



Minnesota Regional Transit
Board: Records.

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MEETING OF THE REGIONAL TRANSIT BOARD

Tuesday, January 16, 1990
Mears Park Centre Room A
4:00 p.m.

AMENDED AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes:
 - A. Audit Advisory Committee, November 30, 1989
 - B. Administration and Finance Committee Meeting, December 12, 1989
 - C. Audit Advisory Committee, December 21, 1989
 - D. Regional Transit Board Meeting, January 2, 1990
4. **CHAIR'S REPORT**
 - A. Appointment of Membership of Legislative Committee
5. **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**
Elwyn Tinklenberg, Chair
 - A. Transit Public Opinion Poll
 - B. Financial Statements-November 1989
 - C. 1990 Affirmative Action Plan
 - D. Metro Mobility Administrative Center 1989 Contract Amendment
6. **REPORT OF THE LEGISLATIVE COMMITTEE**
Ed Kranz, Chair
 - A. Preparation of 1990 Legislative Package
 - B. Lobbying Strategy
7. **OTHER BUSINESS**
 - A. Public Comment

Michael J. Ehrlichmann
Chair

An Equal Opportunity Employer



MEETING OF THE REGIONAL TRANSIT BOARD

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Membership of TACC
 - A. Appointment of Membership of Legislative Committee
 - B. Contract for Consultant Services
5. **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**
Elwyn Tinklenberg, Chair
 - A. Transit Public Opinion Poll
 - B. Financial Statements-November 1989
 - C. 1990 Affirmative Action Plan
 - D. Metro Mobility Administrative Center 1989 Contract Amendment
6. **OTHER BUSINESS**
 - A. Public Comment

Michael J. Ehrlichmann
Chair

Note: Following the board meeting there will be a dinner meeting with members of the Metropolitan Transit Commission to discuss issues of mutual interest. No action will be taken at that meeting.



REGIONAL TRANSIT BOARD

Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101
612/292-8789

REPORT OF THE LEGISLATIVE COMMITTEE

At its meeting of January 12, 1990 the Legislative Committee approved the following recommendation:

State Legislation:

That the Regional Transit Board adopt the method of preparing the 1990 Legislative Package and the legislative lobbying strategy as presented to the Legislative Committee at its January 12 meeting.

Ed Kranz
Chair

Legislative Package will be in the following format:

- 1) Submitted in writing
- 2) Review with chair and myself.
- 3) Concept presented to Legislative Committee
- 4) If concepts agreed to by Legislative Committee, they will be drafted as legislation and presented before Legislative Committee, if adopted.
- 5) Bills will be presented to full RTB board for approval, if adopted.
- 6) They are included in our legislative package.

That the RTB approve lobbying strategy as a team concept Teams will change based on the current issue; team will be comprised of the appropriate professional staff person and a board member whenever possible. i.e.:

- On a Metro Mobility funding issue, the team would be comprised of:

Sherry Munyon, Deputy Chair

Ed Kouneski, Programs Manager

Dale Ulrich, Comptroller

On Light Rail Transit Develop, the team would be:

Sherry Munyon

Dave Minister, Director of LRT

Howard Blin, Planning Manager

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 1/16/90

BOARD OR COMMITTEE: Board

Member Name	Present	Vote							
Mike Ehrlichmann	✓								
Doris Caranicas (P)	✓								
John Finley (A&F)	✓								
Ruth Franklin (A&F)	✓								
Ed Kranz (A&F)	✓								
Sandra Hilary (P)	✓								
Terry O'Toole (P)	✓								
Jeff Spartz (Chair-P)	✓								
Norbert Theis (P)	✓								
El Tinklenberg (Chair-A)	✓								
Richard Wedell (A&F)	✓								

Visitors

Staff

Entzel

Fisher



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2700

Minutes of the Meeting of the
AUDIT ADVISORY COMMITTEE
Mears Park Centre, RTB Conference Room
Thursday, November 30, 1989

MEMBERS PRESENT: Gregory Andrews, Mary DesRoches, Michael Ehrlichmann, Ruth Franklin, Thomas Novak, Gerald Splinter

MEMBERS EXCUSED: Elwyn Tinklenberg

OTHERS PRESENT: Dale Ulrich, Gerald Brechlin, Mary Fitzgerald

This being the first meeting of the committee, RTB Chair Ehrlichmann introduced the newly appointed members and described the activities of the agency and the role of this committee.

Mary DesRoches was appointed Chair of the Audit Advisory Committee.

Discussion followed on the backlog of audits that have not been brought to closure. Novak asked that staff obtain proposals from three audit firms to determine how long it will take to close out the audits and what the cost will be. There was agreement that resolving the backlog problem will be a top priority. Internally staff should develop standards for the 1990 audits. Before the next meeting (December 21) a recommendation should be developed on how to handle the 1989 audits.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board: _____, 1990.



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2700

Minutes of the Meeting of the
ADMINISTRATION AND FINANCE COMMITTEE
Mears Park Centre Chambers
Tuesday, December 12, 1989

MEMBERS PRESENT: Elwyn Tinklenberg, Chair; Ruth Franklin; and Richard Wedell

MEMBERS EXCUSED: John T. Finley and Ed Kranz

OTHERS PRESENT: Michael Ehrlichmann; Terrance O'Toole; Carole Faricy, Bruce Nawrocki, Todd Paulson, Frank Snowden, Bob Thompson, John Farrell, Aaron Isaacs, John Capell, Bev Auld, Greg Failor, Christopher Gran, Tom Vida, Metropolitan Transit Commission (MTC); Bob Rossman, Amalgamated Transit Union; Gregory Andrews, Dale Ulrich, David Minister, Robert Dietrick, Clete Luberts, Ed Kouneski, Howard Blin, Len Simich, Dave Jacobsen and Suzanne Hanson, Regional Transit Board Staff

The meeting was called to order at 4:30 p.m. and roll taken. Franklin moved and Wedell seconded approval of the agenda. The motion carried unanimously.

Financial Statements - October 1989

The committee considered the staff report dated December 5, 1989. Franklin moved and Wedell seconded:

That the Regional Transit Board receive the October 1989 financial statements and direct that they be placed on file.

The motion was unanimously approved.

1989 Airport Express Amendment

The committee reviewed the December 5, 1989 staff report. Tinklenberg moved and Franklin seconded

That the Regional Transit Board amend its contract with Airport Express (Contract No. 88/11/07-47) from \$18,181 to \$19,237 in RTB subsidy.

The motion was unanimously approved.

1990 Compensation and Benefits Package, Resolution No. 89-19

The committee reviewed the November 29, 1989 staff report. Wedell moved and Franklin seconded:

That the Regional Transit Board adopt Resolution No. 89-19, "Resolution Establishing Compensation and Benefits for 1990."

On a roll call vote, the motion and resolution were unanimously approved.

Anoka County Budget - Extension of Anoka County Contract

The committee considered the December 4, 1989 staff report. Franklin moved and Wedell seconded:

That the Regional Transit Board authorize the executive director to extend the 1989 Anoka County Transportation Coordination Program contract adding \$73,709 of RTB subsidy for the period January 1 through June 30, 1990.

The motion was unanimously approved.

Metro Mobility Administrative Center Contract

Ehrlichmann requested that this item be referred to the newly appointed Transportation Accessibility Advisory Committee (TAAC) for review. Tinklenberg moved to refer the December 4 report to the TAAC. Wedell seconded the motion. The motion was unanimously approved.

Metropolitan Transit Commission (MTC) Bonding Request

In discussion the December 4 staff report, Ehrlichmann distributed Exhibit A, Denver Transit System--Mainline Access. Bruce Nawrocki discussed the bus specifications and proposed new legislation, saying MTC will try to change the procurement process and stated that the commission will work with the board and others to work out a plan for mainline access. Todd Paulson presented the statement of the MTC's Operations Committee and John Capell distributed Exhibit B, Overview of MTC Bus Projects 3810 and 3910. Franklin moved and Wedell seconded:

That the Regional Transit Board request the Metropolitan Council to issue \$26,000,000 of general obligation bonds to implement the board's implementation plan.

That the Regional Transit Board request a modification in the purchase order for the remaining 108 buses that are not currently in production by Gillig, Inc. to provide for the installation of wheelchair lifts; and

That Gillig, Inc. provide a written estimate of the additional costs associated with the installation of lifts, and

Further, staff be directed to provide a recommendation for the funding associated with these modifications.

The motion was unanimously approved.

Light Rail Transit Consultant Contract Amendment

The committee discussed the December 5 staff report. Franklin moved and Wedell seconded:

That the Regional Transit Board authorize the executive director to amend the existing contract with the firms of Strgar-Roscoe-Fausch,

BRW, and Springsted, Inc. to increase the contract budget by an amount not to exceed \$72,000.

The motion was unanimously approved.

University of Minnesota Travel Demand Management Plan

The committee reviewed the November 28, 1989 staff report. Wedell moved and Franklin seconded:

That the Regional Transit Board provide the University of Minnesota an amount not to exceed \$20,000 to cover 50-percent of the costs to undertake a student, staff, and faculty transportation survey to be used in developing travel demand management strategies.

The motion was unanimously approved.

Amendment to 1990 Regional Transit Board Budget

The committee reviewed the December 6 staff report. Wedell moved and Franklin seconded:

That the Regional Transit Board approve an amendment to the 1990 Work Program and Budget to adopt total sources of funds of \$100,792,018 and expenditures of \$93,375,696, as detailed in the 1990 RTB Budget dated December 12, 1989.

The motion was unanimously approved.

Other Business

There being no other business, it was moved, seconded and approved that the meeting be adjourned at 6:15 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board on _____, 1990.



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2700

Minutes of the Meeting of the
AUDIT ADVISORY COMMITTEE
Mears Park Centre, RTB Conference Room
Thursday, December 21, 1989

MEMBERS PRESENT: Mary DesRoches, Chair; Gregory Andrews; Ruth Franklin; Thomas Novak; Gerald Splinter; Elwyn Tinklenberg

MEMBERS EXCUSED: Michael Ehrlichmann

OTHERS PRESENT: Jim Johnson, Medicine Lake Lines; Randy Halvorson, Office of Transit, Minnesota Department of Transportation (Mn/DOT); Ed Robinson and Mike Newman, Deloitte Touche; Arnie Entzel, Amalgamated Transit Union; Dale Ulrich, Gerald Brechlin, Judy Hollander, Ed Kouneski

Chair DesRoches called the meeting to order at 4:00 p.m.

REVIEW OF AUDIT WORK BY DELOITTE HASKINS & SELLS AND RTB STAFF ON MEDICINE LAKE LINES' CONTRACTS RUNNING FROM JULY 1, 1986 THROUGH DECEMBER 31, 1987

Halvorson distributed his report on Mn/DOT's audits of Medicine Lake Lines for the years from July 1980 through June 1984 and expressed his desire to close those audits quickly. Robinson reviewed the Deloitte report dated February 28, 1989. Brechlin explained the items in his preliminary draft of the Audit Certificate regarding Medicine Lake Lines' contract

Johnson suggested that a non-binding mediation process would be helpful to in determining what figures are reasonable in the Medicine Lake Lines audits..

Novak asked Robinson what is needed to close out the old audits. The Administration and Finance Committee should review the Medicine Lake Lines' responses to the audit as soon as possible. Splinter moved:

That the Audit Certificate and Medicine Lake Lines' responses be brought back to the committee as a completed work at the next meeting;

That the advisory committee give the Administration and Finance Committee with a report on progress; and

That at that point the Administration and Finance Committee coordinate with the Minnesota Department of Transportation on negotiations.



