



Management / Financial Advisory Committee

Monday, October 23, 2023, • 1:30 p.m.
2nd Floor, 509 East 18th Street, Norfolk, VA
Hybrid In-Person/Zoom Teleconference

MEETING MINUTES

Call to Order

Troy Eisenberger, Chair, City of Chesapeake welcomed everyone and called the meeting to order at 1:31 p.m.

Attendance was taken for the meeting.

Committee members in in-person attendance:

Troy Eisenberger, Chair, City of Chesapeake
Lisa Cipriano, City of Newport News

Committee members in virtual attendance:

Angela Hopkins, City of Newport News
Sheila McAllister, City of Newport News
Karl Daughtrey, City of Hampton
Brian DeProfio, City of Hampton
Brian Swets, City of Portsmouth
Jason Beasley, City of Norfolk
Hunter Anderson, City of Virginia Beach
Constantinos Velissarios, City of Newport News
James Burke, City of Portsmouth
Uros Jovanovic, City of Virginia Beach
Hank Morrison, City of Virginia Beach

Hampton Roads Transit Staff in in-person attendance:

Conner Burns, Chief Financial Officer
Brian Smith, Deputy Chief Executive Officer
Robert Travers, Attorney
Michael Price, Chief Information Officer/Chief Technology Officer
Donna Brumbaugh, Director of Finance
Adrian Tate, Assistant Director of Finance
John Powell, Telecommunications Specialist
Angela Glass, Director of Budget and Financial Analysis
Ray Amoruso, Chief Planning and Development Officer
Dawn Sciortino, Chief Safety Officer



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Brenda Green, Accounting Coordinator (recorder)
Kim Wolcott, Chief Human Resources Officer

Hampton Roads Transit Staff in virtual attendance:

Keisha Branch, Director of Capital Programs
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Vanity Faulkner, Budget Analyst
Chad Pritchett, Senior Budget Analyst
Sheri Dixon, Director of Revenue Services
Benjamin Simms, Chief Transit Operations Officer
Misty Gordon, Risk Manager
April Garrett, Senior Executive Assistant
Shleaker Rodges, Staff Auditor
Amy Braziel, Director of Contracted Services and Operational Analytics
Alexis Majied, Chief Communications and External Affairs Office
Sibyl Pappas, Chief Engineering and Facilities Officer
Tamara Askew, Administrative Support Technician
Sonya Luther, Director of Procurement
James Lyons, Staff Accountant
Malika Blume, Director of Internal Audit

Others in virtual attendance:

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)

The October 2023 Management/Financial Advisory Committee (MFAC) package was posted to the GoHRT.com website and distributed electronically to the Committee Members in advance of the meeting. The meeting package consisted of:

- Meeting Agenda
- September 25, 2023, Meeting Minutes
- September 2023 FY2024 Financials
- Route Ridership FY2019-FY2024 – ALL ROUTES



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Approval of the September 25, 2023, Meeting Minutes

Due to a lack of a quorum at the September 25, 2023 meeting, the Management/Financial Advisory Committee (MFAC) was not able to vote on the approval of the meeting minutes.

September 2023 FY2024 Financials

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting. Mr. Burns presented the Draft Financial Statement included with the meeting Agenda.

Reserve Funding Update

This agenda item was tabled and will be addressed at a future meeting.

Free Fare Day

All modes of transit will be free on November 7, 2023, in observance of Election Day.

Quarterly Balance Sheet Update

This agenda item was tabled and will be addressed at a future meeting.

Action item: HRT was asked to provide the Localities with ridership data, as it relates to November 7th free fare day.

Quarterly Staff Update

This agenda item is scheduled to be presented at the January 22, 2024, MFAC Meeting.

Budget Tracking Expectations

In response to the “action item” requested at the September 25, 2023 MFAC meeting, Hampton Roads Transit (HRT) was asked to provide the methodology the Agency uses when budgeting for positions. Angela Glass, Director of Budget and Financial Analysis, presented an overview of this process to the MFAC attendees. Ms. Glass stated that the Agency imports the position data from the Human Resources Management System (HRMS) into D365, the accounting financial system. This data consists of the position’s identification, worker’s name, position description, wage, associated fringe benefits, and any applicable vacancy data. Once imported, the position data can be updated with any changes or updated information, such as merit or Cost of Living Adjustment (COLA)



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assumptions and any fringe benefit rate changes. Ms. Glass stated that the import process is repeated a minimum of 3 times during the budget building process to ensure the capture of any updates such as retirements, vacancy fills, and worker turnover. The position's information is then reviewed with the Human Resources (HR) Department and department heads to ensure the data was captured accurately. Ms. Glass stated that any new position and/or reclassified positions requested are reviewed by the Position Budget Review Committee and will be subject to approval or rejection based on funding availability and the Agency's needs. The Agency applies funding to positions based on current salary and entry level salaries. Certain vacancies may be partially funded, or left unfunded entirely, where multiple job positions have similar job descriptions or where the position turnover is high. Transportation/Maintenance Supervisors, Customer Service Representatives, Revenue Collectors, and Facilities Mechanics are examples of those positions. In December 2023, the Agency will be presenting the FY2025 Draft Budget, which will include the new Full-Time Equivalent (FTE) table, which will be presented by division. Ms. Glass stated that the FTE table is similar to the staff updates that Kim Wolcott, Chief Human Resources Officer, presents to MFAC quarterly. She also stated that these tables will be included in the slide decks, which will detail any new positions.

Action Item: MFAC requested that an outline of this presentation be forwarded to the MFAC members. Ms. Glass confirmed that the presentation will be shared.

Ray Amoruso, Chief Planning and Development Officer, reminded the MFAC attendees of the City Manager's November 15, 2023 deadline, concerning the return of the FY2025 Transportation Service Plans (TSP) response letters.

Due to the upcoming holiday season, the next two scheduled MFAC meetings will be as follows.

- November 6, 2023 @ 1:30 PM - Hampton
- December 11, 2023 @ 1:30 PM - Norfolk

Brian Smith, Deputy Chief Executive Officer, announced that the FY2025-FY2035 Draft Capital Improvement Plan is available and was included in the localities board packages. A work session covering this draft will be presented to the Transportation District Commission of Hampton Roads (TDCHR) Board on Thursday October 26, 2023. Mr. Smith stated that access to the Draft CIP and the project sheets are available on the Agency's website GoHRT.com. In addition, the CIP draft presentation will be presented to MFAC in November. Mr. Smith also stated that the TSP will be present in tandem with the CIP at this meeting. MFAC was advised to e-mail any questions regarding the CIP



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leading up to November 6th MFAC meeting to Brenda Green, Accounting Coordinator. The MFAC attendees were reminded of the upcoming state transit event being held on November 28, 2023, in Suffolk, VA at the HUB 757. HRT is excited to be hosting this collaborative event along with Williamsburg and Suffolk transit systems.

Mr. Amoruso stated that the TSP draft will be distributed to MFAC members and the Commissioners prior to the TDCHR Board meeting on Thursday, October 26th. He also stated that, since the Agency has reviewed the individual TSP drafts with each of the localities, he sees no need to review it again at the November 6th MFAC meeting. Instead, he asked if any of the localities have any questions related to their TSP, to forward their concerns to him. Mr. Amoruso also expressed that in lieu of his absence on November 6th MFAC meeting, that Mr. Simon Mosbah, WSP financial expert, will cover Chapter 5 of the TSP at MFAC meeting.

Adjournment

There being no further business, the meeting was adjourned at 2:06 p.m.