

**Minutes
Administration Committee
October 6, 2005**

The Board's Administration Committee (hereinafter referred to as "Committee") convened at 9:35 am on October 6, 2005. Present were:

COMMITTEE MEMBERS:

Charles Deegan, Chair
Catherine Hudgins, Vice-Chair
Dana Kauffman
Dan Tangherlini
Marcell Solomon

OTHER BOARD MEMBERS:

Robert Smith
Gladys Mack

I. Agenda:

The agenda was approved as presented.

II. Minutes:

It was requested that the minutes of the July 7, 2005 meeting be clarified so as to reflect when a board member is "pushing back" so that another board member may move an action or second a motion. Staff agreed to make this clarification.

III. Action Item:

A. WMATA Small Business and Local Preference Program Update/Permanent Program Approval

Staff presented an update on the success of the Small Business and Local Preference Program. The program began a two year pilot period in September 2003 and applies to non-federally funded actions of \$100,000 or less (known as simplified acquisitions). The program requires buyers to obtain quotes from small and local businesses before seeking quotes outside of the local area wherever possible. In FY04 this program awarded \$21.1m and in FY05 awarded \$27.4m to small and local businesses, which represents 38% and 41%, respectively, of the total simplified acquisition awards. The program has used vendor fairs, partnerships with jurisdictional governments and chambers of commerce and will, in the future, continue to build its partnerships and vendor-education about doing business with WMATA.

Staff recommended that this program be made a permanent part of WMATA's procurement practices. A motion was made, and seconded, to adopt Staff's recommendation. This motion was unanimously approved.

IV. Other Items that the Committee considered:

Hiring and Recruitment Strategies and Approval of Resolution To Revise Personnel Policies and Procedures Manual 4.1, *Employment Categories*, and the WMATA Retirement Plan Regarding Rehiring WMATA Retirees

Staff presented an overview of hiring and recruitment strategies that it plans to implement to assist in reducing the number of vacancies at the Authority. Several challenges to hiring were presented as were best practices for recruitment among the human resource profession in both the public and private sectors as well as the transit industry.

As part of the overall vacancy reduction and recruitment strategy, staff then recommended approval of changes to a WMATA policy as well to the WMATA Retirement Plan in order to facilitate the hiring of WMATA retirees for vacancies into non-represented positions. Committee members requested additional information on this topic and the staff recommendation was postponed to a future Administration Committee meeting.

Information Technology Renewal Program

Staff presented an update on the Information Technology Renewal Program. Staff reviewed the individual components of this business process change, the importance of each component change, the status of each implemented, a look ahead as to what further work needs to be done and the next steps in this program. Staff indicated that it will return to the Budget Committee to present its recommendation for additional funding for completion of this project.

The meeting adjourned at 11:40 am