

NORTH TEXAS TOLLWAY AUTHORITY
NTTA Administration Committee Meeting Minutes
August 7, 2014

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 August 7, 2014, beginning at 11:15 a.m.

CALL TO ORDER

Committee Chairwoman Willard called the meeting to order at 12:20 p.m.

1. ESTABLISHMENT OF QUORUM

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

Jane Willard	Chairwoman
William (Bill) Elliott	Member
George (Tex) Quesada	Member
Bill Moore	Member
Gary Kloepper	Member

The following ex officio non-voting members were in attendance:

Gerry Carrigan	CEO/Executive Director
Tom Bamonte	General Counsel
Frank Stevenson	Board Counsel
Magdalena Brady	Director of Internal Audit

Chairman Barr, Director Nowels, Director Ellis-Kirk, and Director Haddad were also in attendance.

*Director Ellis-Kirk left the meeting at 12:51 p.m.

NTTA employees attending the Committee meeting were: Lorelei Griffith, Secretary; Karen Madison-Ponds, Assistant Secretary; Horatio Porter, CFO/Treasurer; Tom Bamonte, General Counsel; Elizabeth Mow, Assistant Executive Director of Infrastructure; Brian Reich, Controller; Anthony Coleman, Director of Business Diversity; Thomas Phillips and Randi Oldham, Interim Directors of Information Technology; Pete Havel, Director of Legislative Affairs, Carrie Rogers, Director of Government Affairs; Kim

Jackson, Senior Director of Public Affairs; Craig Lockett, Director of Human Resources; Robert Rangel Jr., Director of Financial Planning & Analysis.

Also present at the meeting representing the Authority were Greg Schaecher, McCall Parkhurst & Horton, Bond Counsel to the Authority; Bill Mahomes, Mahomes Bolden PC.

2. General public comments not related to specific agenda items

No comments were made under this item.

3. Approval of minutes from the May 1, 2013 Administration Committee meeting

Director Elliott made a motion to approve the minutes, and Vice Chairman Moore seconded the motion. The motion was approved unanimously. (Resolution No. 14-68)

4. Formation of Contiguous County Advisory Committee, addition of Section 44, "Contiguous County Advisory Committee," to the Bylaws of the North Texas Tollway Authority, approval of the committee charter, and related proposed legislation

Carrie Rogers, Director of Government Affairs, provided a briefing to the Committee regarding the formation on the Advisory Committee, the related bylaws, and the proposed legislation with the request to advance to the full Board later this month. In addition, reviews of the recent outreach activities, which concludes with the next steps and recommendations.

Ms. Rogers addressed the questions and concerns presented by the Committee.

Committee Chairwoman Willard inquired about the bylaws amendment being readily available for next regular Board meeting.

Director Elliott made a motion to approve this item, and Vice Chairman Moore second the motion. The motion was approved unanimously.

5. A two-year extension of a contract with Granite Public Affairs, LLC., for legislative advisory consulting services, in an amount not to exceed \$294,000.00

Pete Havel, Director of Legislative, provided the Committee with background information related to Granite Public Affairs. Mr. Havel stated that Granite Public Affairs were retained in September of 2012, to provide public affairs consulting services for two-year term with three additional one-year extensions. Granite's services will consist of stakeholders outreach, communications counsel, and enhancing our interagency relationships.

Director Haddad inquire about the amount not to exceed, will the fee be billed on a

hourly or monthly basis. Moreover, will the whole month be divided in order for it not to exceed.

Mr. Havel addressed the questions and concerns presented by the Committee.

Director Haddad made a motion to this item, and Director Kloepper made the second motion. The motion was approved unanimously.

6. Establishment of a pool of temporary staffing agencies consisting of BridgeWork Partners, LLC., KL Glaspy Group, LLC., PrideStaff, Inc. and Randstad North America, Inc., and imposition of a \$1,000,000.00 cumulative limit on contracts that may be awarded to pool members for provision of temporary staffing services, with no contract to exceed a term of three years, with options for two one-year extensions.

Craig Lockett, Director of Human Resources, provided an overview on the staffing services contracts, which consist of the procurement scope and highlights, and the procurement process. Temporary staffing services is currently being utilized by the following departments such as Communications, Procurement, and Maintenance.

Committee Chairwoman inquired about the staffing needs for general clerical or will the agency hire temporaries throughout the employment base. Furthermore, do the agency require the same amount or will it fluctuate as far as individuals.

Director Ellis-Kirk inquired about the fees for the assignments. What's considered standard in the industry as it relates to the assignment rates.

Director Haddad inquired about the 30 percent rate.

Mr. Lockett addressed the questions and concerns presented by the Committee.

Vice Chairman Moore made a motion to this item, and Director Elliott made the second motion. The motion was approved unanimously.

7. 2014 Employee Engagement Survey

Craig Lockett, Director of Human Resources, provided a briefing on the employee engagement survey. Mr. Lockett discussed the purpose and the objective of the survey that entails a snapshot of the overall health of NTTA; which paralleled the survey results in 2012 to 2014 in order to assess our improvements and/or needs to improve in specified areas.

Mr. Lockett addressed the questions and concerns presented by the Committee.

8. Options for the new Wellness Program offered by Public Employee Benefits Cooperative

Craig Lockett, Director of Human Resources, introduce Ms. Diana Kongevick, Executive Director of PEBC will provide an overview on the wellness program to the Committee. Dennis Ellis, United Healthcare representative would answer any additional questions presented. Ms. Kongevick discussed in the overview the employer group, the cost share between employee and employer off balance, and the health care reform.

Director Quesada inquired about the staff interest in the health care program. Chairman Barr and Vice Chairman Moore inquired about the cost for the program.

Committee Chairwoman expressed that it's essential for staff to be completely satisfied with the program.

Ms. Kongevick and Mr. Ellis addressed the questions and concerns presented by the Committee.

Director Kloepper made a motion to this item, and Director Quesada made the second motion. The motion was approved unanimously. With the exception of Vice Chairman Moore, voting no.

9. Executive session pursuant to Chapter 551, Subchapter D, Texas Government Code

EXECUTIVE SESSION

Executive Session was not held.

ADJOURNMENT

The meeting adjourned at 1:33 p.m.


Jane Willard, Chairwoman
NTTA Administration Committee


Karen Madison, Assistant Secretary