



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
March 19, 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

C. Roll Call

Roll was called by Member Reznik

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

Members Absent: N/A

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

2. Minutes of Previous Meeting

Member Coughlin motioned that the minutes of the Board meeting held on February 20, 2018 be approved. Member Reznik 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 February 20, 2018.

3.2 Grants & Planning

Member Davis reviewed the Grants & Planning report from March 14, 2018.

3.3 Operations

Committee Chairperson Coughlin reviewed the Operations Report from March 8, 2018. Member Kain suggested we plan a press event for the Summer Travel Pass announcement and General Manager confirmed that would be the plan.

4. Reports of Management and Staff

4.1 Operations Report

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

Member Collier asked about the process for taking Passenger Service Reports and information was provided by Director Allen and General Manager Hill.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of February. 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.

4.4 Maintenance Report

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

4.5 Marketing Report

4.6 Administration Report

General Manager Hill provided the Marketing and Administrative reports for the month of February. The full report was included in the board packet.

5. Introduction to Resolutions

RESOLUTION NO. 07-2018

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 FEBRUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Member Coughlin motioned to accept Resolution 07-2018, Member Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 08-2018

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 TWENTY-EIGHT DAYS OF FEBRUARY, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS.

Member Coughlin motioned to accept Resolution 08-2018, Member Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 09-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA DISPOSING OF FIXED ROUTE VEHICLE 305.

Member Davis motioned to accept Resolution 09-2018, Member Coughlin seconded and the motion passed unopposed.

RESOLUTION NO. 10-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE 2018 SUMMER TRAVEL PASS.

Member Kain motioned to accept Resolution 10-2018, Member Coughlin seconded and the motion passed unopposed.

RESOLUTION NO. 11-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THIRD PARTY MARKETING ASSISTANCE

Member Coughlin motioned to accept Resolution 11-2018, Member Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 12-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE PURCHASE OF AN ADDITIONAL PARATRANSIT VAN.

Member Kain motioned to accept Resolution 12-2018, Member Coughlin seconded and the motion passed unopposed.

RESOLUTION NO. 13-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE USE OF A SEARCH FIRM FOR THE GENERAL MANAGER AND CEO POSITION.

Member Scicchitano added that this is standard for filling this type of position to provide transparency. Member Davis also added that it would be a good time to look into possibly changing current board policies.

Member Davis motioned to accept Resolution 13-2018, Member Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 14-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING A PILOT PROGRAM WITH HOLY CROSS COLLEGE.

Member Coughlin motioned to accept Resolution 14-2018, Member Kain seconded and the motion passed unopposed.

RESOLUTION NO. 15-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE INTERIM GENERAL MANAGER AND CEO CONTRACT.

Member Coughlin motioned to accept Resolution 15-2018, Member Davis seconded and the motion passed unopposed.

6. Any Other Motions

None

7. Chairman's Report

Chairperson Squadroni reminded board members to sign resolutions and to start checking their new Transpo emails. He also reminded board members about the training on April 12th at 5:00 pm and the executive meeting on March 22nd at 5:00 pm.

8. All Other Unfinished Business, Including New Business

Member Pawlowski suggested a review of the current board committee and meeting structure. It may be more efficient to consolidate meetings with all board member present rather than three separate committee meetings throughout the month. Member

Kain agreed and Member Coughlin recommended reviewing / updating board policies and procedures at the same time.

Chairperson Squadroni asked Jamie Woods to review and recommend options to the board.

Member Pawlowski asked if the board could receive the full meeting packet prior to the board meeting. General Manager Hill confirmed the information would be sent out ahead of time.

9. Privilege of the Floor

None

10. Adjournment

With no additional business, Member Davis motioned to adjourn, Member Pawlowski seconded and the motion passed. The meeting adjourned at 4:40 p.m.