

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, APRIL 21, 2021; 4:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF MARCH 17, 2021, BOARD MEETING
 - B. APPROVAL OF MINUTES OF MARCH 17, 2021, BOARD RETREAT MEETING
 - C. APPROVAL OF TREASURER'S REPORT FOR FEBRUARY 2021
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
 - D. ANNUAL REPORT TO GOVERNING BODIES OF PARTICIPATING MEMBERS OF CATA

PROPOSED MOTION: That the CATA Board of Directors approves the Fiscal 2020 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

- E. TRANSIT MASTER SOFTWARE UPDATE PROJECT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to enter into a contract with Trapeze Software Group, Incorporated to provide software, support and necessary ancillaries to migrate CATA from Novus to Transit Master software with a cost not to exceed \$250,000 on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. ADDENDUM TO THE CROSS BOUNDARY AGREEMENT BETWEEN CLINTON TRANSIT AND CATA

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Addendum to the Cross Boundary Agreement between Clinton Transit and CATA to remain into effect until both parties deem otherwise.

G. ADDENDUM TO THE CROSS BOUNDARY AGREEMENT BETWEEN EATRAN AND CATA

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Addendum to the Cross Boundary Agreement between EATRAN and CATA to remain into effect until both parties deem otherwise.

VI. ACTION ITEM - DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS

PROPOSED MOTION: That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

XI. ADJOURNMENT

CORRESPONDENCE TO THE BOARD

APRIL 21, 2021

1. Email from Steve Soliz March 17, 2021
2. Email from Ashley Gulker March 19, 2021
3. Email from Robert March 21, 2021
4. Email from Tom Beavers March 22, 2021
5. Email from Cora McGhee March 22, 2021

Tina Orlando

From: Steve Soliz <sjsoliz1039@gmail.com>
Sent: Wednesday, March 17, 2021 3:56 PM
To: Cata Board
Subject: Public Comment

From February 12 to present, the Union and management have only met for a day and a half within our 60-day period, which ends April 15. We have not received a proposal since June, and they refuse to take the fact finder's recommendations. We implore the board to exercise their power in ensuring that good faith bargaining occurs so that we can get a contract. We are ready to negotiate at any time.

Steve Soliz

Tina Orlando

From: info@cata.org
Sent: Friday, March 19, 2021 10:19 PM
To: Cata Board
Subject: Contact CATA Board Form Submission

Follow Up Flag: Follow up
Flag Status: Flagged

A new message from the Contact CATA Board form has been submitted.

Name: Ashley Gulker

Email: ashleygulker@gmail.com

Message:

I am writing to express grave concern about continuous stories of mistreated and undervalued CATA drivers. This issue was highlighted on independent media Merica 20 to Life's recent live facebook broadcast- March 19. I urge you to listen to this show. HEAR the workers and read the comments. It is egregious that these employees are not receiving hazard pay during this Covid-19 pandemic. The split shifts, mandated overtime, and NOT providing opportunities for part time employees to move up to full-time is sad and shameful. As a mental health worker in East Lansing and resident of Lansing, I worry about the health of these workers. Your workers are clearly unhappy and it has not always been this way. This dynamic impacts our community. Undervalued workers will increase your turnover rate and among other issues. It sounds like leadership is digging their (your?) heels into the ground to dismantle the union. This will negatively impact these workers and in turn our community. Please find empathy and compassion to advocate for these workers. It is clear that the community supports CATA, but it is abundantly clear these workers are not being treated with respect and dignity. We can do better. You can do better, and you must.

Sincerely,
Ashley Gulker

Tina Orlando

From: info@cata.org
Sent: Sunday, March 21, 2021 5:05 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

Follow Up Flag: Follow up
Flag Status: Flagged

A new message from the Contact CATA Board form has been submitted.

Name: Robert
Email: bob4gl@gmail.com

Message:
I want to know why the Board is allowing the 40 year legacy of Sandy Draggoo to be torn down and shattered.

Tina Orlando

From: info@cata.org
Sent: Monday, March 22, 2021 9:18 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

A new message from the Contact CATA Board form has been submitted.

Name: Tom Beavers

Email: zathb13@gmail.com

Message:

Dear Ms. Gies. As a resident of the city of Lansing, I am concerned about the lack of good faith negotiating by the CATA administration, is it possible for me to call you and discuss the boards position on the ongoing contract dispute?

Tina Orlando

From: info@cata.org
Sent: Monday, March 22, 2021 7:45 PM
To: Cata Board
Subject: Contact CATA Board Form Submission

Follow Up Flag: Follow up
Flag Status: Flagged

A new message from the Contact CATA Board form has been submitted.

Name: Cora McGhee

Email: cgee1963.cm@gmail.com

Message:

My name is Cora McGhee , I've been a driver at Cata just shy of 36 years. Never in my career as a driver have I been afraid of what's going to happen in my future than I am right now. I have been a good and faithful employee

And I think I have earned my vacation time , my insurance my pension .

I'm not very good with words but I can say I don't understand how 3 people (Brad ,Andrew,and Roger can be so heartless.

And you the board members are letting them get away with it and at the same time giving them all raises

Please think about this and tell them that they need to give a little. Instead of taking everything away. Your our last resort.

AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, MARCH 17, 2021; 4:00 P.M.

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Dion'trae Hayes
Mark Grebner
Robin Lewis
John Prush
Jennie Gies
Derek Melot
Doug Lecato
Phil Deschaine

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:02 p.m.

ABSENT: Jack Schmitt

LATE: Jennie Gies

ROLL CALL: All present except for Jack Schmitt who was absent.

Chair Triplett instructed all participants on the Zoom meeting format in accordance with the authority of Public Act 254, 2020.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett stated that there were no emails sent to the Board.

Public Comments

Deb Parrish thanked the Board for letting her speak and thanked CATA for their great service in transporting her to Sparrow to receive her COVID vaccination. Ms. Parrish expressed her sorrow for CATA's recently bad press and her confusion for why both sides cannot come to an agreement.

Katie Kelley, former President, ATU Local 1039, expressed her frustration with CATA for not being able to come to an agreement with the ATU on a contract.

