

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes
Meeting Available Electronically

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 27 January 2022 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
Dennis Adams, Vice Chair
Rick Fockler, Commissioner
Michael Pung, Commissioner

Commissions Absent: Gerald Stryeski, Commissioner

Staff Present: Rick Collins, Executive Director
Lisa Pratt, Deputy Director
Patti Casey, Accountant

Others Present: Aaron Stevens, Maner Costerisan CPAs

II. Pledge of Allegiance

III. Election of Officers – Nominations were opened for Chair and Vice Chair.

It was moved by Adams, seconded by Fockler to nominate Brown for Chair. There were no further nominations. Motion carried.

It was moved by Fockler, seconded by Pung to nominate Adams for Vice Chair. There were no further nominations. Motion carried.

Brown resumed control of the meeting.

IV. Public Forum – There was no public comment.

VIII. Financial Report

- F. Audit Report – Aaron Stevens of Maner Costerisan CPAs, presented the audit report. Discussion ensued regarding the Independent Auditor’s Report, State of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, Schedule of Findings and Questioned Costs.

The Board accepted the audit as presented and thanked Stevens for his presentation. Casey thanked Stevens as well and said she enjoyed working with him and his firm during her time serving as ICTC's Accountant.

V. Minutes – It was moved by Pung, seconded by Fockler to accept the 22 December meeting minutes as presented. Motion carried.

VI. Communications

1. The Board reviewed the thank-you letter from Theresa Binkowski, President, USW Local 12934-5 for the Christmas gift cards received by all employees.

2. The Board reviewed the thank-you card from former Board member Pat LaChance.

VII. Administrative Report

A. Executive Director's Report

COVID-19 – Collins reported the school closings due to Omicron. This will have a negative impact on passenger counts for the month of January.

Within the past week we have had 7 employees that have had to quarantine from personal exposures. Of those, 5 have reported positive test results.

Entry Level Drivers Training (ELDT) – The Federal Motor Carrier is scheduled to implement new regulations regarding training requirements for new CDL holders as well as CDL upgrades on February 7, '22. Our facility and trainer are both registered and approved. The process will require our training to be longer and may further complicate the onboarding process for new hires.

Legislative Report – Collins briefed the Board regarding our FY 23 budget. After we submitted the budget showing us using retained earnings to balance, we received correspondence from MDOT indicating that we will be receiving additional Federal funds.

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

C. Personnel Report – Collins briefed the Board on personnel events. Driver training is underway, two FMLA events and our new Accountant starts on 2/1/22.

D. Capital Report – Nothing to report.

VIII. Financial Report

- A. January Listing – It was moved by Adams, seconded by Fockler, to accept the Listing of \$356,882.54, with December Payroll \$367,174.91, December Payables \$255,952.12, and total December expenditures of \$621,127.03. Motion carried.
- B. December 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. Brief discussion ensued.
- E. Budget v. Actual – The Board reviewed said report.

IX. Old Business

- A. Driver Recruitment Bonus – The recruitment bonus guidelines were adopted on 22 April 2021 and was extended through the end of the '21 calendar year. We would like to continue with the program. Brief discussion ensued. It was moved by Adams, seconded by Fockler to set the end date for 12/31/22. Motion carried.

X. New Business

- A. CDL/GDL Rates – Collins briefed the Board on current and proposed rates for tests. The last change was approved in July of 2014. It was moved by Adams, seconded by Pung to accept the proposed changes to the CDL/GDL rates. Motion carried.
- B. EAP – Collins briefed the Board our Employee Assistance Program (EAP). We requested the visit allowance be increased from 3 to 6 times per year. Lengthy discussion ensued. Item tabled until further information can be provided to Board.

XI. Isabella County Transportation Commission – The Board inquired about Commissioner Stryeski. Brief discussion ensued.

- XII. Adjournment – It was moved by Pung, seconded by Adams to adjourn at 1:05pm. Motion carried.