



BOARD MEETING

MEETING MINUTES

Date: Thursday, March 26, 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 Pete Apostol, Support by Rex Ferguson – to approve March 2020 meeting agenda as presented – Yes all - Motion carried.**
- V. Approval of February 27, 2020 Meeting Minutes
 - **Motion by Scott Idle, Support by Josephine Smith to approve February 27, 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 February 2020 as presented – Yes all – Motion carried.**
- VII. Approval of Payables – Finance Committee Chair
Payroll & Liabilities - \$100,513.77
Accounts Payable - \$41,224.95 + \$628,698.00 (Buses) = \$669,922.95
 - **Motion by Pete Apostol, Support by Josephine Smith to approve payroll and payables for February 2020 as presented – Yes all – Motion carried.**
- VIII. General Managers Report
 - **Ridership went up 20% from last year in February; In March, services have been reduced by approximately 80% as a result of COVID-19.**
 - **Staff Update**
 - ♦ Ty Piontek started on March 9, 2020 as our new Operations Manager.
 - ♦ Cary Wilson's last day with us was March 13, 2020.
 - **PayChex – Processed our first payroll with PayChex on March 26, 2020. In process of setting up first meeting with HR Generalist.**
 - **Response to COVID-19 pandemic**
 - ♦ Lay-offs for lack of work until further notice
 - ♦ Ramped up daily cleaning and sanitation of buses and buildings
 - ♦ Service changes – Suspended Care-A-Van services; essential trip purposes only; eliminated fares for all trips; delivery of meals, groceries, commodities, prescriptions, and other basic need items
 - ♦ Clinton Transit is an ESSENTIAL SERVICE as identified in Executive Order 2020-21
 - ♦ Effective March 24th, 2020 all staff reports are VOLUNTARY!

- IX. Informational Items
- X. Old Business
 - A. Wage Scale effective October 1, 2020 – Recommendation of GM to table this discussion until June 2020 meeting.
 - **Motion by Pete Apostol, Support by Rex Ferguson, to table discussion until June 2020 meeting. – Yes all – Motion carried.**
- XI. New Business
 - A. Discussion on Clinton Transit’s COVID-19 Response
 - **Employees who are laid off should file for unemployment benefits.**
 - **Gail Watkins suggested employees who have volunteered to keep working should receive additional compensation or benefits in some way. It is because of their commitment, that Clinton Transit is able to continue to provide essential services.**
 - B. Approval of Resolution Submitting Millage Reproposal
 - **Motion by Scott Idle, Support by Lisa Grysen, to approve the Resolution Submitting Millage Reproposal – Yes all – Motion carried.**
 - C. Receive FY2019 Audit – Maner Costerisan to present audit at April 2020 Board Meeting (pending status of COVID-19)
 - **Motion by Pete Apostol, Support by Rex Ferguson, to receive FY2019 audit – Yes all – Motion carried.**
- XII. County Commissioner Liaison
- XIII. Board Member Comments
 - **Scott Idle – Purchased domain name www.mybluebus.com and www.mibluebus.com**
- XIV. Adjournment – **7:00 p.m.**
 - **Motion by Scott Idle, Support by Rex Ferguson, to adjourn – Yes all – Motion carried.**

Next Meeting Day/Dates: Thursday, April 23, 2020 at 6:00 p.m.
Thursday, May 28, 2020 at 6:00 p.m.