

**RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY
MINUTES OF THE COMPENSATION AND
BENEFITS COMMITTEE MEETING
HELD FEBRUARY 9, 2021**

A Committee Meeting of the Compensation and Benefits Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 9th day of February 2021 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, Lane Ramsey, and Donald Williams (entered at 9:11 am). Committee member Aubrey Fountain was absent.

Also in attendance were RMTA staff members Joi Dean, Sheryl Johnson, James Madison, Leslie Mehta, Leah Moss, and Paula Watson. One Digital Consultants Mary Jones and Caitlin Cooper were also present.

There was a quorum throughout the meeting.

Committee Chairman Hinson called the meeting to order at 9:04 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; Governor Northam's Executive Orders 67 and 72; and Governor Northam's 2020 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) and Restriction Orders 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 25, 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 discussed COVID-19 protocols. She noted that TCAs had been removed from the lanes for a period of ten days starting on January 28, 2021 at 9:30 PM due to positive COVID-19 cases. Although those positive cases did not appear to be work-related, TCAs were taken out of the lanes out of an abundance of caution. During the ten-day staffing reduction period, the Authority engaged an outside vendor to conduct a deep cleaning. Staff were required to present a negative COVID-19 test to HR prior to their return to the lanes. Approximately 90% of TCAs have done so and TCAs began returning to the lanes on February 8, 2021 at 6:30 AM.

Next, Ms. Dean introduced Mary Jones and Caitlin Cooper of One Digital. She noted that the pair would provide a presentation on preliminary benefits renewal.

Ms. Jones began her preliminary benefits renewal overview by reminding the Committee that the Authority moved to The Local Choice (“TLC”) program on July 1, 2020. As a result, the cost savings recouped by employees and the Authority was \$206,000. She noted that TLC is applying a 4% credit to all renewals which will be issued in February 2021. She noted that there has been excellent participation in the medical plan. One Digital believes the anticipated renewal will be favorable due to moving to TLC and the unique claims utilization in 2020 due to COVID-19. TLC does not anticipate significant changes in 2021 with the exception of the following legislative changes: balance billing; insulin drug coverage; and adding LiveHealth online. Renewal decisions are due April 1, 2021 with a possible extension to May 1, 2021 provided a written request is received before April 1.

Next, Ms. Johnson provided a Toll Collector Staffing update. She noted that, due to the realignment of toll collectors such that full service lanes are only manned from 6:30 AM to 9 PM, there has been a reduction in TCA hours needed. Prior to COVID-19, there were 61 TCAs. The current need is 30 full-time TCAs. Through attrition, there are 33 TCAs (28 full-time and 5 part-time). All future TCA hires will be part-time.

The next meeting of the Compensation and Benefits Committee will be March 9 at 11 am.

Having no further new business, Committee Chairman Hinson adjourned the meeting at 9:50 a.m.