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2700

Minutes of the meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
January 2, 1990

MEMBERS PRESENT: Michael Ehrlichmann, Chair; Doris Caranicas; John T. Finley; Ruth Franklin; Sandra Hilary; Ed Kranz; Terrance O'Toole; Norbert Theis; Elwyn Tinklenberg; Jeff Spartz and Richard Wedell

OTHERS PRESENT: Charles Weaver, Legal Counsel; Natalio Diaz and Emil Brandt, Metropolitan Council; Arnie Entzel, Amalgamated Transit Union; Tom Todd, Legislative Research, Tom Johnson, Transportation Study Board; Mike Priesnitz, Media Rare; Dick Wolsfeld; BRW, Charleen Zimmer, Strgar-Roscoe-Fausch, Inc.; Kathy DeSpieglaere, Ramsey County Regional Railroad Authority; Gregory Andrews, Judy Hollander, Howard Blin and David Minister, Regional Transit Board staff

The meeting was called to order at 4 p.m. and roll taken.

Tinklenberg moved and Hilary seconded approval of the agenda. The motion was unanimously approved.

The chair noted that the Policy Committee minutes of December 15 should be amended as outlined in the January 2 memorandum regarding the priorities for regional funding sources. With that amendment, Caranicas moved and Hilary seconded approval of the minutes of the Policy Committee meeting of December 15, 1989 and the Regional Transit Board meeting of December 18, 1989. The motion was unanimously approved.

CHAIR'S REPORT

The chair discussed the issues surrounding the recent Human Rights Department complaint. Some of the issues have already been resolved and recommendations will be brought to the board shortly to deal with remaining issues.

The board is required to appoint officers and committee members at the first meeting of each new year. Since that process was done in August, the chair recommended that the board reaffirm those appointments. Hilary moved and Caranicas seconded:

That the Regional Transit Board approve the extension of the terms of board officers through 1990, and

That the members presently serving on the Administration and Finance Committee and the Policy Committee continue to serve through 1990.

The motion was unanimously approved.

The chair asked members to let him know if they are interested in serving on a standing Legislative Committee. At the next meeting the proposed membership will be presented to the board for approval.

REPORT OF THE POLICY COMMITTEE

Light Rail Transit Development and Financial Plan

Committee Chair Spartz said the committee held two meetings on the draft plan. The committee modified the plan and now submits it to the board for approval. He moved approval of the plan; O'Toole seconded the motion.

Spartz moved to amend the main motion and Hilary seconded the motion:

That the following additional conditions be met before approval for construction be granted:

- 1) 20 percent local match is required for Group B and C lines;
- 2) Federal funding may be used as a substitute for local share on any Group B line.

Ehrlichmann asked if the local match would include acquisition cost of the right-of-way. Spartz said he accepts that.

Ehrlichmann offered a substitute amendment that the local match be 15 percent. The mover and seconder accepted the amendment.

Finley moved an amendment to Spartz' amendment to combine Groups B and C with a 15 percent local match required in the staging plan. O'Toole seconded the motion.

Roll call vote was taken on the amendment to the amendment that would combine Groups B and C. The motion carried.

Aye: Caranicas
Finley
Kranz
O'Toole
Theis
Wedell
Ehrlichmann

Nay: Franklin
Hilary
Spartz
Tinklenberg

The chair called for a roll call vote on the Spartz amendment as amended.

That the following additional conditions be met before approval for construction be granted:

- 1) 15 percent local match is required for Group B;
- 2) Federal funding may be used as a substitute for local share on any Group B line.
- 3) Groups B and C would become Group B, Group D would become Group C, Group E would become Group D.

On a roll call vote, the motion failed.

Aye: Caranicas
Spartz
Ehrlichmann

Nay: Finley
Franklin
Kranz
Hilary
O'Toole
Theis
Tinklenberg
Wedell

Franklin moved and Finley seconded to eliminate the Fiscal Disparities tax as a financing alternative for LRT with the following motion:

That the Regional Transit Board Priorities for regional funding sources are:

Legislative authorization for:

- 1) Regional sales tax for broad based transportation purposes
- 3) RTB bonding authority (supported by RTB debt service levy)

Spartz offered a substitute amendment that the 40-percent growth of Fiscal Disparities not be deleted, but that the board indicate that a sales tax would be a strongly preferred choice. Hilary seconded the motion.

Finley offered a friendly amendment to indicate the board's first preference is for a regional sales tax, RTB bonding authority would be a distant second preference, with Fiscal Disparities a third preference.

Spartz withdrew his amendment; Hilary also withdrew her second.

On a roll call vote on the Franklin amendment to eliminate the Fiscal Disparities tax as a financing alternative for LRT, the motion failed as follows:

Aye: Finley
Franklin
Tinklenberg

Nay: Caranicas
Kranz
Hilary
O'Toole
Spartz
Theis
Wedell
Ehrlichmann

Spartz moved to amend the plan as follows:

Priorities for regional funding sources are:

Legislative authorization for:

- 1) A regional sales tax for broad based transportation purposes is the strongly preferred choice.
- 2) RTB bonding authority (supported by RTB debt service levy)
- 3) 40-percent of new growth in fiscal disparities

Theis seconded the motion; the motion was approved.

Tinklenberg moved and Franklin seconded to amend the plan:

That the following additional conditions be met before approval for construction be granted:

- 1) 10 percent local match is required for Group B and C lines;
- 2) Federal funding may be used as a substitute for local share on any Group B line.

Finley offered an amendment to the Tinklenberg amendment to combine Groups B and C. Tinklenberg called a point of order, saying the combination of groups had been decided. The chair ruled that the Finley amendment was in order.

Theis moved that the issues of 10 percent local match and the combination of groups be separated. Spartz seconded the motion. The chair ruled that the issues will be separated if the motion is defeated and it can be offered separately as an amendment to the staging plan.

Vote was taken on the Finley motion. On a roll call vote, the motion failed.

Aye: Finley
Kranz
O'Toole
Theis
Wedell

Nay: Caranicas
Franklin
Hilary
Spartz
Tinklenberg
Ehrlichmann

The chair then called for a vote on the main amendment offered by Tinklenberg. The motion carried.

Aye: Caranicas
Franklin
Hilary
Spartz
Tinklenberg
Ehrlichmann

Nay: Finley
Kranz
O'Toole
Theis
Wedell

Finley moved to combine Groups B and C; O'Toole seconded the motion. On a roll call vote, the motion was defeated.

Aye: Finley
Kranz
O'Toole
Wedell
Ehrlichmann

Nay: Caranicas
Franklin
Hilary
Spartz
Theis
Tinklenberg

Tinklenberg moved approval of the draft plan as amended; Hilary seconded the motion. The motion was approved unanimously.

The chair said the plan will be submitted to the Metropolitan Council for approval; after council action, the plan will return to the board within 30 days for action and then transmitted to the Legislature.

OTHER BUSINESS

There being no other business and no public comment, Caranicas moved and Hilary seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board on _____, 1990.



MEETING OF THE REGIONAL TRANSIT BOARD

Tuesday, January 16, 1990
Mears Park Centre Chambers
4:00 p.m.

AGENDA

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2. Approval of Agenda
3. Approval of Minutes:
 - A. Audit Advisory Committee, November 30, 1989
 - B. Administration and Finance Committee Meeting, December 12, 1989
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 - D. Regional Transit Board Meeting, January 2, 1990
4. CHAIR'S REPORT
 - A. Appointment of Membership of Legislative Committee *eight*
 - B. Contract for Consultant Services
 - C. *TAAC CLARENCE SINDT WAREVILLE KURT STRONG ST. PAUL*
5. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE *ROSEANN FABER BLIND DD CORNIE*

Elwyn Tinklenberg, Chair

 - A. Transit Public Opinion Poll
 - B. Financial Statements-November 1989
 - C. 1990 Affirmative Action Plan
 - D. Metro Mobility Administrative Center 1989 Contract Amendment
6. OTHER BUSINESS
 - A. Public Comment

Michael J. Ehrlichmann
Chair

Note: Following the board meeting there will be a dinner meeting with members of the Metropolitan Transit Commission to discuss issues of mutual interest. No action will be taken at that meeting.



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2700

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of January 8, 1990, the committee discussed and approved the following recommendations:

Transit Public Opinion Poll

The Administration and Finance Committee recommends:

That the Regional Transit Board authorize the executive director to enter into a contract with MN. Opinion Research, Inc. for an amount not to exceed \$7,000 for a transit public opinion poll.

Financial Statements - November 1989

The Administration and Finance Committee recommends:

That the Regional Transit Board receive the November 1989 financial statements and direct that they be placed on file.

1990 Affirmative Action Plan

The Administration and Finance Committee recommends:

That the Regional Transit Board approve the Regional Transit Board's Affirmative Action Plan for 1990 and direct that it be submitted to the Minnesota Department of Employee Relations.

Metro Mobility Administrative Center 1989 Contract Amendment

The Administration and Finance Committee recommends:

That the Regional Transit Board amend its 1989 budget and contract with the Metropolitan Transit Commission for the Metro Mobility Administrative Center (Contract No. 88/12/19-60) in an amount not to exceed \$699,547.

Other Business

The Administration and Finance Committee directed that the Audit Advisory Committee review the issue of equipment specifications in the contract for University of Minnesota's Route 52 service.

The Administration and Finance Committee directed the staff to prepare a ridership analysis, a revised service schedule and program evaluation of the Medicine Lake Lines Contract No. 88/05/16-21 for review by the Administration and Finance Committee at the February 12, 1990 meeting.

Elwyn Tinklenberg
Chair

ET/mff

That the Regional Transit Board endorse the appointment of two members selected by the State Council on Disability, as legislatively authorized, to serve on the RTB's Transit Accessibility Advisory Committee (TAAC):

Clarence Sindt

Kurt Strom

ROSEANNE FABER

That the Regional Transit Board amend the composition of the TAAC committee to create an opening for an additional at-large member to be recruited and selected by the RTB chair.

(The position has been offered to Roseanne Faber, State Planning Agency staff member who works with the Governor's Planning Council on Developmental Disabilities. Roseanne has a disability; she is blind. She is very interested in serving on the committee, but before making a commitment needs to be certain that monthly meetings of the committee can be accommodated into her work schedule. She is discussing this with her supervisor and call us back to confirm.)



REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, St. Paul, Minnesota 55101
612/292-8789

DATE: January 2, 1990

TO: Regional Transit Board Administration and Finance Committee

FROM: Sherry Munyon, Deputy Chair - Legislative Director
Suzanne Hanson, Public Information Officer *S.H.*

SUBJECT: Transit Public Opinion Poll

Background

A public opinion poll on transit would be a useful tool to communicate our legislative package and design information efforts for 1990. Last year at this time a survey was done on light rail transit. While that survey was very helpful in educating the legislature and proving a need for the RTB's involvement in LRT, the issues surrounding light rail transit have changed - we now have a need to know how the community feels about more specific issues ie. priority corridors and funding mechanisms. We can also solicit responses to a number of broad based transit issues in addition to LRT. Perceptions on existing services, metro mobility, assessible mainline transit, suburban transit and other transit issues can help us plan and promote our region's transit services.

Discussion

The poll should be done as soon as possible in order to prepare for the legislative session. The poll's credibility will be enhanced if we use a polling and survey research center that has credibility in our area among legislators, business leaders, government officials and the media.

The St. Paul Pioneer Press Dispatch and WCCO radio/tv uses MN. Opinion Research Inc. to design questions, draw samples and interpret data. They are competitively priced and would be willing to handle the poll from start to finish for \$7,000.00. This amount of money was budgeted in the 1990 public information budget for an LRT poll.

Action Requested

That the Regional Transit Board authorize the executive director to enter a contract with MN. Opinion Research Inc. for an amount not to exceed \$7,000.00 for a transit public opinion poll.

