

# Clinton Area Transit System Board of Directors Meeting MINUTES

**Date:** Thursday, August 27, 2020

**Location:** 215 N. Scott Rd, St. Johns

## **Board Members Present:**

1. Gail Watkins – *Chairperson*
2. Lisa Grysen – *Secretary/Treasurer*
3. Rex Ferguson – *Board Member*
4. Dan Skorich – *Board Member*
5. Josephine Smith – *Board Member*

## **Board Members Absent:**

1. Scott Idle – *Vice Chairperson*
2. Pete Apostol – *Board Member*

## **Others Present:**

1. MaLissa Schutt – *Clinton Area Transit System Executive Director*
2. Tyrone Piontek – *Clinton Area Transit System Operations Manager*

## **AGENDA:**

- I.** Call of Order – **6:00 p.m. by Board Chairperson.**
- II.** Pledge
- III.** Roll Call
- IV.** Public Comment (Limited to 3 minutes)
  - **None**
- V.** Review/Approval of Agenda
  - **Motion by Rex Ferguson, Support by Lisa Grysen – to approve August 27, 2020 meeting agenda, with additions – Yes all - Motion carried.**  
**Additions: New Business, Item E – Additional employee benefits related to the benefit package.**
- VI.** Approval of July 23, 2020 Meeting Minutes
  - **Motion by Lisa Grysen, Support by Rex Ferguson to approve July 23, 2020 meeting minutes as presented – Yes all – Motion carried.**
- VII.** Financial Statement – Finance Committee Chair
  - **Motion by Lisa Grysen, Support by Josephine Smith to receive and place on file Financial Statements for July 2020 as presented– Yes all – Motion carried.**
- VIII.** Approval of Payables – Finance Committee Chair
  - Accounts Payable - \$ 60,010.35
  - Payroll - \$ 86,990.36
  - **Motion by Lisa Grysen, Support by Rex Ferguson to approve payroll and payables for July 2020 as presented – Yes all – Motion carried.**

**IX. Reports – Executive Director and Operations Manager**

▪ **Executive Director Report**

- ♦ **Millage results – Overall 67% support; City of St. Johns highest YES vote, Greenbush Township lowest YES vote.**
- ♦ **FY2021 Budget – Waiting on MDOT revenue estimates to determine what LBO State Operating Assistance will be. Researching options for loans/borrowing against 2021 tax levy.**
- ♦ **FY2020 Year End is September 30<sup>th</sup>.**
- ♦ **FY2022 Annual Budget / Application due February 15, 2021.**
- ♦ **Termination letters went out to 13 employees this week; 9 Back-up Drivers, 1 FT Driver, 1 FT Lead Dispatcher, 2 PT Dispatchers.**
- ♦ **2021 marks Clinton Transit's 20<sup>th</sup> anniversary – Rebranding and messaging will include events planned throughout the year to celebrate 20 years.**
- ♦ **Updated job descriptions are almost done**
- ♦ **Development of marketing plan to begin with reaching out to prospective firms to determine who we will partner with.**
- ♦ **New Fare Structure under development**
- ♦ **Workplace Drug & Alcohol policy and procedures are under review.**

▪ **Operations Manager Report**

- ♦ **July 15 to August 15 ridership increased by 279 trips**
- ♦ **Average daily trips: 82 one-way trips**
- ♦ **Non-passenger trips: 69, averaging 3 per day**
- ♦ **Staff updates: Operating at 55% of total staffing. 2 PT Drivers called back 8/17 for afternoon route congestion; Anticipate additional PT Driver returning on 9/1. Current youth ridership 21 compared to 84 in 2019.**
- ♦ **Public sale of 10 out of service vehicles conducted on August 20<sup>th</sup> by way of first-price sealed bid auction. 6 units have been sold for a total of \$7,309.00. 4 units remaining to be disposed of via local metal recycling.**
- ♦ **Safety Committee progress slow but seeing positive outcomes soon on practices and protocols that will be developed from the committee.**

**X. Informational Items**

A. Results from millage proposal on August 4<sup>th</sup> ballot

- **MaLissa shared the official results of the August 4<sup>th</sup> millage vote. Will use this as a tool for assessing where we need to focus our attentions on meeting unmet needs.**

B. Employee Handbook – Review and discuss updates made to Sections 6 – 10  
Next step – Refer handbook to Attorney for review and recommendations

- **Discussed changes to Sections 6 thru 10 based on comments made at July meeting. Will be submitted to attorney for review and approval at September meeting.**

**XI. Old Business**

A. Approval of Employee Wage Scale effective October 1, 2020.

- **Motion by Rex Ferguson, Support by Lisa Grysen to take from table the Employee Wage Scale effective October 1, 2020 - Yes all - Motion carried.**
- **Motion by Dan Skorich, Support by Josephine Smith to approve the Employee Wage Scale effective October 1, 2020 – Yes all - Motion carried.**

**XII. New Business**

A. Approval of Resolution Adopting Premium Only Plan (POP) with PayChex as the Plan Service Provider.

- **Motion by Lisa Grysen, Support by Dan Skorich to approve the Resolution adopting the Premium Only Plan (POP) with PayChex as the Plan Service Provider as presented - Yes all - Motion carried.**

B. Recommendation of the Executive Director to accept Proposal from Rehmann for auditing services for fiscal years 2020, 2021, 2022, 2023, and 2024 as presented.

- **Motion by Josephine Smith, Support by Lisa Grysen to accept proposal from Rehmann for auditing services for fiscal years 2020, 2021, 2022, 2023, and 2024 as presented – Yes all - Motion carried.**

C. Recommendation of the Executive Director to renew Workmans' Compensation plan with Acuity with change to the payment option from annual estimation with audit to monthly real-time (SmartPay).

- **Motion by Lisa Grysen, Support by Rex Ferguson to renew Workmans' Compensation plan with Acuity as presented – Yes all - Motion carried.**

D. Recommendation of the Executive Director to Approve the following benefit package:

- Offer 3 Physician Health Plan options as presented  
Premium Costs 80% ER / 20% EE for Hourly Employees  
Premium Costs 100% ER for Employee Coverage for Salary employees  
80% ER for Spouse/Dependent Coverage for Salary employees
- Renew Delta Dental and VSP Vision plans as presented  
Premium Costs 100% ER for Employee Coverage  
Premium Costs 50% ER / 50% EE for Spouse / Dependent Coverage
- Offer Employer Sponsored Short Term Disability plan as presented  
Premium Costs 100% ER
- Offer Voluntary Long Term Disability plan as presented  
Premium Costs 100% EE
- **Motion by Lisa Grysen, Support by Rex Ferguson to accept benefit package as presented – Yes all - Motion carried.**

E. Recommendation of the Executive Director to Approve the following employee benefits related to the benefit package:

- Payment in lieu of Health, Dental, and Vision coverage to be increased from \$50.00 a month to \$100.00 a month.
- Employer contribution into HAS – Up to a maximum of \$600.00 **match** annually.
- **Motion by Lisa Grysen, Support by Josephine Smith to approve employee benefits related to the benefit package as presented – Yes all - Motion carried.**

**XIII.** County Commissioner Liaison

- **None**

**XIV.** Board Member Comments

- **Gail – Discussions with Tri-County Regional Planning Commission for capital grant money for a training facility.**

**XV.** Adjournment – **8:15 p.m.**

- **Motion by Lisa Grysen, Support by Josephine Smith, to adjourn – Yes all – Motion carried.**

**Next Meeting Day/Dates:** Thursday, September 24, 2020 at 6:00 p.m.  
Thursday, October 22, 2020 at 6:00 p.m.