CHAIR'S COMMENTS:

Chair Triplett presented an update on virtual meetings. He reported that virtual meetings will be allowed through the end of the year as long as they are conducted in Lansing and the City of Lansing remains in the state of emergency.

Board members were reminded to fill out their Annual Disclosure Form – Policy #209 Code of Conduct and to send completed forms to Chair Triplett and Bradley T. Funkhouser, CEO.

Chair Triplett thanked Audit Chair Derek Melot and the Audit Committee for their work. He then deferred to Chair Melot for the Audit Committee Report.

Audit Chair Melot stated that the Audit Committee and Plante Moran met on March 4, 2021. He acknowledged fellow committee members Robin Lewis and Phil Deschaine. CATA has done well handling the challenges from COVID-19 which has put a strain on traditional revenue streams. CATA received a clean audit and the pension systems are in solid shape. The overall challenge will continue to be the OPEB liability.

CHIEF EXECUTIVE OFFICER'S REPORT

COVID-19

CATA has been working with the other three (3) counties and created a task force to make sure transportation is not a barrier for anyone seeking to receive their vaccine. There is no fare for this service. Thus far, approximately 550 trips have been provided. Most of the trips have been in the Ingham County area. Clinton County has been able to offer Saturday trips with one-third of the trips coming back to Ingham County. Next month, there will be a revised local agreement presented to the Board for cost sharing of federal grants. This will ensure that everyone has safe transportation to the vaccine facilities.

On Monday, March 22, 2021, Rite-Aid Pharmacy will be providing vaccines to all employees here at CATA. The information has been relayed to other agencies.

Regional Coordination

CATA has partnered with Kerry Ebersole-Singh, Michigan Statewide Census Director, to aid in administering and marketing free transportation rides to vaccine facilities. This pilot project with all three (3) transit agencies will include all the resources and equipment necessary to provide the vaccine to eligible riders.

Doug Lecato inquired about Transdev being included on providing transportation to vaccine facilities.

Bradley Funkhouser replied that Transdev has been included in providing transportation to vaccine facilities.

Phil Deschaine provided the Board with some positive feedback from two (2) Meridian residents that were recently transported by CATA to receive their vaccine.

Shanna Draheim thanked Bradley and CATA for their work in helping the public get vaccinated.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF FEBRUARY 17, 2021, BOARD MEETING
- B. APPROVAL OF TREASURER’S REPORT FOR JANUARY 2021
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. PURCHASE OF SMALL BUSES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer Bradley T. Funkhouser, to execute a purchase option on its contract with Hoekstra Transportation of Grand Rapids, MI for eight (8) gasoline engine cutaway buses of which there will be four (4) floor plan “A” models and four (4) floor plan “B” models at prices not to exceed \$581,404.16 and pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Shanna Draheim requested that Action Item C be moved to discussion.

MOTION:

Doug Lecato motioned to approve the CONSENT AGENDA with Action Item C, PURCHASE OF SMALL BUSES moved for discussion and Robin Lewis supported the motion.

ROLL CALL VOTE: The motion carried unanimously.

DISCUSSION AGENDA

- A. PURCHASE OF SMALL BUSES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer Bradley T. Funkhouser, to execute a purchase option on its contract with Hoekstra Transportation of Grand Rapids, MI for eight (8) gasoline engine cutaway buses of which there will be four (4) floor plan “A” models and four (4) floor plan “B” models at prices not to exceed \$581,404.16 and pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION:

Shanna Draheim motioned to approve Discussion Item A, PURCHASE OF SMALL BUSES and Dusty Fancher supported the motion.

DISCUSSION:

Shanna Draheim inquired about exploring other sustainable options for purchasing small buses, especially electric.

Bradley Funkhouser stated that other sustainable options have been explored. The technology for electric small busses is not there yet. CATA has been successful with large buses and has partnered with the Lansing Board of Water and Light for charging stations using the Low-No Grant that CATA received. More large electric buses will be available for purchase soon and the details will be sent to the Board once the grant becomes available.

ROLL CALL VOTE: The motion carried unanimously.

B. FISCAL YEAR 2019-2020 FINANCIAL STATEMENTS AND AUDIT REPORT

PROPOSED MOTION: That the CATA Board of Directors accepts CATA's Financial Statements and Report on Federal Awards for Fiscal Year 2019-2020 and the Communication to those Charged with Governance and Management of CATA.

MOTION:

Doug Lecato motioned to approve Discussion Item B, FISCAL YEAR 2019-2020 FINANCIAL STATEMENTS AND AUDIT REPORT and Phil Deschaine supported the motion.

DISCUSSION:

Bradley Funkhouser introduced Jim Frendt, Financial Director and his team Pam Hill and Michael Machala from Plante Moran to discuss CATA's financial statements and report on federal awards for FY 2019-2020.

Jim Frendt thanked Bradley for the introduction and then deferred to Pam Hill from Plante Moran.

Pam Hill commended Jim and his CATA team for their hard work. She then continued to summarize CATA's 2019-2020 financial statements and audit report. CATA received a clean audit which is similar to receiving an A+.

Michael Machala commented on CATA's revenue and pension plans. He reported that the ATU pension plan is 102% funded and the administrative pension plan is 96% funded. CATA has done a very good job at securing both pensions.

Pam Hill reported that CATA received approximately \$4.2 million in federal awards. She also commented on the finding related to internal control in financing pertaining to the retiree healthcare trust fund, specifically the reconciliation of this

fund. CATA's reconciliation was typically reported on a quarterly basis. This year, due to COVID-19 and some challenges in receiving information, the reporting was carried out once at the end of the year. Plante Moran recommended that CATA return to performing the report quarterly moving forward.

CATA also received one (1) program non-compliance item related to federal programs. CATA is required to validate vendors with contracts over \$25,000 and document whether contactors have been barred for breaking federal regulations. Of 25 samples, four (4) were not documented. After speaking with CATA, it was determined that these four (4) contractors were validated and clear to receive funds yet lacked documentation. In response, CATA will continue to expand on their existing procedures on all contracts moving forward.