REGIONAL TRANSIT BOARD
MEARS PARK CENTRE, 230 EAST FIFTH STREET
SAINT PAUL, MINNESOTA 55101
612/292-8789

DATE: January 2, 1990
TO: Administration and Finance Committee
FROM: Clete Luberts, Accountant 
SUBJECT: Financial Statements - November 1989

SUMMARY

The Administration and Finance Committee is asked to review the November 1989 financial statements. These financial statements have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles. They are:

- balance sheet
- statement of revenues, expenditures and changes in all funds
- schedule of revenues, expenditures and changes in general fund
- statement of revenues, expenditures and changes in special revenue funds
- program status report and comments
- transit provider status report
- investment summary by fund

RECOMMENDATION

That the Regional Transit Board receive the November 1989 financial statements and direct that they be placed on file.

Attachment
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REGIONAL TRANSIT BOARD
FINANCIAL STATEMENTS
Ending November 30, 1989

Balance Sheet.....Page 1
Combined Statement of Revenues, Expenditures and Fund Balance.....Page 2
General Funds.....Page 3
Special Revenue Funds.....Page 4
Program Status Report and Comments.....Pages 5
Transit Provider Status Report.....Pages 6 & 7
Investment Summary by Fund.....Pages 8

EXPLANATION TO EXPENDITURES TITLES

SALARIES & BENEFITS

- * SALARIES & WAGES
- * RTB BENEFIT PACKAGE

PROFESSIONAL & TECHNICAL

- * CONSULTING
- * CONTRACTUAL SERVICES
- * LEGAL FEES

MET COUNCIL CHARGEBACKS

- * M.C. CHARGEBACKS

MATERIALS AND SUPPLIES

- * OFFICE SUPPLIES

OCCUPANCY

- * OFFICE SPACE RENT
- * STORAGE SPACE RENT
- * CHAMBERS & MEETING ROOM RENT

EQUIPMENT RENTAL/MAINTENANCE

- * COMPUTER (Met Council)
- * COPIER
- * EQUIPMENT RENTAL/MAINTENANCE

MEMBER PER DIEMS

- * BOARD PER DIEMS

TRAVEL EXPENSE

- * LOCAL TRAVEL
- * NON-LOCAL TRAVEL

CASUALTY & LIABILITY

- * GENERAL INSURANCE PKG
- * PUBLIC OFFICERS' LIABILITY

PRINTING & PUBLISHING

- * MEMBERSHIPS & SUBSCRIPTIONS
- * PRINTING & PUBLICATIONS
- * POSTAGE
- * NEWSPAPER NOTICES

CAPITAL EXPENDITURES/OTHER

- * RECRUITMENT
- * EMPLOYEE DEVELOPMENT
- * TELEPHONE
- * CAPITAL EXPENDITURES
- * MISCELLANEOUS (bank fees/chg's)

REGIONAL TRANSIT BOARD
BALANCE SHEET - ALL FUNDS
FOR ELEVEN MONTHS ENDED NOVEMBER 30, 1989

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUND	FIXED ASSETS	TOTAL ALL FUNDS	TOTAL NOVEMBER 1988 ALL FUNDS	CHANGE
ASSETS:							
CASH	\$977,709	\$168,000	\$0		\$1,145,709	\$748,633	\$397,076
INVESTMENTS	\$0	\$0			\$0	\$9,609,248	(\$9,609,248)
TAXES RECEIVABLE		\$29,932,176	\$3,666,361		\$33,598,537	\$29,692,687	\$3,905,850
ACCRUED INTEREST REC.	\$0	\$0			\$0	\$68,930	(\$68,930)
DUE FROM OTHER FUNDS	\$3,609	\$0	\$0		\$3,609	\$1,318	\$2,291
DUE FROM OTHER GOVT. UNITS	\$0	\$0			\$0	\$0	\$0
DUE FROM STATE OF MINNESOTA	\$675,000	\$11,786,500	\$0		\$12,461,500	\$2,609,000	\$9,852,500
DUE FROM FEDERAL GOVT.	\$242,602	\$347,882			\$590,484	\$503,523	\$86,961
OTHER ASSETS	\$42,371	\$587,326	\$98,461	\$564,877	\$1,293,036	\$824,973	\$468,063
TOTAL ASSETS	\$1,941,291	\$42,821,885	\$3,764,822	\$564,877	\$49,092,875	\$44,058,311	\$5,034,563
LIABILITIES:							
ACCOUNTS PAYABLE	\$41,811	\$0	\$0		\$41,811	\$31,101	\$10,711
ACCRUED PAYROLL LIABILITIES	\$120,146	\$0	\$0		\$120,146	\$107,191	\$12,954
DUE TO OTHER GOVT. UNITS	\$162,858	\$0	\$2,633,778		\$2,796,635	\$230,397	\$2,566,238
DUE TO MTC	\$0	\$17,937,179	\$1,032,583		\$18,969,762	\$20,789,883	(\$1,820,121)
DUE TO OTHER PROVIDERS	\$0	\$2,009,623	\$0		\$2,009,623	\$2,061,746	(\$52,123)
DUE TO OTHER FUNDS	\$0	\$3,609	\$0		\$3,609	\$1,318	\$2,291
DEFERRED REVENUE	\$102,083	\$8,380,165	\$0		\$8,482,248	\$8,645,727	(\$163,479)
LONGTERM LIABILITY	\$0	\$0	\$0	\$0	\$0	\$70,719	(\$70,719)
DEFERRED COMP HELD	\$0	\$0	\$98,461		\$98,461	\$57,375	\$41,087
TOTAL LIABILITIES	\$426,898	\$28,330,576	\$3,764,822	\$0	\$32,522,296	\$31,995,457	\$526,839
FUND EQUITY:							
INVESTMENT IN GEN FIXED ASSETS	\$0	\$0		\$564,877	\$564,877	\$382,318	\$182,559
FUND BALANCE							
RESERVE FOR ENCUMBRANCES	\$0	\$0			\$0	\$0	\$0
UNRESERVED							
DESIGNATED	\$0	\$0			\$0	\$0	\$0
UNDESIGNATED	\$1,514,393	\$14,491,309			\$16,005,702	\$11,680,536	\$4,325,165
TOTAL FUND EQUITY	\$1,514,393	\$14,491,309	\$0	\$564,877	\$16,570,579	\$12,062,855	\$4,507,724
TOTAL LIABILITIES & FUND EQUITY	\$1,941,291	\$42,821,885	\$3,764,822	\$564,877	\$49,092,875	\$44,058,311	\$5,034,563

REGIONAL TRANSIT BOARD
STATEMENT OF REVENUES, EXPENDITURES & CHANGES
IN ALL FUNDS FOR ELEVEN MONTHS ENDED NOVEMBER 30, 1989

	GENERAL FUND	SPECIAL FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL/BUDGET VARIANCE FAVOR/(UNFAVOR)
BEGINNING FUND BALANCE	\$2,123,153	\$11,170,421	\$13,293,574	\$13,293,574	\$0
REVENUES:					
PROPERTY TAXES	\$0	\$51,124,848	\$51,124,848	\$51,101,000	\$23,848
FEDERAL GRANTS	\$344,652	\$301,667	\$646,318	\$782,650	(\$136,332)
STATE APPROPRIATIONS	\$1,122,917	\$22,835,006	\$23,957,923	\$23,679,792	\$278,131
INTEREST INCOME	\$163,254	\$1,284,041	\$1,447,296	\$550,000	\$897,296
MISCELLANEOUS/BONDS	\$3,493	\$14,998	\$18,491	\$183,333	(\$164,842)
TOTAL REVENUE	\$1,634,316	\$75,560,560	\$77,194,876	\$76,296,775	\$898,101
EXPENDITURES:					
SALARIES AND BENEFITS	\$984,493	\$23,506	\$1,008,000	\$1,286,450	\$278,450
PROFESSIONAL AND TECHNICAL	\$519,262	\$14,998	\$534,260	\$1,195,150	\$660,890
MET COUNCIL CHARGEBACKS	\$217,251	\$0	\$217,251	\$217,251	\$0
MATERIALS SUPPLIES	\$14,958	\$0	\$14,958	\$28,417	\$13,459
OCCUPANCY	\$91,726	\$0	\$91,726	\$142,083	\$50,357
EQUIPMENT RENTAL AND MAINTEN	\$32,062	\$0	\$32,062	\$42,167	\$10,104
MEMBER PER DIEMS	\$30,300	\$0	\$30,300	\$45,833	\$15,533
TRAVEL EXPENSE	\$97,232	\$0	\$97,232	\$131,725	\$34,493
CASUALTY AND LIABILITY	\$72,206	\$0	\$72,206	\$91,667	\$19,460
PRINTING AND PUBLISHING	\$63,929	\$0	\$63,929	\$114,858	\$50,930
CAPITAL EXPENDITURES/OTHER	\$96,661	\$16,767	\$113,428	\$425,405	\$311,977
TRANSIT GRANTS/PROVIDERS	\$22,996	\$72,184,401	\$72,207,397	\$74,526,238	\$2,318,841
TOTAL EXPENDITURES	\$2,243,075	\$72,239,673	\$74,482,748	\$78,247,243	\$3,764,495
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(\$608,760)	\$3,320,888	\$2,712,128	(\$1,950,469)	\$4,662,597
TRANSFERS:					
BUDGET AUTHORIZATION			\$0	\$0	\$0
STATUTORY AUTHORIZATION					
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCES	\$1,514,393	\$14,491,309	\$16,005,702	\$11,343,105	\$4,662,597
RESERVE FOR ENCUMBRANCE DESIGNATED			\$0		\$0
UNRESERVED/UNDESIGNATED	\$1,514,393	\$14,491,309	\$16,005,702	\$11,343,105	\$4,662,597

REGIONAL TRANSIT BOARD
 SCHEDULE OF REVENUES, EXPENDITURES & CHANGES
 IN THE GENERAL FUND
 FOR ELEVEN MONTHS ENDED NOVEMBER 30, 1989

	GENERAL 010	PLANNING PROGRAMS 011	TOTAL GENERAL FUND	TOTAL BUDGET GENERAL FUND	ACTUAL/BUDGET VARIANCE FAVOR/(UNFAVOR)
BEGINNING FUND BALANCE	\$2,005,037	\$118,116	\$2,123,153	\$2,123,153	\$0
REVENUES:					
PROPERTY TAXES			\$0	\$0	\$0
FEDERAL GRANTS		\$344,652	\$344,652	\$360,983	(\$16,332)
STATE APPROPRIATIONS	\$366,667	\$756,250	\$1,122,917	\$1,122,917	\$0
INTEREST INCOME	\$53,308	\$109,947	\$163,254	\$100,833	\$62,421
MISCELLANEOUS	\$3,493	\$0	\$3,493	\$0	\$3,493
TOTAL REVENUE	\$423,467	\$1,210,848	\$1,634,316	\$1,584,733	\$49,582
EXPENDITURES:					
SALARIES AND BENEFITS	\$522,161	\$462,332	\$984,493	\$1,183,796	\$199,302
PROFESSIONAL AND TECHNICAL	\$136,573	\$382,689	\$519,262	\$991,650	\$472,388
MET COUNCIL CHARGEBACKS	\$15,583	\$201,667	\$217,251	\$217,251	\$0
MATERIALS SUPPLIES	\$14,958	\$0	\$14,958	\$28,417	\$13,459
OCCUPANCY	\$91,726	\$0	\$91,726	\$142,083	\$50,357
EQUIPMENT RENTAL AND MAINTENANCE	\$32,017	\$45	\$32,062	\$42,167	\$10,104
MEMBER PER DIEMS	\$30,300	\$0	\$30,300	\$45,833	\$15,533
TRAVEL EXPENSE	\$63,146	\$34,085	\$97,232	\$126,225	\$28,993
CASUALTY AND LIABILITY	\$72,206	\$0	\$72,206	\$91,667	\$19,460
PRINTING AND PUBLISHING	\$55,545	\$8,383	\$63,929	\$114,858	\$50,930
CAPITAL EXPENDITURES/OTHER	\$96,661	\$0	\$96,661	\$95,242	(\$1,420)
TRANSIT PROGRAMS/GRANTS	\$0	\$22,996	\$22,996	\$22,996	\$0
TOTAL EXPENDITURES	\$1,130,877	\$1,112,198	\$2,243,075	\$3,102,184	\$859,109
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(\$707,410)	\$98,650	(\$608,760)	(\$1,517,451)	\$908,691
TRANSFERS:					
BUDGET AUTHORIZATION			\$0	\$0	\$0
STATUTORY AUTHORIZATION					
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCES	\$1,297,627	\$216,766	\$1,514,393	\$605,702	\$908,691
RESERVE FOR ENCUMBRANCES DESIGNATED			\$0		\$0
UNRESERVED/UNDESIGNATED	\$1,297,627	\$216,766	\$1,514,393	\$605,702	\$908,691

