



BOARD MEETING

MEETING MINUTES

Date: Thursday, April 23, 2020

Location: **TELEPHONE CONFERENCE ONLY**

BOARD MEMBERS PRESENT

1. Gail Watkins – *Board Chair*
2. Scott Idle – *Board Vice Chair*
3. Lisa Grysen – *Board Secretary/Treasurer*
4. Rex Ferguson – *Board Member*
5. Dan Skorich – *Board Member*
6. Pete Apostol – *Board Member*
7. Josephine Smith – *Board Member*

BOARD MEMBERS ABSENT

1. NONE

OTHERS PRESENT

1. Bruce DeLong – *County Commissioner Liaison*
2. MaLissa Schutt – *Clinton Area Transit System General Manager*
3. Ty Piontek – *Clinton Area Transit System Operations Manager*

AGENDA

- I. Call of Order – **6:00 p.m. by Board Chair.**
- II. Roll Call
- III. Public Comment (Limited to 3 minutes)
 - **None**
- IV. Review/Approval of Agenda
 - **Motion by Scott Idle, Support by Pete Apostol – to approve April 23, 2020 meeting agenda with additions as noted by Scott Idle – Yes all - Motion carried.**
 - **Agenda additions include: Informational items, B) BS&A Miscellaneous Receivables module purchase and C) Maner Costerisan additional charges for FY2019 audit**
- V. Approval of March 26, 2020 Meeting Minutes
 - **Motion by Pete Apostol, Support by Josephine Smith to approve March 26, 2020 meeting minutes as presented – Yes all – Motion carried.**
- VI. Financial Statement – Finance Committee Chair
 - **Motion by Lisa Grysen, Support by Josephine Smith to place on file Financial Statements for March 2020 as presented – Yes all – Motion carried.**
- VII. Approval of Payables – Finance Committee Chair
Payroll & Liabilities - \$75,759.65
Accounts Payable - \$27,508.83
 - **Motion by Josephine Smith, Support by Pete Apostol to approve payroll and payables for March 2020 as presented – Yes all – Motion carried.**
- VIII. Reports – General Manager and Operations Manager
 - **General Manager Report**
 - ♦ **Ridership down 35% for March 2020 due to COVID-19**
 - ♦ **Staff Updates – 2 back-up drivers gave their 2 week notice**
 - ♦ **PayChex updates include an attached Strategic HR Action Plan, updating personnel handbook in process, OSHA standardized Safety manual in process, and learned about several resources available to employer and employee through PayChex.**
 - **Operations Manager Report**
 - ♦ **Ridership decrease of 73% overall due to COVID-19**
 - ♦ **Average daily trips: 59.5 one-way trips**
 - ♦ **Non-passenger trips: 79, averaging 3.3 per day**

- ♦ **Mock-up, fabrication, and installation of sneeze guards for transit operator/passenger protection on 8 buses completed.**
 - ♦ **In process – Infectious Disease Preparedness and Response Plan**
- IX. Informational Items**
- A. FY2019 Audit Presentation Materials
 - **Due to COVID-19, Maner Costerisan unable to present audit to the Board. These materials supplement the audit received at March meeting.**
 - B. BS&A Miscellaneous Receivables module purchase
 - **Finance committee had some discussions on whether or not to purchase this module to assist in the tracking of receivables. Suggestion made to follow the recommendation of our Board Treasurer, Lisa.**
 - C. Maner Costerisan additional charges for FY2019 audit
 - **Maner has sent invoices for an additional \$7,000 for the FY2019 audit. The explanation so far has been that there was additional work required to complete the audit and that is the reason for the additional costs. MaLissa shared that no one from Maner Costerisan communicated the additional costs to the Clinton Transit management or Board. The Board feels there needs to be more explanation before paying any additional costs beyond the agreed upon amount of the audit contract.**
- X. Old Business**
- XI. New Business**
- A. Essential Services Retention Program – Recommendation of the GM to approve the payroll benefits as presented in the Clinton Transit Response to COVID-19 document.
 - **Motion by Pete Apostol, Support by Rex Ferguson – to approve the payroll benefits as outlined in the Essential Services Retention Program for the time period of March 22, 2020 through May 2, 2020 – Yes all – Motion carried.**
- XII. County Commissioner Liaison**
- **County is still operating.**
- XIII. Board Member Comments**
- **Scott Idle – Remember to use new website address in marketing materials. www.mybluebus.com**
 - **Josephine Smith – MaLissa is scheduled to present to Essex Township at their June meeting**
- XIV. Adjournment – 7:00 p.m.**
- **Motion by Scott Idle, Support by Josephine Smith, to adjourn – Yes all – Motion carried.**

Next Meeting Day/Dates: Thursday, May 28, 2020 at 6:00 p.m.
 Thursday, June 25, 2020 at 6:00 p.m.