



Management / Financial Advisory Committee

Tuesday, January 23, 2024, • 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 1:32 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
Brian DeProfio, City of Hampton
Uros Jovanovic, City of Virginia Beach
Isabella Young, City of Virginia Beach

Committee members in virtual attendance:

Angela Hopkins, City of Newport News
Sheila McAllister, City of Newport News
Constantinos Velissarios, City of Newport News
John Stevenson, City of Norfolk
Jason Beasley, City of Norfolk
Taiub Mohammad, City of Hampton

Hampton Roads Transit Staff in in-person attendance:

Conner Burns, Chief Financial Officer
Kim Wolcott, Chief Human Resources Officer
Danielle Hill, Director of Human Resources
Donna Brumbaugh, Director of Finance
James Lyons, Staff Accountant
Adrian Tate, Assistant Director of Finance
Malika Blume, Director of Internal Audit
John Powell, Telecommunications Specialist
Angela Glass, Director of Budget and Financial Analysis
Brenda Green, Accounting Coordinator (recorder)



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Hampton Roads Transit Staff in virtual attendance:

William Harrell, President, and Chief Executive Officer
Keisha Branch, Director of Capital Programs
Vanity Faulkner, Budget Analyst
Chad Pritchett, Senior Budget Analyst
Sheri Dixon, Director of Revenue Services
Amy Braziel, Director of Contracted Services and Operational Analytics
Heather Harmon, Senior Staff Accountant
Sonya Luther, Director of Procurement
Dawn Sciortino, Chief Safety Officer
Dudley Clark, Budget Analyst
Alexis Majied, Chief Communications and External Affairs Officer
Tamara Askew, Administrative Support Technician
Sherri Dawson, Director of Transit Development
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Sibyl Pappas, Chief Engineering and Facilities Officers
Brian Smith, Deputy Chief Executive Officer
Ray Amoruso, Chief Planning and Development Officer
Shleaker Rodgers, Staff Auditor
Robert Lee, Regional Transit System Program Manager
Michael Price, Chief Information Officer/Chief Technology Officer
April Garrett, Senior Executive Assistance
Benjamin Simms, Chief Transit Operations Officer

Others in virtual attendance:

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)

The January 2024 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
- December 11, 2023 Meeting Minutes
- January 8, 2024 Special MFAC Meeting Minutes
- November 2023 FY2024 Financials
- December 2023 FY2024 Financials
- Route Ridership FY19-FY24 – ALL ROUTES



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The following additional items were distributed electronically to the Committee members after the meeting.

- FY2025 Draft Budget – Account Variances
- Quarterly Staff Update Presentation

Approval of the December 11, 2023, and January 8, 2024, Meeting Minutes

Lisa Cipriano, City of Newport News, made a motion to approve the following MFAC Meeting Minutes.

- Meeting Minutes for December 11, 2023
- Meeting Minutes for January 8, 2024

Troy Eisenberger, Chair, City of Chesapeake properly seconded.

The meeting minutes were approved by unanimous vote.

November 2023 FY2024 Financials

The November 2023 FY2024 Financial Report was electronically distributed to the Committee Members for their review.

December 2023 FY2024 Financials

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

Forensic Report – Materials and Supplies/Inventory Adjustments

Adrian Tate, Assistant Director of Finance, presented a forensic report concerning inventory adjustments and additional maintenance costs reflected in the Material and Supplies presented on the October 2023 Statement. Ms. Tate stated that this report did not include a forensic on the reporting of expenses relate to oil or any other lubricants.

Lisa Cipriano, City of Newport News, suggested that HRT consider conducting inventory counts at the close of the fiscal year. She stated that this would ensure that any write-offs associated with the inventory adjustments would be reflected in that fiscal year, avoiding any unintended expenditure problems. William Harrell, President, and Chief Executive Officer stated that the Agency understands the importance of this suggestion and will report back at the February meeting with an update.



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There was discussion concerning the delta in the local fare box revenue reflected in the December Operating Statement. Ray Amoruso, Chief Planning and Development Officer, stated that ridership historically trends lower in the months of November, December, and January due to colder weather and the holiday seasons.

Reserve Funding Update

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

Quarterly Staff Update

Kim Wolcott, Chief Human Resources Officer, presented the Quarterly Staff Update to the MFAC attendees. Reviewed were the Agency's current number of active, vacant, and active recruitment positions related to Union staff including Bus Operators, Mechanics, Servicers/Cleaners, Storeroom Clerks, and Non-Union Administrative employees. Ms. Wolcott also provided statistics for the current active and active recruitment Bus Operators HRT needs to maintain the Reliability Service Board, as well as the number of Operators needed for the reimplementation of full service.

Quarterly Balance Sheet Update

This agenda item was tabled at the January 23, 2024, MFAC Meeting.

Quarterly Grants Update

This agenda item was tabled at the January 23, 2024, MFAC Meeting due to a reporting tool issue. Mr. Burns stated that once these issues have been resolved, this agenda item will be addressed at the next appropriate monthly meeting.

Budget Projections

This agenda item is scheduled to be presented at the February 20, 2024, MFAC Meeting. Troy Eisenberger, Chair, City of Chesapeake, asked the MFAC Members to forward any questions related to this agenda item to HRT prior to the meeting.

Budget Tracking Expectations

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



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Adjournment

There being no further business, the meeting was adjourned at 2:14 p.m.