

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 19 March 2020 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 12:03pm.

Commissioners Present: Don Brown, Chair
Matt Mertz, Vice Chair (via telephone)
Rick Fockler, Commissioner
Dennis Adams, Commissioner

Commissioners Absent: Gerald Stryeski, Commissioner

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

Others Present: Ava Edmondson
Kevin Wilkins

II Pledge of Allegiance

III. Public Forum – There was no public comment.

IV. Minutes – The Regular Business Meeting minutes of 27 February 2020 were accepted as presented.

V. Communications – None received.

VI. Administrative Report

A. Executive Director's Report – Collins reported on statewide/local closures due to COVID-19 virus. We have a bus on loan to Mid-Michigan Health to aid in their response to the virus. Route Match dispatch software presentation was held for staff on 13 March. The consensus was the software was not a finished product.

B. Operating – Collins briefed the Board on operating statistics. Ridership is down to 25%.

C. Personnel Report – Nothing to report.

D. Capital Report – Pratt reported receiving three buses. Two 32" and one 24" bus. They must have radios and graphics installed before released for service.

VII. Financial Report

- A. March Listing – It was moved by Fockler, seconded by Adams to accept the Listing of \$481,969.94, February payables of \$471,130.55, February payroll of \$265,406.74 and total February expenditures of \$736,537.29. Motion carried.
- B. Per Diem – The Board accepted the per diem as presented.
- C. Receivables – Casey briefed the Board on the Accounts Receivable.
- D. Cash Flow – The Board reviewed said report.
- E. Budget v. Actual – The Board reviewed said report.

It was moved by Fockler, seconded by Adams to enter Executive Session at 12:26pm for the purpose of discussing personnel matters. Motion carried.

The Board re-entered Regular Session at 1:10pm.

It was moved by Mertz, seconded by Adams to put into effect the following during the COVID-19 crisis:

1. Close the front office/lobby and suspend sales and driving test scheduling until further notice.
2. Discontinue collecting fares on buses.
3. Offer to Vehicle Operators an opportunity to take a paid Temporary Leave for up to two (2) pay periods.
4. Benefits will be continued during this period.
5. Allow the Executive Director the authority to modify service hours, county runs, routes, as service demands demonstrate.

Roll call vote: Brown-Yes, Fockler-Yes, Adams-Yes, Mertz-Yes. Motion carried.

It was moved by Mertz, seconded by Fockler to allow a one-time payout of vacation to two affected employees. Roll call vote: Brown-Yes, Fockler-Yes, Adams-Yes, Mertz-Yes. Motion carried.

VIII. New Business – No items presented.

IX. Old Business – No items presented.

X. Isabella County Transportation Commission – Mertz inquired who cleans the ICTC bus shelters. Discussion ensued.

XI. Adjournment - It was moved by Fockler, seconded by Adams to adjourn at 1:20pm. Motion carried.