



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
January 18, 2022 at 4:00 PM

### **1. Opening Items**

#### **1.1 Call to Order & Pledge of Allegiance**

The meeting of the Board of Directors of the South Bend Public Transportation Corporation was called to order at 4:00 p.m. by Chairperson Scicchitano.

#### **1.2 Roll Call**

Secretary Hamann called roll with eight (8) board members in attendance and one (1) board members absent. Quorum was confirmed.

Board Members Present: Jill Scicchitano, Milt Lee, Lori Hamann, Lynn Collier, Jitin Kain, Don Schlunt, Paul Tipps, Eli Wax

Board Members Absent: Ken Kahlenbeck

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Phil Garrett

Members of the Public: Kim Horvath (Union Secretary)

### **2. Minutes of Previous Meetings**

Chairperson Scicchitano called for approval of the minutes from the Special Meeting on December 23, 2021. Member Tipps stated the minutes did not reflect who motioned and seconded Resolution 49-2021. General Manager Hill stated the correction would be made and the minutes revised.

Member Schlunt motioned to approve the revised minutes and Member Tipps seconded the motion. The minutes were approved unopposed.

#### **3.1 Operations Report**

General Manager Hill reviewed the Operations Report noting that December 2021 was up 25% compared to December 2020, but still down 32% compared to pre-COVID. Year-to-date ridership was up 5.46%.

Access ridership for December 2021 was up 62% compared to December 2020, but still down 27% compared to pre-COVID. Year-to-date ridership was up 14.8%.

The Safety Report showed a total of three (3) preventable accidents, one (1) non-preventable accident and zero (0) preventable yard accidents. Secretary Hamann noted the number of preventable accidents seemed high for the month and General Manager Hill confirmed it was high; however, all three were very minor accidents.

The Passenger Service Reports were reviewed noting nine (9) fixed route reports received with three (3) unsubstantiated, four (4) being monitored for future action and two (2) resulting in discipline.

There were five (5) Access PSRs received with one (1) being unsubstantiated, three (3) being monitored for future action and one (1) resulting in discipline.

The full report was included in the board packet.

## **4.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting that Transpo is still in the process of closing out the 2021 reports. Passenger revenue for December was up and exceeds the monthly budget due to billings to School City of Mishawaka and large monthly bus pass sales.

Overtime was up in December as expected due to scheduled vacations and absences. He also noted a spare parts inventory was completed in December along with the year-end fuel adjustment.

Overall revenue was up for December and will be moved to the capital fund.

He noted that there will be several updates to the open grants as the security camera and radio tower projects move forward.

Member Tipps asked about the \$800,000 line item and Controller Kubaszak responded that was the reimbursement for the first round of VW funding that was received.

Chairperson Scicchitano asked about the parts inventory that was completed. Both Controller Kubaszak and General Manager Hill noted that this was still part of the overall Maintenance Department review and update. Controller Kubaszak stated that a full inventory had not been completed in several years and Transpo was still holding on to obsolete parts.

The full report was included in the board packet.

### **3.3 Human Resource Report**

Director Davis reviewed the HR report noting that hiring efforts are ongoing and continue to be a challenge. General Manager Hill also expanded on the challenges with the starting wage for Fixed Route operators and the time it takes to reach the top wage. She explained she reached out to the Union President to discuss a potential MOU to increase the starting wage on a temporary basis until contract negotiations take place later this year. The Union is not interested in this option and will only discuss wages as part of the contract negotiations.

Director Davis also stated that there will be a focus on promoting and recruiting for the open administrative positions.

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director McCarthy reviewed the Maintenance Report noting there were 43 preventative maintenance inspections completed 95% on-time. There were two inspections that were completed 34 and 133 miles early.

Vice Chairperson Lee asked if the PMs were tracked in relation to the number of road and service calls. Director McCarthy explained that the PMs were completed based on mileage service requirements. General Manager Hill also noted that the service calls are typically related to the older buses which should improve as vehicles are replaced. She also noted that KPIs will be established as part of the strategic plan to track the impacts of maintenance initiatives and service.

He stated the radio tower equipment was scheduled to ship on January 6. Member Collier asked about the location of the tower and Director McCarthy responded that it was located on the rear of the property.

The full report was included in the board packet.

### **3.5 Marketing Report**

General Manager Hill reviewed the Marketing Report noting Token Transit usage continues to increase. As a follow-up to Member Tipps request last month, each board member will be receiving an annual Token Transit bus pass. The link will be texted to

each board member. Once they download the Token Transit app, they will be able to utilize the bus pass.

The full report was included in the board packet.

