



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

February 20, 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 4:00 p.m. by Chairperson Squadroni.

B. Pledge of Allegiance

Chairperson Squadroni asked for everyone to remain standing for a moment of silence for the victims of the school shooting in Florida.

C. Roll Call

Roll was called by Member Coughlin

Present: Randy Squadroni, Don Schlunt, Amy Coughlin, Jitin Kain, Jill Scicchitano, Lynn Collier

Members Absent: Oliver Davis, Brian Pawlowski, Lucky Reznik

Also Present: Amy Hill, Terry Allen, Tracy Davis, Jamie Hernandez, Chris Kubaszak, Dan Warmoth, Jamie Woods, Transpo Union President – Kevin Edwards

2. Minutes of Previous Meeting

Member Coughlin motioned that the minutes of the Board meeting held on January 16, 2018 be approved. Member Schlunt seconded the motion and the minutes were approved unopposed.

3. Reports of Standing Committees

3.1 Finance & Administration

Board of Directors Meeting

February 20, 2018

Page | 1

Vice Chairperson Schlunt reviewed the Finance & Administration report from January 16, 2018.

3.2 Grants & Planning

Member Kain reviewed the Grants & Planning report from February 14, 2018.

3.3 Operations

Committee Chairperson Coughlin reviewed the Operations Report from February 8, 2018. She requested the minutes from the prior Operations Committee meeting be amended and provided notes. Minutes have been updated as requested.

4. Reports of Management and Staff

4.1 Operations Report

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

Member Kain asked if any of the numbers given in Jeff Parrott's South Bend Tribune article were inaccurate. Director Hill responded that the ridership information was taken from the public INDOT reports. Some of the information in the article was taken out of context, including the impact of Uber and Lyft on university/college student ridership.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of January. 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 two separations in January and Manager Davis responded that one was due to a medical issue and the other decided the job was not a good fit and resigned early in the training process.

4.4 Maintenance Report

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

Member Coughlin asked about any challenges with the recent winter weather and stated she was impressed that Transpo was able to maintain operations during the

major snow storm. Director Warmoth responded that a few vehicles did get stuck in the snow, but issues were resolved quickly.

4.5 Marketing Report

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

4.6 Administration Report

Director Hill welcomed Kevin Edwards who is currently serving as the union president and in attendance.

As part of the Administration Report, Director Hill provided the following highlights:

- Recognition of the maintenance staff during the recent winter weather with no major service disruptions and all properties cleared of snow. Transpo maintained all regular service with the exception of the 7A Midnight Express which was canceled on Friday, February 9.
- Four Winds Casino decided they do not want to pursue service at this time, but will review further for future consideration.
- Transpo met with SBCSC to discuss a potential pilot program with John Adams High School to assist with transportation challenges.
- Transpo met with Holy Cross College to discuss extending the Sweep route.
- Transpo has won a First Place Award in the 2018 AdWheel Awards competition. The Game Day Express route is being recognized for Best Marketing & Communications to Increase Ridership through Partnerships.

5. Introduction to Resolutions

RESOLUTION NO. 04-2018

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 JANUARY, WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Member Coughlin motioned to accept Resolution 04-2018, Member Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 05-2018

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 JANUARY, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS.

Board of Directors Meeting

February 20, 2018

Page | 3

Member Coughlin motioned to accept Resolution 05-2018, Member Collier seconded and the motion passed unopposed.

RESOLUTION NO. 06-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA ADJUSTING THE SECTION 5310 CAPITAL ASSISTANCE GRANT AWARD FOR CORVILLA.

Member Coughlin motioned to accept Resolution 06-2018, Member Kain seconded and the motion passed unopposed.

6. Any Other Motions

None

7. Chairman's Report

Chairperson Squadroni stated that he is forming a sub-committee of three to four board members to fill the General Manager & CEO position by July 1.

8. All Other Unfinished Business, Including New Business

Chairperson Squadroni welcomed union president Kevin Edwards and asked him to introduce himself and any comments he would like to share. Mr. Edwards stated that he has been with Transpo as an operator for 13 years and feels Transpo is moving in a positive direction at this time.

9. Privilege of the Floor

None

10. Adjournment

With no additional business, Member Coughlin motioned to adjourn, Member Kain seconded and the motion passed. The meeting adjourned at 4:29 p.m.