Overall, CATA was successful at keeping internal controls intact during a challenging past year.

Jim Frendt commented on the audit process. He stated that CATA has implemented processes to help correct the audit finds.

Doug Lecato inquired about finding new accounting software.

Jim Frendt replied that CATA is at the very beginning of that process.

Board members thanked Jim Frendt and Plante Moran for their hard work.

ROLL CALL VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Steve Soliz stated that the Union and management have only met 1.5 days within the 60 day period which ends April 15, 2021. The Union has not received a proposal since June of 2020. He expressed his frustration with CATA and stated that the Union is ready to negotiate at any time.

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT
NEGOTIATIONS**

PROPOSED MOTION: That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

MOTION:

Doug Lecato motioned to go into closed session and Robin Lewis supported the motion.

ROLL CALL VOTE: The motion carried unanimously.

ADJOURNMENT

There was no further business Chair Triplett adjourned meeting at 4:46 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD RETREAT MEETING via ZOOM

WEDNESDAY, MARCH 17, 2021; 4:00 P.M.

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Dion'trae Hayes
Mark Grebner
Robin Lewis
John Prush
Jennie Gies
Derek Melot
Doug Lecato
Phil Deschaine

ABSENT: Jack Schmitt

ROLL CALL: All present except for Jack Schmitt who was absent.

OTHERS PRESENT: Bradley T. Funkhouser, Andrew Brieschke, Lolo Robison, Jim Frendt, Roger Garza, Dan Goodemoot, Marshea Brown, Dan Hodges, Matt Oudsema, Norm VanAlstine, Craig Frazier and Tina Orlando

CALL TO ORDER:

Chair Triplett called the meeting to order at 5:30 p.m. He thanked the Board for their time and the CATA staff for all their hard work in organizing the Board Retreat.

INTRODUCTION:

Bradley T. Funkhouser welcomed everyone and started off the retreat by introducing first speaker, Roger Garza, Director of Operations.

DEPARTMENT TRENDS AND UPDATES:

OPERATIONS: Roger Garza, Director of Operations, gave an overview of his department including his staff and work force. In 2020, CATA hired and trained two (2) new operator classes. The current operator head count is 245. Operations also promoted a CATA Street Supervisor to the position of MSU Street Supervisor and an operator to the position of Street Supervisor.

CATA and ATU worked together and signed Memorandums of Understanding during the COVID pandemic. There was a 100% volunteer-operator workforce which stepped up to provide service. COVID-19 presented many challenges, however; CATA and ATU worked together to provide safe service.

CATA's system ridership for FY 2020 surpassed \$7 million trips. Fixed routes provided 4,432,615 and paratransit serviced 237,685 trips. Operations implemented work assignments known as "work grouping" which saved CATA \$546,000 in overtime costs.

Community Partnership included: State of Michigan's *2020 Be Counted Census* campaign, Lansing's Women March, City of Lansing's Emergency Management personnel, Ingham County Health Department, Peckham and "essential employees".

Dion'trae Hayes inquired about partnering with communities.

Bradley Funkhouser replied free rides were given to nonprofit organizations.

Roger Garza stated CATA will respond to all first responders' requests for rides.

PARATRANSIT: Craig Frazier, Manager of Paratransit presented his overview of paratransit department's staff and ridership service. Most paratransit workers have been working from home during the pandemic.

Paratransit provided 33,814 curb to curb rides for essential needs during the pandemic. All paratransit services including Spec-Tran, combined total was 237,685. Paratransit coordinated with the IGHD to provide 55 trips to COVID-19 test sites. They also established vaccine runs for 385 residents. Paratransit represents CATA on the CACS Policy Council and the Tri County Office on Aging Advisory Council. They coordinate with the Foster Grandparent Program and with the Disability Network Capital Area to monitor CATA's ADA certification contract. Paratransit continues to improve out-county services, improve efficiencies and develop partnerships in the community.

MAINTENANCE: Dan Hodges, Director of Maintenance gave his overview of his department. He stated that due to COVID-19, CATA was presented with a number of challenges including daily disinfecting and installing barriers.

Accomplishments in 2020 consist of ordering 15 new Nova buses, receiving 12 new Champion cutaway buses, 25 new Dodge minivans, one (1) 30-foot shopping bus and one (1) new service truck. All used buses and service trucks that had exceeded their useful life were auctioned off.

In 2021, the Maintenance department plans to receive 15 new 2020 Nova buses, eight (8) new Champion cutaway buses, 14 new Dodge minivans, six (6) large buses with emission-friendly engines using a Congestion Air Quality (CMAQ) grant. They also plan on ordering three (3) large electric buses.

Doug Lecato thanked Dan for his hard work during the pandemic.

Jennie Gies inquired about the number of buses that still need to be updated or replaced.

Dan Hodges stated that CATA is catching up to the TAMM plan and he expects that there will approximately 5-6 large buses, 8-12 Champion cutaway buses and 10-15 minivans purchased every year.

MARKETING: Lolo Robison, Director of Marketing and Customer Experience, gave her overview of the department's projects. Key accomplishments in customer experience include service skill training and certification, How to Ride CATA videos and 360-degree virtual tours. The department also implemented a Rider Alert project.

Community Partnerships included: Capital Region Housing Collaborative, human trafficking awareness which received a public safety initiative grant, participated in World Equality Day and initiated the installation of ballot boxes

The department hired two (2) Marketing Specialists, promoted a Marketing Assistant to Marketing Manager and promoted a Customer Experience Assistant to Customer Experience Supervisor.

The Marketing department responded to COVID-19 by creating a COVID-19 action plan and task force to implement Governor Whitmer's Executive orders and Mask Mandate. Security was expanded to all CATA locations and public access was closed.

Strategic goals include continued support for neighboring transit initiatives such as public education for millage, social media, training; website content management – initiated and ongoing. Transit advertising and rebranding will continue to be researched in 2021. Free rides to veterans will continue in 2021 and CATA will celebrate their 50th Anniversary in 2022.

Shanna Draheim expressed her love for her CATA mask. She also inquired about CATA's rebranding.

