changes to the Personnel Policy manual, last modified in 1996:

Sick Leave Donation Policy—A new policy has been developed that allows employees to donate sick days to each other in the event an employee does not have enough to deal with a prolonged health related condition.

Unused Sick Leave Conversion Process—The proposed policy extends an employees ability to convert unused sick leave to retirement to 180-days. This is up from previous conversions of 90-days.

Retiree Insurance Contribution Policy—This provides a vehicle to entice retiring employees to stay on RPC's health insurance program, thus allowing the agency to receive a preferred rate for its active employees. A \$150/month stipend will be provided to retirees. By receiving the preferred rate, the difference will be level funding for FY08 which will also include COLA for retirees.

Tuition Reimbursement—The proposed policy creates a graduated scale to enhance grade performance for those pursuing academic study. The Committee discussed a policy whereby reimbursement is based on overall GPA.

Reduction-in-Force—Previous wording regarding a reduction in RPC workforce is clarified and a new policy based on tenure and retention points has been substituted.

Federal and State Law Compliance—To the best of our ability and with the guidance of legal counsel the proposed manual is in accord with all Federal and State Employment Laws adopted pre-and post-1996.

While there a host of small changes and wording corrections, the aforementioned items reflect the most significant changes contemplated under this revision of the RPC Personnel Policy Manual. The RPC attorney has reviewed the manual and his recommendations have been incorporated into the document presented.

Commissioner Collins moved and Mr. Holloway seconded to recommend that the Board adopt the RPC Personnel Policies and Procedures with the condition of deleting 11.2 Agency and Staff Development, Item #2 with this item being revisited at the next RPC Board meeting. Motion passed on a voice vote.

Senior Service Director Position

A resolution was presented to the Board requesting that the contract position of Director of Senior Services be converted to a regular salaried employee. The only difference will be that she will participate in the retirement plan and life insurance. Mr. Gammon moved and Commissioner Standridge seconded that the Board approve the resolution as presented. Motion passed on a voice vote.

OTHER

Mr. Hamilton moved and Mr. Pitts seconded the recommendation that Mayor Theoangelo Perkins, Mayor of the Town of Harpersville, be appointed to the Alabama Association of Regional Councils' Board of Directors. Motion passed on a voice vote.


Mr. Ball informed the Board that the Alabama legislature approved and Governor Riley signed a bill authorizing a bond issue to recapitalize the Revolving Loan Fund (RLF) which would mean approximately \$1,000,000 to each regional council.

Mr. Ball notified the Board that Guidant Consultants will be contacting them as part of the RPC Strategic Planning process.

There being no further business, the meeting adjourned at 11:00.a.m.



Honorable Bettye Fine Collins, Secretary



Date