

**RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
MINUTES OF THE COMPENSATION AND BENEFITS COMMITTEE  
HELD APRIL 2, 2020**

A meeting of the Compensation and Benefits Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 2<sup>nd</sup> day of April 2020 via electronic communication as described below, pursuant to due notice.

The following Committee members were present: Committee Chairwoman Marilyn West and Committee members Harvey Hinson, Lane Ramsey, and Donald Williams. Although not on the Committee, Board Chairman Greg Whirley joined the meeting as well. Committee member Carlos Brown joined the meeting in progress as noted below. Authority staff present were Ms. Joi Dean, Ms. Sheryl Johnson, Mr. James Madison, Ms. Leslie Mehta, Ms. Leah Moss, Ms. Theresa Simmons, and Ms. Paula Watson. Mr. Antwan Bacot, a member of the public and an RMTA employee, also joined the meeting. There was a quorum throughout the meeting.

Chairwoman West called the meeting to order at 10:00 a.m.

Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Committee members present and pursuant to Virginia Code Section 2.2-3707 and 3708.2.A.3 of the Freedom of Information Act and Article 3, Section 6 of the RMTA Bylaws, the meeting was held electronically (via audio and/or video conference through Zoom, a remote conferencing service). It was held electronically due to Governor Ralph Northam's declaration of a state of emergency on March 12, 2020 (Executive Order Number 51) and subsequent Stay At Home Order on March 30, 2020 (Executive Order Number 55) because of the coronavirus disease pandemic which rendered meeting in person unsafe to assemble a quorum in a single location. Members affirmed that the sole purpose of the remote meeting was to discuss RMTA staffing issues as they related to the state of emergency caused by the coronavirus pandemic. As noted above, the electronic meeting was held through Zoom and public notice was given using the same methods as has been customary for other RMTA public body meetings. Moreover, the public notice was provided contemporaneously with the notice sent to members of the Authority and arrangements were made for public access to the meeting through Zoom. Additionally, members asserted that this meeting otherwise complied with the Freedom of Information Act rules.

Next, Chairwoman West acknowledged Ms. Dean for her comments.

Director Carlos Brown joined the meeting in progress.

Ms. Dean summarized staff recommendations to reconfigure the staffing schedule in light of the coronavirus disease pandemic. Next, Ms. Johnson provided the specific recommendations:

- 1) Reconfigure RMTA staffing schedule based on Authority needs and the safety and security of employees and customers. This furlough process will be provided to employees through three forms of communication (1) letters from Human Resources to each employee impacted by the furlough; (2) a general furlough letter to all RMTA employees; and (3) a live Zoom call for all RMTA staff for the CEO and HR to answer additional questions.
- 2) RMTA to continue to offer health insurance to furloughed employees during this period.
- 3) RMTA to revisit or revise these recommendations on or about June 11, 2020.

Prior to the Committee's motion on the staff recommendations above, Board Chairman Whirley asked Mr. Madison to advise as to whether the Authority had the revenues to implement such a plan. Mr. Madison explained that, by accessing excess revenues, RMTA has the ability to carry out this plan.

Next, upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Committee members present, the Committee approved that staff execute the 3-pronged staff recommendations outlined above.

Having no additional business related to the state of emergency, the meeting was adjourned at 11:13 a.m.