

FTA COMPLIANCE REVIEW TRANSIT TEAM

PROGRAM EVALUATION AND AUDIT



METROPOLITAN
C O U N C I L

May 2016

Americans with Disability Act

None

Drug and Alcohol

None

Equal Employment Opportunity

1) *Finding: Transit Team is missing elements to address and remedy underutilization in their current EEO program*

In the Minnesota Department of Human Rights' Affirmative Action Progress Report, Transit Team did not include any long-range goals or actual numbers for the short term goals. Transit Team, however included the percentages for the short term goals. In the accompanying Narrative Report, the prior years' goals are unclear and no discussion is provided as to why the goals were not fully achieved.

Standard affected:

Federal Transit Administration Triennial Review Workbook FY2015, EEO, pg.17-4:

"Generally, long-range goals (to be obtained in four to five years) are usually stated as percentages. Qualitatively, short-term goals should be set and pursued in order to ensure accomplishment of long-range goals. Quantitatively, short-term goals represent the net increase in minority and/or women's employment in a particular job category within the next 12 months. Short-term goals should be stated as both actual numbers and percentages and should be based on anticipated job openings, job group availability, and the long-range goals. If the goals that were set in the previous submission were not met, there is an obligation to explain what efforts were taken to meet the goal and fully explain and justify why the goal was not met."

On-site, the President and Human Resources Manager were able to verbally provide long-range goals and efforts to meet prior goals. However, these were not documented.

A lack of long-range goals inhibits progress toward correcting employment practices that contributed to any underutilization or concentration. A vague discussion on meeting the prior year goals provides little information about Transit Team's progress and effort towards remedying underutilization or concentration.

Recommendation:

The Affirmative Action plan should be updated to state short-term goals as both actual numbers and percentages

Long-range goals should be specified for the next four to five years to give a longer term scope for efforts at remedying underutilization/concentration and help guide the establishment of short term goals.

A more robust discussion of meeting prior year goals should be included in Transit Team's Affirmative Action report to demonstrate a conscious and clear effort towards remedying underutilization/concentration

Transit Team Response:

Transit Team updates their Affirmative Action Progress Report in April each year at the end of our reporting year. Our annual progress report this year will be updated to state short-term goals as both actual numbers and percentages. Additionally, long-range goals will be specified for the next four years to give a longer scope for efforts at remedying underutilization/concentration. Finally, we will provide a more detailed discussion regarding our previous year's goals.

Our Affirmative Action Progress Report will be updated in April. Susie Deisch, our HR Manager, will be responsible for this action item. Mike Richter will review the language to ensure compliance.

2) Finding: Transit Team is lacking a detailed narrative assessment of present employment practices.

Transit Team did not provide a detailed narrative assessment of present employment practices in the MN Department of Human Rights Annual Compliance Report. Two short paragraphs were provided, which were vague and mainly referenced past goals and commitments for the future. Further, no narrative accompanied the statistics analysis in the report; no problem areas were identified and no solutions were proposed.

Standard affected:

Federal Transit Administration Triennial Review Workbook FY2015, EEO, pg.17-4:

“In conjunction with the utilization analysis and EEO goal establishment, grantees must conduct a detailed narrative and statistical assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. For example, the narrative assessment of the employment practices may include the agency's current practices in recruitment, selection, promotion, termination, transfers, layoffs, disciplinary actions, compensation and benefits, training.”

Without a detailed narrative assessment, Transit Team is less effective in identifying those employment practices that act as barriers and unjustifiably contribute to underutilization.

Recommendation:

The Affirmative Action Plan should be updated to provide a more detailed narrative analysis of employment practices. The assessment should include the agency's current practices in areas such as recruitment, selection, promotion, termination, transfers, layoffs, disciplinary actions, compensation and benefits, training.

The updated plan should be submitted to the appropriate Metropolitan Council contract manager or MTS representative for approval.

Transit Team Response:

When we complete our Affirmative Action Progress report for 2016 in April, we will make sure to provide a more detailed narrative analysis of employment practices. Included in the update will be our current practices regarding recruitment, promotion, termination, disciplinary actions, compensation, benefits and training.

Our Affirmative Action Progress Report will be updated in April. Susie Deisch, our HR Manager, will be responsible for this action item. Mike Richter will review the language to ensure compliance.

Financial Management and Capacity

None

Legal

None

Maintenance

3) Finding: Preventative Maintenance Issue

We reviewed six months of records for 12 randomly selected buses to determine compliance with Transit Team's Preventative Maintenance (PM) plan. According to Audit's calculations, 14 PM inspections within this time frame were over 3,300 miles (3000 miles plus 10% allowance) from the last PM inspection. However, only one of the 14 PMs were recorded in the quarterly service reports.

Standard affected:

Federal Transit Administration Triennial Review Workbook FY2015, Maintenance, pg. 3-5: "Actual maintenance practices should be consistent with the written plan."

FTA C. 5010.1D, Ch. IV Section 3.m:

"The grantee is required to have a written vehicle maintenance plan and facility/equipment maintenance plan. These plans should describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals."

Transit Team Maintenance Plan:

The plan states that specific "checks and services are performed at every service interval (3,000 miles for gas engines and 4,500 miles for diesel engines). All deficiencies are noted and correct at this time."

Transit Team interprets their maintenance plan in a different way than MTS. The plan states that PM inspections are to be performed at every service interval (3,000 miles for gas engines). This is generally interpreted by the Council and other organizations to mean inspections are performed in 3,000 mile intervals relative to the mileage of the previous inspection. Transit Team interprets this to mean inspections are performed according to absolute 3,000 mile

reference points. According to Transit Team's interpretation, they only had one late PM in the selected time frame, in accordance with their quarterly service report.

Using this standard runs the risk of longer intervals in between services.

Recommendation:

PM schedule procedures and on-time PM calculation methods should be clarified and updated, with a Council representative, in the written maintenance plan.

The finalized maintenance plan should be approved by a contract manager or appropriate MTS representative.

Transit Team Response:

Transit Team has been operating with a very limited number of spare vehicles. We understand this is because ridership continues to grow and the need for expansion vehicles budgeted by the Council has not kept pace. We also anticipate that this problem will be resolved in June 2016.

In the meantime, many of our vehicles are run for two 10-hour shifts each day. Sometimes vehicles accumulate 400-500 miles in one day. Because of this, we occasionally perform preventive maintenance early to avoid the risk of having too many vehicles exceed the 10% threshold. It should also be noted that Transit Team performs preventive maintenance more often than what is recommend by the manufacturers. We do this in an effort to extend the life of Council assets well beyond the minimum replacement thresholds established by the FTA.

We are more than willing to meet with MTS fleet staff to discuss this topic and reach a consensus on the best approach going forward.

MTS Response:

MTS recognizes the challenges faced by Transit Team and the misunderstanding regarding maintenance intervals. Fleet staff will work with Transit Team to establish a plan going forward.

Procurement

None

Satisfactory Continuing Control

None

Security

None

Technical Capacity

None

Title VI

None



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