Board Meeting Minutes
August 15, 2018

MEMBERS PRESENT
Honorable Valerie Abbott, City of Birmingham, Chairman
Mr. Chester Jolly, City of Warrior, Secretary
Honorable David Jones, City of Springville, Treasurer
Mr. Tim Westhoven, City of Hoover
Honorable Tommy Bowers, St. Clair County
Mr. Reginald Holloway, Shelby County
Honorable Robbie Hayes, Shelby County
Honorable Tom Henderson, City of Center Point
Mr. Ed Lowe, City of Oneonta

MEMBERS REPRESENTED BY ALTERNATES
Honorable Joe Knight, Jefferson County
Represented by Mr. Zack Brooks
Ms. Eunice Rogers, City of Birmingham, Vice-Chairman
Represented by Honorable Valerie Abbottt

MEMBERS ABSENT
Honorable Sandra Little Brown, Jefferson County
Honorable Chris Green, Blount County
Honorable Ken Gulley, City of Bessemer
Honorable Eddie Reed, Town of Jemison
Honorable Jimmie Stephens, Jefferson County
Mr. Jeff Downes, City of Vestavia Hills
Mr. Devon Laney, City of Birmingham
Honorable Lee McCarty, Town of Wilsonville
Honorable Loxil Tuck, City of Tarrant
Honorable Randy Curtis, City of Hayden

OTHERS PRESENT
Mr. Charles Ball, RPCGB
Dr. Ray Morris, RPCGB
Mr. Brian O’Dell, RPCGB
CALL TO ORDER AND ROLL CALL
Chairman Abbott called the meeting to order at 10:39 a.m. A quorum was declared by the Chairman.

MINUTES
Minutes from February 21, 2018 stand as written.

FINANCE COMMITTEE

Mr. Brian O’Dell presented the financial reports ending June 30, 2018.

Statement of Net Assets
The financial statements are solid with consistency of numbers which is the way we want them. Mr. O’Dell pointed out the Net Change column on the report and how consistent these numbers are year over year. The things where there were differences, for example in the receivables and unbilled receivables as well as the accounts payables are related to things that are outside of what’s going on at RPC. As mentioned in previous meetings, Alabama Department of Senior Services and their new EVV (Electronic Voucher Verification) system and how it had the potential to be a problem as it was in the beginning. Here we are nine months later and the EVV system is beginning to have a positive effect as it has sped up our billing and reimbursement process from ADSS.

Total Current Assets are $3,610,622 (C), Unbilled Receivables are $767,235 (D). Total Current Liabilities are $1,212,826 (E), Accounts Receivable are $984,252 (F), Accounts Payable are $1,047,373 (G), Deferred Revenues are $352,348 (H).

Budget Summary
Mr. O’Dell pointed out a few relatively small negative numbers in Column K listed on the report. Those numbers are in relation to when RPC gets half way into the year we begin to start to project and peg where the fringe and indirect rates are going to land. The fringe rate for this year projected a little higher than what was budgeted. As a result, the overages are a direct reflection of that. Mr. O’Dell added that he is confident that those numbers will be able to be worked out into positive numbers by year end. Total
Expenditures are $3,040,108 (J), Salaries, Fringe and Indirect are $190,382 (K), Direct Costs and Contracts are $2,849,726 (L).

Mr. O'Dell discussed the Medicaid Waiver Elderly & Disabled Program. According to the Budget Summary that program is $2 million under budget. Yet in the Case Management component of it we are only $55,000 under budget. To explain, Mr, O'Dell provided a visual chart for the Committee. When the budget was made, a 15% increase was projected for the total number of clients in the program. There were around 700 clients at the beginning of the year to now near 740 clients. That is due to how ADSS allocates the slots. In total the program grew a total of approximately 5%. Mr. O'Dell discussed how the Personal Choices Program is growing extremely rapidly. The program went from a little over a hundred at the first of the year to approximately 270. The number of DSP clients have gone down dramatically. At the first of the year, most of the clients were served by DSP’s. Now many of them have moved over to the Personal Choices Program.

