



BOARD MEETING

MEETING MINUTES

Date: Thursday, February 27, 2020

Location: 215 N. Scott Rd., St. Johns, MI 48879

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

1. Rex Ferguson – *Board Member*

OTHERS PRESENT

1. Bruce DeLong – *County Commissioner Liaison*
2. MaLissa Schutt – *Clinton Area Transit System General Manager*
3. Cary Wilson – *Clinton Area Transit System Accounting Specialist*

AGENDA

- I. Call of Order – 6:00 p.m. by Board Chair
- II. Pledge of Allegiance
- III. Roll Call
- IV. Public Comment (Limited to 3 minutes)
 - None
- V. Review/Approval of Agenda
 - Motion by Pete Apostol, Support by Lisa Grysen – to approve February 2020 meeting agenda with additions – Yes all - Motion carried.
- VI. Approval of January 23, 2020 Meeting Minutes
 - Motion by Josephine Smith, Support by Pete Apostol – Yes all – Motion carried.
 - Per Gail Watkins amend the meeting minutes under financial to state RECEIVE instead of ACCEPT
- VII. Financial Statement – Finance Committee Chair
 - Motion by Scott Idle, Support by Josephine Smith to place on file Financial Statements for January 2020 as presented – Yes all – Motion carried.
- VIII. Approval of Payables – Finance Committee Chair
 - Payroll & Liabilities - \$117,693.82
 - Accounts Payable - \$33,707.44
 - Motion by Scott Idle, Support by Josephine Smith to approve payroll and payables as presented – Yes all – Motion carried.
 - Payroll and Liabilities higher than previous month due additional payroll in January
 - When printing the check register make sure the check number is also included on that
 - Hold payment for audit per Gail Watkins until presentation to the Board
- IX. General Managers Report
 - Ridership went up 37% from last year that is also taking into consideration snow days, school closings and the 2 days we were closed.
 - Staff Update
 - ♦ Martin Olney – Last day was 2/14/2020. He has taken a position with the Road Commission
 - ♦ New drivers (Angel Kent, Robert Stone, James Laplow III, Christopher Hearn) have joined the team. They are scheduled to take their road test on 3/3/2020.
 - ♦ Operations Manager – Still looking for a candidate to fill the position. Have only had 3 applicants since the last offer and interviewed 1. The next month will be dedicated to filling the position

- Local Advisory Council (LAC) – Meeting held 02/10/2020 and the next meeting will be held 07/13/2020. The LAC is a federally mandated council of individuals who are riders of public transit as seniors or persons with disabilities, or agency representatives who serve senior and persons with disabilities. The purpose of the LAC is to give a voice to passengers of public transit for recommendations to the Board as well as to approve the annual vehicle accessibility plan.
- FY21 application for funding to MDOT has been submitted. There is 45 days for the project manager to follow up on the submission.
- PayChex – MaLissa Schutt has been working with Gail Watkins and Scott Idle. There will be HR support, Benefits, Payroll, Handbook support.
- Gail Watkins is introducing MaLissa Schutt more into the community at city and county meetings.
 - ♦ Presented to Eagle and Dewitt and they appeared to be very supportive.
 - ♦ More meetings coming up in St Johns, Bingham and Bath in the near future
- Millage – We are continuing to look for more money. So while at township and board meeting all of Clinton Transit needs to promote the company. Push how great we are and reestablish ourselves with the community
- Sparrow – Clinton Transit received a letter of appreciation to Heather Bishop and Richard Kirby for their kindness and support through the Care-A-Van program.
 - ♦ Scott Idle stated that there should be some type of recognition for this

X. Information Items

- A. Location change for March 3rd Strategic Planning session – St. Johns Police Department, 409 S. Whittemore St., St. Johns. Time of Meeting 8:30 a.m. – 5:00 p.m.
- B. Board Member participation in advocating for support of Clinton Transit
 - There are opportunities within the community to brag about Clinton Transit to increase support.
- C. Wage Scale effective October 1, 2020
 - This is will be discussed as New Business next month at the board meeting

XI. Old Business

- A. Millage Resolution to be approved at March Board meeting – millage rate to be determined following strategic planning session.
 - Motion by Scott Idle, Support by Lisa Grysen, to move Millage Resolution discussion to March Board meeting – Yes all – Motion carried.

XII. New Business

- A. Fully integrated time and attendance, payroll, benefits management and human resources support services – Recommendation of the General Manager to enter into a service agreement with PayChex.
- Motion by Scott Idle, Support by Josephine Smith, to contract with PayChex for payroll and HR support – Yes all – Motion carried.
 - ♦ PayChex - making all human capital functions of Clinton Transit fully integrated. PayChex will provide HR support, assist with creating a new personnel handbook, benefits management, recruitment and selections, job descriptions, performance reviews, and payroll
 - ♦ A Human Resource Generalist will be assigned to Clinton Transit and come in as needed
 - ♦ Time clock will be real time and the information will go directly into PayChex payroll for processing

XIII. County Commissioner Liaison

- Nothing to share

XIV. Board Member Comments

- Gail Watkins – MaLissa Schutt is to be out in the community more as the face of Clinton Transit. The Operations Manager will be the in-house face of Clinton Transit.

XV. Adjournment – 7:05 p.m.

- Motion by Dan Skorich, Support by Scott Idle, to adjourn – Yes all – Motion carried.

Next Meeting Day/Dates:

Thursday, March 26, 2020 at 6:00 p.m.
 Thursday, April 23, 2020 at 6:00 p.m.