

HUMAN RESOURCES SUBCOMMITTEE BOARD OF DIRECTORS MEETING



Meeting Notice:

The next meeting of this subcommittee of the TARC Board of Directors will be held at:

**TARC's Headquarters, Board Room
1000 W. Broadway, Louisville, KY 40203**

Wednesday, December 8, 2021 at 1:00 p.m.

Alternately, members of the public and/or TARC staff may watch a livestream of the meeting by going to www.facebook.com/ridetarc the livestream will be at the top of the page; No Facebook account is needed. Public comments may be submitted in the chat feature of Facebook.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Ashlie Woods at 502.561.5108. Requests made as early as possible will allow time to arrange accommodation.

HUMAN RESOURCES SUBCOMMITTEE BOARD OF DIRECTORS MEETING



Agenda

I.	Quorum Call/Call to Order	Tawanda Owsley	1:00
II.	Staff Reports and Presentations	Randy Frantz, Tim Findley	1:00 – 1:20
III.	Discussion on Subcommittee Membership	All	1:20 – 1:30
IV.	CLOSED SESSION	Tawanda Owsley	1:35 – 2:00
V.	Adjournment		2:00

TARC HUMAN RESOURCES SUBCOMMITTEE MEETING



September 2021 Human Resources Subcommittee Meeting Minutes

The Human Resources Subcommittee of Transit Authority of River City (TARC) met on Wednesday, September 22, 2021 at 1:00 P.M. via Zoom conference due to the governmental social distancing constraints, pursuant to electronic notice to all Members.

Members Present

John Launius
Jan Day – Virtual
Tawanda Owsley - Virtual

Call to Order

Carrie Butler called the meeting to order at 1:04 P.M.

Staff Reports

- Covid-19 Update – Randy Frantz
- TARC and TARC3 Staffing – Randy Frantz
- Employee Diversity, Equity and Inclusion Training – Tim Findley Sr.

Proposed Next Meeting Agenda Items

Suggestion to talk more about Tip Line – Evaluate the process, how communication flows, responsibilities, who to call, what decision tree looks like. Evaluate number of complaints.

John Launius suggest to add Advisory members to subcommittees and discuss in the next Human Resources Subcommittee meeting.

Meeting Adjourned at 1:40 p.m.



**HUMAN RESOURCES
SUBCOMMITTEE MEETING**

DECEMBER 08, 2021





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II. Staff Report and Presentations	1:00pm - 1:20pm
III. Discussion on Subcommittee Membership	1:20pm - 1:30pm
IV. Closed Session	1:30pm – 2:00pm
V. Adjourn	2:00pm



MISSION STATEMENT

Deliver
transportation
services that
enhance the
Greater Louisville
community





MISSION STATEMENT & SUCCESS FACTORS

DELIVER TRANSPORTATION SERVICES THAT ENHANCE THE GREATER LOUISVILLE COMMUNITY

1

Deliver Quality Services

- Safe
- Accessible
- Sustainable

2

Focus on Rider Needs

- Voice of the Customer
- Dependability
- Frequent, Fast, & Direct

3

Maintain Adequate Financial Resources

- Mass Transit Trust Fund
- Fund Capital Needs
- Prudent Contractual Management

4

Support the Community's Well Being

- Program Involvement
- Workforce & Economic Development
- Outreach

5

Engage an Effective Team

- Promote Transparency
- Training & Development
- Opportunities for Growth

6

Explore Visionary Opportunities

- Long Range Planning
- Transformative Technology
- Multimodal Trends



HUMAN RESOURCES CHARTER

RESPONSIBILITIES OF THE CUSTOMER SERVICE COMMITTEE

- Meet quarterly
- Review the Executive Director's compensation
- Identify Board training opportunities and ensure appropriate training is given
- Prepare a Board meeting attendance matrix annually
- Ensure that the policies and procedures applicable to all employees are public, discernable, and followed