Dues
The Committee reviewed the Dues Status report for FY2018. A comparison chart was distributed indicating dues collected as of July 31, 2018. 67- member governments have paid $594,120 during FY 2018 compared to 66- member governments paying $593,440 for the same period last year (FY2017).

PROGRAM BUDGET COMMITTEE

FY2019 Budget
Mr. Brian O'Dell presented the FY2019 Draft Budget. There is only one funding source that was on last year's budget that is not on this budget and that is the ACDD program. The other funding amounts are consistent year over year. Mr. O'Dell mentioned that the budget was put together with the best guess process, however because there are some uncertainties with the Medicaid Waiver programs RPC may have to put together a budget modification this year.

Mr. Chester Jolly moved and Mr. Tim Westhoven seconded to adopt the FY2019 Budget as presented. Motion passed on a voice vote.

Heart of Alabama Rural Planning Organization (HARPO) Planning Work Program
Mr. Marshall Farmer presented the HARPO report. Mr. Farmer stated that HARPO is the Heart of Alabama Rural Planning Organization and RPC does outreach for ALDOT in St. Clair, Blount, Walker and Chilton Countires. The Annual Progress Report was included in the packets which listed four tasks (Administration and Management, Public Meetings, Data Management and Project Development, and Documentation) that RPC staff has worked on in the past year. Mr. Farmer announced that there has been one task added. RPC will now help ALDOT do outreach for their Statewide Transportation Improvement Program. ALDOT will adopt that this upcoming year and will be in effect October 1, 2019.
Mr. Farmer also pointed out that our funding has been increased some from last year: Federal Funding will be $53,900 with Local Funding at $13,475 for a total of $67,375.

Mr. Ed Lowe moved and Mr. Tim Westhoven seconded to adopt the HARPO Work Program as presented. Motion passed on a voice vote.

**ALDOT – Building Communities Agreement**
Mr. Scott Tillman presented the FY2019-FY2020 Building Communities Agreement. Mr. Tillman noted that the typo that was previously listed in the Joint Finance and Program Budget Committee meeting has been modified to reflect the correct funding source of STPBH instead of CMAQ Funds. The amount listed is the normal amount with Federal MPO Funds of $550,000 and Agency Funds at $137,500 for a total of $687,500.

Mr. Chester Jolly moved and Mayor Tom Henderson seconded to adopt the agreement as presented. Motion passed on a voice vote.

**ALDOT – Ozone Awareness Program Agreement**
Mr. Scott Tillman presented the FY2019-FY2020 Ozone Awareness Program Agreement for Jefferson and Shelby Countites. Mr. Tillman announced that the total Federal CMAQ Funds for this Agreement is $832,483.20 and Agency Funds at $208,120.80 for a total of $1,040,604. This money is used for outreach at schools as well as alternative fuels projects.

Mr. Chester Jolly moved and Commissioner Tommy Bowers seconded to adopt this agreement as presented. Motion passed on a voice vote.

**PERSONNEL COMMITTEE**

Ms. Stacie Carter presented the Vacation Time Exchange Policy, Vacation Time Accrual Policy and the Personnel Policy Manual Language update.

**Vacation Time Exchange Policy**
Ms. Carter stated that the purpose of the Policy is to expand the benefit offerings at RPCGB and enhance the work life balance for our valued employees, we are implementing the Vacation Time Exchange Plan. This plan offers employees the option to cash out unused vacation time and/or purchase additional vacation time.

All requests to purchase additional vacation time for the following calendar year must be made during the annual open enrollment period. You must submit your completed Vacation Time Exchange form to Human Resources by midnight on the last day of open enrollment.

Vacation time may be purchased in the following increments:
• 8-hour blocks, up to a maximum of 50% of your annual accrual amount.

Once your Vacation Time Exchange form is approved, the cost to purchase your additional vacation time will be calculated to equal your wages for the amount of time you would like to purchase.

Ex: If you would earn $200 by working an 8-hour day; the cost to purchase 8 hours of vacation time would be $200.

