

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Wednesday, 27 June 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: Ava Edmondson

II. Public Forum – There was no public comment.

III. Minutes – It was moved by Stryeski, seconded by Fockler to accept the 24 May 2018 minutes as presented. Motion carried.

IV. Communications – None received.

V. Administrative Report

A. Legislative Report – Nothing to report.

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

C. Personnel Report – Crofoot briefed the Board on personnel matters.

D. Capital Report –

1. Pratt reported MDOT notified us of available funding for the replacement of three buses. Pratt submitted application for three 32' buses. Project authorizations should be received by the end of the fiscal year, 30 September, and the buses will be ordered at that time.

2. Pratt presented a proposal for roof repair. Nine companies were contacted with only one company presenting a quote. The Board presented two additional contractors to contact for a proposal.

#### VI. Financial Report

- A. June Listing – It was moved by Stryeski, seconded by Fockler to accept the Listing of \$336,310.19 with May payroll of \$234,605.70, May payables of \$151,821.08 and total May expenditures of \$386,426.78. Motion carried.
- B. May Per Diem – The Board accepted the per diem as presented.
- C. Receivables 30-60-90 – The Board reviewed said report.
- D. Cash Flow – The Board reviewed said report.
- E. Budget v. Actual – The Board reviewed said report.

#### VII. Old Business

- A. Mechanic Position – Brown inquired if Maintenance was adequately staffed with the loss of a Technician. Collins reported we are currently looking to hire for the position. Due to it being summer, Maintenance is in good shape. Discussion ensued.

#### VIII. New Business

- A. Policy Review – Pratt briefed the Board on suggested changes to current policy. The Standards of Performance has been revised 12 times since adoption. Because each rule can be referred back to all policy in effect, and because staff would like to continue using progressive discipline, Management is proposing to remove the Standards of Performance from policy. With removal of this section, the additions presented would be added to the Personnel Guidelines Manual. Discussion ensued. The Board would like to table this item until next month so they may have time to review the material.

Pratt briefed the Board on the Operating Manual in ICTC policy. The Operating Manual is a training tool rather than policy. Management would like to remove the document from policy and use it as such. Updates would continue to be presented to the Board as they occur. Discussion ensued. It was moved by Stryeski, seconded by Staples to remove the Operating Manual from policy and change the name to Vehicle Operating Manual. Motion carried.

#### IX. Isabella County Transportation Commission – No items presented.

- X. Adjournment – It was moved by Staples, seconded by Stryeski to adjourn at 1:00pm. Motion carried.