

AGENDA

Triangle Transit Personnel Committee

Tuesday, May 11, 2010
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 | | Clerk to the Board |
| Attachment: Draft Minutes | | |
| Action Requested: Approve minutes. | | |
| A. February 2, 2010 - Regular Session | page 2 | |
| B. February 2, 2010 - Closed Session A | page C9 | |
| C. February 2, 2010 - Closed Session B | page C10 | |
| III. 1 st Quarter 2010 EEO Report | | Sylvester Goodwin |
| Attachments: Memorandum & Charts | page 4 | |
| Action Requested: None. | | |
| IV. Clerk to the Board Contract Evaluation | | Ellen Reckhow |
| Attachments: Memorandum. | page 8 | |
| Action Requested: Make recommendation regarding contract. | | |
| V. Adjournment | | Ellen Reckhow |

Triangle Transit Board Meeting Calendar

Group	Monthly Meeting	Next Meeting
Board of Trustees	4 th Wednesday, 1:00 p.m.	May 26, 2010
Personnel Committee	as scheduled	September 7, 2010, 1 p.m.
Planning & Legislative Committee	1 st Tuesday, 11:30 a.m.	June 1, 2010
*Operations & Finance Committee	1 st Thursday, 10:00 a.m.	June 3, 2010

**Triangle Transit Board of Trustees
Personnel Committee Meeting Minutes
February 2, 2010**

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:

Janet Carter
Michelle Dawson
Saundra Freeman
Sylvester Goodwin
Damien Graham

Wib Gulley
David King
Brad Schulz
Christy Whittington

Committee Chair Ellen Reckhow called the meeting to order at 1:09 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 September 23, 2009, regular and closed sessions meetings were approved. The motion was carried unanimously.

III. 4th Quarter 2009 EEO Report

Sylvester Goodwin reviewed the 4th quarter EEO report, highlighting that turnover is up 2.7% to 4.7% from the 3rd quarter, the first increase since 1st quarter of 2008, which was at 6.4%.

Merritt asked if there are any trends related to involuntary turnover. Janet Carter responded most are preventable accidents.

IV. Human Resources – A Wellness Perspective

Christy Whittington gave a presentation on Triangle Transit's wellness program, which is attached and hereby made a part of these minutes.

Reckhow asked if an annual physical for employees is free. Whittington responded that they have to pay the \$20 co-pay up front, but are reimbursed that amount. Reckhow asked if an annual physical could be made mandatory. Whittington responded yes. Reckhow stated that she was particularly concerned about this related to bus operators due to safety risks related to their health. Whittington said that there is a Federal mandate for regular physicals in order to maintain a CDL. She added that operators are encouraged to see their primary care doctor as well.

IV. Closed Sessions

Action: On motion by Merritt and second by Hutchinson the Committee adjourned into closed session at 1:52 p.m. for the purposes of and pursuant to the Statutes listed below. The motion was carried unanimously.

A. General Counsel Contract Renewal

Pursuant to NCGS §143-318.11 (a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the amount of compensation and other material terms of an employment contract or proposed employment contract.

B. General Counsel Performance Evaluation

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.

V. Adjournment

Action: Chair Reckhow adjourned the meeting at 4:37 p.m.

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: April 27, 2010
 SUBJECT: EEO-1 Analysis for Quarter Ending March 31, 2010

The EEO-1 Report is attached for your review and consideration. It represents a composite view of the Triangle Transit's hiring and termination for the quarter ending March 31, 2010.

Year	Quarter	Total Staff	New Hires	Term/Resign	Turnover %
2010	Jan - Mar (1 st)	184	2	6	3.2

Total staff turnover for the quarter ending March 31, 2010 was 3.2%. Turnover is down moderately from the fourth quarter rate of 4.7%.

Bus Operations

Year	Quarter	Total Operators	New Hires	Term/Resign	Turnover %
2010	Jan-Mar (1 st)	91	0	5	5.4

Bus Operator turnover begins the first quarter at 5.4%. Turnover is up slightly from the 2009 fourth quarter rate of 5.2%. There were no new hires for operators during the quarter.

Turnover Explanation - Three of the five operator separations were voluntary; the other two were involuntary.

