

Regional Planning Commission of Greater Birmingham  
Board Meeting Minutes  
The Center for Regional Planning and Design  
October 21, 2009

**MEMBERS PRESENT**

Honorable Waymon Pitts, Blount County  
Honorable Robbie Hayes, Shelby County  
Mr. Tom Barnett, City of Birmingham  
Mr. Ray Hamilton, Town of Vincent  
Mr. Devon Laney, City of Birmingham  
Honorable David Standridge, Blount County Commission  
Mr. Chester Jolly, City of Warrior  
Ms. Eunice Rogers, City of Birmingham  
Mr. Tim Westhoven, City of Hoover  
Honorable Tom Henderson, Center Point

**MEMBERS REPRESENTED BY ALTERNATES**

Honorable Valerie Abbott, City of Birmingham  
    Represented by Honorable Waymon Pitts  
Honorable Theoangelo Perkins, Town of Harpersville  
    Represented by Honorable Robbie Hayes  
Honorable Delor Baumann, City of Hueytown  
    Represented by Mr. Jim Byram  
Mr. Reginald Holloway, Shelby County  
    Represented by Mr. Ray Hamilton

**MEMBERS ABSENT**

Honorable Bettye Fine Collins, Jefferson County  
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  
Mayor William Hereford, City of Pell City

**OTHERS PRESENT**

Mr. Kevin Owens, City of Birmingham  
Ms. Joselyn Harper, City of Birmingham  
Mr. Ray Morris, Regional Planning Commission  
Mr. Bill Foisy, Regional Planning Commission

Mr. Scott Tillman, Regional Planning Commission  
Mr. Brian O'Dell, Regional Planning Commission  
Mr. Greg Wingo, Regional Planning Commission  
Ms. Cissy Edwards Crowe, Regional Planning Commission

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

Honorable Waymon Pitts called the meeting to order at 10:35 a.m. A quorum was declared by the Vice-Chairman. The following business was conducted.

### **MINUTES**

The minutes from the September 16, 2009 stand as presented.

### **FINANCE COMMITTEE**

Mr. Barnett, Finance Committee Chair reported that the financials indicated August was a good month and nothing out of the ordinary was reported.

Mr. O'Dell then presented the financial information for the period ending August 31, 2009.

### **Statement of Net Assets**

1. The current ratio (current assets/current liabilities) for the period is 3.21 compared to August 2008 which was 4.02.
2. The quick ratio (current assets-unbilled receivables/current liabilities) is 1.66 compared to August 2008 which was 3.3.

Compared to last year's ratios, cash flow is tighter but that is expected due to moving the Air Quality and RideShare inhouse. The liquidity is adequate. The cash flow at the end of the fiscal year is tightening up. In three years, the reduction of the Long Term Debt and the Deficit is remarkable.

Cash and cash equivalents are \$330,596. Total Current Assets are \$843,880 (C), Unbilled Receivables are \$407,738 (D), Total Current Liabilities are \$262,511 (E). Accounts Receivable are \$1-5,546. Accounts Payables are \$46,805 (G). Deferred Revenues are \$160,613.

### **Budget Summary**

Total Expenditures are at or under budget by \$685,888 (J), Salaries, Fringe and Indirect are under budget \$90,514 (K), Direct Costs are under budget \$590,370 (L) and Contracts are over budget \$5,004 (M). The FHWA PL expenditures are slightly over budget and has not utilized all the funding available. The variance for the Senior Services programs is being reduced steadily.

**Dues**

Dues are tracking close to the same as previous year. Dues for 2009 collected to date are \$600,070 (78 members paid) as compared to \$583,460 (80 members paid) for same period last year. Very little activity will take place so close to the year-end.

**Revolving Loan Fund (RLF)**

The cash and cash equivalents is \$43,287. The total receivables from loan recipients are \$1,373,061. The net assets held in trust are \$1,416,348. Krupp Oil and ThermaSteel are in default. A judgement has been issued against Krupp Oil. ThermaSteel's RLF loan is in third position with personal guarantees.

