

NORTH TEXAS TOLLWAY AUTHORITY
NTTA Administration Committee Meeting Minutes
November 3, 2011

A public notice of this meeting containing all items was filed in the Office of the Secretary of State as required by Chapter 551 of the Texas Government Code, referred to as "The Open Meetings Act."

Minutes of the NTTA Administration Committee meeting held at the North Texas Tollway Authority, 5900 West Plano Parkway, Plano, Texas, on November 3, 2011, beginning at 10:30 a.m.

CALL TO ORDER

Committee Chairman Willard called the meeting to order at 10:52 a.m.

1. ESTABLISHMENT OF QUORUM

Committee Chairman Willard established a quorum by calling the roll. The following committee members were in attendance:

Jane Willard	Committee Chairman
Dave Denison	Member
George (Tex) Quesada	Member

Chairman Barr and Director Cagle were also in attendance, and Director Shepard joined the meeting at 11:07 a.m.

NTTA employees attending the Committee meeting were: Gerry Carrigan, Interim Executive Director; Ruby Franklin, Secretary; Lorelei Griffith, Assistant Secretary; Tom Bamonte, General Counsel; Clayton Howe, Assistant Executive Director Operations; Kim Tolbert, Assistant Executive Director Administrative Services; Kim Jackson, Director of Communications; Anthony Coleman, Director of Business Diversity.

Also present at the meeting representing the Authority were Frank Stevenson, Locke, Lord, Bissell & Liddell, Outside Counsel to the Authority; Greg Schaecher, McCall Parkhurst & Horton, Bond Counsel to the Authority; Stephanie Halliday, HNTB, General Engineering Consultant to the Authority.

2. General public comments not related to specific agenda items

There were no comments.

3. Briefing and possible action on the Administration Committee Charter

Kim Tolbert, Assistant Executive Director of Administrative Services, provided a briefing on the draft Administration Committee Charter, discussing the duties and responsibilities of the Committee.

Director Denison made a motion to approve the Administration Committee Charter and Director Quesada seconded the motion. The motion was approved unanimously. (Resolution No. 11-167)

4. Briefing on the Procurement Department reorganization

Felix Alvarez, Director of Procurement Services, provided a briefing on the department's reorganization plan. Topics covered included decentralized versus centralized procurement, current and proposed structures, business case and timeline. Mr. Alvarez addressed questions of the Committee.

5. Briefing on the 2012 benefits update and compensation considerations

Ms. Tolbert provided a briefing on the 2012 employee benefits update and compensation considerations, including a summary of employee benefits for 2012, employee compensation for 2012, and staff's recommendation. Mr. Carrigan, Ms. Tolbert and Nina Arias, Director of Human Resources, addressed questions of the Board Members.

After some discussion, Director Denison made a motion to recommend to the Board that the organization go forward with a 3.5% performance increase, subject to review by the Finance and Audit Committee. Director Quesada seconded the motion and it was approved unanimously.

6. Briefing on the Minority and Women – Owned Business Enterprise Sub Contracting Industry specific goals for 2012

Anthony Coleman, Director of Business Diversity, provided a briefing on the proposed 2012 Minority/Women-Owned Business Enterprise Industry-Specific Goals, including the policy programs, the M/WBE program, specific goals of the M/WBE subcontracting industry, proposed 2012 N/WBE industry-specific goals, goal setting methodology, and a summary of industry-specific subcontracting goals. Mr. Carrigan, Mr. Coleman, Ms. Mow and Ms. Tolbert addressed questions of the Board.

After some discussion, Director Quesada made a motion to support moving this item on to the full Board at the November Board meeting. Director Denison seconded the motion and it was approved unanimously.

7. Discussion of the County Review items

Mr. Carrigan informed the Committee that a discussion of the County Review items would be a continuing item on all future committee agendas in order to focus on addressing each of the recommendations in the Alvarez and Marsal County Review. A list of the 82 recommendations was provided, showing committee and executive owner assignments.

8. **EXECUTIVE SESSION**

An Executive Session was not held.

9. **CONSIDERATION OF ITEMS FROM EXECUTIVE SESSION**

N/A

ADJOURNMENT

The meeting adjourned at 12:04 p.m.



Jane Willard, Committee Chairman
NTTA Administration Committee



Ruby Franklin, Secretary