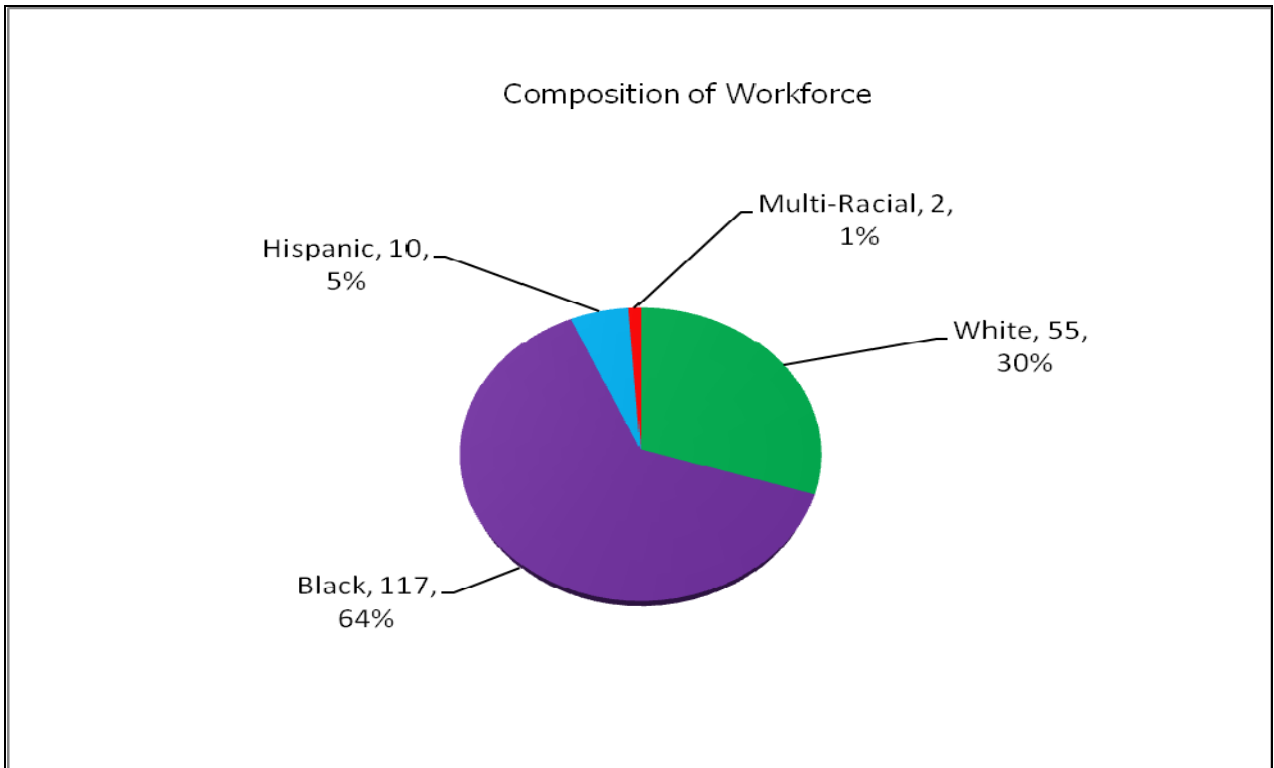
Diversity of Applicants, New Hires & Terminations

January - March 2010 1 st Quarter			
Race	Applicants	New Hires	Terminations
AI/AN	1	0	0
Asian	1	0	0
Black	29	1	5
White	5	1	1
Hispanic	1	0	0
Multi-Racial	0	0	0
Unknown	2	0	0
Total	39	2	6

Composition of Workforce

Male	107	58%
Female	77	42%
Black	117	64%
White	55	30%
Hispanic	10	5%
Multi-Racial	2	1%
American Indian/Alaska Native	0	0%
Asian	0	0%
Total Workforce	184	100%