Lolo Robison stated that due to finances as a result of COVID-19, CATA has decided to hold off on rebranding the CATA logo. There have been discussions and she will present a timeline in the future.

John Prush expressed his appreciation for CATA's partnership with MSU and thanked Lolo and her team for their contributions.

Doug Lecato inquired about advertising on buses.

Lolo Robison replied the advertising project is being scoped out.

HUMAN RESOURCES: Marshea Brown, Director of Human Resources started with the year in review. Ms. Brown hired a Human Resources Generalist and Assistant. Job descriptions were also updated and will continue to be updated every five (5) years. Thanks to Employee Navigator, employees are now able to manage their benefits online.

Key accomplishments in the department for employees include: access badges, annual flu shots, COVID-19 vaccination clinic, Veterans Day-recognition of veteran employees and service incentives for ATU and administrative staff.

To help protect employees from COVID-19 the Human Resources department implemented screening and temperature checks provided by the Bright Star Medical Staffing. CATA purchased automated temperature kiosks and practiced COVID-19 safety protocols such as mandatory facemasks and social distancing at all times.

Vaccination registrations for Phase 1B, Group B: frontline essential workers were initiated on January 4, 2021.

Families First Coronavirus Response Act, FCRA will continue through March 31, 2021. Hazard pay and employee telecommute will also continue until further notice.

Future plans include updating the Basic Family Medical Leave Act (FMLA), hiring a retiree medical agent to manage our retirees' pension and benefits. The department will also update the Administrative Employee Guidebook and vacation policy for the administrative staff.

Diversity Equity & Inclusion Task Force had their first meeting on June 25, 2020. The meetings are open to all CATA employees through Zoom. The goal of the task force is to promote employee awareness and increase representation among CATA's workforce. CATA is a dynamic workplace and is dedicated to diverse training for all employees.

Doug Lecato inquired on the CATA badges.

Marshea Brown stated that HR collaborated with facilities to create the badges.

Dion'trae Hayes commended Marshea Brown on her work with HR and the DEI.

FACILITIES: Norm VanAlstine, Manager of Facilities gave his report on facility upgrades including security and hiring skilled employees to bring work projects back in-house. CATA also received many energy saving rebates from Board Water & Light (BWL) by implementing LED light conversion at the CTC and Gateway.

Facilities will continue to focus on community partnerships for keeping bus stops and shelters safe and clean.

In response to the pandemic, facilities developed a response team to execute best practices. The team supplied PPE and disinfectants to buses and CATA buildings. Signs were installed to promote awareness and reduce building capacities.

Upcoming plans include increased security and software upgrades at the CTC and Gateway and replacing roofs and HVAC units at CTC and Tranter. .

INFORMATION TECHNOLOGY: Dan Goodemoot, Director of IT gave his accomplishments over the past year which included Trapeze v.19 and fareboxes being upgraded.

COVID-19 shifted employees from primarily working on desktops to laptops to support a more flexible workforce. Technology was deployed to support additional call center staff to work from home while kiosks for temperature readings were stationed for employees to use before entering the building.

IT will continue to update CATA's technology by implementing contactless payment, Microsoft 365, Transit Master Software, MPSCS-radio system and cameras on buses.

Doug Lecato inquired about cyber security.

Dan Goodemoot stated that CATA has systems in place to ensure security. When Microsoft 365 is installed, CATA will be even more secure since the software provides its own security.

John Prush inquired about bus badges for MSU riders.

Dan Goodemoot replied that riders could be provided with a similar chip that is used in the CATA badges or a smartphone id that could be used to provide contactless payment.

Phil Deschaine inquired about the mobile application for Paratransit riders.

Dan Goodemoot stated that now that Trapeze v.19 has been installed, CATA is in the testing phase. Once testing has been completed, CATA will be ready to release the application to the public. He anticipated 3-6 months before the project will be ready.

Doug Lecato inquired about new finance software.

Dan Goodemoot replied that the finance software was updated in November and will continue to be used until a replacement is found.

PLANNING & DEVELOPEMENT: Matt Oudsema, Director of Planning discussed the reduced service timeline in response to the pandemic. Free fares were issued yet ridership was highly impacted and fluctuated between 33% to 55% decline. MSU routes saw a 99% decline in service due to online classes.

CATA received \$18.3 million in CARES and \$16.2 million in CRRSAA that was directed to payroll and operations of public transportation systems.

Planning will continue to work with Michigan Department of Transportation (MDOT); Automated Bus Consortium, City of Lansing; Bus Stop Improvements, MSU; Bus Stop Shelter Solar Lighting Project and Non-Profit Organizations; Mikey23.

SERVICE IMPROVEMENTS: Matt Oudsema reported on service changes and service options for FY 2022. He then presented charts to showcase the outcomes.

Dusty Fancher thanked Matt for his report and expressed her enthusiasm to see the east-west connector return and really appreciated the connections made along the way.

Derek Melot inquired about fixed route service reduction compared to other transit agencies. He also requested the number one (1) challenge with creating more solar shelters.

Matt Oudsema stated that CATA's reduction in service was effected even more so than other transit agencies due to our partnership with MSU. He also mentioned that the biggest challenge with building more solar shelters is keeping the charge so they remain lit.

Shanna Draheim echoed Dusty's remarks regarding the east-west connector.

Doug Lecato inquired about the impact of service reduction related to the funding CATA receives from the federal government.

Matt Oudsema noted that CATA submits annual data to the FTA. The FTA has stated that they will accept 2019 or 2020 ridership data, therefore; CATA's will submit the best data results in hopes of receiving the same funding.

FINANCIAL PLANNING/PROJECTIONS: Jim Frenndt, Director of Finance reported on the department's highlights including the promotion of Anita Detwiler from Accountant II to Finance Manager and former Finance Director, Pat Lemon to Manager of Financial Compliance. He also stated most of his team has been working remotely in accordance with State of Michigan's guidelines.

Jim Frenndt presented financial charts to compare historical performances, FY 2021 budget vs. actual revenues and FY 2021 budget vs. actual expenses. He stated that CATA's CARES AND CRRSAA grants have really given CATA the ability to improve and expand operating services.

