



Management / Financial Advisory Committee Hampton Roads Transit

Tuesday, January 21, 2020 • 1:30 p.m.
3400 Victoria Blvd., Hampton, VA 23661

MEETING MINUTES

Committee members in attendance:

Lisa Cipriano, City of Newport News - Chair
Amy Inman, City of Norfolk
Angela Hopkins, City of Newport News
Carl Jackson, City of Portsmouth
Karl Daughtrey, City of Hampton
Michael Hayes, City of Hampton
Seth Parker, City of Norfolk
Sheila McAllister, City of Newport News
Steven Jenkins, City of Chesapeake
Tara Reel, City of Virginia Beach
Constantinos Velissarios, City of Newport News

Hampton Roads Transit Staff in attendance:

Misty Allen, Manager of Risk
Ray Amoruso, Chief Planning and Development Officer
Debbie Ball, Director of Finance
Amy Braziel, Manager of Operations Administration
Conner Burns, Chief Financial Officer
Juanita Davis, Budget Analyst III
Angela Glass, Director of Budget
Brenda Green, Accounting Coordinator
William Harrell, President and CEO
Larry Kirk, Asst. Director of Finance
Sybil Pappas, Chief Engineering
Dawn Sciortino, Chief Safety Officer
Benjamin Simms, Director of Transportation
Robert Travers, Counsel
Danielle Hill, HR Compliance Manager
Erin Burzynski, Data Analyst I
Julisa Williams, Budget Analyst
Kim Wolcott, Chief Human Resources Officer
Sonya Luther, Director of Procurement
Sheri Dixon, Director of Revenue Services
Shanti Mullen, Internal Auditor
Misty Allen, Risk Manager
Adrian Tate, Finance Manager (recorder)



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Others in attendance:
Jeff Raliski, HRTPO

Call to order

Lisa Cipriano - Chair, City of Newport News, called the meeting to order at 1:32 pm.

The January MFAC meeting package was distributed electronically to committee members and the media in advance of the meeting. The meeting package consisted of:

- Agenda
- Action Items
- Minutes from the Previous Meeting
- November 2019 Financial Report
- December 2019 Financial Report

The financials were uploaded to the Agency's website prior to the meeting.

Welcome

Ms. Cipriano welcomed everyone to the meeting and wished everyone a Happy New Year.

The December 2019 minutes were approved.

November 2019 Financial Report

The November financials were included in the packet and distributed to the MFAC members. November financials were not presented per previous discussions.

December 2019 Financial Report

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting.

Mr. Burns briefed the Committee on the status of the financial software conversion.

The December financials, including the locality crosswalk, locality budget status to date and year-end projections were presented in detail to the Committee.



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ACTION ITEM: The Committee requested that fuel expenses be presented as a stand-alone item due to the large amount.

ACTION ITEM: The Committee requested paratransit ridership trends month over month going forward. This report will be presented in April 2020.

Mr. Burns presented a six-month projection for remainder of FY20.

Other Business

Mr. Burns gave an update on the FY19 External Audit.

Mr. Burns addressed the accumulated balance in non-transportation revenue as of June 30, 2019. There was discussion about the non-locality portion of the presented projections.

There was a discussion about the timeline for the FY21 Budget. The agency needs formal finalization of service hours from the localities in order to finalize the budget.

There was a presentation of FY21 Draft Budget.

ACTION ITEM: Staff to look at existing frozen positions to identify how many staff members will be hired and how many months in the next year they will need to be funded.

Mr. Burns stated that he and Angela Glass could present a third draft 7-8 days after the last letter for service hours is received from the localities.

Adjournment

The meeting was adjourned at 3:34 pm.