

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 28 September 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 5:00pm.

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
Patti Casey, Accountant
Kelly Crofoot, Human Resource Manager
Kaylie, Monroe, Outreach Coordinator

Others Present: Ava Edmondson

II. Public Forum – There was no public comment.

III. Minutes – The Regular Business Meeting minutes of 31 August 2017 were accepted as presented.

IV. Communications – Casey presented an engagement letter from ICTC’s auditors at SK&T.

V. Administrative Report

A. Legislative Report – Nothing to report.

B. Operating Report

1. Collins briefed the Board on operating statistics.

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

1. Lead Dispatcher resigned position effective 9/8/17 and returned to driving.
2. Driver will begin FMLA on 9/26/17.

D. Capital Report – Nothing to report.

VI. Financial Report

- A. September Listing – It was moved by Staples seconded by Stryeski to accept the listing of \$221,656.98 with August payroll of \$321,186.07, August payables of \$249,668.29, and total August expenditures of \$570,854.36. Motion carried.
- B. August 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.

VII. Old Business – No items presented.

VIII. New Business

- A. Into the Light – Monroe reported the ICTC fundraiser for the 19th annual Into the Light cancer walk raised \$790.
- B. Care Store – Monroe briefed the Board on a new program in the community. The Care Store has developed from what is known as the Compassions Fair. The local organizations participating in the compassions fair have recognized a greater need than their bi-annual event provides. The Care Store will be open 10-15 hours per week and is accepting donations for those families in need. Donations being sought include laundry soap, shampoo, toilet tissue, etc. Monroe would like ICTC to donate a Saturday of total fares to the Care Store. A motion was made by Mertz, seconded by Stryeski to donate the fares collected on Saturday, 13 January 2018. Motion carried.
- C. Labor Negotiations – Collins reported labor negotiations will begin October 10th.
- D. Transportation Week – Collins reported ICTC’s annual safety week will take place October 9th – 13th. On Wednesday, October 11th, there will be a chili cook-off, campfire, hot dogs, s’mores, and ICTC employees providing entertainment.
- E. MERS – Collins reported on the unfunded liability with MERS. Collins proposes funding up to \$60,000 of the unfunded liability with MERS. Discussion ensued. A motion was made by Staples, seconded by Stryeski to pay up to \$60,000 of the unfunded liability with MERS. Motion carried

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- A. Mertz reported attending the League of Women Voters meeting. Discussion ensued regarding different ride options for election day.

- B. Mertz inquired about No Fault insurance regarding accidents with ICTC buses.
 - C. Mertz inquired if there was a large amount of overtime due to dispatchers occasionally driving buses. Mertz inquired if dispatchers who have not been on the road should occasionally do so to keep up to date on ever changing situations. Discussion ensued.
- X. Adjournment – A motion was made by Staples, seconded by Stryeski to adjourn at 5:54pm. Motion carried