

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes
MEETING AVAILABLE ELECTRONICALLY

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 29 October 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 12:14pm.

Commissioners Present: Don Brown, Chair
Matt Mertz, Vice Chair
via ZOOM, Union Twp., Michigan
Gerald Stryeski, Commissioner
Rick Fockler, Commissioner
Dennis Adams, Commissioner
via ZOOM, Mt. Pleasant, Michigan

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

II. Public Forum – There was no public comment.

III. Minutes – The Regular Business Meeting minutes of 24 September 2020 were accepted as presented.

IV. Communications – None received.

V. Administrative Report

A. Executive Director's Report – Collins reported the MDHHS gatherings and face mask order are set to expire. Collins reported that all Drivers, except for those on a medical leave, are back to work.

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

C. Personnel Report – Nothing to report.

D. Capital Report – Pratt reported we applied for another competitive grant application for eight replacement buses. We have been notified we will receive five. Brown would like a listing of our current fleet for the Board. We are still expecting three 32' buses from a previous contract.

VI. Financial Report

- A. October Listing – It was moved by Fockler, seconded by Stryeski to accept the Listing of \$441,648.03, September payables of \$274,789.04, September payroll of \$303,817.46 and total September expenditures of \$578,606.50. 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.

VII. Old Business – Executive session requested at the end of the meeting.

VIII. New Business

- A. MERS Plan Document Update – Collins reported on the attached MERS documents that need a Board motion to continue with our plan. The only change is allowing a person hired from outside the agency to be eligible for the pension upon date of hire. It was moved by Adams, seconded by Fockler to accept the documents as presented. Motion carried
- B. Security Camera Bids – Collins reported we received two bids for the purchase/installation of security cameras both in and outside of the building. This will be 1/3 funded by a grant from our liability insurance company, MMRMA. Collins recommends STT Security with the bid of \$17,894. It was moved by Mertz, seconded by Fockler to accept the STT bid of \$17,894 from STT Security. Motion carried.

VII. Old Business

- A. Executive Director’s Review – It was moved by Stryeski, seconded by Fockler to enter Executive session at 1:08pm. Motion carried.

The Board re-entered regular session at 1:13pm.

It was moved by Adams, seconded by Stryeski, to increase the Executive Director’s base salary to top scale with a COLA lump sum of 1.6% effective 01 October 2020. Roll Call Vote: Brown-Yes, Mertz-Yes, Fockler-Yes, Stryeski-Yes, Adams-Yes. Motion carried.

IX. Isabella County Transportation Commission

- A. Mertz inquired if there is a possibility to be shut down by a higher authority, asked if drivers can refuse to transport passengers who do not use masks, discussion of end of year bonuses and hazard pay.

- B. Adams inquired about building/conference room sanitization procedures.
- X. Adjournment – It was moved by Mertz, seconded by Stryeski to adjourn at 1:35pm. Motion carried.