



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
June 21, 2021 at 4:00 PM

1. Opening Items

1.1 Call to Order

The meeting of the Board of Directors of the South Bend Public Transportation Corporation was called to order at 4:03 p.m. by Vice Chairperson Scicchitano.

1.2 Roll Call

Vice Chairperson Scicchitano called roll with four (4) board members present. Member Collier arrived late bringing the total to five (5) and quorum was confirmed.

Board Members Present: Jill Scicchitano, Lynn Collier, Lori Hamann, Ken Kahlenbeck, Paul Tipps.

Board Members Absent: Jitin Kain, Curtis Bethel, Don Schlunt and Eli Wax

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Jamie Woods

2. Minutes of Previous Meetings

Member Tipps motioned to approve the minutes from the May Board of Directors meeting. Member Hamann seconded the motion and the minutes were approved.

3. Reports of Management & Staff

3.1 Operations Report

General Manager Hill reviewed the May Operations Report noting that fixed route ridership is up 85.18% compared to May 2020. However, when compared to May 2019 (pre-COVID), ridership is down 42.21%. YTD ridership is down 17.19% and continues to improve each month.

The Safety Report showed one (1) preventable accident, zero non-preventable accidents and yard accidents in May 2021.

The Passenger Service Reports were reviewed noting 16 fixed route reports received with eight (8) unsubstantiated, six (6) monitored for future action and two (2) resulted in discipline.

Vice Chairperson Scicchitano asked about the PSR regarding an operator not wearing a mask. General Manager Hill confirmed there were two instances, one on fixed route and one on Access, where an operator was reported for not wearing a mask. One operator suffers from asthma and had briefly lowered his mask while behind the protective barrier when passengers were seated in the rear of the bus and discipline was not issued. The other instance was an Access operator working in close proximity to a passenger and was not properly wearing a mask which resulted in the issuance of a warning.

Member Tipps asked if he was correct in assuming that there was a progressive disciplinary policy and General Manager Hill confirmed that was correct. The policy includes specific steps in regard to numerous infractions, but also includes flexibility in responding to Passenger Service Reports based on the severity of the confirmed incident.

Member Hamann asked about cameras on the buses. General Manager Hill stated there are interior and exterior cameras with audio on all vehicles. Director McCarthy confirmed there are eight (8) cameras on the older buses and nine (9) on the newer buses. General Manager Hill explained the PSR process includes obtaining detailed information from the passenger and then a full investigation by a street supervisor which includes reviewing the video to substantiate the report.

General Counsel Woods also noted in his 13 years working with Transpo, any accident or incident information resulting in legal action has been able to be verified by video.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue for May was down \$20,623.35. Overtime continues to be managed and labor expenses are \$104,650.69 under budget.

He noted there was an additional \$22,000 in County Income Tax received in May. Member Tipps asked about the monthly installments and Controller Kubaszak confirmed the installments range from \$55-65,000.

Transpo received \$220,000 more than budgeted for property taxes which was used to pay off the \$144,000 loan with Centier Bank. The only remaining loan is the tax anticipation warrant.

Controller Kubaszak highlighted several items in the Controller's Commentary report include the \$400,000 in the capital fund, reduction in expenses and decrease in liabilities, including a significant decrease in the pension liability.

Member Tipps asked about the increase in accounts receivable and Controller Kubaszak explained it was due to a quarterly installment from the University of Notre Dame, Saint Mary's College and Holy Cross College for their annual contract. Controller Kubaszak also noted the additional \$100,000 discussed at the Finance Committee was the payment to Token Transit for the electronic validators which will be covered by the grant.

Controller Kubaszak also reviewed the open grants highlighting the nine (9) fixed route vehicles that were 100% funded and the nine (9) new paratransit vans with minimal out of pocket expense.

Vice Chairperson Scicchitano noted the Finance Committee met last week and she asked Member Tipps if he would like to share any comments. He noted the strong financial position of the organization based on the information reviewed at the Finance Committee and during today's Finance Report.

The full report was included in the board packet.

3.3 Human Resource Report

Director Davis reviewed the report noting there was one (1) administrative separation for May as a street supervisor left to pursue other opportunities. The position has already been filled with an internal promotion.

She noted a new training class with three (3) part-time fixed route operators was starting on June 22nd.

The full report was included in the board packet.

3.4 Maintenance Report

Director McCarthy reviewed the Maintenance report noting there were 46 preventative maintenance inspections completed in May. He also reviewed the Major and Other bus changes and service calls.

Member Tipps asked the difference between the Major and Other bus changes. Director McCarthy responded that Major refers to anything that prevents the bus from continuing in service (mechanical breakdown, etc.) and Other references a minor issue such as a heating or AC issue.

The full report was included in the board packet.

3.5 Marketing Report

General Manager Hill reviewed the Marketing Report highlighting the Summer Travel Program ridership since the program started in 2013. Ridership increased significantly in 2018, the first year the program was free and was at an all-time high in 2019. Ridership plummeted last year due to COVID but has started strong this year with over 2,000 rides since June 1.

She also reviewed the Token Transit usage which was down; however, Transpo will be launching the next phase with electronic validator and will focus on increasing the usage.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill reviewed the Administration Report, noting General Counsel Wood has drafted the MOU for transit planning services with MACOG with an anticipated start date of July 1.

She stated she has been in conversations with FlixBus regarding the utilization of South Street Station to expand their services.

Strategic plan updates included the technology upgrades to Office 365 and the upcoming updates to the firewall and overall security. She also noted the proposals for the COA RFP were due to MACOG today.

The full report was included in the board packet.

4.0 Introductions to Resolutions

4.1 RESOLUTION 19-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE FINANCIAL TRANSACTIONS DURING THE MONTH OF MAY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of May 2021. The Corporation's share, which is required by the Federal government, totaled \$5,995.73.

Member Tipps motioned to approve the Resolution 19-2021. Member Hamann seconded the motion. The motion passed 5-0.

4.2 RESOLUTION 20-2021

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 MAY WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

Staff Report: There were a total of 89 checks issued May 1-31 for a total disbursement of \$409,295.7.

Member Tipps motioned to pass Resolution 20-2021. Member Hamann seconded the motion. The motion passed 5-0.

4.3 RESOLUTION 21-2021

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 TRUPAY FOR PAYROLL AND HR SERVICES

Staff Report: Controller Kubaszak provided the report explaining an RFP was issue for payroll and HR services. There was one responsive bidder who was the current provider. The proposal includes an increase of \$20 per week. Staff recommends a five-year contract effective July 1, 2021.

Member Tipps asked about bonding and/or licensing for TruPay to protect Transpo. Controller Kubaszak mentioned that General Counsel Woods would be reviewing the contract and can look into those options.

Vice Chairperson Scicchitano asked about the contract term and five-years was confirmed which is the same length as the expiring term.

Member Tipps motioned to approve Resolution 21-2021. Member Hamann seconded the motion. The motion passed 5-0.

5. Any Other Motions

None

6. Chairperson's Report

Vice Chairperson Scicchitano noted she did not have a formal report, but it was great to be back to in-person meetings. There are a lot of exciting projects coming up along with additional opportunities for engagement.

7. All Other Unfinished Business, Including New Business

7.1 Conflict of Interest & Confidentiality Forms – General Manager Hill reminded board members that signed forms were due annually. Additional copies were provided today and board members that had not completed forms were asked to do so before leaving today.

8. Privilege of the Floor

None

9. Adjournment

With no additional business, the meeting was adjourned at 4:44 p.m.