

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes
Meeting Available Electronically

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 24 March 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 12:03pm.

Commissioners Present: Don Brown, Chair
Dennis Adams, Vice Chair
Rick Fockler, Commissioner
Michael Pung, Commissioner

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

II. Pledge of Allegiance

III. Public Forum – There was no public comment.

IV. Minutes – It was moved by Fockler, seconded by Adams to accept the 24 February 2022 meeting minutes as presented. Motion carried.

V. Communications

VI. Administrative Report

A. Executive Director's Report

Legislative Report – Collins briefed the Board on the TSA mask mandate, gave an Ecolane update and reported Governor Whitmer vetoed the proposed bill to suspend the gas tax.

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

C. Personnel Report – Crofoot briefed the Board on personnel events. Two Drivers retired, one Call Center Operator resigned, and a Driver was placed on FMLA.

D. Capital Report – Nothing to report.

VII. Financial Report

- A. March Listing – It was moved by Adams, seconded by Fockler, to accept the Listing of \$528,519.56, with February Payroll \$247,446.69, February Payables \$173,693.78 and total February expenditures of \$421,140.47. Motion carried.
- B. February 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.

VIII. Old Business

- A. Employee Assistance Program (EAP) Policy – The Board reviewed the proposed policy for our existing EAP. The proposed policy increases visits from three (3) to six (6) visits a year to a licensed counselor for employees and immediate family members and a cap of \$600 per year for said visits. Brief discussion ensued. It was moved by Pung, seconded by Adams to accept the EAP policy as presented. Roll call vote: Brown-Yes, Adams-Yes, Pung-Yes, Fockler-Yes. Motion carried.

IX. New Business

- A. Account Signatories- Casey requested the Board approve the addition of Fred Bush, Accountant, to all ICTC checking accounts and to remove Patti Casey's name. It was moved by Pung, seconded by Fockler to add Fred Bush's name and remove Patti Casey's name from all ICTC checking accounts. Roll call vote: Brown-Yes, Adams-Yes, Pung-Yes, Fockler-Yes. Motion carried.

X. Isabella County Transportation Commission

- XI. Adjournment – It was moved by Adams, seconded by Fockler to adjourn at 12:34pm. Motion carried.