REGIONAL TRANSIT BOARD
 SCHEDULE OF REVENUES, EXPENDITURES
 AND CHANGES IN SPECIAL REVENUE FUNDS
 FOR ELEVEN MONTHS ENDED NOVEMBER 30, 1989

	REGULAR ROUTE 012	METRO MOBILITY 013	OPT OUT 014	RURAL SMALL URBAN 015	LRT ENGINEERING 016	NEW SERVICE TEST MARKETING 017	TOTAL SPECIAL FUNDS	TOTAL BUDGET SPECIAL REVENUE FUND	ACTUAL/BUDGET VARIANCE FAVOR/(UNFAVOR)
BEGINNING FUND BALANCE	\$5,670,398	\$447,021	\$59,597	\$505,021	\$1,551,750	\$2,936,635	\$11,170,421	\$11,170,421	\$0
REVENUES:									
PROPERTY TAXES	\$48,048,085	\$0	\$2,520,833	\$555,930		\$0	\$51,124,848	\$51,101,000	\$23,848
FEDERAL GRANTS	\$301,667	\$0		\$0	\$0	\$0	\$301,667	\$421,667	(\$120,000)
STATE APPROPRIATIONS	\$10,986,215	\$9,968,750	\$0	\$755,792	\$100,000	\$1,024,250	\$22,835,006	\$22,556,875	\$278,131
INTEREST INCOME	\$724,246	\$178,141	\$29,021	\$41,943	\$124,843	\$185,847	\$1,284,041	\$449,167	\$834,874
MISCELLANEOUS							\$0	\$183,333	(\$183,333)
TOTAL REVENUE	\$60,060,213	\$10,146,891	\$2,549,854	\$1,353,664	\$224,843	\$1,210,097	\$75,545,562	\$74,712,041	\$833,521
EXPENDITURES:									
MTC OPERATING SUBSIDY	\$56,013,215						\$56,013,215	\$56,727,550	\$714,335
MTC RIDESHARE	\$581,290						\$581,290	\$621,353	\$40,063
MTC JOBSEEKERS	\$364,200						\$364,200	\$371,250	\$7,050
MTC METRO MOBILITY ADMIN		\$695,464					\$695,464	\$594,822	(\$100,642)
NON-MTC FIXED ROUTE	\$1,450,173						\$1,450,173	\$1,448,920	(\$1,253)
OPT - OUT			\$1,245,496				\$1,245,496	\$1,571,139	\$325,643
RURAL SYSTEM				\$905,631			\$905,631	\$966,845	\$61,214
SMALL URBAN				\$295,357			\$295,357	\$306,680	\$11,323
METRO MOBILITY		\$10,186,264					\$10,186,264	\$11,001,011	\$814,747
LIGHT RAIL TRANSIT					\$23,506		\$23,506	\$311,575	\$288,069
TEST MARKETING						\$447,310	\$447,310	\$847,275	\$399,965
CAPITAL EXPENDITURES				\$16,767			\$16,767	\$243,080	\$226,313
TOTAL EXPENDITURES	\$58,408,878	\$10,881,728	\$1,245,496	\$1,217,755	\$23,506	\$447,310	\$72,224,675	\$75,011,501	\$2,786,826
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$1,651,335	(\$734,837)	\$1,304,358	\$135,908	\$201,337	\$762,787	\$3,320,888	(\$299,459)	\$3,620,347
TRANSFERS:									
BUDGET AUTHORIZATION							\$0		\$0
STATUTORY AUTHORIZATION									
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCES	\$7,321,732	(\$287,816)	\$1,363,954	\$640,929	\$1,753,087	\$3,699,422	\$14,491,309	\$10,870,962	\$3,620,347
RESERVE FOR ENCUMBRANCES DESIGNATED									
UNRESERVED/UNDESIGNATED							\$0		\$0
RESERVE FOR ENCUMBRANCE DESIGNATED							\$0		\$0
UNRESERVED/UNDESIGNATED	\$7,321,732	(\$287,816)	\$1,363,954	\$640,929	\$1,753,087	\$3,699,422	\$14,491,309	\$10,870,962	\$3,620,347

RTB PROGRAM STATUS REPORT - NOVEMBER 1989
91.66% OF FISCAL YEAR

Work Prog #	Program name	Original Budget	Expenses thru Period end date	Unexpended Budget	Expenses as % of Budget
89-01	RTB Policy Management	\$276,200	\$251,290	\$24,910	90.98%
89-02	Executive Director's Office	\$202,450	\$142,151	\$60,299	70.22%
89-03	Programs/Planning Admin	\$175,850	\$174,343	\$1,507	99.14%
89-04	Transportation Planning Process	\$245,400	\$189,381	\$56,019	77.17%
89-10	Elderly and Disabled	\$91,300	\$74,616	\$16,684	81.73%
89-11	Regional Rideshare Prog. Coord.	\$102,200	\$16,392	\$85,808	16.04%
89-12	I-394 Planning & Implementation	\$52,900	\$6,540	\$46,360	12.36%
89-13	Transit System Planning & Impl.	\$274,800	\$274,295	\$505	99.82%
89-14	Transit Programs and Admin.	\$80,827,750	\$71,839,081	\$8,988,669	88.88%
89-15	Administrative Services	\$488,600	\$350,892	\$137,708	71.82%
89-16	Financial Management	\$262,100	\$159,821	\$102,279	60.98%
89-17	Personnel Administration	\$46,200	\$102,524	(\$56,324)	221.91%
89-19	Public Information	\$383,200	\$118,958	\$264,242	31.04%
89-22	Competitive Transit Services	\$93,800	\$83,207	\$10,593	88.71%
89-23	Light Rail Transit	\$339,900	\$144,065	\$195,835	42.38%
89-26	Transit Test Mktg of New Serv.	\$924,300	\$464,422	\$459,878	50.25%
89-27	Community Demo. Grant Prg	\$168,500	\$30,257	\$138,243	17.96%
	Sub-Total	\$84,955,450	\$74,422,235	\$10,533,215	87.60%
89-20	Capital Expenditure Program	\$335,178	\$45,515	\$289,663	13.58%
	Total Programs and Capital Expenditures	\$85,290,628	\$74,467,750	\$10,822,878	87.31%
025	AGENCY-HOV CONTRACT	N/A	\$14,998	N/A	
		\$85,290,628	\$74,482,748	\$10,822,878	

**REGIONAL TRANSIT BOARD
 PROVIDER STATUS REPORT
 as of November 30 1989
 91.67% of Fiscal Year**

	1989 Contract	11 months Contract	11 months Accr. Exp	*Variance Dollars
Regular Route				
Airport Express	18,181	16,666	17,282	616
Medicine Lake	748,900	686,492	721,219	34,727
(1) North Suburban	816,510	748,468	711,643	-36,825
Total	1,583,591	1,451,625	1,450,143	-1,482
Medicine Lake- Adj	0	0	30	30
Adj Total	1,583,591	1,451,625	1,450,173	-1,452
Opt Out				
Plymouth	433,910	397,751	374,314	-23,437
Shakopee	217,661	199,523	166,917	-32,605
Southwest Metro	910,830	834,928	704,265	-130,663
Total	1,562,401	1,432,201	1,245,496	-186,705
Rural Systems				
Anoka County	85,646	78,509	76,389	-2,119
Carver County	104,650	95,929	101,489	5,560
Dakota Volunteer	10,800	9,900	10,800	900
DARTS	376,008	344,674	338,408	-6,266
HSI (Washington Co.)	224,960	206,213	202,517	-3,696
Scott County	81,241	74,471	81,241	6,770
Senior Community	57,035	52,282	51,159	-1,123
Senior Transp. Prog	15,600	14,300	16,068	1,768
Westonka	15,559	14,262	13,918	-345
Total	971,499	890,541	891,990	1,449
Scott Co- 1988 Adj	0	0	6,258	6,258
Sr Comm- sp exurban	0	0	5,213	5,213
Westonka - sp 88	0	0	2,171	
Adj Total	971,499	890,541	905,631	12,919
Small Urban Systems				
Columbia Heights	21,420	19,635	21,068	1,433
Hastings - TRAC	61,775	56,627	53,441	-3,186
Hopkins	39,000	35,750	32,197	-3,553
NEST	109,342	100,230	85,028	-15,202
STEP	8,205	7,521	7,534	13
White Bear	102,508	93,966	96,090	2,124
Total	342,250	313,729	295,357	-18,372

**REGIONAL TRANSIT BOARD
 PROVIDER STATUS REPORT
 as of November 30 1989
 91.67% of Fiscal Year**

	1989 Contract	11 months Contract	11 months Accr. Exp	*Variance Dollars
Metro Mobility				
City Wide Cab			252,586	
DARTS			342,635	
Diamond Cab			398,829	
Ebenezer Society			767,801	
H.T.S.			193,935	
Handicabs			1,533,317	
Human Services, Inc.			72,602	
Med Kab (Health East)			661,463	
Metro Ride			931,137	
Morley Bus			2,946,085	
Suburban Paratransit				
Twin City Mobility			447,044	
Wilder Transp.			284,823	
Yellow Taxi			1,354,011	
Total	12,001,103	11,001,011	10,186,264	-814,747
Total other than MTC	16,460,844	15,089,107	14,082,922	-1,008,356
MTC				
Regular Route	61,884,600	56,727,550	56,013,245	-714,305
Jobseekers	405,000	371,250	364,170	-7,080
Over 8 Mile Coupons	125,000	114,583	64,547	-50,037
MMAC	648,897	594,822	630,918	36,096
Minnesota Rideshare	695,966	637,969	581,290	-56,679
Total	63,759,463	58,446,174	57,654,169	-792,005
Test Mktg & New Serv				
ABC Weekender	105,416	96,631	90,065	-6,566
(2) * Roseville Circulator	737,180	342,358	357,245	14,887
Grand Total	81,062,903	73,974,270	72,184,401	-1,789,869

*+ = over budget

*- = under budget

(1) Incl amendment

(2) 18 month contract

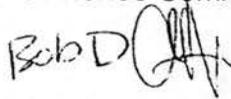
Investment Summary by Fund - November 1989

Date Purch.	Date Due	Description	Purchase Price	Broker	Yield
LRT Fund					
11/20/89	11/27/89	Repurchase agrmt.	240,000	American Bank	8.150
	11/27/89	sold	<u>(240,000)</u>		
			0		
New Test Marketing Fund					
11/06/89	11/27/89	CP- GE Finance	199,020	American Bank	8.441
	11/27/89	sold	<u>(199,020)</u>		
11/15/89	11/20/89	Repurchase agrmt.	1,575,000	Marquette Bank	8.250
	11/20/89	sold	<u>(1,575,000)</u>		
			0		

Total outstanding end of November: 0

REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, St. Paul, Minnesota 55101
612/292-8789

DATE: December 19, 1989
TO: Administration and Finance Committee
FROM: Robert Dietrick 
SUBJECT: 1990 Affirmative Action Plan

ACTION REQUESTED

The Administration and Finance Committee is asked to review and approve the Regional Transit Board's Affirmative Action Plan for submission to the Minnesota Department of Employee Relations.