### **3.6 Administrative Report**

General Manager Hill reviewed the Administrative Report. The mask mandate continues through March 18, 2022. With the recent Supreme Court ruling, Transpo will not be moving forward with the Vaccination Policy at this time; however, vaccination status has been requested from all employees. This is the first step in the event a policy would be required and Transpo is also required to report COVID information to the NTD on a monthly basis.

Member Wax asked about moving forward with a vaccination policy and General Manager Hill responded that it is a sensitive topic with varying opinions. At this time, Transpo has decided not to move forward and would only do so if there were a mandate. It will be helpful to have the updated vaccination status to assist with maintaining the safety of all employees and the general public.

She noted the COA continues to move forward and the public engagement initiatives will start in February. The COA team will provide an update to the board at the February meeting.

General Manager Hill noted the RIR for the Triennial is due Friday, January 21<sup>st</sup>. An extension was requested from the FTA; however, no response was received. Staff will be participating in the FTA Triennial Workshop January 19-21 and anticipates the majority of the information will be submitted by the requested due date.

She also provided an update on the plexiglass operator barriers that were installed in July 2020 as part of the COVID preventative measures. She noted an employee has expressed concerns regarding the repetitive motion impacting a prior non-work related injury. A complaint was also filed with IOHSA. The response to IOHSA has been submitted and the Maintenance team is working on a solution to modify the barrier in order to reduce the repetitive motion. The IOHSA complaint also noted that PPE was not being provided to employees, which is not the case. PPE continues to be readily available to all employees and face masks provided to all passengers.

General Manager reviewed a recent cybersecurity attack that took place the end of December. Hackers gained access to the Controller's email and initiated a wire transfer. The incident has been reported to the FBI and the involved banking institutions. 1<sup>st</sup> Source Bank has initiated an investigation and additional information will be available for the next

45 days. Transpo's security measures have also been reviewed with Aunalytics and a multi-factor authentication process will be implemented for added security. Transpo also has required cybersecurity training in place and has added cybersecurity insurance.

The full report was included in the board packet.

#### **4.0 Introductions to Resolutions**

##### **4.1 RESOLUTION NO. 01-2022**

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 DECEMBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of December 2021. The Corporation's share, which is required by the Federal Government, totaled \$2,384.94.

*Member Kain motioned to approve Resolution 01-2022 and Member Tipps seconded the motion. The motion passed unopposed.*

##### **4.2 RESOLUTION NO. 02-2022**

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 DECEMBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

**Staff Report:** There were a total of 97 checks issued December 1-31 for a total disbursement of \$589,950.31.

*Member Kain motioned to approve Resolution 02-2022 and Member Tipps seconded the motion. The motion passed unopposed.*

##### **4.3 RESOLUTION NO. 03-2022**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A FIVE-YEAR CONTRACT WITH MESMERIZE FOR TRANSIT ADVERTISING SERVICES

**Staff Report:** General Manager Hill reported the current contract with Mesmerize ends February 2022. An RFP was issued with two responsive proposals received from Houck Transit Advertising and Mesmerize.

Houck's proposal included a 55% revenue share on buses and 30% on shelters with the Minimum Annual Guarantee ranging from \$140-150,000 over the contract term. Mesmerize offered a 65% revenue share on both buses and shelters with the MAG ranging from \$165-225,000 over the contract term.

Member Tipps asked about the increase and if the MAG was realistic. General Manager Hill responded the significant increase in revenue share was a surprise and she feels the MAG is realistic. Additional advertising inventory will be available, including the opportunity for full wraps on New Flyer buses.

*Member Tipps motioned to approve Resolution 03-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.*

## **5. Any Other Motions**

N/A

## **7. Chairperson's Report**

Chairperson Scicchitano provided a brief report stated that she is appreciative of the opportunity to serve in the Chair position and continue to build on the positive momentum of the organization.

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

### **7.1 Conflict of Interest & Confidentiality Forms**

General Manager Hill explained that board members are required to complete the Conflict of Interest and Confidentiality forms each year. Copies were provided and board members were asked to complete before leaving.

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

8.1 Privilege of the Floor is limited to action items listed on the agenda. Any individual who desires to address the Board regarding an agenda item during Privilege of the Floor is required to state his/her name and address for the record.

Chairperson Scicchitano asked if any members of the public would like to speak. Kim Horvath, Union Secretary, stated that she had a couple of questions regarding the vaccine policy since she arrived late to the meeting. General Manager Hill reviewed the information that was previously provided, confirming the agency does not plan implement a vaccination requirement at this time.

## **9. Adjournment**

With no additional business, Member Wax motioned to adjourn the meeting and Member Collier seconded the motion. The meeting was adjourned at 4:42 p.m.