Property taxes are estimated to increase to 2.5%-3% as well as federal and state revenues.

Salaries and wages are projected to be up by 3%, fringe benefits up by 7.5%, fuel expenses up by 2% with overall expenses projected to be up by 3%.

Expanded service is projected to increase by \$100,000 per year while service offerings are expected to decrease slightly for 2022 and then gradually increase over the next four (4) years.

Bradley Funkhouser summarized a very unique past year. CATA managed to provide service while following COVID-19 safety regulations. Other transit agencies had significant layoffs yet; CATA has been very cautious on spending. The grants CATA received are specific and can only be used in certain areas.

Doug Lecato thanked Brad for his leadership and the CATA staff for their presentation and hard work over the past year.

Shanna Draheim stated CATA has done a remarkable job this past year and expressed her enthusiasm on future investments.

Phil Deschaine appreciated cutbacks yet expressed his concern towards seeing empty buses and the negative image it presents.

Mark Grebner acknowledged Meridian Township's generous millage that was awarded to CATA. He also commented on the unknown future and the need to use the resources that CATA has been granted responsibly.

Dusty Fancher recognized all the counties that support CATA. She also commented on empty buses and believes that CATA is a service that needs to stay flexible.

Chair Triplett thanked the Board for their time and CATA staff for all their hard work.

PUBLIC COMMENTS:

There were no public comments.

CLOSING REMARKS:

Bradley Funkhouser commended the CATA staff and their role in providing transparency. He also thanked the Board for their continued support.

ADJOURNMENT:

There was no further business. Chair Triplett adjourned at 7:43 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending February 2021

% of Fiscal Year
Completed
42%

	February Actual	February Budget	Variance	% Variance	FY 2021 Actual YTD	FY 2021 Budget YTD	Variance	% Variance	FY 2021 BUDGET	% Annual Budget Revenues/Expense
REVENUES										
Farebox	\$ 120,753	\$ 208,333	\$ (87,580)	-42.0%	\$ 581,763	\$ 1,041,667	\$ (459,904)	-44.2%	\$ 2,500,000	23.3%
Contracted Services	\$ 141,722	\$ 291,667	\$ (149,944)	-51.4%	\$ 699,094	\$ 1,458,333	\$ (759,239)	-52.1%	\$ 3,500,000	20.0%
Property Tax	\$ 1,924,223	\$ 1,918,083	\$ 6,139	0.3%	\$ 9,638,153	\$ 9,590,417	\$ 47,736	0.5%	\$ 23,017,000	41.9%
State Revenue	\$ 1,286,300	\$ 1,618,333	\$ (332,033)	-20.5%	\$ 6,433,259	\$ 8,091,667	\$ (1,658,407)	-20.5%	\$ 19,420,000	33.1%
Federal Revenue	\$ 113,481	\$ 318,772	\$ (205,291)	-64.4%	\$ 567,406	\$ 1,593,862	\$ (1,026,456)	-64.4%	\$ 3,825,269	14.8%
Other Revenue	\$ 24,017	\$ 71,750	\$ (47,733)	-66.5%	\$ 182,412	\$ 358,750	\$ (176,338)	-49.2%	\$ 861,000	21.2%
TOTAL REVENUES	\$ 3,610,496	\$ 4,426,939	\$ (816,444)	-18.4%	\$ 18,102,088	\$ 22,134,695	\$ (4,032,608)	-18.2%	\$ 53,123,269	34.1%
EXPENSES										
Labor	\$ 1,439,777	\$ 1,791,583	\$ 351,806	19.6%	\$ 7,566,958	\$ 8,957,917	\$ 1,390,959	15.5%	\$ 22,049,000	34.3%
Fringe Benefits	\$ 1,131,569	\$ 1,042,097	\$ (89,472)	-8.6%	\$ 4,755,472	\$ 5,210,487	\$ 455,015	8.7%	\$ 11,967,169	39.7%
Services	\$ 264,840	\$ 259,042	\$ (5,798)	-2.2%	\$ 1,453,691	\$ 1,295,208	\$ (158,483)	-12.2%	\$ 3,476,600	41.8%
Materials & Supplies	\$ 266,961	\$ 360,108	\$ 93,147	25.9%	\$ 1,413,660	\$ 1,800,542	\$ 386,882	21.5%	\$ 4,320,300	32.7%
Utilities	\$ 83,186	\$ 69,975	\$ (13,211)	-18.9%	\$ 325,473	\$ 349,875	\$ 24,402	7.0%	\$ 839,700	38.8%
Casualty & Liability	\$ 101,600	\$ 83,333	\$ (18,267)	-21.9%	\$ 437,215	\$ 416,667	\$ (20,548)	-4.9%	\$ 1,000,000	43.7%
Purch. Transportation	\$ 631,638	\$ 751,667	\$ 120,029	16.0%	\$ 3,351,374	\$ 3,758,333	\$ 406,959	10.8%	\$ 9,020,000	37.2%
Miscellaneous	\$ 34,574	\$ 68,883	\$ 34,310	49.8%	\$ 249,080	\$ 344,417	\$ 95,337	27.7%	\$ 450,500	55.3%
Interest Expense	\$ 81	\$ 250	\$ 169	67.5%	\$ 505	\$ 1,250	\$ 745	59.6%	\$ -	0.0%
Depreciation	\$ -	\$ -	\$ -	0.0%	\$ 696	\$ -	\$ (696)	0.0%	\$ -	0.0%
TOTAL EXPENSES	\$ 3,954,226	\$ 4,426,939	\$ 472,713	10.7%	\$ 19,554,124	\$ 22,134,695	\$ 2,580,571	11.7%	\$ 53,123,269	36.8%
NET INCOME (LOSS)	\$ (343,731)	\$ -	\$ (343,731)		\$ (1,452,036)	\$ -	\$ (1,452,036)		\$ -	

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority
Treasurer's Report
Cash Activity During the Month

(Page 2 of 4)

02/01/2021 - 02/28/2021

Cash Balance -02/01/2021	\$	8,804,916
Disbursements	\$	(9,679,387)
Receipts	\$	10,347,809
Adjustments	\$	-
Cash Balance - 02/28/2021	\$	9,473,338