**PERSONNEL COMMITTEE**

Mr. Jim Byram presented the following information on behalf of the Committee who met October 19, 2009.

**DIRECTOR'S RECOMMENDATIONS FOR STAFF VACANCIES**

Mr. Ray Morris, representing Executive Director Charles Ball, reviewed the recommendations for individuals to fill five new positions, and moving a contract employee to regular employee status. These positions are included in the FY 2010 budget adopted by the ROC board in August 2009. The Coordinated Human Service Planner position is funded by Federal Transit Administration Section 5310 (elderly and disabled), 5316 (Job Access/Reverse Commute) and 5317 (New Freedom) funds, a portion of which is 100% federal share. The other positions are funded through Congestion Mitigation/Air Quality funds and Surface Transportation Program funds programmed by the Metropolitan Planning Organization. Both of these programs are currently at 100% federal share.

- **COORDINATED HUMAN SERVICE PLANNER/MOBILITY COORDINATOR**  
**(1 position)**

The Coordinated Human Service Planner/Mobility Coordinator will be responsible for updating the Coordinated Human Service Transportation plan, oversight of the Section 5310 elderly and disabled paratransit services (ClasTran) currently being managed by the ALDOT, and overseeing the Federal Transit Administration's 5316 Job Access and Reverse Commute and 5317 New Freedom programs.

Nineteen resumes were received for this position. Advertisements were run locally and nationally. To narrow the field, questions were sent to the top five candidates. Based on responses to questions, one person was selected for an interview. Mr. Ball recommends the following individual for approval.

Ms. Laurel A. Land, AICP, Grade 7, Step 7

Laurel has over 15 years experience in planning, 10 years in human service transportation planning. Her work experience included University of South Florida, Center for Urban Transportation Research, Tampa, FL and Polk Transportation Planning Organization (MPO), Bartow, FL. Laurel has a B.A. in American Intercultural Studies, Moody Bible Institute and a M.A. in Urban and Regional Planning from the University of Florida.

The Committee discussed how Ms. Land's background, experience and personality can be an asset to this program. Her experience and knowledge in multiple fields, including grant management and operations, will be necessary to address the transportation issues of the Clastran program. She fills a knowledge gap necessary for management of this program, including the most efficient use of funds to serve the maximum number of elderly and disabled. Ms. Land's resume reflects a recent period of self-employment, but during this time she continued to progress in her education and worked part time to keep her credentials up-to-date.

- **RIDESHARE PROGRAM**  
**(4 positions)**

These four positions were under a third-party contract with URS that ended September 30, 2009. In July, management recommended, as part of the approved FY 2010 RPC budget, that the program be brought in-house upon contract expiration. The positions are Program Manager, Outreach and Customer Service (2).

**Program Manager (1)**

Twenty-seven resumes were received for this position. Advertisements were run locally including online ads. Interviews were conducted with six candidates. Mr. Ball recommends the following individual for approval.

Ms. Allison Nichols, Grade 7, Step 8

Allison has experience as a sales and marketing director for The Robert Trent Jones Golf Trail Oxmoor Valley, Birmingham, AL. Other experience includes Bruno Event Team, Birmingham, AL and Twin Cedars Youth Services, LaGrange, Ga. Allison has a B.A. in Communications from the University of Alabama.

The Committee discussed Ms. Nichols ability to increase participation in the program. She has a proven track record with building relationships and growing programs through her personable outreach methods especially her communication skills and diligent effort to stay in contact with participants. Councilor Abbott stated that she has worked with her during Brunos' Events. Ms. Nichols will produce monthly reports documenting carpool, vanpool and employer activity. The Committee requested a report on a quarterly basis.

