

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes
MEETING AVAILABLE ELECTRONICALLY

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 19 November 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 12:00pm.

Commissioners Present: Don Brown, Chair
Via ZOOM, Deerfield Twp., Isabella Co., MI
Matt Mertz, Vice Chair
via ZOOM, Union Twp., Isabella Co., MI
Gerald Stryeski, Commissioner
via ZOOM, Wise Twp., Isabella Co., MI
Rick Fockler, Commissioner
Via ZOOM, Shepherd, MI
Dennis Adams, Commissioner
via ZOOM, Mt. Pleasant, MI

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 20 October 2020 were accepted as presented.

IV. Communications – Collins reported he received a call from retired Commissioner Sam Staples. Sam is doing well and sent his best wishes to all.

V. Administrative Report

A. Executive Director’s Report – Collins briefed the Board on service, COVID-19 and school status.

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

C. Personnel Report

Crofoot reported:

1. Part Time Driver was released from employment effective 14 October after not returning from Leave.
 2. Mechanic was released from employment effective 20 October after being on lay-off status since 01 April.
- D. Capital Report – Per Brown’s request at last month’s meeting, Pratt provided a fleet list for the Board.
- VI. Financial Report
- A. November Listing – It was moved by Stryeski, seconded by Fockler to accept the Listing of \$178,957.96, October payables of \$134,497.54, October payroll of \$265,043.47 and total October expenditures of \$399,541.01. Roll Call Vote: Brown-Yes, Mertz-Yes, Fockler-Yes, Stryeski-Yes, Adams-Yes. Motion carried
- B. Per Diem – The Board accepted the per diem as presented.
- C. Receivables – The Board reviewed said report.
- D. Cash Flow – The Board reviewed said report.
- E. Budget v. Actual – The Board reviewed said report. Pratt reported the 2021 fiscal year RTAP grant doubled due to the State allowing last year’s funds to roll over due to COVID-19 and the inability to have face-to-face training/conferences.
- VII. Old Business – No items presented.
- VIII. New Business
- IX. Isabella County Transportation Commission
- A. Mertz asked what procedure was in place for return to work after a possible COVID-19 exposure. Discussion ensued.
- B. Mertz inquired about Christmas gift cards for the employees as there will be no holiday potluck or party this year. Discussion ensued. It was moved by Mertz, seconded by Adams to increase the amount of the Christmas gift card to \$100 this year. Roll Call Vote: Brown-Yes, Mertz-Yes, Fockler-Yes, Stryeski-Yes, Adams-Yes. Motion carried
- C. Brown inquired about transportation to the polls on election day.
- X. Adjournment – It was moved by Adams, seconded by Stryeski to adjourn at 12:51pm. Motion carried.