Disbursements:

Cash Disbursements Register	\$	(7,556,189)
Payroll		(1,677,201.77)
Healthcare (BlueCross Blue Shield)		(421,040.90)
Transfers To the ASU Claims Account	\$	(24,956)
Transfers To the Investment Account	\$	-
Total Cash Disbursements	\$	(9,679,387)

Receipts:

Cash Receipt Register	\$	10,347,809
Transfers From the Investment Account		-
Total Cash Receipts	\$	10,347,809

Adjustments:

Misc. Items	\$	-
Total Cash Adjustments	\$	-

Capital Area Transportation Authority
 Treasurer's Report
 Cash and Investment Balances & Interest Earned

(Page 3 of 4)

02/01/2021 - 02/28/2021

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
CASH & CASH EQUIVALENTS		
FIFTH THIRD BANK - General Account	9,473,338	48.64%
FIFTH THIRD BANK - ASU Claims Account	48,978	0.25%
FIXED INCOME INVESTMENTS		
FIFTH THIRD BANK	9,953,081	51.11%
TOTAL	\$ 19,475,396	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 5,603
OTHER BANKS	-
TOTAL	\$ 5,603
Monthly Average Rate of Return	0.0288%
Annual Average Rate of Return	0.345%

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority
 Treasurer's Report
 Fifth Third Bank Investment Account Reconciliation

(Page 4 of 4)

02/01/2021 - 02/28/2021

Market Value at the Beginning of the Period - 02/01/2021 \$ 9,959,953

Portfolio Activity:

Transfers (To) or From General Checking -

Net Income/(Loss) & Expenditures

Interest Earned	\$	6,487	
Accrued Interest Paid	\$	(10)	
Administrative Expenditures	\$	(873)	
Total Net Income/Loss & Expenditures			\$ 5,603

Realized Gains or (Loss) From Sales \$ -

Market Appreciation

End of Period	\$	(904)	
Beginning of Period	\$	(15,631)	
Unrealized Gain/(Loss) from Market Appreciation			\$ (16,535)

Change in Value From Accrued Income

Previous Accrued Income (-)	\$	(23,897)	
Current Accrued Income (+)	\$	27,957	
Net Change from Accrued Income			<u>4,060</u>

Market Value at the End of the Period - 02/28/2021 \$9,953,081

Interim statements are subject to adjustments and year-end audit

NOTE:

The Fifth Third Bank Investment Account includes investments in the Federated Government Obligations Fund, Institutional Shares, considered as cash equivalents with a stable market value, and short term fixed income investments in federal and Michigan municipal securities that have market values that may fluctuate prior to redemption or early call dates.

ACTION ITEM - ANNUAL REPORT TO GOVERNING BODIES OF PARTICIPATING MEMBERS OF CATA

Pursuant to Article IV, Section 11 of CATA's Articles of Incorporation and Board Policy No. 203, CATA furnishes an annual report to the governing bodies of all participating members with respect to the operation, maintenance and financial condition of the Authority. At a minimum, this report shall include the following:

- (a) The Authority's balance sheet;
- (b) An abbreviated operating statement; and
- (c) A brief description of the operation of the Authority

We have prepared and attached CATA's Fiscal 2020 Annual Report for Board approval, as set forth below.

PROPOSED MOTION: That the CATA Board of Directors approves the Fiscal 2020 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.



CATA

**DRIVES JOBS
DRIVES ECONOMY
DRIVES COMMUNITY
DRIVES YOU**

2020 ANNUAL REPORT

OCTOBER 1, 2019 – SEPTEMBER 30, 2020

COVER PHOTO: In March and April 2021, CATA conducted a vaccination clinic for its employees and contracted transportation service providers, including their family members.



CAPITAL AREA TRANSPORTATION AUTHORITY

NATHAN TRIPLETT, Board Chair BRADLEY T. FUNKHOUSER, AICP, Chief Executive Officer

April 21, 2021

Twenty-twenty will forever be remembered as *The Year of COVID*. Without a doubt, it was both tragic and tumultuous. The early months of 2021 have likewise been challenging for our region, state, nation and the world.

Throughout history, if we have learned anything about the indomitable human spirit and our will to overcome oppression, deprivation, hardship and yes, pandemics, it is, perhaps, this: There is always hope. In the face of adversity, we have the capacity to not only survive, but to thrive.

Even when all seems lost, hope enables us to persevere. Humankind endured despite the bubonic plague, smallpox, cholera, influenza, H3N2, HIV/AIDS and SARS. Tragically, far too many have lost loved ones – family and friends – as well as livelihoods, to the ravages of disease.

On March 10, 2020, the first presumptive-positive cases of coronavirus were announced in Ingham County. The following morning, we learned that voters had passed CATA's operating millage by a resounding margin of 73.94 percent. Since then, there have been 20,643ⁱ recorded cases of COVID-19 in Ingham County and 310ⁱⁱ related deaths. Statewide, there are 723,297ⁱⁱⁱ confirmed cases and 16,400^{iv} COVID deaths.

Also, in March 2020, the Federal Transit Administration awarded CATA \$18.3 million in 5307 funds through the Coronavirus Aid, Relief and Economic Security Act. In December, we received an additional \$16.2 million in 5307 and \$49,916 in 5310 funds through the Coronavirus Response and Relief Supplemental Appropriations Act. Then, in March, Congress passed the American Rescue Plan of 2021, awarding CATA \$26.2 million in 5307 and \$49,917 in 5310 funds. CATA's commitment to customer, public and employee safety has never wavered. These funds were used to purchase and distribute personal protective equipment, including facemasks, face shields, sanitation and disinfecting sprays and wipes. CATA procured the services of a bus-sanitation company to disinfect vehicles at key transit hubs throughout the day, every day. We installed Plexiglas and Visqueen barriers in vehicles and work spaces, and launched several public education and public information campaigns. We drove individuals without access to transportation to COVID-19 testing and vaccination sites, and delivered food to low-income households.