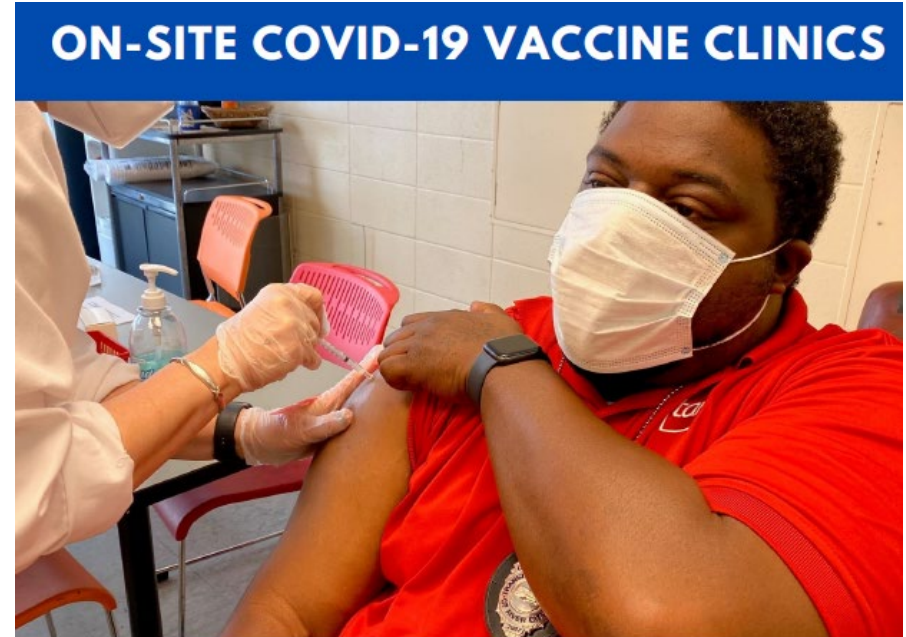
COVID-19 UPDATE

Two onsite vaccine dates scheduled, come join us

OSHA ETS vaccine mandate currently on hold

Current vaccine rates

- TARC: 50%
- Jefferson County: 68%
- KY: 52%
- USA: 60%



YOUR HEALTH IS IN YOUR HANDS!

**Wednesday,
December 8
2:00-4:00 p.m.
T&O Lounge**

**Wednesday,
January 5
2:00-4:00 p.m.
T&O Lounge**

- Open to all TARC employees and family members 18 and older
- First, second, and booster doses of Moderna vaccine
- No appointment necessary
- Bring your vaccine card if you have already received 1 or 2 doses

Special thanks to:



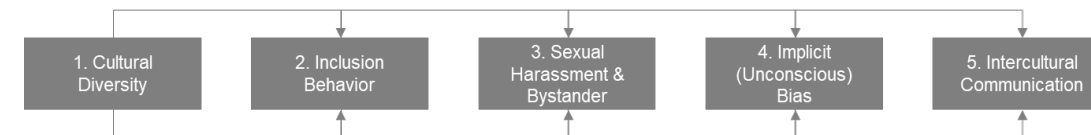
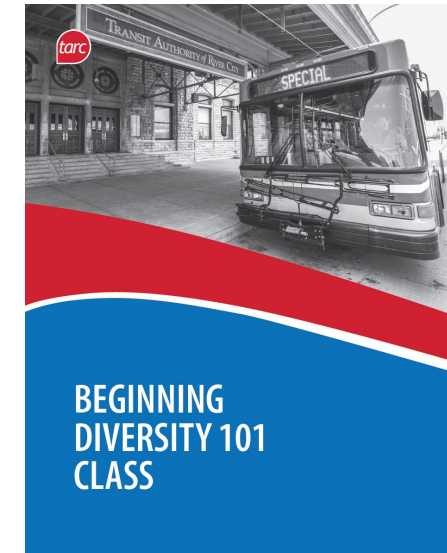
DEPARTMENT OF
PUBLIC HEALTH
AND WELLNESS



EMPLOYEE DIVERSITY, EQUITY & INCLUSION TRAINING

UNDERSTAND ENVIRONMENT, REVIEW PERSPECTIVES, ANALYZE CLIMATE, & ALIGN PRACTICES

- Leadership diversity training completed to date:
 - Beginning Diversity 101
 - Inclusion Behaviors: The Bridge to Employee Engagement
 - Sexual Harassment Prevention
- Development Roadmap for Leadership (4th Quarter '21, 1st Quarter '22):
 - Implicit (Unconscious) Bias
 - Intercultural Communications
- Employee Training
 - 18 Sessions of Sexual Harassment Prevention completed
 - 10 More daily sessions planned beginning December 6, 2021
 - 276 Participants completing 4-hour Beginning Diversity to date
 - ~300 EE's remaining to attend thru June 2022
- Future scheduling can include TARC Board of Directors





NAVEX ETHICS TIPLINE

CONDUIT FOR REPORTING ILLEGAL OR UNETHICAL BEHAVIOR



- Board Resolution 2020-25, May 27, 2020
- Ethics Review Committee Members
 - Carrie Butler, Executive Director
 - Tim Findley, D&I
 - Pat Mulvihill, Counsel
 - JP Hamm, HR
 - John Launius, Board Chair
 - Tawanda Owsley, Board Member
- Case Data
 - 24 YTD Cases
 - Average Cycle Time: 18.4 Days
 - # Cases Currently Open: 3



BOARD SUBCOMMITTEES

DISCUSSION ON NON-BOARD SUBCOMMITTEE MEMBERSHIP

Finance, Audit, & Risk
Management

(Dearing, Dryden, Launius)

Strategic Planning &
Technology

(Smith, Dearing, Christopher)

Customer
Service

(Day, Black)

Human
Resources

(Owsley, Day, Launius, Black)



HUMAN RESOURCES SUBCOMMITTEE

Closed Session



THANK YOU



HR SUBCOMMITTEE MEETING

December 08, 2021