

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 27 July 2017 at 5:00pm at the offices of the ICTC located at 2100 E. Transportation Drive, Mt. Pleasant MI 48858. Phone number 989.773.2913.

I. Call to Order – Brown called the meeting to order at 5:03pm.

Commissioners Present: Don Brown, Vice Chair  
Sam Staples, Commissioner  
Matt Mertz, Commissioner  
Gerald Stryeski, Commissioner

Commissioners Absent: Pat LaChance, Chair

Staff Present: Rick Collins, Executive Director  
Lisa Pratt, Deputy Director  
Patti Casey, Accountant  
Kelly Crofoot, Human Resource Manager  
Kaylie Monroe, Outreach Coordinator

II. Public Forum - Ava Edmondson would like the Board to consider raises for drivers this fiscal year end.

III. Minutes – The Regular Business Meeting minutes of 22 June 2017 were accepted as presented.

IV. Communications

1. Our current auditors, Abraham & Gaffney, will no longer perform audits for governmental and nonprofit agencies effective August 1<sup>st</sup>. Members of the Abraham & Gaffney firm have created SK&T who will honor the remainder of our contract for the fiscal years ending 2017, 2018, and 2019. These are the same Certified Public Accountants that have performed ICTC's audit with Abraham & Gaffney in previous years. A motion was made by Mertz, seconded by Stryeski to move forward with SK&T for fiscal years ending 2017, 2018, and 2019. Motion carried.

2. Collins presented the Morning Sun article regarding ICTC's training event held 7/22.

V. Administrative Report

A. Legislative Report – Nothing to report.

B. Operating Report

1. Collins briefed the Board on operating statistics.
2. Collins reported an accident occurring on Monday, 7/17. The insurance company has totaled the bus involved. No citations were issued.

C. Personnel Report – Crofoot briefed the Board on the following:

1. Two Limited Service Drivers are currently in training.
2. Call Center Operator is on Family Medical Leave effective July 10<sup>th</sup>.
3. Vested Driver is on Family Medical Leave effective July 3<sup>rd</sup>.

D. Capital Report – Nothing to report.

#### VI. Financial Report

A. July Listing – It was moved by Stryeski, seconded by Mertz to accept the listing of \$317,055.80 with June payroll of \$232,692.58, June payables of \$166,404.76, and total June expenditures of \$399,097.34. Motion carried.

B. June Per Diem – The per diem was accepted as presented.

C. Receivables 30-60-90 – Casey briefed the Board on said report.

D. Cash Flow – Casey briefed the Board on said report.

E. Budget v. Actual – Casey briefed the Board on said report.

F. Budget Revision – Collins briefed the Board on the revisions to the 17/18 budget. It was moved by Mertz, seconded by Staples to accept the revisions as presented. Motion carried.

#### VII. Old Business

1. Board Packets - At last meeting, Commissioner Mertz inquired about making Board packets available via email to those wishing to obtain a copy. Discussion ensued. It was decided the agenda and approved minutes will be made available on the website for those interested.
2. Prescription Delivery – At the last meeting, Commissioner Mertz inquired about using ICTC as a means to deliver prescriptions. Presented is a letter from ICTC's insurance company listing a non-exhaustive list of potential risk exposures that ICTC and its drivers would be subjected to. Discussion ensued. It was agreed ICTC would not serve as a prescription delivery service. The Board would like Staff to address ICTC's policy regarding parcel pick-up.

VIII. New Business – No items presented.

- IX. Isabella County Transportation Commission - Staples reported if ICTC was in need of embroidery work that the CMU Bookstore has leased space at the Commerce Center to house the embroidery and personalization service once offered by SBX.
- X. Adjournment – A motion was made by Mertz, seconded by Stryeski to adjourn at 5:43pm. Motion carried