

AGENDA

Triangle Transit Personnel Committee

Tuesday, September 13, 2011
1:00 p.m. - 2:30 p.m.

Board Room, 4600 Emperor Blvd., Suite 100
Durham, NC

Web Site: www.TriangleTransit.org



Agenda Topic

Presenter(s)

- I. **Adoption of Agenda**
Ellen Reckhow

- II. **Approval of Minutes**
Attachment: May 10, 2011 [page 2](#)
Action Requested: Approve minutes.
Clerk to the Board

- III. **2nd Quarter 2011 EEO Report**
Attachments: Memorandum & Charts [page 4](#)
Action Requested: None.
Sylvester Goodwin

- IV. **Closed Sessions**
Pursuant to NCGS §143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
 - A. **General Manager Performance Evaluation**
Attachments: Memorandum & Evaluation Materials [page C9](#)
Action Requested: Discuss and make recommendation to Board.
Jeff Merritt

 - B. **General Manager Employee Contract**
Attachments: Memorandum & Current Contract [page C](#)
Action Requested: Discuss and make recommendation to Board.
Jeff Merritt

- V. **Adjournment**
Ellen Reckhow

Triangle Transit Board Meeting Calendar

Group	Monthly Meeting	Next Meeting
Board of Trustees	4 th Wednesday, 1:30 p.m.	September 28, 2011
Personnel Committee	as scheduled	TBD
Planning & Legislative Committee	1 st Tuesday, 11:30 a.m.	October 4, 2011
Operations & Finance Committee	1 st Tuesday, 10:00 a.m.	October 4, 2011

**Triangle Transit Board of Trustees
Personnel Committee Meeting Minutes
May 10, 2011**

Board Room, The Plaza, 4600 Emperor Blvd., Suite 100
Durham, NC

Committee Members Present:

Sig Hutchinson
Jeff Merritt

Ellen Reckhow, Committee Chair

Committee Members Absent:

Mary-Ann Baldwin (excused)

Others Present:

Laurie Barrett
Janet Carter
Michelle Dawson
Saundra Freeman

Sylvester Goodwin
Wib Gulley
David King

Committee Chair Ellen Reckhow called the meeting to order at 1:11 p.m.

I. Adoption of Agenda

Action: On motion by Hutchinson and second by Merritt the agenda was adopted. The motion was carried unanimously.

II. Approval of Minutes

Action: On motion by Merritt and second by Hutchinson the minutes of the February 1, 2011, regular and closed sessions meetings were approved. The motion was carried unanimously.

III. 1st Quarter 2011 EEO Report

Sylvester Goodwin presented the 1st quarter EEO report, stating that turnover was up slightly over the fourth quarter, but still relatively low at 3.7%. He added that staff has increased by 17, the largest hiring in a single quarter since 2007. Bus operations turnover also increased from the previous quarter, from 3.9% to 6.3%; however, well below the 2004 high of 36%. Goodwin pointed out that progress has been made on hiring goals for female managers.

Reckhow noted that the diversity of Triangle Transit's workforce is outstanding.

IV. Policy Manual Revisions

Janet Carter reviewed the proposed revisions to the policy manual, some as presented previously, and others based on feedback received from the Committee:

- Manual Introduction – Add wording that describes the broader scope of Triangle Transit services
- Workplace Violence – Add “Triangle Transit fosters a safe work environment for employees.”
- Internal Job Placement – Make tenure in job and tenure in position one year
- Retirement Savings Plan – Add that employees who terminate can receive their retirement savings lump sum

- Paid Holidays – Change word from “must” to “may”
- Wellness – Dated information deleted; reimbursement based on the annual budget.
- Tuition Assistance – Add language to reflect a payback policy for employees who are sent to high dollar training (certifications, etc.) and who terminate within a year. Payback language matches that of tuition reimbursement.
- Vacation Policy – Replace Vacation Policy with new language regarding balances; accrual rates do not change

Reckhow suggested that the new language in the tuition assistance policy be placed within the policy that explains termination and reimbursement. She also suggested reimbursement of 25% for termination 6-12 months following training, but authorizing the General Manager to waive payback.