BACKGROUND

The Regional Transit Board's Affirmative Action Plan was the first personnel document adopted by the Board in November 1985. The RTB is required to submit this Plan to the Minnesota Department of Employee Relations for approval each year. 1989 was the first year that this approval was legislatively mandated and the Affirmative Action Plan underwent a substantial revision in order to conform with the requirements of the Department of Employee Relations. Employee Relations has notified the RTB that they will be requiring several updates to the Plan for submission in 1990.

The 1990 updates requested by the Department of Employee Relations to the Affirmative Action Plan include a new staff workforce analysis, which is conducted as of December 31, 1989. This is an analysis of the staff by race, sex and disability. This is shown in Appendix A. Immediately following this workforce analysis is the section establishing hiring goals for 1990. The Department of Employee Relations sets the hiring goals for the agency by job category. These goals come from their analysis of the availability of protected-group members in the relevant labor market and recruitment areas.

The other 1990 updates to this Plan are the program objectives which are noted on pages 15 and 16. These program objectives are positive, action-oriented steps that the agency is committed to undertaking for 1990 in order to help us achieve our overall goal of eliminating barriers to equal employment opportunity. We are required to set six objectives, and we must have at least one objective for each quarter of the year. The internal RTB Affirmative Action Committee worked on establishing these objectives and we feel that they are realistic, achievable objectives for the upcoming year.

EQUAL EMPLOYMENT OPPORTUNITY

AFFIRMATIVE ACTION PLAN

REGIONAL TRANSIT BOARD
MEARS PARK CENTRE
230 EAST FIFTH STREET
SEVENTH FLOOR
SAINT PAUL, MINNESOTA 55101
612/292-8789

AFFIRMATIVE ACTION PLAN
Fiscal Year 1990
for

Regional Transit Board
(agency or agency subdivision)

1. This annual review revealed underutilization of the following protected group(s) in the following goal units: (check each unit appropriate)

Staff workforce analysis conducted December 31, 1989

GOAL UNIT	WOMEN	MINORITIES	DISABLED
Manager	X	X	
Professional			X
Office/Clerical		X	

2. This annual plan is and will be posted at the following central location so that every employee is aware of the department's commitments in affirmative action for the year.

Employee lunchroom/breakroom

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as our department's affirmative action goals for this fiscal year.

Affirmative Action Officer

Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

Agency Head

Date

5. This annual plan meets the rules governing affirmative action, Chapter 680, Section 3, Subdivisions 2 and 3, and contains goals as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Equal Opportunity Division

Date

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STATEMENT OF COMMITMENT

As Chairman and Executive Director of the Regional Transit Board, we hereby affirm the Regional Transit Board policy of :

- providing equal opportunities in employment
- citizen participation in program planning
- the provision of service to the public
- economic opportunities
- participation in and receipt of benefits derived from federally funded programs

No person or organization shall, on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation, or sexual preference, be excluded from participation in, be deprived of the benefits of, or be subject to discrimination by the Regional Transit Board.

All Regional Transit Board standards, policies and procedures will be reviewed periodically in order to identify and eliminate any barriers to equal employment opportunity within the existing systems.

I wholeheartedly endorse and support the Regional Transit Board's Affirmative Action Plan. Affirmative Action is the concept of taking positive steps to improve the work opportunities of groups discriminated against in the past and who continue to suffer the effects of that discrimination. The Minnesota Legislature has identified three protected groups: women, racial/ethnic minorities, and disabled individuals. The Regional Transit Board will make every effort to recruit and hire qualified protected-group members where they are underrepresented.

The Affirmative Action Plan will be posted on the bulletin board in the lunchroom and I urge all employees to become acquainted with our plan. It is the responsibility of all employees to promote and apply the principles of equal opportunity in their work and to cooperate fully with the Regional Transit Board's Affirmative Action Plan. Managers will be held accountable for their performance in implementing the Affirmative Action Plan and in preventing forbidden discrimination in the workplace. I have designated Robert Dietrick to serve as our Affirmative Action Officer. I urge you to join me in a continuing effort to make equal employment opportunity a reality.

Gregory L. Andrews, Executive Director

Date

Michael J. Ehrlichmann, Chair

Date

GOALS

The overall goal of the Regional Transit Board Affirmative Action Plan is to employ a representative work force -- one in which minority, female, and disabled representation is equal to or exceeds the availability of qualified minority, female and disabled candidates in the appropriate labor market.

A utilization analysis will be conducted annually by the AAO in order to identify areas of underutilization of protected-group members. This analysis will include:

1. The distribution of current employees by job category, salary range, and category of protected-group membership.
2. A forecast of anticipated job openings by job category.
3. An analysis of the availability of protected-group members in the relevant labor market and recruitment areas (this analysis will be performed by the Minnesota Department of Employee Relations).

The results of this analysis are in Appendix I.

PLAN DISSEMINATION

Dissemination of the Board's Equal Opportunity Policy is essential to implementation of the program. The policy will be communicated both internally and externally as follows:

Internal:

1. The Affirmative Action Plan (AAP) will be prominently placed on the employee bulletin board.
2. Copies of the AAP will be handed out to all employees when they are hired and when the plan is updated or changed.
3. The AAP will be kept on file in the Regional Transit Board's master files.
4. The Executive Director will meet with department heads on an annual basis to explain and discuss implementation of the plan.
5. Department heads will review the plan with personnel reporting to them.
6. Each manager will be responsible for reviewing the plan with employees under their supervision.
7. New employee orientation sessions conducted by department heads will include information about the policy and plan.
8. The Affirmative Action Officer will serve as an information resource on the plan to all employees.
9. The Board will maintain a position that a non-discrimination clause will be included in any labor agreement.
10. News items pertaining to equal opportunity and affirmative action will be posted on the employee bulletin board and circulated to department heads as appropriate.
11. An annual progress report will be provided to the Regional Transit Board.

External:

1. The Board's Annual Report will include a report on the AAP.
2. Citizen action groups, government agencies, educational institutions and organizations that serve as sources for recruitment for employment of protected-group members will be notified of the Board's Equal Opportunity Policy and may obtain a copy upon request.
3. Information regarding Board adoption of the AAP will be included in appropriate Board publications.

4. All advertisements, announcements of job openings, application forms, letters acknowledging receipt of applications or resumes, purchase orders and contracts will include the statement "The Regional Transit Board is an Equal Opportunity Employer."
5. All contractors, vendors and suppliers who currently supply goods and services to the Board will be informed of the Board's policy and plan, and of their equal opportunity obligations hereunder.
6. All service providers will be informed of Board policies and the AAP and of their equal opportunity obligations thereunder.
7. All job vacancies will be advertised in minority newspapers, and will be sent to the Board's protected-group mailing list.
8. Copies of the Plan will be made available to the public upon request.

DESIGNATION OF RESPONSIBILITIES

A. Board

Responsibilities: The Board members of the Regional Transit Board have final responsibility for accepting and approving the RTB's Affirmative Action Plan.

Duties:

1. The Board may delegate such activity, duties, and responsibilities as needed to achieve the objectives of the Plan.

Accountability: To the Governor of the State of Minnesota and Metropolitan Council.

B. Executive Director

Responsibilities: The Executive Director is responsible for the overall administration of the AAP, enforcing its policy, and making recommendations as necessary to the Board to promote programs for the achievement of equal opportunity.

Duties:

1. To designate and supervise an Affirmative Action Officer/Designee.
2. To make decisions and changes in policy, procedures and accommodations for the disabled as may be needed to facilitate equal opportunity and affirmative action progress.
3. To take action on complaints of alleged discrimination.
4. To report annually to the Minnesota Commissioner of Employee Relations the Board's progress in affirmative action.

Accountability: To the Chair and the Board of the Regional Transit Board.

C. Management Staff

Responsibilities: All management staff are responsible for implementing agency equal opportunity policies and procedures within their own department. Management staff will be evaluated on performance of equal opportunity responsibilities as they would any other program area. Each manager's performance evaluation will evaluate the manager's performance in implementing the policies and procedures of the AAP.

Duties:

1. To assist the Affirmative Action Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity, including providing reasonable accommodations for applicants and employees.
2. To follow the pre-employment review process .
3. To communicate the RTB's AAP to their assigned staff.

Accountability: To the Executive Director of the Regional Transit Board.

D. Affirmative Action Officer/Designee

Responsibilities: The Administrative Aide/Personnel has been designated to act as the coordinator of the RTB's AAP.

Duties:

1. Write and update the RTB's AAP on an annual basis.
2. Develop and maintain data including utilization analysis, to monitor and report results of the Board's equal opportunity and affirmative action efforts in employment.
3. To assist the management staff in establishing goals and objectives for program compliance.
4. Provide information and recommendations as necessary to the Executive Director regarding compliance with the Plan/s requirements.
5. Research and provide advice on matters pertaining to equal opportunity and affirmative action, including investigating alleged charges of discrimination and reporting a summary of findings to the agency head.
6. Serve as information resource to all employees regarding the AAP and employee rights and obligations under current applicable federal and state statutes and regulations, local ordinances and the Board's plan.
7. Develop and maintain communication with community resources, educational institutions, agencies and organizations to promote the Board's commitment to equal opportunity and to identify additional sources of recruitment.
8. To implement the pre-employment review process.
9. To complete the Personnel Action Reporting Forms required by the Department of Employee Relations.
10. Periodically review personnel policies and procedures to ensure compliance.

Accountability: To the Executive Director of the Regional Transit Board.

E. Affirmative Action Committee

Responsibilities: The Affirmative Action Committee, appointed by the Executive Director and composed of RTB staff members, is responsible for assisting the Affirmative Action Officer and the Executive Director in monitoring the RTB's progress in affirmative action.

Duties:

1. To review and make recommendations to the Affirmative Action Officer and the Executive Director concerning the RTB's AAP.
2. Serve as communication liaison with other RTB staff to help convey information and promote the RTB's AAP and activities.
3. Serve as a forum for transmitting employee concerns regarding affirmative action to the Affirmative Action Officer and the Executive Director.
4. Assist the Affirmative Action Officer and the Executive Director, as requested, in gathering information, conducting projects, and developing specific procedures and programs in order to meet the RTB's affirmative action goals of non-discrimination and equal employment opportunity.

Accountability: To the Executive Director of the Regional Transit Board.

PLAN DEVELOPMENT AND EXECUTION

1. RECRUITMENT

A. External

In order to increase the number of protected-group members applying for employment, recruitment resource lists will be developed. These lists will be periodically updated by the Affirmative Action Officer (AAO) and will include organizations and educational institutions which are normally prepared to refer qualified applicants in protected classes.

All job announcements will be sent to the appropriate recruitment resource as well as advertised in the media with a significant market share among protected groups. Such notification will contain pertinent job information including job title, department, location, relevant requirements, starting salary or salary range, close of application date and name of person to contact. All notices or advertisements of job openings will include the statement "An Equal Opportunity Employer."

The Board may also participate in various other programs at the local, regional or national level for recruitment in job classifications where the annual utilization analysis has identified an underutilization of protected-group members. The AAO may request that the management staff help develop recruitment strategies and identify additional recruitment resources. Applications and resumes will be retained for one year to maintain a sufficient applicant pool.

B. Internal

Notices of job openings for all positions will be posted prominently on the bulletin board in the employee lunch room to encourage employees to apply for positions for which they meet the minimal job-relevant requirements and which would provide them with job advancement and career opportunities. The posting period shall be not less than ten (10) working days. The AAC will also be provided with notices of all job openings and will be available to provide information and encouragement to employees seeking job advancement and career opportunities. Job announcements may also be provided to members of protected groups referred by present employees or other contacts.

2. APPLICATION BLANKS AND EQUAL OPPORTUNITY INFORMATION FORMS

Application blanks, when used, will require information which is job-relevant and otherwise pertinent to employment consideration. All applicants will be asked to voluntarily complete an equal opportunity information form which requests information needed to monitor and evaluate the Board's affirmative action efforts. This information will not be used to discriminate against persons in the selection process or in subsequent personnel decisions, but may be used for affirmative action purposes. The equal opportunity information forms will be maintained in a confidential file by the AAO. Application blanks and the equal opportunity form will prominently display the statement "An Equal Opportunity Employer" and will be revised periodically as needed to comply with current applicable federal and state statutes, regulations and ordinances. Falsification or misrepresentation of information on the application blank and/or other documents completed under this policy will be grounds for rejection or dismissal.

