



BOARD MEETING

MEETING MINUTES

Date: Thursday, January 23, 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. Rex Ferguson – *Board Member*
7. Josephine Smith – *Board Member*

Board Members Absent: None

Others Present: Bruce DeLong, County Commissioner Liaison; MaLissa Schutt, Clinton Transit General Manager; Cary Wilson, Clinton Transit Accounting Specialist

- I. Meeting called to Order at 6:00 p.m. by General Manager
- II. Pledge of Allegiance
- III. Roll Call
- IV. Election of Officers
 - A. Board Chair
 - Motion by Scott Idle, Support by Lisa Grysen, to nominate Gail Watkins as 2020 Board Chair. Yes-all. Motion carried.
 - B. Vice Chair
 - Motion by Lisa Grysen, Support by Gail Watkins, to nominate Scott Idle as the 2020 Board Vice Chair. Yes-all. Motion carried.
 - C. Secretary/Treasurer
 - Motion by Scott Idle, Support by Gail Watkins, to nominate Lisa Grysen as the 2020 Board Secretary/Treasurer. Yes-all. Motion carried.
- V. Public Comment - None
- VI. Review/Approval of Agenda
 - A. Request by Scott Idle to add Advertising as agenda item X1, B
 - B. Request by Gail Watkins to add Strategic Planning and Millage Election as agenda items X111, E and F1, respectively.
 - C. Motion by Pete Apostol, Support by Josephine Smith, to approve January meeting agenda with additions. Yes-all. Motion carried.
- VII. Approval of December 18, 2019 Meeting Minutes
 - A. Motion by Pete Apostol, Support by Josephine Smith, to approve December meeting minutes as presented. Yes-all. Motion carried.
- VIII. Financial Statement
 - A. Motion by Lisa Grysen, Support by Scott Idle to place on file Financial statements for December 2019 as presented. Yes-all. Motion carried.
- IX. Approval of Payables - Payroll & Liabilities \$89,857.51 and Accounts Payables \$46,432.08
 - A. Motion by Lisa Grysen, Support by Rex Ferguson, to approve December 2019 payables as presented. Yes-all. Motion carried.
- X. General Manager's Report
 - [Operations Manager Position – offered to two individuals and both rejected due to salary and just testing the waters. Will be going back through the resumes for additional candidates to interview \(Had approximately 15 applications and did 5 interviews\)](#)
 - [Staff Updates as noted](#)
 - [Bus updates as noted](#)
 - [Discussion on preferred method of disposal of buses – Should we donate them or sell them?](#)

- Thomas Janitorial – 1/06/2020 all materials were removed from their space on Brush St.
- Hazel Findley – Working with Ken Kramer to determine their needs and provide service in transporting residents to and from their medical appointments. The previous carrier, Rouse out Lansing, MI is no longer in business. Hazel Findley paid almost \$60,000 last year for the transportation services of Rouse.
- Woodland Housing – MaLissa Schutt will be assessing the needs of this facility. Going in with the attitude of what are their needs and not what we currently offer to best determine the needs in the county.
- Grace Haven – Need to look at this facility and see how we can accommodate to their needs.
- St Johns & Bingham Road Commission Meeting – There will be a project coming up on for Scott Road which could affect our area. They are also talking about possibly putting in a round about on M21 and Scott Rd in the future as well.

XI. Information Items

A. Personnel Handbook Update

- The handbook is not balanced, but rather, reads more for the employee than the employer.
- All members need to read, understand and make recommendations for this handbook to be updated.
- One of the issues within the handbook is the Back Up driver receiving sick pay when it should only be full time and part time employees. Also, the handbook lacks clarity in defining who is an “eligible” employee for the purposes of receiving employer contributions to retirement.
 - Get a couple of quotes to get the handbook redone
 - When did the sick time for Back Up driver start to accrue?
 - Penny at the County – ask her about their handbook and who did it
- To be discussed at next month’s at Board Meeting

B. Advertising – Discussions on advertising on the buses to generate additional revenue.

- Bruce DeLong will look into materials that were used before for advertising on the buses
- This is something that was not ended it just phased out
- MaLissa will reach out to contact in Shiawassee County for prices and policies regarding advertisements on buses

XII. Old Business

XIII. New Business

- A. Approval for FY21 budget – Motion by Rex Ferguson, Support by Scott Idle, to approve FY2021 budget as presented. Yes-all. Motion carried.
 - Increase in accounts payable – services line item due to the embezzlement (Accountant and purchase of BS&A software)
 - Website – Our site needs updated due to the awful presentation and non-updated information. Would like to do this sooner rather than later.
 - Scott asked MaLissa to find a website she likes from a transit agency as ideas.
 - Presentation to County Commissioners on proposed budget went well – Board members were very receptive; Positive comments made on our presentation.
 - Are there other areas (Medicaid, Older Americans, Veterans) out there that we could possibly get money from?
- B. Approval for Janitorial services – Motion by Rex Ferguson, Support by Pete Apostol, to allow MaLissa to work with Professional Maintenance Cleaning Company over the next 90 days and then sign a one year contract upon successful completion of trial period. Yes-all. Motion carried.
- C. Approval of updated ADA Complaint Policy – Motion by Scott Idle, Support by Dan Skorich, to approve ADA Complaint Policy as presented. Yes-all. Motion carried.
- D. Approval of updated Title VI Policy – Motion by Rex Ferguson, Support by Pete Apostol, to approve Title VI Policy as presented. Yes-all. Motion carried.
- E. Strategic Planning – Motion by Dan Skorich, Support by Pete Apostol, to contract with John Ninkovich of Performix Group to complete strategic planning session, not to exceed \$4,000.
 - All day meeting on **Tuesday, March 03, 2020** for Strategic Planning. All board members are to be present along with Clinton Transit General Manager (MaLissa Schutt) – This will be off site. Times and location TBD.
 - Strategic planning process will assist the Board and the General Manager in updating the Mission Statement, vision, and development of 5 year plan with short term and long term goals on the direction we would like to go with the agency.

- The strategic planning process will also help in presenting our mileage request to the County Commissioners.
- An email will be coming from John Ninkovich for preparatory materials and additional information on the strategic planning process.

F. Millage Proposal – Motion by Scott Idle, Support by Rex Ferguson, to put one millage proposal (renewal and increase) on the August ballot and again on the November ballot if proposal does not pass in August; Amount of millage to be agreed upon at the March Board meeting. Yes-all. Motion carried.

- 4/28/2020 at 5:00pm is the deadline for August 2020 ballot
- 8/11/2020 at 5:00pm is the deadline for November 2020 ballot
- Ballot proposal needs to be approved by Board of Commissioners
- MaLissa will work with Lisa for ballot language; Millage amount will be determined following the strategic planning process, as suggested by Bruce.
- Clinton Area Transit System is better known as the Blue Bus and should be communicated so people understand who and what they are approving.
- The outcome of the strategic planning process will help to promote support for the millage.

XIV. County Commissioner Liaison

- .85 mill for 911 enhancements on the March 2020 ballot
- expire after 10 years
- Radio replacements will be approximately \$4,000 per radio
 - How many radios do we have?
- Christine Column – 911 Director of Services

XV. Board Member Comments

XVI. Adjournment -Motion by Pete Apostol, Support by Lisa Grysen, to adjourn at 7:16 p.m. Yes-all. Motion carried.