



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
May 28, 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 4:04 p.m. by Chairperson Kain.

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

Due to lack of quorum, the meeting proceeded with staff reports and non-actionable items.

Chairperson Kain welcomed new board member Paul Tipps and asked that he provide a brief introduction.

Present: Jitin Kain, Jill Scicchitano, Don Schlunt, Paul Tipps

Members Absent: Curtis Bethel, Lynn Collier, Oliver Davis, Ken Kahlenbeck, Jake Teshka

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

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

Minutes were not approved due to lack of quorum.

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

#### **3.1 Operations Report**

Director Allen provided the April Operations report noting that fixed route ridership increased by 0.03% when comparing April 2018 to April 2019.

Director Allen reported Access ridership for April increased 20.12% compared to April 2018.

Director Allen reviewed the April Safety report noting there was one (1) preventable accident, one (1) non-preventable accident and no yard accidents in April 2019. Vice Chairperson Scicchitano commented that there appears to be a decrease in accidents. Director Allen noted that the change in culture appears to have improved operator performance. General Manager Hill also explained the Operations team has focused on safety, including weekly safety tips and reminders as well as coaching operators on a regular basis.

Director Allen reviewed the Passenger Service Reports for April as follows:

- Fixed Route – 10 PSRs were received
  - Six (6) were unsubstantiated
  - Four (4) are being monitored for future action
- Access – Five (10) PSRs were received and are being monitored for future action

The full report was included in the board packet.

### **3.2 Finance Report**

Controller Kubaszak provided the Finance report for the month of April, reviewing revenue, expenses, overtime and cash forecast. He noted that Day Pass sales are down and Access expenses have increased as a result of increased ridership, vehicles and operators.

Controller Kubaszak reviewed the cash forecast, noting Federal Grant information should be available 8/1 or 9/1.

Member Tipps asked about the deferred inflow from the pension and Controller Kubaszak reviewed the union pension plan, noting the next pension committee meeting is scheduled for June 13.

The full report was included in the packet.

### **3.3 Human Resources Report**

Director Davis provided the Human Resources report for the month of April noting there are currently 122 employees. There were two (2) hires in April and there are six (6) open positions.

The full report was included in the board packet.

### **3.4 Maintenance Report**

General Manager Hill provided the Maintenance report on behalf of Director Warmoth. There were 54 preventative maintenance inspections completed and no service disruptions.

The full report was included in the board packet.

### **3.5 Marketing Report**

General Manager Hill reviewed the Marketing report noting that the K-12 Summer Travel Program will start June 1. The program will now be regional with MACOG / Interurban Trolley providing free rides in Elkhart and Goshen.

Transpo participated in the vehicle display for the MACOG Partners for Clean Air Luncheon.

The full report was included in the board packet.

### **3.6 Administration Report**

General Manager Hill reviewed the Administration report noting that the shelter replacement at the Mishawaka Transfer Center has been completed. Upcoming initiatives include renewal conversations with University of Notre Dame, Saint Mary's College and Holy Cross College and strategic planning.

General Manager Hill also noted that Transpo will be working with enFocus this summer to complete a technology assessment. enFocus is providing the resources at no charge to Transpo and will provide an overview at an upcoming board meeting.

She announced the annual Transpo Employee Cookout will be taking place on Friday, May 31<sup>st</sup> from 10:00 a.m. to 3:00 p.m. and invited board members to attend.

## **4. Introduction to Resolutions**

Resolutions were not introduced due to lack of quorum.

## **5. Any Other Motions**

## **6. Chairperson's Report**

Chairperson Kain also commented on the partnership with enFocus and that the technology assessment will be helpful as we move forward with strategic planning.

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

7.1 The July Board meeting will take place on Tuesday, July 23.

## **8. Privilege of the Floor**

None

## **9. Adjournment**

With no additional business, Secretary Schlunt motioned to adjourn, Member Tipps seconded and the motion passed. The meeting adjourned at 4:42 p.m.