



Management / Financial Advisory Committee

Monday, September 25, 2023, • 1:30 p.m.
2nd Floor, 3400 Victoria Blvd, Hampton, 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 1:30 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
Constantinos Velissarios, City of Newport News
John Stevenson, City of Norfolk
Isabella Young, City of Virginia Beach

Committee members in virtual attendance:

Angela Hopkins, City of Newport News
Sheila McAllister, City of Newport News
James Burke, City of Portsmouth
Jason Mitchell, City of Hampton
Karl Daughtrey, City of Hampton
Brian DeProfio, City of Hampton
Rebecca Spurrier, City of Hampton
Jason Beasley, City of Norfolk
Hunter Anderson, City of Virginia Beach
Kevin Chatellier, City of Virginia Beach

Hampton Roads Transit Staff in in-person attendance:

William Harrell, President, and Chief Executive Officer
Conner Burns, Chief Financial Officer
Brian Smith, Deputy Chief Executive Officer
Michael Price, Chief Information Officer/Chief Technology Officer
Donna Brumbaugh, Director of Finance
Adrian Tate, Assistant Director of Finance
John Powell, Telecommunications Specialist
James Lyons, Staff Accountant



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Angela Glass, Director of Budget and Financial Analysis
Dawn Sciortino, Chief Safety Officer
Malika Blume, Director of Internal Audit
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
Sophia Owen-Allen, Staff Auditor
Dudley Clarke, Budget Analyst
Mindy Sweeney, Grants Program Analyst
Robert Travers, Attorney
Alexis Majied, Chief Communications and External Affairs Office
Sibyl Pappas, Chief Engineering and Facilities Officer
Heather Harmon, Senior Staff Accountant
Sonya Luther, Director of Procurement

Others in virtual attendance:

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)

The September 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
- August 21, 2023, Meeting Minutes
- August 2023 FY2024 Financials
- Route Ridership FY2019-FY2024 – ALL ROUTES



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Approval of the August 21, 2023 Meeting Minutes

John Stevenson, City of Norfolk, made a motion to approve the August 21, 2023, meeting minutes.

Constantinos Velissarios, City of Newport News properly seconded.

The August 21, 2023, meeting minutes were approved by unanimous vote.

August 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 during the September 25, 2023, MFAC meeting and will be addressed at a future meeting.

Quarterly Balance Sheet Update

This agenda item was tabled during the September 25, 2023, MFAC meeting and will be addressed at a future meeting.

Quarterly Staff Update

Kim Wolcott, Chief Human Resources Officer presented an overview of the Hampton Roads Transit (HRT) Union and Administrative staffing status to the MFAC attendees. This presentation reviewed the current number of active full-time and part-time operators and full-time and part-time operator trainees. Currently, HRT is operating on its Reliability Service Plan (RSP) schedule. This is a modified bus service plan that the Agency implemented due to the shortage in operating staffing. As of today, there are 437 operators working the RSP service board. There is still a need of 8 additional operators to complete the board. For the Agency to return to its Transit Service Plan (TSP) full-service board, HRT would need to hire an additional 78 operators to meet the goal of the 507 operators. This total number of operators would allow HRT to reimplement full-service, as well as continue to service the Regional Transit Service (RTS) routes. Ms. Wolcott also reviewed the Agency's current number of active employees and its current active recruitment vacancies, as it relates to the administrative staff. HRT has 323 active administrative staff members with 50 active recruitment vacancies available.



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Action item: HRT was asked to report any new administrative positions where the Agency would have need for budgetary changes to fund these positions. In addition, HRT was asked to provide the reason/need for the position(s).

Action Item: HRT was asked to include vehicle and bus maintenance mechanics personnel needs, as it relates to the Quarterly Employee Update presentation. In addition, HRT was asked to separate out the numbers of the active RTS operators from the number of the regular active service board operators and their shortages/needs.

Budget Tracking Expectations

This agenda item was tabled during the September 25, 2023, MFAC meeting and will be addressed at a future meeting.

Lisa Cipriano, City of Newport News, stated that budget tracking expectations consist of the MFAC members understanding the forensics behind HRT's development of the annual operating budget. This process would touch on subjects such as new position openings versus reclassified positions, as well as the number of approved allotments HRT anticipates during the year and the financial impact to the operating budget. Ms. Cipriano also stated that HRT's current methodology in budgeting for salaries leaves a great deal of fluidity, which would impede the Agency's ability to address other budgetary concerns that may surface during the year. It was also suggested that HRT implement and formulate a specific salary base budget formula to give a better understanding to the Agency's base salary budgetary expectations. She also stated that HRT should consider budgeting salaries per position and not per person. It was also requested that MFAC understand how HRT budgets for salaries and fringe benefits. Ms. Cipriano expressed her concerns related to the anticipated financial fiscal cliff that the localities may face once the reliability service credits and COVID funding have been depleted. She also stated that she understands that HRT is working on getting the budget operative. However, it is imperative that the development of HRT's budget and its future long-term usage needs be taken in consideration, monitored closely, and formulated properly due to this possible impending financial cliff. Ms. Cipriano also requested that MFAC be involved in this developmental process with the Agency.

Adjournment

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