3. JOB REQUIREMENTS

Specific objective criteria relating to the activities, duties and responsibilities of a position shall be established before any recruiting is done.

Minimal job requirements established by the management staff will be based on an analysis of the job and will be job-relevant. All management personnel who participate in selection procedures and in making selection decisions will receive from the AAO periodic information and training as necessary concerning the Board's equal employment opportunity obligations and current policy and practices.

4. EXAMINATIONS

Written, oral and job performance examinations, when required, will be job-relevant. Eligibility of an applicant to take an examination will be determined solely on job-relevant qualifications. Standards for grading examinations will be uniformly applied regardless of race, color, creed, religion, national origin, sex, disability, age, political affiliation, or sexual preference.

5. INTERVIEWS

Interviews serve a dual purpose: They are a means of providing the applicant with information regarding the job and also of obtaining job-relevant information which will be considered in the selection process. Referrals of applicants for interviews will be based on considerations of applicants' job-relevant qualifications and the Board's affirmative action goals. Interviews will be structured and inquiries will be confined to areas relevant to employment and job performance considerations. The AAO will provide guidelines for conducting interviews in compliance with equal employment opportunity statutes and to ensure that interviews are conducted in accordance with established personnel procedures.

6. ARREST AND CONVICTION RECORDS

Arrest records will not be considered by the Board in making employment decisions. Conviction records may be considered. An applicant will not be rejected solely on the basis of a conviction record unless the nature and number of offenses would make the applicant unfit for employment in the position open.

7. PREVIOUS EMPLOYMENT REFERENCE CHECKS

Conducting previous employment reference checks is a means of obtaining job relevant information concerning an individual's past and/or present employment history and job performance. Previous employment reference checks will be made with the permission of the applicant and questions will be confined to job-relevant areas of inquiry.

8. PROMOTION AND TRANSFER

Promotion and transfer decisions will be based on consideration of the applicant's job-relevant qualifications and the Board's affirmative action goals. Internal applicants will be considered and interviewed for job openings for which they meet the minimal job-relevant requirements. Employees are informed of promotion and transfer opportunities through the posting of notices as well as the training and education requirements for promotion.

9. RETAINING PROTECTED GROUP MEMBERS

The following efforts will be made to encourage the successful and continued employment of protected group members:

- a. Follow-up meetings may be conducted by the AAO at the request of employees who are members of protected groups. The purpose of such interviews is to discuss any employment problems which may have developed. The AAO will make recommendations to the management staff to remedy such problems.
- b. Exit interviews will be conducted, at the option of the terminating employee, by the AAO to explore reasons for leaving and as a means of identifying, for subsequent investigation and remedy, any discriminatory treatment alleged to exist.

10. TRAINING/CAREER DEVELOPMENT

Training opportunities provided at the expense of the Board such as job-relevant seminars or conferences offered by other organizations will be made available to employees based on job performance needs and other job-relevant considerations, including affirmative action goals. Management staff will encourage their subordinates to enroll, on their own time, in coursework and other learning opportunities which would provide them with knowledge and skills needed for job growth and career advancement.

11. COMPENSATION -- SALARY AND FRINGE BENEFITS

Salaries, fringe benefits and other forms of remuneration will be provided without regard for race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political preference, or sexual preference.

In accordance with the Board's leave-of-absence policy as contained in the Personnel Code, the Board will consider pregnancy-related disabilities as temporary disabilities and will provide the same benefits. In conformance with the Minnesota Human Rights Act and the Pregnancy Discrimination Act, disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions shall be treated the same as disabilities caused or contributed to by other medical conditions. Requests for child-rearing leave may be made by female or male employees and will be considered in accordance with Board policies and practices regarding unpaid leaves of absence.

12. DISCIPLINARY ACTION

Disciplinary action and discharge will be for just cause and will not be based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation or sexual preference. Records of disciplinary action will be maintained annually by the AAO and reviewed as necessary with the management staff to ensure compliance with the Board's policy of non-discrimination.

13. LAYOFF AND RECALL

Layoff, where necessary, and recall will be made consistent with Board policy and based on consideration of job-relevant employee qualifications, business necessity, and the Board's affirmative action goals.

14. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The establishment and administration of departmental work rules and practices will be non-discriminatory. Board sponsored recreation and social events will be available to all employees. Policies and practices regarding leave without pay will be non-discriminatory. All other terms and conditions of employment not mentioned in preceding sections will be administered on a non-discriminatory basis, and are subject to audit and review to ensure compliance with the Board's equal employment opportunity policy. Reasonable accommodations will be made to schedule work to allow employees to observe religious holidays.

AUDITING, MONITORING AND REPORTING

Data and information will be developed and maintained that will provide for periodic analysis and evaluation of the implementation and results of the Board's Affirmative Action Plan (AAP). The management staff will assist and cooperate in collecting and compiling the necessary data and information. Meetings between the management staff and the Affirmative Action Officer (AAO) will be conducted annually to review evaluations of such information and to develop suggestions for the revision of programs and procedures as may be indicated. Data and information collected will include the following:

1. RECRUITMENT SOURCES AND REFERRAL RECORDS

Information will be maintained by the AAO on all organizations, institutions of higher learning and media resources that may be useful for recruiting qualified applicants from protected groups. Annual records will be kept by the AAO on the number of applicants subsequently hired that were referred by each resource. This information will be used in planning of recruitment strategies that have the greatest potential for increasing the number of qualified applicants from protected groups, particularly in areas of underutilization.

2. APPLICANT FLOW

Data will be developed annually and maintained by the AAO to indicate, by category of protected-group membership and occupation applied for, the total number of applicants (internal and external), those interviewed and/or tested, those offered positions, those hired and those rejected in order to determine the effectiveness of the Board's good-faith efforts to increase the employment opportunities of qualified protected-group members.

3. APPLICANT POOL

Applications and resumes will be retained by the AAO for a minimum of one year in order to maintain a sufficient applicant pool (particularly for those job classifications where there is an underutilization of protected-group members). Records will be maintained by the AAO to determine the effectiveness of this procedure in increasing the employment of qualified protected-group members, particularly in areas of underutilization.

4. WORK FORCE ANALYSIS

Data on the distribution of current employees by category of protected-group membership, occupational category, department and salary ranges will be developed and maintained on an annual basis by the AAO. This information will be used in analyzing the utilization of protected-group members and setting goals and timetables to remedy underutilizations and in reporting to government agencies.

5. PROMOTIONS/TRANSFERS

Data regarding promotions and transfers by category of protected-group membership will be maintained by the AAO. This information will be useful in analyzing the utilization of protected-group members and in monitoring promotion and transfer of decision-making procedures to ensure non-discrimination.

6. TRAINING/CAREER DEVELOPMENT

Records will be maintained by the AAO annually on the disbursement of expenses paid by the Board for employee participation in training seminars and conferences. These records will be reviewed annually by the AAO to ensure the consistent and non-discriminatory application of Board policies.

7. DISCIPLINARY ACTION/DISCHARGE

Records by category of protected-group membership of disciplinary action, including discharge, will be kept by the AAO and reviewed with the management staff to ensure non-discrimination.

8. TERMINATION RECORDS

The AAO will compile information on employee terminations by category or protected-group members on an annual basis in order to identify problems in retaining protected-group members. Exit interview information will also be reviewed to provide information on potential employment problems.

9. COMPLAINTS ALLEGING DISCRIMINATION

The AAO will maintain files on all complaints filed under "Equal Opportunity Complaint Procedures." These files will be considered confidential and information from these files will not be included in application files or personnel records.

The nature and number of complaints alleging discrimination and action taken to dispose of the complaints will be recorded and analyzed by the AAO to identify problem areas. Such information may serve as the basis for recommended changes in Board policies or administrative practices and procedures.

PRE-EMPLOYMENT REVIEW

Whenever a vacancy occurs in a job occupation category with an unmet affirmative action goal, the following procedure will be followed:

1. The AAO will notify the appropriate manager of the unmet affirmative action goal and will advise him/her of the affirmative action responsibility as outlined in this procedure.
2. Where under representation exists, the manager will make a good faith effort to contact all qualified protected-group members in order to be afforded an opportunity to interview. If a protected-group member is not selected for the position, the manager must provide a written rationale for not selecting the protected-group candidate. No job offer is made until this rationale is accepted.
3. The AAO will review the rationale and either approve or deny the justification. The AAO then notifies the manager of this decision.
4. If the rationale is denied, the AAO notifies the Executive Director in writing of that determination and indicates what remedial action is recommended.
5. The Executive Director will determine the final action.

PROGRAM OBJECTIVES

The Regional Transit Board is committed to the elimination of barriers to equal employment opportunity. In order to help accomplish this, the following program objectives have been developed by the affirmative action committee for 1990:

1. Objective: To determine RTB agency attitudes towards the RTB Affirmative Action Plan and its implementation, per legislative requirements.

Action Step: Develop and conduct a survey to determine employee and board attitudes towards the Affirmative Action Plan and its implementation.

Responsibility: Affirmative Action Officer and Affirmative Action Committee.

Target Date for Completion: March 31, 1990.

Evaluation Procedure: A summary report will be made by the Affirmative Action Officer based on the results of this survey. Any problems or issues identified in this survey will be addressed by the Affirmative Action Officer and/or the Executive Director.

2. Objective: Provide information to the staff on the RTB Affirmative Action Plan and the sex, race and disability harassment policies.

Action Step: The Affirmative Action Plan and the sex, race and disability harassment policies will be discussed at a full staff meeting at which attendance is mandatory. The Plan will again be passed out to all employees, as there are a number of new staff recently hired. The Executive Director and the Chair will affirm the RTB's commitment to equal opportunity/affirmative action.

Responsibility: Chair and Executive Director.

Target Date for Completion: March 31, 1990.

Evaluation Procedure: Each employee should come out of this meeting with a better understanding of the RTB's Affirmative Action Plan and a clear understanding of the agency's commitment to both equal opportunity and to maintaining a work atmosphere free of harassment and discrimination.

3. Objective: To increase the pool of qualified entry-level protected-group candidates, especially in the planning and programs area.

Action Step: RTB will research the idea of establishing a "mentor" program for protected-group applicants, whereby they can be exposed to transit planning as a potential career.

Responsibility: Affirmative Action Officer and Affirmative Action Committee.

Target Date for Completion: June 30, 1990.

Evaluation Procedure: Research on the mentor program will be completed by June 30 so that the implementation of the program can begin late summer/early fall of 1990. Affirmative Action Officer will conduct exit interviews with the candidates after they have completed their mentor program in order to determine effectiveness.

4. Objective: To increase the pool of qualified protected-group management candidates in order to correct the present disparity.

Action Step: RTB will develop an information/recruiting packet containing information on the agency and the management /professional positions that are available. This packet will be used by staff attending professional conferences and will be sent to professional/management organizations in the Twin Cities.

Responsibility: Affirmative Action Officer and Committee will develop the information/recruiting packet. Staff will be asked to use this information when they are at professional conferences and/or professional organization meetings.

Target Date for Completion: June 30, 1990.

Evaluation Procedure: Affirmative Action Officer will monitor the recruiting process to see if the pool of protected-group candidates for management positions is increasing, with the goal of hiring a protected-group manager in 1990.

5. Objective: To identify staff who are eligible for participation in the RTB's affirmative action program as a result of a disability.

Action Step: Develop and conduct a survey of the staff inviting disabled individuals to voluntarily and confidentially identify themselves.

Responsibility: Affirmative Action Officer.

Target Date for Completion: September 30, 1990.

