



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
April 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 4:02 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, Oliver Davis, Brian Pawlowski, Lucky Reznik

Members Absent: Lynn Collier

Also Present: Amy Hill, Chris Kubaszak, Terry Allen, Tracy Davis, Dan Warmoth, Jamie Woods, Freda Braylock, Fred Braylock, Gladys Muhammad

### **2. Minutes of Previous Meeting**

Member Davis motioned that the minutes of the Board meeting held on March 19, 2018 be approved. Member Coughlin 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 March 19, 2018. Member Kain asked to explain the additional expenditures not in the budget.

General Manager Hill said those included David Cangany's termination and legal expenses.

### **3.2 Grants & Planning**

This meeting was cancelled

### **3.3 Operations**

Committee Chairperson Coughlin reviewed the Operations Report from April 12, 2018.

## **4. Reports of Management and Staff**

### **4.1 Operations Report**

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

### **4.2 Finance Report**

Controller Kubaszak provided the Finance report for the month of March. 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 March. The full report was included in the board packet. Member Kain asked if there were any certain standards that needed to be followed, regarding cleaning and changing lights, with the LEED Platinum certification. Director Warmoth stated there are not, but items must be disposed properly. Member Kain also asked about LED lighting and indicated the savings would be worth the investment to make the change. This option will be reviewed going forward.

### **4.5 Marketing Report**

### **4.6 Administration Report**

General Manager Hill provided the Marketing report and Administration report for the month of March. The full report was included in the board packet. Member Davis asked how the Field Trip programs works and asked General Manager Hill to email the information.

## **5. Introduction to Resolutions**

### **RESOLUTION NO. 16-2018**

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 MARCH WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

*Member Coughlin motioned to accept Resolution 16-2018, Member Kain seconded and the motion passed unopposed.*

### **RESOLUTION NO. 17-2018**

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

*Member Davis motioned to accept Resolution 17-2018, Member Reznik seconded and the motion passed unopposed.*

### **RESOLUTION NO. 18-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT WITH KINETIC IT SERVICES TO PURCHASE NEW NETWORK HARDWARE.

*Member Coughlin motioned to accept Resolution 18-2018, Member Kain seconded and the motion passed unopposed.*

### **RESOLUTION NO. 19-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE AGREEMENT WITH ATU LOCAL 996 FOR FIXED ROUTE AND MAINTENANCE.

*Member Coughlin motioned to accept Resolution 19-2018, Member Davis seconded and the motion passed unopposed.*

### **RESOLUTION NO. 20-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE AGREEMENT WITH ATU LOCAL 996 FOR ACCESS PARATRANSIT SERVICE.

*Member Coughlin motioned to accept Resolution 20-2018, Member Davis seconded and the motion passed unopposed.*

### **RESOLUTION NO. 21-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT WITH THE UNIFORM HOUSE INCORPORATED FOR THE PURCHASE OF OPERATOR AND SUPERVISOR UNIFORMS FOR THE NEXT TWO YEARS.

*Member Reznik motioned to accept Resolution 21-2018, Member Davis seconded and the motion passed unopposed.*

### **6. Any Other Motions**

None

### **7. Chairman's Report**

Chairperson Squadroni stated that the Board training will be rescheduled for a later date. He thanked Member Davis and General Counsel Woods for the press conference assistance. Chairperson Squadroni asked Mr. Woods to explain the RFQ process to obtain the search firm to assist with filling the General Manager & CEO position.

### **8. All Other Unfinished Business, Including New Business**

### **9. Privilege of the Floor**

Retiree Mrs. Freda Braylock was in attendance with her husband Mr. Fred Braylock and Ms. Gladys Muhammad. Mrs. Braylock asked several questions regarding the termination of David Cangany and the related investigations. General Counsel Woods responded to her concerns and referenced procedures outlined in the Collective Bargaining Agreement. Mr. Braylock and Ms. Muhammad also spoke in support of Mrs. Braylock and other former Transpo employees.

### **10. Adjournment**

With no additional business, Member Davis motioned to adjourn, Member Coughlin seconded and the motion passed. The meeting adjourned at 4:54 p.m.