

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 25 January 2018 at 12:00pm at the ICTC offices located at 2100 E. Transportation Drive, Mt. Pleasant. Phone number 989.773.2913.

I. Call to Order – Brown called the meeting to order at 12:00pm.

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

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

Others Present: Aaron Stevens, SK&T, P.C.
Ava Edmondson

II. Election of Officers

It was moved by Mertz, seconded by Staples to nominate Brown as Chair. Motion carried.
It was moved by Stryeski, seconded by Mertz to nominate Staples as Vice Chair. Motion carried.

III. Public Forum - Ava Edmondson addressed her concerns regarding the resignation of an employee.

Brown suggested moving to item VII. Financial Report, Section F. Audit Report.

VII. Financial Report

F. Audit Report – Aaron Stevens of SK&T, P.C. presented the audit report. Discussion ensued regarding the Independent Auditor’s Report, Basic Financial Statements, Report on Internal Control Over Financial Reporting and on Compliance, Report on Compliance with Requirements Applicable to Each Major Federal Program and a Schedule of Findings and Questioned Costs.

The Board accepted the audit as presented and thanked Stevens for his presentation.

Casey thanked Stevens and his staff for their support received during the audit and throughout the year.

IV. Minutes – The Regular Business Meeting minutes of 28 December 2017 were accepted as presented.

V. Communications – None received.

VI. Administrative Report

A. Legislative – Nothing to report.

B. Operating – Collins briefed the Board on operating statistics.

C. Personnel Report

Crofoot reported:

1. Dispatcher interviews were held.
2. Part time dispatcher resigned effective 1/3/18.
3. Part time call center operator resigned effective 1/16/18.

D. Capital – Nothing to report.

VII. Financial Report

A. January Listing – It was moved by Stryeski, seconded by Fockler to accept the Listing of \$182,844.12, December payables of \$238,161.77, December payroll of \$252,414.64 and total December expenditures of \$490,576.41. Motion carried.

B. Per Diem – The Board accepted the per diem as presented.

C. Receivables – The Board reviewed said report. Casey reported the apartment complexes and Mt Pleasant Public Schools have been brought up to date.

D. Cash Flow – The Board reviewed said report.

E. Budget v. Actual – The Board reviewed said report.

F. 2019 Budget – The Board reviewed said report. It was moved by Staples, seconded by Stryeski to accept the 2019 Budget as presented. Roll call vote: Brown-Yes, Stryeski-Yes, Fockler-Yes, Staples-Yes, Mertz-Yes. Motion carried.

G. Annual Application Resolution for Intent to Apply for Financial Assistance 2019 – It was moved by Staples, seconded by Mertz to accept the 2019 Annual Application Resolution for Intent to Apply for Financial Assistance as presented. Roll call vote: Brown-Yes, Stryeski-Yes, Fockler-Yes, Staples-Yes, Mertz-Yes. Motion carried.

VIII. Old Business – Nothing presented.

IX. New Business – Nothing presented.

X. Isabella County Transportation Commission

Brown reported he will not be able to attend the February or March meetings.

Mertz inquired about the status buttons on the bus radios. Collins reported the software we currently use for the status buttons and bus tracking is no longer supported. Pro Comm is researching the problem to see if there is a solution or if this will require an upgrade of the software/server.

XI. Adjournment – It was moved by Stryeski, seconded by Staples to adjourn at 1:33pm. Motion carried.