



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

July 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 4:11 p.m. by Chairperson Squadroni.

B. Pledge of Allegiance

C. Roll Call

Roll was called by Secretary Reznik. Quorum was confirmed.

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

Members Absent: Oliver Davis

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

2. Minutes of Previous Meeting

Member Coughlin motioned that the minutes of the Board meeting held on June 18, 2018 be approved. Vice Chair Schlunt seconded the motion and the minutes were approved unopposed.

3. Reports of Standing Committees

3.1 Finance and Administration

Vice Chair Schlunt reviewed the Finance and Administration report from June, 18, 2018.

3.2 Grants & Planning

Member Kain reviewed the Grants and Planning report from July 11, 2018. Member Kain inquired about the removal of Member Pawlowski from the committee. General

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Manager Hill confirmed that Member Pawlowski was removed from the Grants & Planning Committee as his intent is to step down from the board.

3.3 Operations

Member Coughlin reviewed the Operations report from July 12, 2018.

4. Reports of Management and Staff

4.1 Operations Report

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

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of June, and included a review of the 2019 budget draft. Member Kain asked about potential advertising revenue for the bus shelters. General Manager Hill responded there is the option to utilize the current advertising partner or issue a separate RFP. It was confirmed that advertising revenue can be allocated as needed. Member Kain also asked about the travel expense line item and General Manager Hill stated the budgeted amount was in line with anticipated travel and training. The full report was included in the board packet.

4.3 Human Resources Report

Human Resources Director Davis provided the Human Resources report for the month of June. Director Davis noted that Director Allen and Director Warmoth have done a great job with filling positions; however retention continues to be a challenge. The full report was included in the board packet.

4.4 Maintenance Report

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

4.5 Marketing Report

General Manager Hill provided the Marketing Report for the month of June, noting the continued success of the Summer Travel Program and corresponding ridership increase. The full report was included in the board packet.

4.6 Administration Report

General Manager Hill provided the Administration Report for the month of June. The full report was included in the board packet.

5. Introduction to Resolutions

RESOLUTION NO. 35-2018

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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 JUNE WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Member Coughlin motioned to accept Resolution 35-2018, Vice Chair Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 36-2018

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 (30) DAYS OF JUNE, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS.

Member Coughlin motioned to accept Resolution 36-2018, Member Kain seconded and the motion passed unopposed.

RESOLUTION NO. 37-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO EXERCISE THE TWO YEAR OPTION WITH THORNE GRODNIK, LLP FOR GENERAL LEGAL COUNSEL SERVICES.

Member Coughlin motioned to accept Resolution 37-2018, Member Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 38-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO EXERCISE THE TWO YEAR OPTION WITH BRIDGESTONE TIRE.

Member Coughlin motioned to accept Resolution 38-2018, Member Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 39-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE AUDIT COMMITTEE/ANNUAL AUDIT SERVICES AND FTA GRANTS PROCEDURES.

Member Coughlin motioned to accept Resolution 39-2018, Member Kain seconded and the motion passed unopposed.

RESOLUTION NO. 40-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING AN AGREEMENT FOR SERVICES WITH INDIANA UNIVERSITY SOUTH BEND.

Member Coughlin motioned to accept Resolution 40-2018, Secretary Reznik seconded and the motion passed unopposed.

RESOLUTION NO. 41-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH THE LMC GROUP FOR EXECUTIVE SEARCH SERVICES.

Member Coughlin motioned to accept Resolution 41-2018, Member Kain seconded and the motion passed unopposed.

RESOLUTION NO. 43-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE YELLOW LINE CONNECTOR SERVICE BETWEEN MISHAWAKA AND ELKHART.

Vice Chair Schlunt motioned to accept Resolution 43-2018, Member Scicchitano seconded and the motion passed unopposed.

6. Any Other Motions

None

7. Chairperson's Report

Chairperson Squadroni reminded the Board that his term ended in June. He is not seeking reappointment, but will stay on until his replacement is confirmed.

8. All Other Unfinished Business, Including New Business

8.1 Amended Bylaws

Member Kain inquired about the past practice of the Board Chairperson refraining from voting and General Counsel Woods explained the Chairperson does have the privilege to vote the bylaws will be amended accordingly. There was also discussion on the term limitations for board officers and it was agreed to amend the limit from two to three consecutive one-year terms.

8.2 Board Member Terms and Nominating

Chairperson Squadroni requested a volunteer to lead the Nominating Committee and Member Coughlin volunteered; requesting interested members contact her.

9. Privilege of the Floor

None

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10. Adjournment

With no additional business, Secretary Reznik motioned to adjourn, Vice Chair Schlunt seconded and the motion passed. The meeting adjourned at 5:04 p.m.