The purchase amount would then be divided by 24 and deducted from your bi-monthly paychecks over the next calendar year.

Ex: You earn $200.00 per day based on your salary. You purchase three 8-hour blocks of vacation time for $600.00. Your deduction each check would be $600/24, or $25 per paycheck.

**Mandates:**
Company provided vacation time MUST be used prior to using employee purchased vacation time. You must exhaust your earned vacation time prior to using your purchased vacation time.

In the event that you separate employment from RPCGB, and have not used your purchased vacation time, a credit will be added to your final paycheck for the unused hours that have been paid in full.

Ex: You purchased 24 hours of time, but the paycheck deductions are equal to 16 hours of purchased time at the time of your separation from RPCGB. The credit on your final check will total the 16 hours which have been paid in full.

Purchased vacation time cannot roll over to the following calendar year and must be used during the calendar year in which it was purchased.

Unused, electively purchased vacation days may be cashed out prior to the end of the calendar year. Notice to sell the unused, electively purchased vacation time must be submitted to Human Resources by December 1 of the calendar year. If notice is given, such purchased vacation time will no longer be available for use and shall be paid to the employee in Cash equal to the value of such purchased vacation time. Such payment shall be made on or before the last day of the plan year. The amount of cash paid for unused purchased vacation time, shall be the same amount that was contributed by the employee for the purchase of the vacation time.
Selling Vacation Time
Employees may electively choose to sell their unused, earned vacation time back to RPCGB under the following provisions:

The employee may sell unused, earned vacation hours only.

Unused, earned vacation hours can be sold in the following increments:
- 4-hour blocks, up to a maximum of 50% of your annual vacation accrual amount.

The employee must retain 16 hours of Paid Time Off. This total can include Personal Day, Sick and Vacation.

Ex: You have 46 hours in your Vacation bucket and 52 hours in your Sick bucket. You can sell the max of 40 vacation hours back, because your total hours of paid time off still exceeds the required 16 hours. After selling 40 vacation hours, you will still have 6 hours of vacation remaining and 52 sick hours, for a total of 58 Paid Time Off hours remaining.

Requests to sell unused, earned vacation hours can be submitted January through November 30 of each calendar year.

Limitations:
Employees who are suspended without pay may not request to sell unused, earned vacation time while suspended.

Employees who have submitted a resignation to separate employment from RPCGB may not submit a request to sell earned, unused vacation time; and will fall under the PTO payout policy for terminated employees.

Ms. Stacie Carter announced that in conjunction with the implementation of this policy, the vacation time accrual policy will change to the following:

Vacation time will accrue quarterly on the first of the following months:

January, April, July, October

Accruals will continue to follow the years of service accrual amounts; as stated in the Personnel Policy Manual and will accrue in quarterly amounts, as opposed to the current monthly amounts.
Mr. Chester Jolly moved and Commissioner Hayes seconded to adopt the Vacation Time Exchange Policy as presented. Mr. Reginald Holloway opposed. Motion passed with majority in favor.

**Personnel Policy Manual Language in Section 8.1: Resignation**
Ms. Stacie Carter made a request to modify the Personnel Policy Manual Language from the existing Policy:

8.1 Resignation
To resign in good standing, except in the case of an emergency, an employee should give at least two weeks (14 calendar days) notice in writing to his or her supervisor. In the case of an emergency, the reason should be fully documented in the notice. **Employees who resign, shall receive payment for all accrued work time and annual leave credit**.

Recommended Modification:
To resign in good standing, except in the case of an emergency, an employee should give at least two weeks (14 calendar days) notice in writing to his or her supervisor. In the case of an emergency, the reason should be fully documented in the notice. **Employees who resign, shall receive payment for all accrued, unused vacation time**.

Mr. Ed Lowe moved and Councilor David Jones seconded to adopt this modification as presented. Motion passed on voice vote.

**OTHER**

There being no further business, the meeting adjourned at 11:32 a.m.

[Signature]
Mr. Chester Jolly, Secretary  
12/13/18  
Date