

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes  
MEETING AVAILABLE ELECTRONICALLY

Regular Business Meeting of the Isabella County Transportation Commission, held Wednesday, 24 November 2021 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

Commissioners Absent: Gerald Stryeski, Commissioner

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

II. Pledge of Allegiance

III. Public Forum – There was no public comment.

The Board moved to agenda item VIII. Old Business – Ecolane demonstration. Susan Clutter, Jim Stec and John Walters presented a demonstration via Zoom of the dispatch software. The Board reviewed the demo and thanked the team for their ability to provide the information to them today.

IV. Minutes – It was moved by Fockler, seconded by Adams to accept the Regular Business Meeting minutes of 28 October 2021 as presented. Motion carried.

V. Communications – Pratt briefed the Board on the grant received from the Rise Family Fund through the Mt. Pleasant Community Foundation. The funds are designated for computer system upgrades and will be applied to the dispatch software project. This is the second time the Rise Family Fund has recognized ICTC. Mr. Rise was a long-time user of our services.

VI. Administrative Report

A. Executive Director’s Report – Collins reported all employees previously reported off work from Covid-19 have returned.

We will be working with Mid Michigan Medical to provide transportation for mutual clients with a voucher program.

MMI has inquired about the feasibility of intermittently resuming at least one of the aided runs we provided pre-pandemic. As soon as we have enough drivers, we will be able to provide this service again.

Nothing to report legislatively.

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

C. Personnel Report -

1. Two Driver candidates are currently in training as of 11/8 with one seeking full-time and the other part-time work.
2. Interviews are currently underway for Drivers.
3. Accountant Patti Casey submitted her letter of retirement effective 31 May 22.

D. Capital Report – Nothing to report.

VII. Financial Report

A. November Listing – It was moved by Adams, seconded by Pung to accept the Listing of \$215,941.99 with October Payroll of \$235,680.94, October Payables of \$158,173.29, and October Total Expenditures of \$393,854.23. 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.

VIII. Old Business – Ecolane Demo. Reviewed after Public Forum.

IX. New Business

A. Calendar of Meetings – It was moved by Adams, seconded by Fockler to accept the 2022 calendar of meetings with the fourth Thursday of each month at noon. The meeting in November will be held on the 30<sup>th</sup>. Motion carried.

X. Isabella County Transportation Commission – Brown inquired about Alma Dial-A-Ride closing early for the near future. Collins stated the move is temporary.

Brown appreciates the use of the laptops at the meeting.

The terms for Fockler (City) and Pung (County) expire in December. Both are going to seek re-appointment.

It was moved by Pung, seconded by Adams to enter Executive Session at 1:04 pm to discuss personnel matters. Motion carried.

The Board re-entered Regular Session at 1:38pm.

It was moved by Adams, seconded by Pung to give all employees a \$100 gift card for Christmas. Motion carried.

- XI. Adjournment – It was moved by Adams, seconded by Fockler to adjourn at 1:40pm. Motion carried.