

Minutes

RTA Organizational, Services & Performance Monitoring Committee Meeting

9:52 a.m. July 17, 2018

Present: Nardi (Chair), Clough, Elkins, McCall, Lucas, Moss, Norton, Serrano

Not present: Britt, Welo

Also Present: Anderson, Benford, Bitto, Boyd, Brooks-Williams, Burney, Calabrese, Cottrell, D'angelo, Davis, Feliciano, Ferraro, Freilich, Fields, Ford, Garofoli, Gautam, Harris, Jackson, Johnson, Kirkland, Krecic, Pinkney-Butts, Raguz, Schipper, Shariff, Sims, Sutula, Togher, Vukmanic, Williams, (A), Williams (C), Zeller

Mr. Nardi called the meeting to order at 9:52 a.m. The secretary called the roll and reported that five (5) committee members were present.

Purchasing Card

Angela Harris, p-card administrator in Accounting, made the presentation. She will present a brief overview of the GCRTA purchasing card program. The p-card program was implemented by RTA in 2003. The purpose was to provide a simple, efficient, cost effective method of paying for smaller dollar purchases. Purchases are limited to single transactions of less than \$2,500, unless specifically authorized by the Director of Procurement. Once a year, credit limits are set by the Office of Management and Budget during their yearly budget process. All card holders must reconcile and submit p-card reports monthly, which include receipts and supervisor approval. The reports are then sent to the p-card administrator and they are reviewed for appropriate signatures, documentation of fair prices greater than \$500, dates, amounts, nature of transactions, proper account classifications, compliance with p-card policy and non-allowable transactions.

Once the reports are reviewed thoroughly by the p-card administrator, the payment process can begin. P-card misuse is subject to, but not limited to card revocation, restitution, termination and/or prosecution. Currently there are 125 authorized positions for p-card use. Based on feedback from the executive management team and a review of p-card usage, they propose to reduce that number from 125 authorized positions to 87, which is a 30% reduction. The 30% reduction of authorized p-card positions does not decrease active users. The authorized p-card positions they propose to eliminate include positions that either (1) the position was authorized, but the employee opted not to receive a p-card, (2) the employee was issued a p-card, but had little to no usage over the last 3-5 years or (3) the authorized position no longer exist.

Fifth Third Bank currently offers a cash back rewards program based on total dollars spent. In 2017, p-card purchases totaled \$2.2 M. In 2018, the Authority received a rebate check of \$26K. In summary, they propose seven new positions be added, four job title modifications and that the CEO, General Manager, Secretary-Treasurer be authorized to update future changes in job titles. Staff request that the Organizational, Services & Performance Monitoring Committee recommends to the Board of Trustees the approval of these updates to the Purchasing Card Program.

July 17, 2018

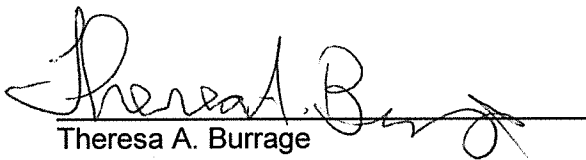
Page 2 of 2

Mr. Nardi asked for questions. Mayor Elkins mentioned that the State Legislature is in the process of reviewing and creating a set of laws for the usage of purchasing cards or has already passed a law. He asked if RTA was in compliance and if its policies and procedures match the laws. If not, he requested confirmation. It was moved by Mr. Serrano, seconded by Mayor Elkins and approved by unanimous vote.

Mr. Nardi adjourned the meeting at 9:57 a.m.



Joseph A. Calabrese, CEO
General Manager/
Secretary-Treasurer



Theresa A. Burrage
Executive Secretary