



VIRTUAL MEETING MINUTES

REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE FRIDAY, DECEMBER 11, 2020 AT 10:00 A.M.

The New Orleans Regional Transit Authority does hereby certify that it is unable to hold a Commission meeting under regular quorum requirements due to Covid-19. On authority of the Governor under Section 2 of Proclamation Number 84 JBE 2020, the next Commission meeting was held via telephone and/or video conference on Friday, December 11, 2020 at 10:00 am. All efforts were made to provide for observation and input by members of the public.

1. Call to Order
The meeting was called to order at 10:20 am.
2. Roll Call
The following Committee Members were present: Commissioners Raymond, Daniels, Neal and Wegner. Other members in attendance include Commissioners Bryan and Walton.
3. Committee Chairman's Report
No report was given.
4. Presentation of RTA's new Work Policies

Commissioner Daniels started the discussion by stating he is delighted that the team has put together what he thinks is a historic level of policies for the Board to consider and eventually adapt. So, we appreciate the work that's been done, and looks forward to the conversation.

CEO, Alex Wiggins then gave an agency update on COVID before proceeding into the policy discussion. Mr. Wiggins stated that two days ago we had a chance to join New York MTA Bay Area Rapid Transit, Cleveland, Indianapolis and Denver on another call to rally for a second round of stimulus funding. On the call, Mr. Wiggins shared specifically what the impact has been to our system as well as decisions that we're going to have to make sometime during the first quarter. If we don't receive a second round of funding, our situation will be exactly the same as transit agencies across the country. The second round of funding is critical in order to maintain transit operations. We haven't heard word of any progress yet and I remain optimistic that something will happen. And I'll



certainly keep the board up to par up to speed on where the transit industry is going there.

And the second update Mr. Wiggins gave was also COVID related. As you know, the FDA is poised to approve distribution of the first vaccine which is a Pfizer product and anticipating followed by next week would be another product from a company called Moderna.

The FDA reached out to us about two months ago to essentially put in place to structure for a distribution network. My briefings essentially have been that transit workers will be included in the essential workers pool that will immediately follow the healthcare workers and folks in senior living homes and so as distribution. I've designated. Our Chief Safety Officer as our direct party contact with the FDA. We will offer that vaccine to all of our employees and make it available we estimated that we're going to need 1000 doses for both first and second round, that should cover all of our directly employed staff as well as our contract staff as well. As soon as we receive word on the availability of the vaccine, we will certainly advise the board.

Commissioner Wegner commented that she noticed in the paper that transit works are number five on the list after healthcare and respond first responders. She agreed that this is how it should be.

Mr. Wiggins went into the policy discussion. He stated that we are putting in place the basic structures that is required. And so, what we have for your consideration today is about 95% of the policies that we need to put in place to manage this agency.

Mr. Wiggins gave background on the policies, he mentioned that about four months ago the board authorize him to bring on board some consultants from the Robert Half group we brought on board, both HR and finance consultants, and this was their tasks we put them to work researching agency policies that are required by law. Basic policies that you'll find in any organization and then specific industry best practice policies as well. The policies were provided to our general counsel for review and he's still reviewing them. So, I do think that the board has time to consider them to render an interim approval as we start the onboarding process for 800 employees.

While staff tried to resolve technical issues, Commissioner Bryan inquired about the vetting process by the team and questioned why not adopt the policies now and then amend them later as needed. Mr. Wiggins stated that's an option as well. He just wanted to make sure the board was comfortable and had time to review.

Darwyn Anderson, Chief Human Resource Officer, presented the policies by stating they were broken up into two areas. One, by law—these are specific



policies that we have researched and are required by either Federal or State law. and then the best practices—these are policies that we believe will guide us through the culture that we are looking to achieve at the agency.

Mr. Anderson went through each policy and gave a brief, high-level overview for Commissioners.

And keep you abreast when we need to make changes or update or create any additional policies and do know we have another batch already in the hopper ready to come forward to you as well. I'm open to any questions.

Commissioner Wegner commented that she would like or appreciate if a table of contents was included that matched the policy presentation. She further stated that because the information delivered to Commissioners had 40 tabs where the presentation only included 25 tabs resulting in policies that were not listed in the table. Commissioner Wegner instructed Ms. Rodriguez to include a table of contents to go into the beginning of their binder prior to the next meeting.

Commissioner Neal also suggested that a link be available to follow along and to distribute to employees.

Commissioner Bryan then inquired about RTA's policy regarding family, medical sick leave. And, if employees will have the benefit of donating sick leave. Commissioner Bryan stated that don't see it and would really like to advocate for staff to have or at least try to accommodate an eight week of paid leave like what the city offers. It was requested that staff re-examine the policy and report back.

Mr. Anderson stated that there's an option for them to take their leave without pay. But there's also the option for them to take their leave as paid time off in any type of sick that they have built up in the bank, as well. He agreed to follow-up as requested.

Commissioner Raymond stated, getting the policies past interim will give us an opportunity to dive into the weeds and have more of these conversations and look forward to coming back in January, if that is okay with the rest of the Commissioners.

After the discussion, Committee Members agreed to forward the draft policies to the full Board for consideration. Commissioner Neal then made a motion to pass the policies on an interim basis with the expectation to revisit them in January by the Committee and then the Board. Commissioner Wegner seconded the motion and it passed unanimously.



5. New Business

No new business was discussed.

6. Audience Questions & Comments

No comments or questions from the public.

7. EXECUTIVE SESSION

A motion was made by Commissioner Neal and seconded by Commissioner Raymond to enter Executive Session to discuss Transdev Services relating to the transition. The motion passed.

After the Executive Session, a motion was made by Commissioner Neal and seconded by Commissioner Raymond to return to the regular meeting.

8. Adjournment

A motion to adjourn was made by Commissioner Neal and seconded by Commissioner Raymond. The motion passed.