Reckhow then asked about the ability to donate accrued sick leave to a fellow employee. Carter responded that this would be difficult for Triangle Transit to administer based on technical capabilities. Merritt encouraged staff to add this capability during the next software upgrade. Carter reminded Committee members that Triangle Transit does offer a short-term income protection plan. King stated that staff would look further into this possibility.

V. Clerk to the Board Contract Evaluation

Ellen Reckhow shared several comments received from Board members regarding the Clerk’s performance.

Action: On motion by Hutchinson and second by Merritt the Committee voted to recommend that the Board continue the contract for FY12, with the automatic 3% increase in contract rate. The motion was carried unanimously.

VI. Adjournment

Action: On motion by Hutchinson and second by the meeting was adjourned at 1:51 p.m. The motion was carried unanimously.

Ellen Reckhow, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Triangle Transit Board

MEMORANDUM

TO: Triangle Transit Personnel Committee
FROM: Sylvester Goodwin, Director of EEO/DBE
DATE: August 29, 2011
SUBJECT: EEO-1 Analysis for Quarter Ending June 30, 2011

The EEO-1 Report is attached for your review and consideration. It represents a composite view of Triangle Transit's hiring and separations for the quarter ending June 30, 2011.

Year	Quarter	Total Staff	New Hires	Term/Resign	Turnover %
2011	April - June (2nd)	207	7	2	1.0

Total staff turnover for the quarter ending June 30, 2011 was 1.0%, down moderately from 3.71% in the first quarter. Total staff decreased from 211 to 207 during the quarter.

Bus Operations

Year	Quarter	Total Operators	New Hires	Term/Resign	Turnover %
2011	April - June (2nd)	108	6	2	1.9

Bus operator turnover for the second quarter declined appreciably to 1.9%, from 6.3%, at the end of the first quarter.

Turnover Explanation - of the two separations; one was voluntary, the other involuntary.

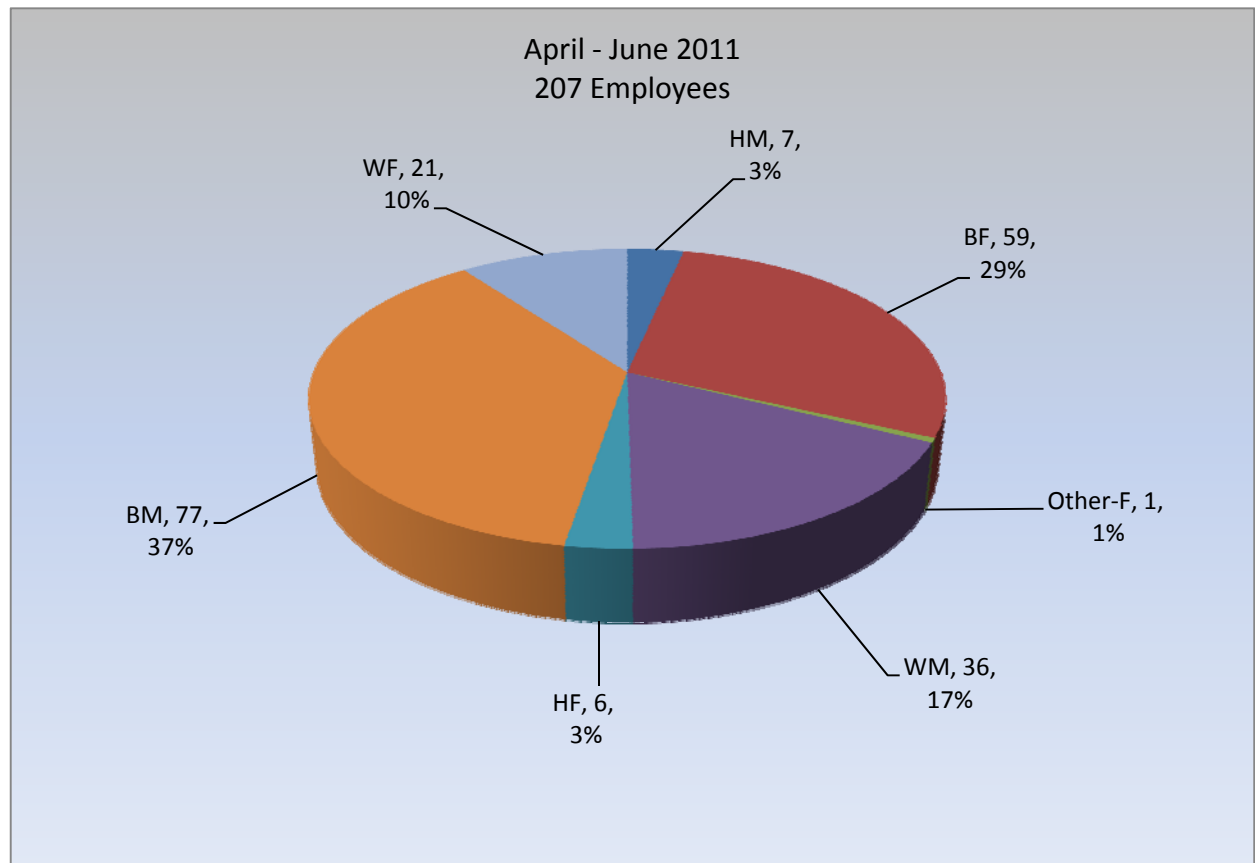
Diversity of Applicants, New Hires, Separations & Promotions