**Outreach (1)**

Thirty-six resumes were received for the Outreach position. Advertisements were run locally including online ads. Phone interviews were conducted with the top five candidates followed by interviews with five candidates. Mr. Ball recommends the following individual for approval:

Ms. Lindsey Gray, Grade 6, Step 10

Lindsey has experience in marketing, business development, community relations, media relations and fundraising with the Holistic Health Care Hospice Services, Birmingham, AL. Other experience includes Calysto Communications and Public Relations, Atlanta, GA, and the American Red Cross, Birmingham, AL. Lindsey has a B.S. in Communications from Troy University.

The Committee discussed Ms. Gray's experience and that she will provide a natural ability for problem solving and truly enjoys going meeting with the public. Her approach will be to train the company representatives in development of the RideShare program. This approach goes beyond just making each company a "partner." She has the ability to be groomed for a leadership position.

**Customer Service (2)**

Fifty-three resumes were received for these positions. Advertisements were run locally including online ads. Phone interviews were conducted with the top five candidates followed by interviews with five candidates. Mr. Ball recommends the following individuals for approval.

Ms. Jeniese Hosey, Grade 4 Step 11

Jeniese has experience in public relations and event planning. Her work experience includes Girls Incorporated, Birmingham, Alabama, YWCA Central Alabama, Birmingham, Alabama and Alabama State University, Montgomery, Alabama. Jeniese has a B.S. in Communications from the University of Alabama.

Ms. Ricki Hall, Grade 4, Step 6

Ricki has over 9 years experience in customer service and database management. Her experience includes Two Men and a Truck, Birmingham, Alabama and Palmerdale Animal Clinic, Pinson, Alabama. Ricki graduated from Pinson Valley High School.

The Committee discussed the experience of Ms. Hosey and Ms. Hall. Ms. Hosey's experience will allow her to move between being a support staff to the Outreach program but also participating in the meetings with and development of Partners. Ms. Hall's responsibility requires a serious attention to detail in the maintenance of the Rideshare database that has over 9,000 registered.

• **MARKETING SPECIALIST**

This request is to move the RPC Marketing Specialist from contract employee to regular employee status. This position was first budgeted in FY2009 and continued in the FY 2010 budget. The position was filled December 2009 through a contract employee status. The Marketing Specialist is responsible for coordinating marketing activities for the RPC's rideshare and air quality programs. Prior to December 2008, these activities were coordinated by a third-party contractor.

**Greg Wingo Grade 7 Step 8**

Greg has experience as manager of marketing, special promotional events and communications. His work experience includes a managerial position with al.com, the online website for the Birmingham News. Additional experience includes business owner for a local art gallery and a sports management company. He has worked under contract with the RPC since December 2008. Greg has a B.A. in Communications from the University of Alabama.

The Committee discussed Mr. Wingo's contribution during his tenure as a contract employee. He has been instrumental in the ITP public meetings and the rebranding of RPC as the agency to go to for all programs and services offered by the RPC.

Mr. Hamilton asked about the basis for determining a Grade for a position. Mr. Morris responded that education, experience and job responsibility are the top determinations.

Mr. Laney moved and Ms. Rogers seconded to approve the recommendations as presented. Motion passed on a voice vote.

**DEPUTY EXECUTIVE DIRECTOR'S REPORT**

Mr. Morris reported that Mr. Charles Ball, Executive Director, sends his regards. He is attending the Alabama Association of Regional Councils annual meeting.

As of Monday, October 19, 2009, a Request for Proposals (RFP) for the IN-Town Transit Partnership Design-Build Project. The RPC has no obligation at this time, but wants to be ready if funding is approved through the TIGER grant for \$65 million.

The Regional Transportation Plan is nearing completion.

**OTHER**

Meetings for November were announced with special notice to the Program Budget Committee meeting moving to Tuesday because of Veteran's Day the following Wednesday.

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There being no further business, the meeting adjourned at 11:12 a.m.

<u><i>Bettye Fine Collins</i></u>	<u>11-24-09</u>
Honorable Bettye Fine Collins, Secretary	Date