

Regional Planning Commission of Greater Birmingham  
Board Meeting Minutes  
The Center for Regional Planning and Design  
May 20, 2009

**MEMBERS PRESENT**

Honorable Valerie Abbott, City of Birmingham  
Honorable Robbie Hayes, Shelby County  
Mr. Tom Barnett, City of Birmingham  
Mr. Ray Hamilton, Town of Vincent  
Mr. Reginald Holloway, Shelby County  
Mr. Chester Jolly, City of Warrior  
Mayor William Hereford, City of Pell City  
Ms. Eunice Rogers, City of Birmingham

**MEMBERS REPRESENTED BY ALTERNATES**

Honorable Delor Baumann, City of Hueytown  
    Represented by Honorable Valerie Abbott  
Mr. Devon Laney, City of Birmingham  
    Represented by Ms. Eunice Rogers  
Honorable Theoangelo Perkins, Town of Harpersville  
    Represented by Mr. Tom Barnett  
Honorable Waymon Pitts, Blount County  
    Represented by Mr. Chester Jolly

**MEMBERS ABSENT**

Honorable Bettye Fine Collins, Jefferson County  
Honorable Tom Henderson, City of Center Point  
Honorable Bruce Hamrick, Walker County Commission  
Honorable Stan Batemon, St. Clair County  
Honorable Tim Mims, Chilton County Commission  
Honorable Bobby Humphryes, Jefferson County  
Honorable Jim Carns, Jefferson County  
Honorable Wayne Gross, Town of Parrish  
Honorable Eddie Reed, City of Jemison  
Honorable David Standridge, Blount County  
Mr. Timothy Westhoven, City of Hoover

**OTHERS PRESENT**

Mr. Charles Ball, Regional Planning Commission  
Mr. Ray Morris, Regional Planning Commission  
Mr. Bill Foisy, Regional Planning Commission  
Mr. Brian O'Dell, Regional Planning Commission  
Ms. Cynthia Barton, Regional Planning Commission  
Ms. Yvonne Murray, Regional Planning Commission  
Ms. Cissy Edwards Crowe, Regional Planning Commission

09 JUL 20 19:59  
BETTYE FINE COLLINS  
PRESIDENT



### **CALL TO ORDER AND ROLL CALL**

Honorable Valerie Abbott called the meeting to order at 10:45 a.m. A quorum was declared by the Chairman. The following business was conducted.

### **MINUTES**

The minutes from the February 18, 2009 and April 15, 2009 stand as presented.

### **FINANCE COMMITTEE**

Mr. Tom Barnett, Finance Committee Chair reported financials are in good shape even though there has been a drop in cash and a increase in accounts payable. Mr. O'Dell then presented the financial information for the period ending March 31, 2009.

### **Statement of Net Assets**

1. The current ratio (current assets/current liabilities) for the period is 2.50 compared to March 2008 which was 3.41.
2. The quick ratio (current assets-unbilled receivables/current liabilities) is 1.02 compared to March 2008 which was 3.17.

The ratios are lower but the liquidity remains adequate. This is directly related to the Air Quality and Rideshare program financials being paid and reimbursed inhouse. A draw on the line of credit in the amount of \$200,000 was made in April to compensate for this reimbursement process and to assure the bank that this line of credit was needed. This is the first activity under the line of credit and it was set to expire. On a positive note, a trend toward improving the financials remains strong with the long term debt being reduced and improvement on the deficit.

Cash and cash equivalents are \$247,523. Total Current Assets are \$1,376,627 (C), Unbilled Receivables are \$812,777 (D), Total Current Liabilities are \$551,094 (E). Accounts Receivable are \$316,327. Accounts Payables are \$351,362 (G). Deferred Revenues are \$144,638.

### **Budget Summary**

The Budget Summary for March 31, 2009 reflects the budget modifications approved at the April Board of Directors meeting. Totals are under budget. The Senior Services program over budgeted amount will improve by the end of the year.

1. Actual Year-To-Date total expenditures are under budget by \$311,459 (J).
2. Salary, fringe and indirect is under budget in total by \$20,884 (K).
3. Direct costs are under budget by \$356,946 (L).
4. The contracts are under budget \$(66,371) (M).



**Dues**

Dues for 2009 collected to date are \$574,730 (75 members paid) as compared to \$570,730 (79) members paid) for same period last year.

**Revolving Loan Fund (RLF)**

The Cash Available is \$121,717 and Receivables from Loans is \$1,293,110. A judgment was issued against Krupp Oil and options are being explored to collect. ThermaSteel is being monitored closely and a letter is being drafted by the attorney concerning their late payments.

**PERSONNEL COMMITTEE**

Councilor Abbott presented a verbal Committee report. Two candidates are presented to fill staff vacancies.

**Fiscal Officer I:** This vacancy is currently being handled through a contract status and will become a full-time position. Denise Turner is the recommended candidate. Ms. Turner is the contract employee and performs the Accounts Payable function. She has excellent skills and is highly recommended based on the work performed over the last 6 months. Mr. Hamilton moved and Mr. Holloway seconded to hire Denise Turner as a Fiscal Officer I. Motion passed on a voice vote.

**Senior Planner I:** A national search was conducted through advertising in transportation planning magazines. Approximately 42 resumes were received and narrowed to 6 potential candidates. These 6 candidates was asked to complete a series of questions in order to determine their proficiency in handling specific tasks defined in the job description. Two candidates were selected based on their answers and phone interviews followed. Both candidates visited the RPC office to interact with staff and for formal interviews. Based on the above selection process, Michael Kaczorowski, P.E. is the recommended candidate. Ms. Rogers moved and Mr. Hamilton seconded the recommendation to hire Michael Kaczorowski and a recommendation to pay \$2500 towards Mr. Kaczorowski's move from Utah to Alabama with the agreement that if he resigns from RPC before completing two years of employment he will reimburse RPC the full amount. Motion passed on a voice vote.

**Personnel Policies and Procedures Amendment**

The Personnel Committee recommended the following proposed amendments to the Personnel Policies and Procedures.

1. 2. 3.

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Addition to **1.2 Recruitment and Selection, 1.2.1 General** is:

Should the need arise, positions may be identified to fill that need. In such situations, the Executive Director shall present the recommendation to the Personnel Committee. Upon approval by the Personnel Committee, the recommendation will be presented to the Program Budget Committee in order to make a budget amendment to include the new position. Upon budget amendment, the agency will follow standard procedure for filling the position vacancy as outlined in section 1.2.4.

Changes to **1.2 Recruitment and Selection 1.2.4 Selection** are:

~~Upon identification of a final candidate, the Executive Director shall forward a recommendation for appointment to the Personnel Committee. Upon recommendation by the Personnel Committee, the recommendation will be presented to the Executive Committee for confirmation. Upon an affirmative confirmation the Executive Director shall be authorized to make a formal offer and appoint the employee.~~

In such cases where the announced position is enumerated in the current budget, the Executive Director, upon identification of a final candidate, has the authority to make a formal offer and appoint the employee.

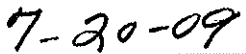
The Board discussed the proposed amendments expressing concerns that these provisions could open an avenue for abuse and would distance the Board from the decision making process who need to stay engaged. They discussed dividing the authority to hire based on the staffing grade. The Committee agreed for staff to rework these proposed amendments and present at the next Board meeting.

### **OTHER**

A flyer for Air Quality forecasts was included in everyone's packet.

There being no further business, the meeting adjourned at 11:45 a.m.

  
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Honorable Bettye Fine Collins, Secretary

  
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Date