Evaluation Procedure: Survey results will be used by the Affirmative Action Officer in setting goals for persons with disabilities and in identifying needs for reasonable accommodations.

6. Objective: To encourage sensitivity to protected-groups in the workplace and to understand the importance of teamwork and working together in a diverse work environment.

Action Step: All managers and employees will be required to attend training/education session (s) dealing with issues of diversity in the workplace.

Responsibility: Executive Director, Affirmative Action Officer and Affirmative Action Committee will work together to develop this training/education session(s).

Target Date for Completion: December 31, 1990.

Evaluation Procedure: Affirmative Action Officer will develop an evaluation form to be filled out by the staff after the training is conducted. The agency will use the results of this evaluation in helping to determine objectives for 1991.

HARASSMENT POLICY SEX-RACE-DISABILITY

Sexual, Racial, and Disability Harassment. It is the policy of the RTB to provide for its employees a work atmosphere free of sexual, racial and disability harassment, intimidation or coercion by other employees and by non-employees. Sexual harassment, and harassment on the basis of race or disability constitute illegal discrimination. RTB management is committed to promoting a discrimination-free work environment. Employees are prohibited from engaging in the harassment of other employees and non-employees in the course of carrying out their job duties.

Sexual harassment is defined as, but is not limited to:

- Sexually motivated physical contacts, sexually derogatory statements and verbal sexual advances; or
- Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Racial harassment is defined as an individual's verbal or physical conduct relating to another individual or group's race that is offensive, degrading or exploitive.

Disability harassment is derogatory, offensive or exploitive verbal or physical conduct relating to the disability of an individual or group. It includes behavior which maligns a reasonable accommodation provided by the RTB to enable an individual with disabilities to compete for or perform RTB jobs, or to utilize RTB services. It covers actions such as tampering or interfering with devices used by an individual to overcome the effects of their disability.

Such conduct or communication constitutes sexual, racial or disability harassment, and employees are prohibited from engaging in such conduct or communication when:

- 1) Submission to such conduct or communication is made either explicitly or implicitly a term or condition of another individual's employment or access to public services.
- 2) Submission to or rejection of such conduct or communication by an individual is used as a basis for decisions affecting that individual's employment or access to public services.
- 3) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or use of public services; or of creating an intimidating, hostile or offensive work environment or atmosphere in which public services are provided.

Any employee who feel that he or she has been subjected to any of these types of harassment, or who believes he or she has witnessed such harassment, is encouraged to report this information. Employees may bring informal complaints of harassment by reporting the alleged harassing behavior to the AAO or any RTB manager or supervisor. Employees who wish to bring a formal written complaint of harassment are encouraged to use the RTB's equal opportunity complaint procedure.

All complaints of sexual, racial and disability harassment shall be investigated in a timely, thorough and impartial manner. Information obtained through an investigation will be kept confidential to the degree possible and in accordance with the Minnesota Government Data Practices Act. Employees shall be protected from retaliation of any kind because of reporting a suspected incident of harassment or cooperating in an investigation of a harassment charge.

An employee found through an investigation to have engaged in sexual, racial or disability harassment of another individual in the performance of the employee's job shall be subject to disciplinary action up to and including discharge.

EQUAL OPPORTUNITY COMPLAINT PROCEDURE

Purpose and Authority

It is the purpose of this complaint procedure to provide an orderly, timely and equitable means of investigating and resolving internally, whenever feasible, complaints alleging unlawful discrimination. The Executive Director is responsible for the supervision of Regional Transit Board employees in accordance with this procedure and applicable law.

Scope

The complaint procedure shall apply to employees and non-employees alleging unlawful discriminatory action by the Board or Board employees. The use of this complaint procedure shall not limit the right of an aggrieved party to file a complaint with the appropriate federal, state or local enforcement agency.

Definitions

Equal Opportunity Complaint: A complaint alleging that the Regional Transit Board has been or is engaged in action which is discriminatory under current applicable federal or state statutes and regulations, local ordinances or the RTB's Affirmative Action Plan.

Complainant: May be an individual, a group or an organization which has a complaint alleging unlawful discriminatory action by the Board or Board employees. An employee may follow either the informal or formal procedure.

I. INFORMAL

An employee who has a complaint of discrimination or harassment may bring it to the attention of their supervisor or the Affirmative Action Officer (AAO) in an attempt to reach a satisfactory resolution without the necessity of further action.

II. FORMAL

1. If the complaint cannot be solved informally, the complainant may file a written complaint with the AAO by memo or letter explaining the specifics of the complaint. This action must take place within 30 days of the date of the occurrence of the alleged discriminatory action.
2. Within five (5) work days from filing of the formal complaint, the AAO will determine if the complaint is properly a complaint of discrimination and appropriately addressed by this internal procedure.
3. The AAO will then have 10 work days to conduct a fact-finding investigation and prepare a report of the facts to the appropriate manager, who will then make a decision on the complaint. The manager shall have five (5) work days from receipt of the AAO's report to make a decision.

4. The AAO's report and the manager's decision will be submitted to the Executive Director who shall accept, reject or modify the recommendation; take appropriate action; and notify all parties involved within ten (10) work days.
5. Complaint procedures will provide for a written answer to the complaint no later than 60 days from the filing of the complaint.
6. A summary report of all complaints, action taken, and outcome will be filed with the Minnesota Department of Employee Relations, Equal Opportunity Division, within 30 days of final determination.

Extension of Time: All parties may agree in writing to an extension of time at any stage of this complaint procedure.

Retaliation Prohibited: Any retaliatory action of any kind taken by an employee of the RTB against the complainant(s) or any other person(s) involved in the processing of or resolution of the complaint is prohibited.

Data Privacy: Data gathered during an investigation is subject to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes 13). Complaint files or copies thereof will not be placed in the personnel files of any person(s) involved in the complaint.

Alternative Action: If the complainant is not satisfied with the outcome of the above steps, he/she may seek alternate action. The complainant will be notified by the AAO of his/her right to file a complaint with the appropriate federal, state or local enforcement agency and the time limits applicable to their complaint.

REASONABLE ACCOMMODATION PROVISION

I. POLICY

It is the policy of the RTB to encourage the employment and promotion of any qualified person including the disabled. If the reason for the denial of employment or advancement in employment is the need to make reasonable accommodations to the physical or mental needs of a disabled employee or job applicant, it must be demonstrated that: a) the accommodation would impose an undue hardship on the agency; b) the accommodation does not overcome the effects of the person's disability; or c) the disabled person is not qualified to perform that particular job. This agency's reasonable accommodations policy applies to all departmental employees with any known physical or mental limitations, and any job applicant requesting accommodation prior to employment interview.

This agency will provide accommodations to qualified disabled employees/job applicants which such accommodations are directly related to performing a job or competing for a job on an equal basis. Accommodations will not be required for non-job related personal needs of individuals even though they may be a qualified disabled individual. In such cases, questions may arise as to whether the accommodation is personal or job related. The primary factors in evaluating an accommodation is whether the accommodation will enable the person to perform the job on an equal basis in the most cost effective manner and in the most integrated setting possible.

II. SCOPE

This policy statement establishes the RTB's workforce standard for accommodation to the needs of disabled employees. Reasonable accommodation requirements apply to both job applicants as well as current employees.

III. DEFINITIONS

A. Disabled Persons

A disabled person for purposes of this policy is anyone who meets the definition as stated in the Section 504 regulations of the 1973 Rehabilitation Act as amended in 1978, Subpart A, Section 84.3 j1-2 and k104 and Chapter 363 of the State's Human Rights Act. A disabled person is anyone who:

- 1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities.
- 2) Has a record of such impairment which means that a person has a history of or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
- 3) Is regarded as having such an impairment which means:
 - a. Has a physical or mental impairment that may not substantially limit major life activities but that is treated by an employer as constituting such a limitation;

- b. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- c. Has no impairment but is treated by an employer as having such an impairment.

An employee with an acute disabling condition which is expected to be temporary, such as appendicitis, broken arms, pulled muscles, etc., will meet the definitions of qualified disabled person. In most cases, these individuals will require short-term methods of work assignments, etc., until they can return to their usual work schedule. If a residual medical impairment is determined and a permanent condition is demonstrated, the provision of permanent reasonable accommodation will be considered.

IV. REQUEST FOR REASONABLE ACCOMMODATIONS

In order to avoid processing delays, the procedures for processing requests for reasonable accommodations should reflect the least number of approval steps necessary. The steps in requesting reasonable accommodations for current employees are:

- A. The supervisor and the disabled employee consult to determine the need for the accommodations and to discuss alternatives such as job restructuring, job site modification, and assistant devices.
- B. The supervisor submits a written request for "Employee Request for Reasonable Accommodation" obtained from the AAO for reasonable accommodation. The request includes a justification for the accommodation, and includes a statement of the disability. A medical statement of limitations may be included if the supervisor deems advisable.
- C. The supervisor submits the request to the AAO within two (2) work days upon receipt of the request. The AAO will notify the Executive Director of the request and gather information regarding availability and cost within two (2) work days.
- D. The AAO reports to the Executive Director with a recommendation. The Executive Director considers the available alternatives and decides whether or not to grant the requested accommodation and determines what accommodation should be provided. The decision is then provided in writing to the supervisor within two (2) work days after the agency makes their decision.
- E. The AAO fills out the "Reasonable Accommodations Agreement Form" and obtains necessary signatures.
- F. The AAO submits appropriate purchasing documents to the purchasing agency if equipment, furniture or other devices must be purchased.

V. METHODS OF PROVIDING REASONABLE ACCOMMODATIONS

To be reasonable, an accommodation should be necessary, effective and related to the job. The following are some methods of providing reasonable accommodations to qualified disabled individuals. Other forms of reasonable accommodation may also be provided.

A. Modification of equipment or devices.

The provision of equipment may include special telephone equipment "talking" calculators, one-handed typewriters, closed circuit televisions, specifically designed desk and files, TDD communications equipment and other types of equipment to facilitate the performance of job duties. These items may include: off the shelf devices as well as highly specialized, customized and/or prescription items.

B. Job site modification.

The planning and provisions of accessibility to existing facilities may be required in order for disabled individuals to work in them. Modifications may include adjustment to equipment height including desks, chairs, etc., addition of electrical outlets, rearrangement of furniture and equipment, widening doorways, reallocation of the job site to an accessible area, provision of special parking facilities, modifications of ventilation, heating, cooling and light systems, and other types of similar modifications.

C. Job restructuring.

The restructuring of any job may include modifying work hours and/or changing job duties while retaining the basic job functions. Arrangements must be considered for full-time permanent and intermittent employment. Job sharing and flexible work hours may permit disabled employees to meet such needs as medical appointments and medical dietary requirements. Job restructuring does not alter essential job functions.

D. Support services.

Support services such as interpreters for hearing impaired individuals, readers for blind, special attendants, etc., may be provided when it is clearly demonstrated that these services are required for a disabled employee's performance of the essential functions of the job. Support services may also be needed for job applicants during the interview process. This agency may, directly or on a contractual basis with any agency outside the department, provide the training necessary to allow staff members to provide support services when such training and the provisions of such support services are feasible.

VI. UNDUE HARDSHIP

In determining whether or not the making of a reasonable accommodation would impose an "undue hardship" on the operation of the RTB, factors to be considered must include:

1. The overall size of the RTB (i.e., number and type of facilities, size of budget).

2. The type of the RTB operation including the composition and structure of the RTB workforce.
3. The nature and cost of the accommodation needed.
4. The reasonable ability to finance the accommodation and each site of business; and
5. Documented good faith efforts to explore less restrictive or less expensive alternatives including consultation with the disabled person or with knowledgeable disabled persons or organizations.

VII. FUNDING FOR REASONABLE ACCOMMODATION

Where appropriate under this policy, this agency will make funds available in order to provide reasonable accommodations to disabled employees/job applicants. (The amount will be determined by the Executive Director and funds will be used only when a reasonable accommodation request has been approved and signed by the Executive Director.)

