



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
January 22, 2019 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 4:07 p.m. by Chairperson Kain.

B. Pledge of Allegiance

C. Roll Call

The meeting started without a quorum; however, quorum was confirmed with the arrival of Ken Kahlenbeck at 4:34 p.m.

Present: Jitin Kain, Jill Scicchitano, Ken Kahlenbeck, Lucky Reznik, Jake Teshka

Members Absent: Lynn Collier, Oliver Davis and Don Schlunt

Also Present: Amy Hill, Terry Allen, Tracy Davis, Chris Kubaszak, Dan Warmoth, Laurie Cayia, Jamie Woods

Public Present: John Leszczynski, David "Gunny" and Jill Reyes

2. Minutes of Previous Meeting

Member Reznik motioned that the minutes from the December 17, 2018 Board of Directors meeting be approved, Member Teshka seconded and the minutes were approved unopposed.

3. Special Recognition

RESOLUTION NO. 01-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND,

INDIANA, RECOGNIZING DAVID “GUNNY” REYES FOR OVER 20 YEARS OF SERVICE TO TRANSPO

Chairperson Kain read the resolution and thanked Mr. Reyes for his years of service and presented him with a commemorative Transpo Retirement Clock. Mr. Reyes thanked the board and executive team for the recognition, clock and opportunity to work for Transpo. Members of the board and staff personally thanked Mr. Reyes for his service.

Vice Chairperson Scicchitano motioned to accept Resolution 01-2019, Member Teshka seconded and the motion passed unopposed.

RESOLUTION NO. 02-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, RECOGNIZING MR. EMIL “LUCKY” REZNIK FOR HIS FIFTY-TWO (52) YEARS OF SERVICE AS A MEMBER OF THE TRANSPO BOARD OF DIRECTORS

Chairperson Kain read the resolution and thanked Member Reznik for his contributions to Transpo over the past fifty-two (52) years and presented him with a special recognition plaque. Member Reznik thanked the board and executive team for the recognition. Members of the board and staff personally thanked Member Reznik for his contributions and service to Transpo.

Former Board Member and Past Board Chairperson, John Leszczynski, was asked to share a few words as he served 30 years on the board with Mr. Reznik. He highlighted the extensive accomplishments along with Mr. Reznik’s unprecedented commitment to the organization and advancement of public transportation in the community.

Member Teshka motioned to accept Resolution 02-2019, Vice Chairperson Scicchitano seconded and the motion passed unopposed.

4. Reports of Management and Staff

4.1 Operations Report

Director Allen provided the Operations report for December noting a fixed route ridership decrease of 13.19% when comparing December 2017 to December 2018. This decrease is in part due to the 17 Sweep route not running over Christmas break at the request of the University of Notre Dame. The 2018 fixed route ridership decreased 2.44%.

Director Allen reported Access December 2018 ridership increased 8.04% compared to December 2017. The 2018 Access ridership increased 11.93%.

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Director Allen reviewed the December Safety and Passenger Service Reports.

Chairperson Kain asked for details on the passenger service reports listed and Director Allen reviewed individually. General Manager Hill also reviewed the process of investigating each PSR. Substantiated reports are reviewed with those involved along with the appropriate coaching and corrective action.

The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of December, reviewing revenue, expenses, overtime and cash forecast. Controller Kubaszak noted the change in reporting format due to the software upgrade.

The report also included an overview of the Federal Grant Allocations and Appropriations. Controller Kubaszak provided a copy of the AICPA audit engagement letter and explained this is the first time in over ten (10) years that an audit of the National Transit Database (NTD) will be completed.

Controller Kubaszak addressed the impact of the current government shutdown on Transpo. He explained that grant funding committed to Transpo will not be accessible until the government reopens.

The full report was included in the packet.

4.3 Human Resources Report

Director Davis provided the Human Resources report for the month of December, noting there are 124 employees and reviewed the open positions. An Access operator training class started on January 14, 2019.

The full report was included in the board packet.

4.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of December. Director Warmoth noted the 2011 Ford Escape that was previously reported as a totaled vehicle will be repaired in house. There were 519 preventative maintenance inspections in 2018 with 99.61% compliance. Two inspections were completed early which prevented the 100% compliance.

The full report was included in the board packet.

4.5 Marketing Report

General Manager Hill provided the Marketing Report for the month of December. The 2018 Special Service summary was provided detailing ridership and cost.

The full report was included in the board packet.

4.6 Administration Report

General Manager Hill provided the Administration Report for the month of December, and announced the hiring of Catey Traylor for the Director of Marketing position. Catey will join the team on Monday, January 28. Resumes are currently being reviewed for the Operations Manager position.

General Manager Hill reviewed Transpo's Gift Acceptance Policy for staff and board members. A copy of the 2018 Gift Acceptance Report was included in the board packet.

General Manager Hill also touched on the government shutdown challenges. There are four paratransit vehicles on order with two scheduled to be delivered today; however, Transpo is unable to access the federal funds allocated towards 80% of the purchase. Midwest Transit agreed to deliver the vehicles with the 20% local match portion of the payment.

General Manager Hill announced that Transpo received a First Place APTA AdWheel Award for Best Marketing & Communications for the 2018 K-12 Summer Travel Program. Award recipients will be recognized next month at APTA's Marketing & Communications Conference and first place winners will go to compete for the Grand Prize presented at the APTA Annual Meeting in October.

5. Introduction to Resolutions

RESOLUTION NO. 03-2019

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

Investments and payments were made from the Capital Improvement Fund during the month of December 2018. The Corporation's 20% share, which is required by the Federal Government, totaled \$3,567.51.

Vice Chairperson Scicchitano motioned to accept Resolution 03-2019, Member Teshka seconded and the motion passed unopposed.

RESOLUTION NO. 04-2019

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 DAYS OF DECEMBER, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS

Any check for an amount of \$10,000.00 or more and any check as a reimbursement to an employee or Board member or to members of their families, regardless of the amount, was not processed until the invoice had been reviewed and signed by the Chair or Vice Chair of the Board of Directors and the signature of one other Board member. There were a total of 15 checks issued December 1-31, 2018 for a total disbursement of \$310,065.07

Member Teshka motioned to accept Resolution 04-2019, Member Reznik seconded and the motion passed unopposed.

6. Any Other Motions

6.1 Controller Kubaszak reviewed the 2019 Fraud Risk Policy. Chairperson Kain asked if there were any significant changes made to the policy. Controller Kubaszak replied there were only minor changes to the verbiage of the document. Vice Chairperson Schicchitano motioned to approve the policy and Member Teshka seconded. The policy was approved unopposed.

7. Chairperson's Report

7.1 Chairperson Kain reported there are ongoing discussions regarding 2019 priorities along with short and long term strategic planning to develop a broad vision for the organization and plan for long-term capital improvement. Staff and board members will be involved in the process.

General Manager noted that Libby Cierzniak, Transpo's State Lobbyist with Faegre Baker Daniels has been invited to attend the February board meeting to provide a legislative overview and update.

8. All Other Unfinished Business, Including New Business

8.1 The annual Confidentiality and Conflict of Interest forms were included in the board packets. Members were asked to review and sign.

9. Privilege of the Floor

None

10. Adjournment

With no additional business, Member Reznik motioned to adjourn, Vice Chairperson Scicchitano seconded and the motion passed. The meeting adjourned at 5:01 p.m.

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