

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 29 November 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 12:01pm.

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 – Edmondson thanked the Board for the wage distribution presented to ICTC employees.

III. Minutes – The Regular Business Meeting minutes of 25 October 2018 were accepted as presented.

IV. Communications – None received.

V. Administrative Report

A. Executive Director's Report – Collins reported on Service Initiatives, Transit Training Workshop attended in Seattle, and election results. Collins also expressed gratitude to the Board for their generosity on behalf of ICTC employees.

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

C. Personnel Report

1. Crofoot reported a full time driver resigned effective 11/10.
2. Crofoot reported a driver training began 11/19.

D. Capital Report – Nothing to report.

VI. Financial Report

A. December Listing – It was moved by Staples, seconded by Stryeski to accept the Listing of \$307,410.65 with October payroll of \$294,460.29, October payables of \$228,321.13 and total October expenditures of \$522,781.42  
Motion carried.

B. October 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. Personnel Matters – Requested Executive Session is to be moved to the end of the meeting.

VIII. New Business

A. Calendar of Meetings – Pratt presented suggestions for monthly meeting dates for the Isabella County Transportation Commission for 2019. Discussion ensued. A motion was made by Staples, seconded by Stryeski to continue 12:00pm meetings on the fourth Thursday of the month with the following exceptions: August 29, October 31, November 21 and December 19. Motion carried.

B. Gift Cards – Collins inquired if the Board wished to distribute holiday gift cards to employees as they have done so in the past. A motion was made by Fockler, seconded by Styreski to present the employees a \$25 gift card. Motion carried.

C. Post-Holiday Event – Collins reported a banquet room has been reserved at the Comfort Inn on Saturday, 05 January, 5p-9p for a post-holiday celebration. Dinner will be served at 6pm and there will be a White Elephant gift exchange. Please bring a wrapped gift valued at \$10 or less if you wish to participate.

D. Food for Fare – Monroe reported ICTC employees donated \$511.88 to Food for Fare.

IX. Isabella County Transportation Commission

A. Fockler inquired about service priorities

B. Mertz briefed the Board on the possibility of Maintenance Apprenticeship programs that award college credits for work performed.

VII. Old Business

A. Executive Session- It was moved by Mertz, seconded by Fockler to enter into Executive Session at 12:35pm for the purpose of discussing personnel matters and wages. Motion carried.

The Board re-entered Regular Session at 1:03pm

It was moved by Stryeski seconded by Staples to increase the Executive Director's salary, as discussed, effective October 01. Motion carried.

X. Adjournment – It was moved by Stryeski, seconded by Fockler to adjourn at 1:05pm. Motion carried.