April - June 2011 2nd Quarter				
Race	Applicants	New Hires	Separations	Promotions
AI/AN	0	0	0	0
Asian	0	0	0	0
Black	62	6	1	1
White	13	1	1	1
Hispanic	2	0	0	0
Multi-Racial	0	0	0	0
Unknown	26	0	0	0
Total	103	7	2	2

Composition of Workforce

Total Workforce	207	100%
Male	120	58%
Female	87	42%
Black	136	66%
White	57	27%
Hispanic	13	6%
Multi-Racial	1	1%
American Indian/Alaska Native	0	0%
Asian	0	0%
Total	207	100%

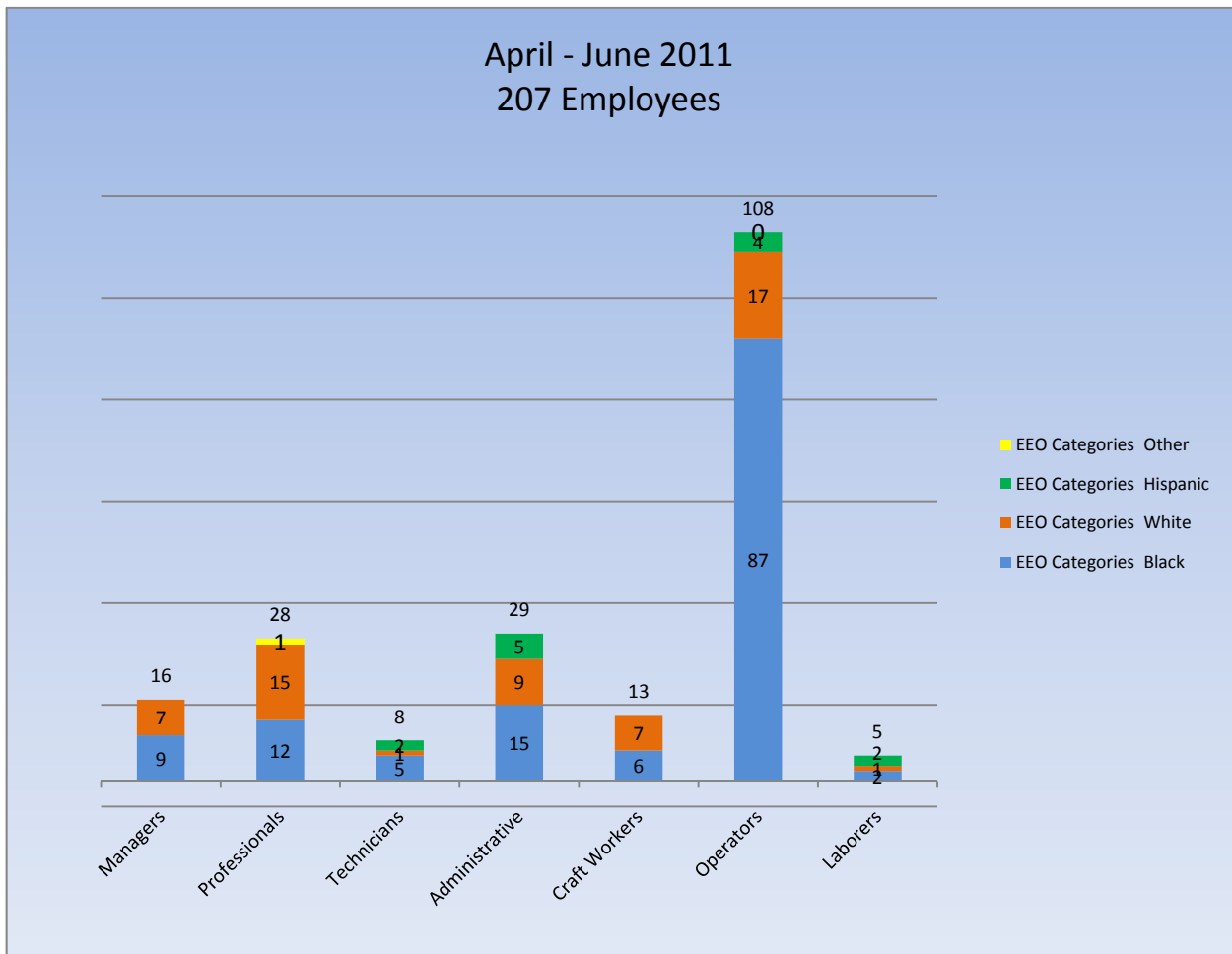
Race-Gender Composition



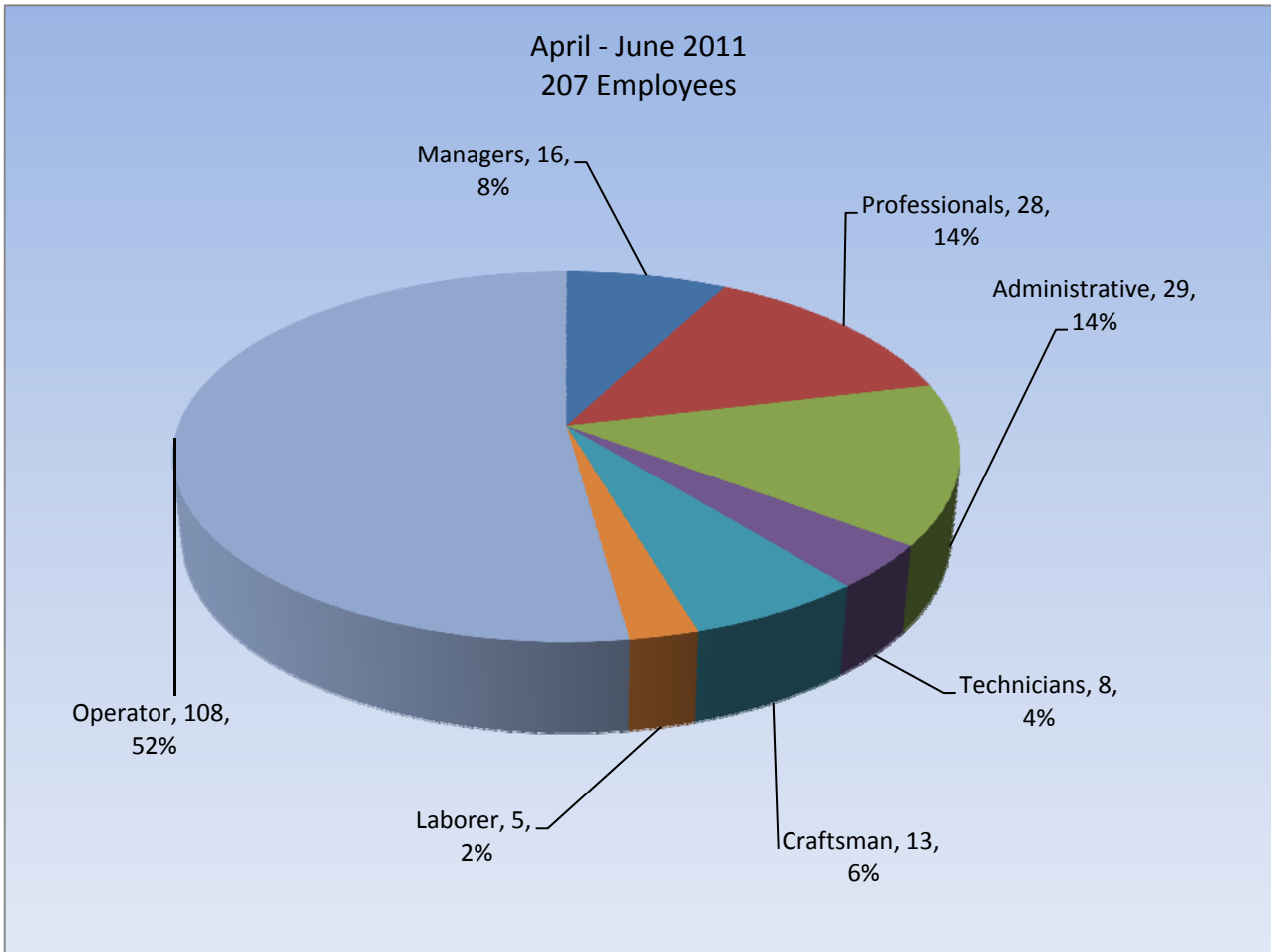
**Total Workforce/EEO Categories - Gender and Ethnicity
April - June 2011**