To slow the spread of COVID-19 and keep our communities safe, CATA led the state's transit systems' service shutdown, following Gov. Gretchen Whitmer's declaration of a state of emergency, by suspending service and closing our facilities. As anticipated, ridership declined dramatically in COVID's harsh wake. We reinvented our service by nimbly offering demand-response, curb-to-curb job-access trips for our region's essential workers, as well as trips to life-sustaining services, including those for groceries and



food, cancer and kidney-dialysis treatments, prescriptions and financial assets. In fiscal year 2020, CATA delivered 7.3 million rides, primarily for those in our community with the greatest need for public transportation during the pandemic.

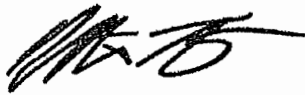
In addition to implementing a work-from-home directive and planned service reductions, including the closure of our public facilities, CATA's Pandemic Response Team – a small contingent of drivers, mechanics; and utilities and administrative personnel remained on the job. No employees were laid off or furloughed; all received full compensation and benefits. To manage calls for trips for essential workers and to essential services, we hired temporary employees – all of whom had lost their jobs with other employers due to COVID-19. We ultimately hired three of those individuals on a permanent basis to help staff our Customer Experience and Paratransit call centers.

In the face of COVID, CATA has maintained a laser-sharp focus on the safety and well-being of our riders, the public and our employees. We remained true to our mission, vision and values. We advanced our strategic goals of regional mobility, customer experience excellence, organizational strength, community partnership and a dynamic workplace.

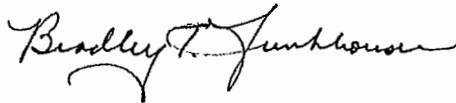
To promote vaccine equity, CATA is, once again, collaborating with the state, along with Clinton Transit, EATLAN, Michigan Public Transit Association, Michigan Department of Transportation, Tri-County Regional Planning Commission and each county's respective health officers. We are partnering with the Michigan Department of Health and Human Services on the *Spread Hope Not COVID* campaign to educate the public about the safety and effectiveness of all three available COVID vaccines; to transport residents to vaccine sites and events; and to implement a mobile vaccine unit. We're excited to report more in the months ahead about our work on the statewide *Ride to Your Dose of Hope* initiative.

As CATA continues to drive jobs, the economy, our region and you, we remain committed to serving our community, stewarding public trust and finding creative ways to spread hope.

Sincerely,



Nathan Triplett
Board Chair



Bradley T. Funkhouser, AICP
Chief Executive Officer

Title VI: CATA services are provided in accordance with Title VI (of the Civil Rights Act of 1964), without discrimination based on race, color, national origin or other prohibited bases.

CATA LEADERSHIP

BOARD OF DIRECTORS



Nathan Triplett
Board Chair
City of Lansing



Dusty Fancher
Vice Chair
City of Lansing



Shanna Draheim
Secretary/Treasurer
City of East Lansing



Douglas Lecato
Delhi Township



Jennie Gies
City of Lansing



Dion'rae Hayes
Lansing Township



Jack Schmitt
City of East Lansing



Derek Melot
City of Lansing



Phil Deschaine
Meridian Township



Robin Lewis
Meridian Township



Mark Grobner
Ingham County



John Prush
Michigan State University

CATA LEADERSHIP

EXECUTIVE STAFF

Bradley T. Funkhouser, AICP
Chief Executive Officer

Andrew Brieschke
Deputy CEO

Lolo Robison
*Director of Marketing
& Customer Experience /PIO*

Marshea Brown, SHRM-CP
Director of Human Resources

James Frendt
Director of Finance

Rogelio Garza
Director of Operations

Dan Hodges
Director of Maintenance

Dan Goodemoot
*Director of Information
Technology Services*

Matt Oudsema
Director of Planning & Development

AMALGAMATED TRANSIT UNION LOCAL NO. 1039 LANSING, MICH.

OFFICERS

Steve Soliz
President

Steve Clem
Vice President

Kate Gardner
*Recording Secretary &
Financial Secretary*

COMMITTEE MEMBERS

Donald Bean, Jr.

Mike Beech

Brian Gould

Greg Mayes

Randy Steinhauer

LOCAL ADVISORY COMMITTEE

Douglas Lecato
*LAC Liaison
CATA Board Member*

Deb Wiese
Chair

Diana Paiz Engle
Vice Chair

George Hanley
Parliamentarian

Kellie Blackwell

Janeile Cannon

Lillie Mae Flannery

Erin Shannon

Geneva Smith

**CAPITAL AREA TRANSPORTATION AUTHORITY
STATEMENT OF NET POSITION**

Year ended September 30

ASSETS	<u>2020</u>	<u>2019</u>
CURRENT ASSETS:		
Cash	\$ 4,133,239	\$ 54,242
Investments	17,777,826	15,220,426
Accounts Receivable	332,816	2,430,484
Due From Government	7,874,903	18,055,266
Inventory	1,448,972	1,475,660
Prepaid Expenses	854,145	727,396
TOTAL CURRENT ASSETS	32,421,901	37,963,474
NONCURRENT ASSETS		
NET PENSION ASSET	1,043,043	-
CAPITAL ASSETS – NET	49,269,072	53,443,793
TOTAL NONCURRENT ASSETS	50,312,115	53,443,793
TOTAL ASSETS	\$ 82,734,016	\$ 91,407,267
DEFERRED OUTFLOWS RELATED TO PENSION AND HEALTH CARE	34,290,283	5,108,512
LIABILITIES		
CURRENT LIABILITIES:		
Accounts Payable	1,905,347	2,196,706
Accrued Vacation, Incentives and Sick Pay	1,177,741	1,093,250
Reserve For Workers' Compensation Claims	259,076	77,146
Reserve For Health Insurance Costs	552,000	400,000
Unearned Revenue	29,790	142,134
Other Current Liabilities	2,976,493	2,765,485
TOTAL CURRENT LIABILITIES	6,900,447	6,674,721
LONG-TERM LIABILITIES		
Net Pension Liability	713,551	4,064,481
Other Post-Retirement Benefits	79,849,424	44,248,595
TOTAL LONG-TERM LIABILITIES	80,562,975	48,313,076
TOTAL LIABILITIES	87,463,422	54,987,797
DEFERRED INFLOWS RELATED TO PENSION AND HEALTH CARE	5,889,196	1,119,181
Net Assets		
Invested In Capital Assets	49,269,072	53,443,793
Restricted For Capital Purchases	73,864	113,045
Unrestricted	(25,671,255)	(13,148,037)
TOTAL NET POSITION	\$ 23,671,681	\$ 40,408,801

