

**RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY
MINUTES OF THE COMPENSATION AND
BENEFITS COMMITTEE MEETING
HELD SEPTEMBER 25, 2020**

A Committee Meeting of the Compensation and Benefits Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 25th day of September 2020 via electronic communication as described below, pursuant to due notice.

Compensation and Benefits Committee Chairman Harvey Hinson and the following Committee members were present and acting throughout the committee meeting, except as noted below: Carlos Brown (Mr. Brown entered the meeting at 9:12 a.m.), Lane Ramsey, and Donald Williams. Also, present was Board Chairwoman Marilyn West (Chairwoman West entered the meeting at 9:03 a.m.). Committee member Aubrey Fountain was absent.

Also in attendance were RMTA staff members Joi Dean, Sheryl Johnson, James Madison, Leslie Mehta, Leah Moss, Theresa Simmons, and Paula Watson.

There was a quorum throughout the meeting.

Committee Chairman Hinson called the meeting to order at 9:00 a.m.

As Board Secretary, Leslie Mehta conducted a roll call of everyone present at the meeting.

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; Article 3, Section 6 of the RMTA Bylaws; and Governor Northam's adopted amendments to HB 29 and HB 30 concerning electronic meetings, the meeting was held electronically (via audio and/or video conference through Zoom, a remote conferencing service) and recorded in its entirety and maintained and the recording and minutes will be made available to the public in accordance with FOIA rules and by the same method used to provide notice of the meeting. It was held electronically in accordance with Virginia Code Section 54.1-2345 and 44-146.17, and 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 impracticable and unsafe to assemble a quorum in a single location. Members affirmed that the purpose of the remote meeting was to discuss or transact the business statutorily required or necessary to continue operations of the public body and the discharge of its lawful purposes, duties, and responsibilities during this time. 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 the video conferencing platform Zoom. Additionally, members asserted that this meeting otherwise complied with FOIA rules.

Ms. Mehta conducted a roll call to determine each member's agreement with the motion. All Committee members present affirmatively agreed with the motion.

Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Committee members present, the Committee minutes of the Authority's meeting held on September 14, 2020 was approved, as previously distributed.

Ms. Mehta conducted a roll call to determine each member's agreement with the motion. All Committee members present affirmatively agreed with the motion.

Next, Ms. Dean provided her CEO comments. Ms. Dean explained that Ms. Johnson would provide a summary concerning operations needs as it relates to right sizing of the Authority. She then turned to Ms. Johnson for Toll Collector Staffing Recommendations. Ms. Johnson began with a discussion on rightsizing. She explained that pre-COVID the Authority had 61 Toll Collectors.

Currently, there are 35. The actual need is 30 due to the decrease in traffic as a result of the coronavirus/COVID-19 pandemic. She noted that there are 21 TCAs currently scheduled for full-time hours (32 hours or more). There are 6 who are close to full-time hours (between 28 to 31 hours) and there are 8 who have less than 27 hours. Current staffing is based on seniority and availability.

The Authority has discussed with Toll Collectors that the number of Toll Collectors on staff is greater than the need. Since that discussion, two Toll Collectors voluntarily resigned.

Ms. Johnson stated that the Staff recommendation for rightsizing is the following:

- Maintain current number of TCAs
- Schedule those with less than 27 hours as needed without benefits
- Move to optimal TCA headcount through attrition

Next, Ms. Johnson explained Authority employee retirement eligibility:

1. VRS Retirement Eligibility (unreduced):
 - a. Age 65 with 5 years of service
 - b. Age 50 with 30 years of service
2. RMTA Retirement Health Insurance Eligibility:
 - a. Age 60 with 10 years of service
 - b. Premiums are based on years of service
3. Current number of retirement eligible TCAs:
 - a. One (1) TCA meets (1)(a) and (2)(a)
 - b. Several employees have years of service but not age OR age and not years of service for benefits eligibility
4. Recommendation:
 - a. No action at this time
 - b. Eligible employee is considering retirement as of January 1, 2021

Finally, Ms. Johnson discussed incentives:

1. Severance Pay
 - a. Not a fiscally sound option due to decline in revenue (decrease of 30% from September 2019 to September 2020)
 - b. Attrition will achieve rightsizing goal with no additional cost
2. Early Retirement
 - a. Retiree health plan was amended in 2007 to minimize the gap between retirement and Medicare eligibility
 - b. Lowering the eligible age is not a feasible option due to potential impact of carrying retirees on the active group plan
3. Extend benefits eligibility for employees who are close but not at the required full-time hours
4. Recommendation:

- a. Allow employees who work 28-31 hours per week to maintain health insurance until December 31, 2020.
- b. The RMTA cost is \$9,471.

Committee Chairman Hinson sought a motion to approve the Staff's recommendation above with the provision that Staff will continue to update the Committee on staffing issues as necessary. Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Committee members present, the motion was approved.

Ms. Mehta conducted a roll call to determine each member's agreement with the motion. All Committee members present affirmatively agreed with the motion.

Having no further new business, Committee Chairman Hinson adjourned the meeting at 9:56 a.m.