



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
February 21, 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 4:02 p.m. by Chairperson Scicchitano.

#### **1.2 Roll Call**

Secretary Hamann called roll with five (5) board members in attendance and four (4) board members absent. Quorum was confirmed.

Board Members Present: Jill Scicchitano, Lori Hamann, Jitin Kain, Paul Tipps, Eli Wax

Board Members Absent: Lynn Collier, Milt Lee, Ken Kahlenbeck, Don Schlunt

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Phil Garrett, Scudder Wagg (virtually)

Members of the Public: Jeremiah Cox (MACOG)

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

Chairperson Scicchitano called for approval of the minutes from the January Board meeting. Member Tipps motioned to approve the minutes and Member Kain seconded the motion. The minutes were approved unopposed.

#### **3.1 Special Report – COA Update**

Scudder Wagg from Jarrett Walker & Associates joined virtually to provide an update on the CONNECT Transit Plan. He reviewed the Choices Report and public events that have taken place to date.

Secretary Hamann asked about outreach in South Bend since the recent public meeting took place in Mishawaka and upcoming meetings are scheduled for Elkhart and Goshen. Scudder noted the stakeholder meeting took place in South Bend and the location in

Mishawaka was selected due to the central location. Outreach will continue in all areas including live streaming the upcoming Elkhart meeting on March 5<sup>th</sup> and the virtual meeting scheduled for March 7<sup>th</sup>. Additional outreach in South Bend will include events at South Street Station and other transfer areas to connect with current riders.

Member Tipps asked if the survey will have enough responses to be statistically valid and representative of current ridership. Scudder replied that the results will not have that level of validity and it is important to ensure that input from both existing riders and the public are included in the process.

Member Wax asked if there would be any follow-up to the study after changes are implemented. Scudder provided examples of cities that have done follow-up surveys and recommends completing a survey every couple of years.

Scudder concluded by reviewing the next steps including the ongoing public and board engagement.

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

##### **4.1 Operations Report**

General Manager Hill reviewed the Operations Report noting that January 2022 ridership was up just under 20% compared to January 2021, but remains down 42% compared to pre-COVID ridership.

Access ridership is up 43% compared to January 2021, but remains down 38% compared to pre-COVID ridership.

The Safety Report showed a total of two (2) preventable accidents, one (1) non-preventable accident and zero (0) yard accidents.

The Passenger Service Reports were reviewed noting 14 (14) fixed route reports received with five (5) unsubstantiated, four (4) being monitored for future action and five (5) resulting in discipline.

There were no Access or Administration reports received.

The full report was included in the board packet.

##### **4.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue is under budget due to quarterly billings that will take place in February. Non-operating revenue is under budget as there have not been enough preventative maintenance expenses to

draw down the grant funding. He highlighted the reduction in liabilities and positive cash flow.

Overtime continues to be up and will be a challenge until open positions are filled.

Member Tipps asked about the \$4,000 expense under the Promotion line up and Controller Kubaszak noted he would follow-up with additional information. After the review, it was noted this expense was for the holiday gift cards purchased for employees.

Chairperson Scicchitano noted the Finance Committee meet this month and reviewed the financial reports prior to the board meeting.

The full report was included in the board packet.

#### **4.3 Human Resource Report**

Director Davis reviewed the HR report noting hiring efforts are ongoing. There is a strong candidate for the Director of Ridership position. She also noted three additional Access operators were hired in February and have started training.

She also highlighted that a full review of unemployment claims was completed which resulted in reversed payments which will positively impact Transpo's unemployment rates moving forward.

Chairperson Scicchitano asked about an employment open house and upcoming training. Director Davis explained that recruitment is ongoing and there are several candidates in the pipeline. General Manager Hill also noted there would be another employment open house scheduled once the current training class is further along.

The full report was included in the board packet.

#### **3.4 Maintenance Report**

Director McCarthy reviewed the Maintenance Report noting there were 37 preventative maintenance inspections completed with 97% on time.

Director McCarthy provided an update on the radio tower equipment and camera system replacement which will be starting in the next couple of weeks.

Member Tipps asked about the supply chain issues and if our vendor contracts would be impacted. Member Kain also asked if there were any anticipated increases in materials or supplies associated with supply chain issues.

Director McCarthy noted, and General Counsel Garrett confirmed, the contracts were for fixed amounts and changes were not anticipated. However, if there were any upcoming issues, a change order would be brought to the board for approval.

The full report was included in the board packet.

#### **4.5 Marketing Report**

General Manager Hill reviewed the Marketing Report and noted that board members should have received a text link with their annual Token Transit board member pass.

She also commented on the strong candidate for the Director of Ridership position which would most likely mean moving some job responsibilities to the current Marketing Manager.

The full report was included in the board packet.

#### **4.6 Administrative Report**

General Manager Hill reviewed the Administrative Report. She noted that Transpo is still waiting to hear on the latest round of Buses and Bus Facilities grant funding.

She highlighted that Transpo is working with Federal Mediation & Conciliation Services to schedule labor management training which will kickoff a new labor management committee.

Member Tipps asked if an extension was granted for the Triennial information and General Manager Hill responded that Transpo did not receive a response to the request. However, the majority of the information was submitted prior to the deadline and the remaining information should be submitted shortly. The reviewer assigned to the Triennial is aware of the timing issues.

General Manager Hill reviewed a recent safety concern regarding the assault of an operator by a passenger at South Street Station. Fortunately, the operator was not seriously injured. The incident was reviewed and the South Bend Police issues a no trespass order, banning the passenger from Transpo buses and facilities. She stated the safety of Transpo's employees is a priority. The individual has reached out multiple times requesting the ban be lifted. It was confirmed the ban will remain in place.

Member Wax asked about procedures in the event the individual would show up and/or attempt to board a bus. General Manager Hill explained that all operators and security are informed when an individual is banned. If the person would show up and refuse to leave, SBPD would be contacted.

The full report was included in the board packet.

## **5.0 Introductions to Resolutions**

### **5.1 RESOLUTION NO. 04-2022**

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 JANUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of January 2022. The Corporation's share, which is required by the Federal Government, totaled \$7,011.80.

*Member Kain motioned to approve Resolution 04-2022 and Member Tipps seconded the motion. The motion passed unopposed.*

### **5.2 RESOLUTION NO. 05-2022**

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 JANUARY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

**Staff Report:** There were a total of 90 checks issued January 1-31 for a total disbursement of \$644,827.60.

*Secretary Hamann motioned to approve Resolution 05-2022 and Member Tipps seconded the motion. The motion passed unopposed.*

## **6. Any Other Motions**

### **6.1 Fraud Risk Policy**

Controller Kubaszak reported that Crowe reviews and makes recommendations to the Fraud Risk Policy on an annual basis. The updated policy requires board approval. Member Tipps asked about the changes to the policy which included updates to the wire transfer policy.

*Member Kain motion to approve the updated policy and Member Tipps seconded the motion. The motion passed unopposed.*

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

There was not a formal report at this time, but Chairperson Scicchitano thanked members for the longer meeting to allow for the CONNECT Transit plan update.

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

General Manager Hill thanked Member Kain for participating in the recent stakeholder meeting and Member Tipps for participating in the recent public meeting regarding the CONNECT Transit Plan.

Member Tipps also commented that General Manager Hill along with James Turnwald and Jeremiah Cox from MACOG did a great job with the recent public meeting.

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

N/A

### **10. Adjournment**

With no additional business, Member Kain motioned to adjourn the meeting and Member Tipps seconded the motion. The meeting was adjourned at 5:21 p.m.