

PERFORMANCE OVERSIGHT COMMITTEE MEETING

June 18, 2020

The meeting was called to order and held virtually with the following in attendance:

Board Committee Members

Michelle Zmijanac, Chair
Representative Lori Mizgorski
Representative Austin Davis
Jeff Letwin

Other Board Member

John Tague
Ann Ogoreuc
Jennifer Liptak

1. Approval of Minutes:

The Committee approved the minutes from the May 21, 2020 Performance Oversight Committee meeting.

2. Proposed Resolutions:

The Performance Oversight Committee review five resolutions for consideration to take to the full board.

Mr. Trona first presented three procurement items and the Committee determined the bids to be in accordance with the Authority's procurement policies and procedures, the prices fair and reasonable, the bidders to be responsible and the bids responsive.

The Performance Oversight Committee agreed to recommend for award the bids listed in the resolution for the total amount of \$718,147.20.

Mr. Cetra presented the next resolution seeking authorization to enter into fourth amendments to designated agreements with University Pass Program Participants. As part of Port Authority's University Pass Program, the Authority entered into agreements with the University of Pittsburgh, Carnegie Mellon University and Chatham University.

The Performance Oversight Committee agreed to recommend extending agreements for one additional year for each university. The University of Pittsburgh agreement will be extended through June 30, 2021; the Carnegie Mellon University agreement will be extended through July 31, 2021 and the Chatham University agreement will be extended through September 30, 2021.

Mr. Cetra then presented the next resolution seeking authorization to enter into agreements with a pool of firms for investigative services on an as-needed basis.

He reported that the services would include assistance and support to the Authority in its investigations of work-related and non-occupational injuries, illnesses and liability claims.

Based on the review and evaluation of the proposals submitted, the proposals submitted by CSI Corporate Security and Investigations, Inc., Specialty Private Investigators, Inc., J.P. Investigative Group, Inc., Command Investigations, LLC and Gittings Private Investigations & Security, Inc., have been determined to be the highest-rated proposals for the performance of these services.

The Performance Oversight Committee agreed to recommend entering into an agreement with each of the above firms for a total not-to-exceed amount of \$200,000 for an initial three-year term with the option to extend the term of the agreements an additional two years at the sole discretion of the Authority.

Before the Performance Oversight Committee reviewed the next resolution seeking Authorization to Adopt and Implement Port Authority's Public Transportation Agency Safety Plan, Mr. Burt Jennings, chief safety officer, gave a presentation.

He reported that the Public Transportation Agency Safety Plan establishes the requirements for implementing Port Authority's Safety Management System policies and practices and supports efficient and effective achievement of Port Authority's overall safety goals and objectives.

Port Authority's Safety Management System is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. It includes systematic procedures, practices and policies for managing risks and hazards.

The Safety Management System offers a proactive method for managing safety that enables agencies to identify and resolve safety concerns and challenges before they result in incidents or accidents.

The Public Transportation Agency Safety Plan has been reviewed and received preliminary approval of the Pennsylvania Department of Transportation's Rail Transit Safety Review Program.

The Performance Oversight Committee agreed to recommend that the plan attached as Exhibit A to the resolution be adopted and implemented.

The final resolution was presented by Mr. Cetra seeking authorization to enter into an agreement to provide professional safety consulting and safety security management services on an as-needed basis.

He reported that three proposals were received, and the proposal submitted by K&J Safety and Consulting Services, Inc., has been determined to be the highest rated proposal for the performance of services.

The Performance Oversight Committee agreed to recommend entering into an agreement with K&J Safety and Consulting Services., Inc., in an amount not-to-exceed \$860,000, for the initial three-year period with the option to extend the term of the agreement up to an additional two years at the sole discretion of the Authority.

With no further business, the meeting was adjourned.