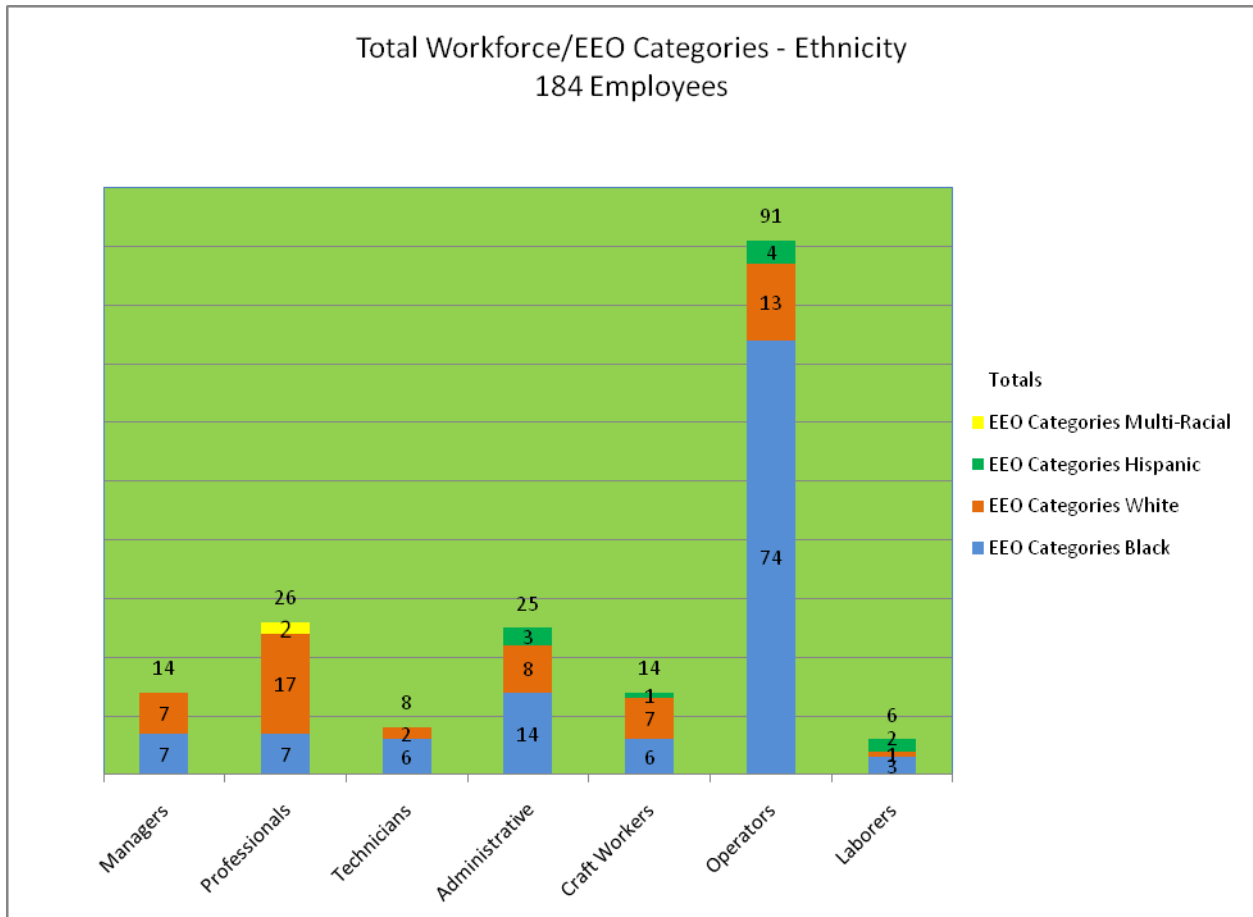
January - March 2010 1st Quarter



**Total Workforce/EEO Categories - Gender and Ethnicity
January - March 2010**

EEO Category	Male	Female	Black	White	Hispanic	Asian	AI/AN	Multi-Racial
Officials & Managers	10	4	7	7	0	0	0	0
Professionals	13	13	7	17	0	0	0	2
Technicians	3	5	6	2	0	0	0	0
Administrative	4	21	14	8	3	0	0	0
Craft Workers	14	0	6	7	1	0	0	0
Operators	58	33	74	13	4	0	0	0
Laborers	5	1	3	1	2	0	0	0
Total	107	77	117	55	10	0	0	2

**January - March 2010
1st Quarter**



Triangle Transit - EEO Workforce Analysis

Dept. Job Title or Number	Salary	Current Period As Of: March 31, 2010																Current %				Availability Factor		% of Under-Utilization		GOAL		
		All Employees			MINORITY EMPLOYEES													MIN		F		MIN		F				
		TOT	M	F	W	MALE						FEMALE							#	%	#	%	MIN	F	MIN	F	MIN	F
						AA	HISP	API	A/AN	NHOPI	MULTI	W	AA	HISP	API	A/AN	NHOPI	MULTI										
Executive Senior Level & First/Mid Level Officials and Managers		14	10	4	7	7						2	2						9	64.3%	4	28.6%	14.3%	38.7%	50.0%	-10.1%	(7.00)	1.42
Professionals		26	13	13	10	3						7	3					2	8	30.8%	13	50.0%	18.4%	57.9%	12.4%	-7.9%	(3.22)	2.05
Technicians		8	3	5	2	1													6	75.0%	5	62.5%	22.9%	59.5%	52.1%	3.0%	(4.17)	(0.24)
Administrative Support Workers		25	4	21	0	3	1					8	11	2					17	68.0%	19	76.0%	24.4%	76.3%	43.6%	-0.3%	(10.90)	0.07
Craft Workers		14	14	0	7	6	1												7	50.0%	0	0.0%	23.1%	6.3%	26.9%	-6.3%	(3.77)	0.88
Operatives		91	58	33	11	45	2					2	29	2					78	85.7%	33	36.3%	39.7%	36.9%	46.0%	-0.6%	(41.87)	0.58
Laborers		6	5	1	1	2	2						1	0					5	83.3%	2	33.3%	42.1%	13.4%	41.2%	19.9%	(2.47)	(1.20)

MEMORANDUM

TO: Triangle Transit Personnel Committee
FROM: Ellen Reckhow, Personnel Committee Chair
DATE: May 6, 2010
SUBJECT: Clerk to the Board Contract Evaluation

Action Requested

Make a recommendation to Board of Trustees regarding Clerk to the Board contract for FY 2011.

Background and Purpose

Board members were requested to contact me with any comments regarding performance of the Clerk to the Board. I will share comments received at the Personnel Committee meeting. The Committee will discuss the performance of the Clerk to the Board, consider the comments received from Board members, and make a recommendation to the Board regarding contract renewal for FY 2011.

The contract for professional services (for Board Support Services) states, "The TTA Board of Trustees shall evaluate Contractor performance and the Contract Term in June of each year during the annual TTA budget process and increase Contractor's hourly labor rate compensation by 3%. If the evaluation determination is against the 3% increase, Contractor will receive a 60 day notice of contract termination." Contractor submits a detailed monthly invoice of hours worked, which averages about 65 hours per month.

Financial Impact

The maximum contract amount is included in the proposed FY 2011 budget.

Attachments

- None