EEO Category	Male	Female	Total	Black	White	Hispanic	Asian	AI/AN	Multi-Racial
Officials & Managers	12	4	16	9	7	0	0	0	0
Professionals	13	15	28	12	15	0	0	0	1
Technicians	5	3	8	5	1	2	0	0	0
Administrative	5	24	29	15	9	5	0	0	0
Craft Workers	13	0	13	6	7	0	0	0	0
Operators	68	40	108	87	17	4	0	0	0
Laborers	4	1	5	2	1	2	0	0	0
Total	120	87	207	136	57	13	0	0	1

**EEO Categories by Race
2nd Quarter**



EEO Workforce Categories 2nd Quarter



Triangle Transit - EEO Workforce Analysis

Dept. Job Title or Number	Salary	Current Period As Of: June 30, 2011																Current %				Availability Factor		% of Under-Utilization		GOAL	
		All Employees			MINORITY EMPLOYEES										MIN		F		MIN		F						
					MALE					FEMALE																	
		TOT	M	F	W	AA	HISP	API	AIAN	NHOPI	MULTI	W	AA	HISP	API	AIAN	NHOPI	MULTI	#	%	#	%	MIN	F	MIN	F	MIN
Executive Senior Level & First/Mid Level Officials and Managers		16	12	4	6	6					1	3					9	56.3%	4	25.0%	14.3%	38.7%	42.0%	-13.7%	(6.71)	2.19	
Professionals		28	13	14	8	5				7	6					1	13	46.4%	14	50.0%	18.4%	57.9%	28.0%	-7.9%	(7.85)	2.21	
Technicians		8	5	3	1	2	2					3					7	87.5%	3	37.5%	22.9%	59.5%	64.6%	-22.0%	(5.17)	1.76	
Administratiive Support Workers		29	5	24	0	4	1				9	11	4				20	69.0%	24	82.8%	24.4%	76.3%	44.6%	6.5%	(12.92)	(1.87)	
Craft Workers		13	13	0	7	6	0										6	46.2%	0	0.0%	23.1%	6.3%	23.1%	-6.3%	(3.00)	0.82	
Operatives		108	68	40	13	53	2			0	4	34	2				91	84.3%	40	37.0%	39.7%	36.9%	44.6%	0.1%	(48.12)	(0.15)	
Laborers		5	4	1	1	1	2					1	0				4	80.0%	1	20.0%	42.1%	13.4%	37.9%	6.6%	(1.90)	(0.33)	