MEMORANDUM

To: TARC Board of Directors

From: Jim Burns, Labor Relations & Civil Rights Officer

Date: March 27, 2024

Re: Resolution 2024-13 TARC Equal Employment Opportunity (EEO) Program

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The Federal Transit Laws, 49 U.S.C. 5332(b), provide that "no person in the United States shall on the grounds of race, color, religion, national origin, sex, or age be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any project, program or activity funded in whole or in part through financial assistance under this Act." This applies to employment and business opportunities and is considered to be in addition to the provisions of Title VI of the Civil Rights Act of 1964.

The FTA requires agencies that receive federal funding to submit an updated EEO Program every four years for review and approval as part of federal funding requirements. TARC's last EEO Program was submitted and approved by the FTA in November of 2020, which Program reviewed TARC's workforce analysis as of June 30, 2020.

It is now time to submit an updated EEO Program that incorporates a workforce analysis as of June 30, 2023. The updated EEO Program is attached for Board review. Once the Board approves the EEO Program, it will be submitted to the FTA for review.

The goal of TARC's EEO Program is to achieve a workforce that is represented in all occupational areas consistent with local community workforce demographics. The EEO Program examines data gathered from TARC's current workforce statistics, recruitment and hiring efforts and identifies groups in each EEO occupational category that may be underutilized, and establishes employment goals for the next EEO Program cycle. The EEO Program also examines TARC's efforts in recruiting and hiring, training and development, and employee disciplinary actions taken over a four-year cycle in support of efforts to achieve equity and fairness in employment practices in the workplace.

Goals and timetables provided on page 20-21 of the EEO Program will be used as a guide for hiring and promotional activity during the EEO Program time frame. TARC will continue to strive to meet the goals as stated in the 2024 through 2028 EEO Program by emphasizing equal employment opportunities in all advertising and recruitment efforts.

There is no fiscal impact associated with adoption of the EEO Program. However, failure to adopt the updated Program could cause TARC to be ineligible to receive federal funding due to non-compliance with FTA regulations.

The Interim Executive Director and Staff recommend the Board approve a resolution adopting TARC's EEO Program for 2024 through 2028. The attached resolution seeks approval of TARC's 2024 - 2028 EEO Program.

If you have any questions, please call me at 502-561-5106.

RESOLUTION 2024-13
2024 - 2028 EEO Program

A Resolution requesting the approval of the 2024 - 2028 Equal Employment Opportunity (EEO) Program per FTA regulations and requirements.

WHEREAS, under Federal Transit Administration requirements and guidelines for Federal Transit Administration recipients, FTA EEO Circular 4704.1A, TARC has updated its EEO Program for 2024 - 2028; and

WHEREAS, TARC is committed to adhering to Title VI and Title VII regulations, which are part of the Civil Rights Act of 1964; and

WHEREAS, TARC is committed to full compliance with all FTA regulations; and

WHEREAS, TARC is committed to the goal of having a workforce that is represented in all occupational areas consistent with local community workforce demographics; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The TARC 2024 - 2028 Equal Employment Opportunity Program has been approved pursuant to the Federal Transit Administration requirement and guidelines, Circular FTA C 4704.1A.

Adopted this 27th day of March 2024

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Ted R. Smith, Chair, Board of Directors