VIII. PURCHASE AND MAINTENANCE OF ACCOMMODATIONS

This agency is free to choose the specific accommodation provided to qualified disabled persons. The person requesting reasonable accommodations may suggest appropriate accommodations. However, the agency may provide another accommodation other than the one proposed based on practicality, usefulness or cost effectiveness.

All tangible accommodations purchased by this agency will be the property of the Regional Transit Board and shall be used only for job related functions. The maintenance of equipment will be the responsibility of the department and projected maintenance costs will be a factor in the initial decision to provide accommodations.

IX. DENIAL OF REQUESTS

All denials of requests for reasonable accommodation will be documented and kept on file by the Affirmative Action Officer. A copy of the document denying the request for reasonable accommodation will be given to the appropriate supervisor. The Affirmative Action Officer will notify the employee of the denial and inform the employee of his/her right to appeal and to file with other government agencies such as the Minnesota Department of Human Rights and the Equal Employment Opportunity Commission.

X. APPEALS

An employee who is dissatisfied with the reasonable accommodation decision can appeal directly to the Executive Director within two (2) work days of the decision. The Executive Director will, within two (2) work days of the individual's appeal, convene a reasonable accommodation review committee which shall consist of persons previously not involved. This committee will review all pertinent material and steps leading to the decision according to the following criteria:

- Job relatedness.
- Effectiveness.
- Necessity.
- The relationship between the accommodation and essential job functions.
- Cost.
- Other claims of undue hardship.

The committee will make a recommendation to the agency within three (3) work days from the date the committee was convened unless more time is needed to obtain more information from outside sources. The Executive Director will make a final determination within three (3) work days from receiving the committee's recommendation. The AAO will then convey written copies of the Executive Director's decision to the employee and supervisor. If the employee is still dissatisfied with the decision, he/she may file with federal, state, local and human rights agencies. The AAO will provide employees and compliance agencies with information in assistance needed in the appeals process. Information will be provided in compliance with the Minnesota Government Data Privacy Act. Compliance agencies which are investigating complaints or request information from the Executive Director will be provided documentation relating to the denial of a request for reasonable accommodation.

XI. DESIGNATED ASSISTANCE

Assistance with reasonable accommodation compliance, all requests for information or assistance in determining reasonable accommodation for qualified disabled employees and employees/job applicants may be directed to the AAO. That person also assists in locating resources or interpreting reasonable accommodation requirements.

XII. REQUEST FOR REASONABLE ACCOMMODATIONS FOR JOB APPLICANTS

All initial communication with job applicants regarding job vacancies shall indicate the willingness of the agency to make reasonable accommodation to the known physical or mental disability and shall invite the applicant to contact the agency for the needed accommodation.

The individual receiving the request shall contact the AAO immediately. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.

The AAO shall contact the job applicant to discuss the needed accommodation and possible alternatives.

If the agreed upon accommodation requested costs no more than \$75, the AAO shall approve the accommodation.

If the accommodation costs more than \$75, the AAO will request approval of the accommodation from the Executive Director.

If the accommodation is approved, the AAO will take the necessary steps to see that the accommodation is provided.

XIII. DENIAL OF ACCOMMODATION

If the requested accommodation is denied, the AAO shall advise the applicant of their right to file a complaint with the Department of Human Rights alleging violation of the Minnesota Human Rights Act.

WEATHER EMERGENCIES

In the event of the agency closing due to a weather emergency, notification of all employees will be made by an announcement on a local radio station. In addition, all managers will follow this up with a call to their staff.

The RTB will consult with hearing-impaired employees to determine an appropriate means of notifying them of agency closings due to weather emergencies. Such action may include the use of a telecommunications device for the deaf, or an agreement with a co-worker who lives nearby to notify the hearing-impaired employee in person. Other avenues of notification may be friends, family members, landlords or neighbors who will agree to contact the employee in person.

BUILDING EVACUATION

The RTB has recently moved into new quarters in Mears Park Centre. The agency is in the final stages of developing an emergency evacuation plan in conjunction with the Metropolitan Council and the Metropolitan Waste Control Commission, the other tenants in the building.

The plan will include procedures to ensure the safe and timely evacuation of all employees or visitors with mobility and/or sensory impairments.

A copy of the entire plan will be submitted as an appendix upon its completion and adoption by the agencies.

EEO/AA GLOSSARY

Affirmative Action - Policies and practices that are barriers to employment opportunity that are not based on specific job requirements should be identified and removed and that initial employment and advancement opportunities for persons in protected groups shown to be underutilized in an agency's work force should be facilitated so that the imbalance is redressed.

Affirmative Action Plan - A coherent set of policies and procedures designed to find any barriers contributing to imbalance in an agency's work force and to foster the correction of any imbalances that exist.

Disabled Individual - A person who has a physical or mental impairment that substantially limits one or more major life activities; a person who has a record of such impairment; or a person who is regarded as having such an impairment.

Discrimination - Unfair treatment, intentional or unintentional, based on protected characteristics.

Disparity - The employment of fewer disabled persons, minorities and women in the agency's work force than would reasonably be expected based on their availability in the labor market area.

Equal Employment Opportunity - The policy of basing all personnel activities solely on individual merit of applicants and employees, related to the national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation, or sexual preference.

Goal - A numerical objective for the utilization of protected group members.

Harassment - Any repeated behavior, or combination of behaviors, by one or more employees toward another employee or group of employees based on race, national origin, religion, sex, disability, or age and which the affected employee considers to be annoying, insulting, intimidating, which causes discomfort and/or which has a detrimental effect on such employee's work performance.

Labor Market Area - A geographic area from which an employer recruits workers.

Minority - Persons of Black, Hispanic, Asian, American Indian, or Native Alaskan heritage.

Objectives - A series of specific activities designed to eliminate underutilization of qualified protected group members.

Protected Class/Protected Group - Those individuals identified as disabled, minorities, or women as defined by M.S. 43A.02, Subd. 33.

Reasonable Accommodation - Architectural, equipment and other changes an employer must take to enable disabled persons to perform the jobs for which they are otherwise qualified.

Timetable - A prescribed reasonable time period in which affirmative action goals are expected to be achieved.

Underutilized/Underrepresentation - The employment in a goal unit of fewer qualified protected group members than would reasonably be expected by their availability in the labor market areas.

EQUAL OPPORTUNITIES FOR CITIZEN PARTICIPATION IN PROGRAM PLANNING

It is the Regional Transit Board's policy to provide equal opportunity for citizen participation in transit planning. The Board has citizen advisory committees that assist in the development of plans and programs in specialized planning areas such as the Transportation handicapped Advisory Committee, the Providers Advisory Committee, the Rideshare Advisory Committee, the Chairman's Advisory Committee, and any other committee that may be established by the Board. These advisory committees are composed of local and regional elected officials, representatives of state or regional agencies, and private citizens. The latter are selected in accordance with "open appointment" procedures adopted by the Regional Transit Board. The "open appointment" policy provides for the recruitment of interested citizens through notification of committee openings to the public in appropriate Board publications and advertisements placed in local newspapers, including those owned by minorities. An important objective of the "open appointment" policy is to include effective representation of all segments of the seven-county metropolitan area which the Board serves, including minorities, females, disabled, low income persons and the aged.

APPENDIX I

RTB WORKFORCE ANALYSIS
Staff as of December 31, 1989

<u>Title</u>	<u>Total</u>	<u>Racial Status/Sex/Disability Status</u>
Managerial		
Chair	1	White male - disabled
Executive Director	1	White male
Director of Planning & Programs	1	White female
Manger of LRT Development	1	White male
Comptroller	1	White male
Planning Manger	1	White male
Programs Manager	1	White male
Public Information Manager	<u>1</u>	White female
	8	
		female 2 (25%)
		disabled 1 (12.5%)
		minority 0 (0%)
Professional		
Assistant to the Chair	1	White female
Senior Project Administrator	2	White male/White female
Planner II	3	White male (2)/ White female
Paratransit Analyst	1	Black female
Project Administrator I	1	Black female
Contract Administrator	1	White female
Transit Analyst	1	White male
Accessibility Specialist	1	White female - disabled
Fiscal Analyst	1	Hispanic female
Administrative Aide	2	White male/White female
Accountant	1	White male
Program Auditor	1	White male
Community Relations Coordinator	1	White male
Writer/Editor	1	White female
Public Information Specialist	<u>1</u>	White female
	19	
		female 11 (57.9%)
		minority 3 (15.8%)
		disabled 1 (5.3%)

Office/Clerical

Administrative Assistant	1	White female		
Secretary	3	White female (3)		
Bookkeeper	1	White female		
Clerical Assistant	1	White female - disabled		
Receptionist	<u>1</u>	White female		
	7			
		female	7	(100%)
		minority	0	(0%)
		disabled	1	(14.3%)

Overall staff complement: 34

female	20	58.9%
minority	3	8.8%
disabled	3	8.8%

1990 Goals

The Minnesota Department of Employee Relations, Equal Opportunity Division, annually sets hiring goals for the Regional Transit Board based on their analysis of the availability of protected-group members in the relevant labor market and recruitment areas.

These goals are set by job category and the goals are as follows:

	female	minority	disabled
Managers:	45.2%	7.7%	8.2%
Professionals:	44.57%	4.7%	8.2%
Office/Clerical:	-	4.7%	8.2%

The staff complement for the agency on December 31, 1989 was 34 full-time employees. The RTB total staff complement is as follows:

Total number of full-time employees:	34	
female	20	58.9%
minority	3	8.8%
disabled	3	8.8%

The RTB meets all of the hiring goals set by the Department of Employee Relations for the overall staff complement of the agency. However, when we look at the separate job categories we see that the agency has a disparity in the following areas:

Job Group	Disparity
Managers	female/minority
Professionals	disabled
Office/clerical	minority

Based on anticipated job openings for 1990, as identified in the budget, the following goals will be set for 1990 and a good faith effort will be made to meet them:

Manager : (no new positions budgeted for 1990)

Goal: hire minority or female if there is any turnover during the year to address current disparity in both areas

Professional: 5 new position for 1990

Goal: hire at least one person with disability to address current disparity maintain percentage of female and minority

Office/Clerical: (no new positions budgeted for 1990)

Goal: hire minority if there is any turnover during the year to address current disparity

REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, St. Paul, Minnesota 55101
612/292-8789

DATE: December 29, 1989
TO: Administration and Finance Committee
FROM: Cyndie Mayer, Senior Project Manager *CM*
SUBJECT: Metro Mobility Administrative Center 1989 Contract Amendment

SUMMARY

This memorandum presents a recommendation to approve a contract amendment with the Metropolitan Transit Commission (MTC) for the Metro Mobility Administrative Center (MMAC) 1989 contract.

DISCUSSION

The MMAC 1989 budget is expected to receive less revenues from recertifications than was budgeted. The recertification of 10,000 riders under new eligibility criteria was budgeted to start January 1, 1989, yielding \$100,000. After the eligibility criteria were adopted January 30, 1989, by the RTB and a recertification plan was developed and implemented, recertification was initiated July 1, 1989. It is expected that actual 1989 recertification revenues will be \$49,350, slightly less than half of that budgeted.

The original RTB approved contract amount is \$648,897. The amended contract amount would be \$699,547. The change in total budgeted figures is summarized below:

	<u>1989 Budget</u>	<u>Proposed</u>	<u>Difference</u>
Total Expenses	\$831,327	\$831,327	\$ 0
Revenues			
- Recertification	\$100,000	\$ 49,350	\$50,650
- Other	\$ 82,430	\$ 82,430	\$ 0
RTB Subsidy	\$648,897	\$699,547	\$50,650

ACTION REQUESTED

That the Regional Transit Board amend its 1989 contract with the Metropolitan Transit Commission for the Metro Mobility Administrative Center (Contract No. 88/12/19-60) in an amount not to exceed \$699,547.