



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

January 16, 2018 at 4:00 PM

1. Opening Items

A. Call to Order

The regular meeting of the Board of Directors of the South Bend Public Transportation Corporation was called to order at 4:19 p.m. by Chairperson Squadroni.

B. Pledge of Allegiance

C. Roll Call

Roll was called by Secretary Reznik

Present: Randy Squadroni, Don Schlunt, Lucky Reznik, Amy Coughlin, Jitin Kain, Brian Pawlowski, Jill Scicchitano, Lynn Collier

Members Absent: Oliver Davis

Also Present: Amy Hill, Chris Kubaszak, Terry Allen, Tracy Davis, Jamie Woods, Transpo employee – Max Silber

2. Minutes of Previous Meeting

Member Coughlin motioned that the minutes of the Board meeting held on December 18, 2017 be approved. Member Schlunt seconded the motion and the minutes were approved unopposed.

3. Reports of Standing Committees

3.1 Finance & Administration

Vice Chairperson Schlunt reviewed the Finance & Administration report from December 18, 2017.

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3.2 Grants & Planning

Member Kain reviewed the Grants & Planning report from January 9, 2018.

3.3 Operations

Committee Chairperson Coughlin reviewed the Operations Report from January 11, 2018.

4. Reports of Management and Staff

4.1 Operations Report

Director Allen provided the Operations report for the month of December. The full report was included in the board packet.

Chairperson Squadroni asked about ridership trends and Director Hill stated that along with national trends, our ridership is down. As mentioned at the Operations Committee meeting, additional information on current ridership trends will be provided.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of December. Year-end has not been finalized yet so adjustments may follow. The full report was included in the board packet.

4.3 Human Resources Report

Manager Davis provided the Human Resources report and reviewed current employee status. The full report was included in the board packet. Chairperson Squadroni asked about the FMLA status and if any were expected to be long-term. Manager Davis responded that we are down to 4 in January and doesn't believe they will be long term.

4.4 Maintenance Report

Director Hill provided the Maintenance report for the month of December. The full report was included in the board packet.

4.5 Marketing Report

Director Hill provided the Marketing report for the month of December. The full report was included in the board packet. Member Kain asked about any opportunities we may have with using On Demand service with special services.

4.6 Administration Report

Director Hill thanked fellow employees for their help with this transition. Member Pawlowski mentioned that staff don't have to "stick to the script" with their reports and urged them to give any information that they deem important.

5. Introduction to Resolutions

RESOLUTION NO. 01-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE FINANCIAL TRANSACTIONS INCURRED DURING THE MONTH OF DECEMBER, WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Member Coughlin motioned to accept Resolution 01-2018, Member Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 02-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE FINANCIAL TRANSACTIONS INCURRED DURING THE PAST THIRTY-ONE (31) DAYS OF DECEMBER, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS.

Member Coughlin motioned to accept Resolution 02-2018, Member Reznik seconded and the motion passed unopposed.

RESOLUTION NO. 03-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING AMY HILL AS THE INTERIM GENERAL MANAGER AND CHIEF EXECUTIVE OFFICER.

Chairperson Squadroni provided the following introduction to Resolution No. 03-2018:

Ms. Hill joined Transpo in April 2013 as the Marketing and Communications Manager. She was shortly promoted to Director of Marketing. Prior to Transpo, Ms. Hill worked in leadership roles with the American Red Cross and South Bend Silver Hawks. Ms. Hill received her degree in English from the University of Dayton and her Master in Public Affairs, with concentrations in Nonprofit Management and Public Policy, from Indiana University South Bend.

Ms. Hill is committed to achieving the Board goals to increase ridership, improve technology and continuing to support the transportation needs of the community. Ms. Hill is also committed to changing the leadership style, improving the treatment of

employees, building team morale and changing the organization to create a positive culture.

Our goal is to have the General Manager position filled by July 1, 2018.

Member Coughlin motioned to accept Resolution 03-2018, Member Reznik seconded and the motion passed unopposed.

6. Any Other Motions

None

7. Chairman's Report

In light of the recent personnel change, Chairperson Squadroni stated that he believes this Board did their due diligence based on their professional experience. He believes this Board acted responsibly and in the best interest of the Corporation and Community.

In regards to the process, he believes this Board is being very accountable to the Community. While the Board cannot be as transparent as some would like, it is in the best interest of the taxpayers and this Corporation.

8. All Other Unfinished Business, Including New Business

9. Privilege of the Floor

None

10. Adjournment

With no additional business, Member Kain motioned to adjourn, Member Pawlowski seconded and the motion passed. The meeting adjourned at 4:46 p.m.