**CAPITAL AREA TRANSPORTATION AUTHORITY
STATEMENTS OF REVENUES, EXPENSES & CHANGES IN
NET POSITION**

	Year ended September 30	
	<u>2020</u>	<u>2019</u>
OPERATING REVENUES	\$ 9,511,372	\$ 14,362,822
OPERATING EXPENSES	<u>65,963,288</u>	<u>62,328,533</u>
Operating Income (Loss)	(56,451,916)	(47,965,711)
Non-Operating Revenues (Expenses)	<u>37,058,861</u>	<u>37,612,276</u>
Net Income (Loss) Before Capital Contributions	(19,393,055)	(10,353,435)
CAPITAL CONTRIBUTIONS – GRANTS	2,655,935	14,291,000
Change in Net Position	(16,737,120)	3,937,565
NET POSITION, BEGINNING OF YEAR	<u>40,408,801</u>	<u>36,471,236</u>
NET POSITION, END OF YEAR	\$ 23,671,681	\$ 40,408,801

CATA Mission Statement:

To meet the mobility needs of our region by providing innovative solutions in partnership with the communities we serve.

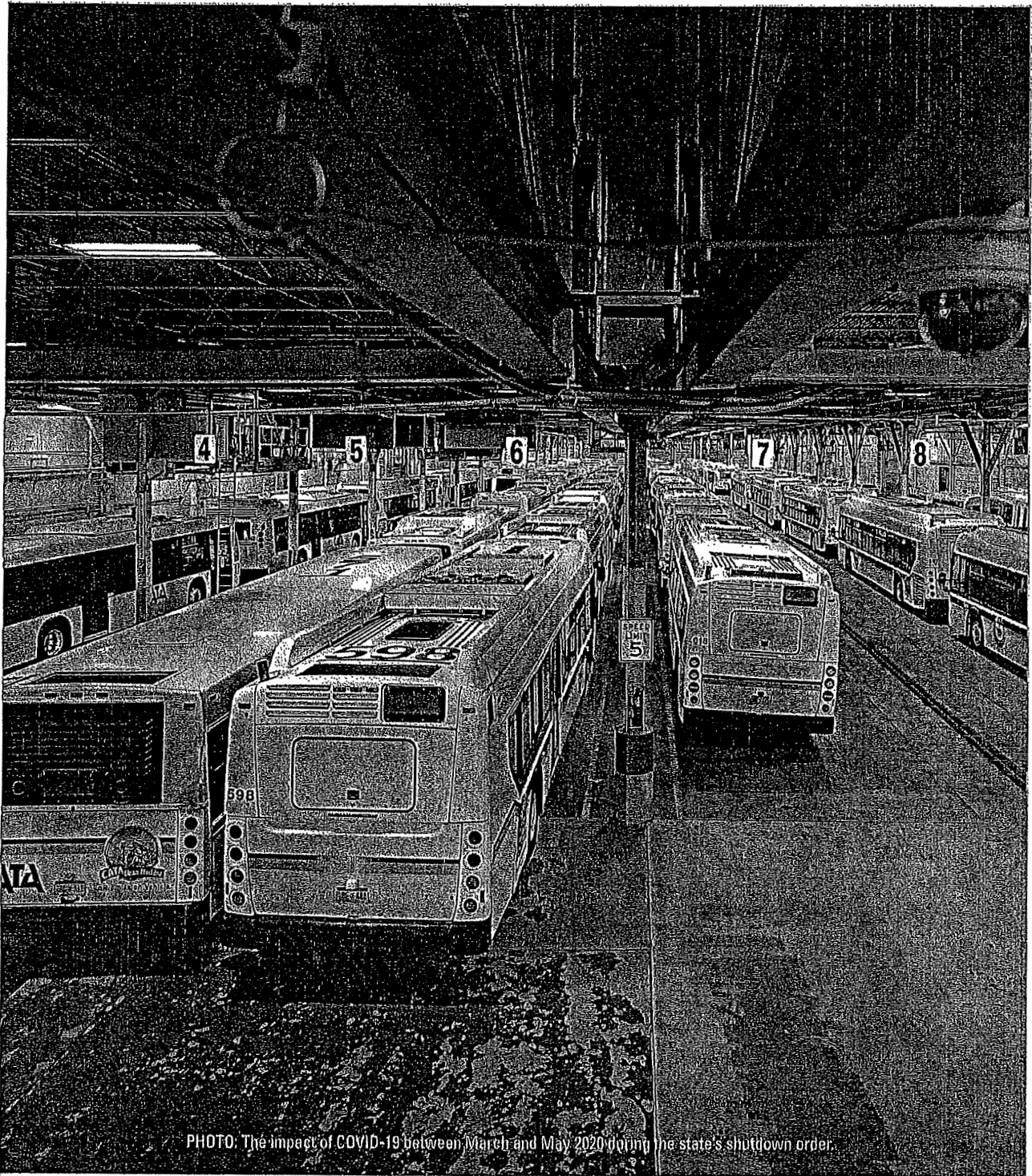


PHOTO: The impact of COVID-19 between March and May 2020 during the state's shutdown order.

ⁱ As reported April 8, 2021, by The New York Times, [Ingham County, Michigan COVID Case Tracker - The New York Times \(nytimes.com\)](#)

ⁱⁱ Reported April 7, 2021, by USA Facts, [Ingham County, Michigan coronavirus cases and deaths | USAFacts](#)

ⁱⁱⁱ As reported April 8, 2021, by the Detroit Free Press Michigan coronavirus cases: [Tracking the COVID-19 pandemic \(freep.com\)](#)

^{iv} As reported April 8, 2021, by the Detroit Free Press Michigan coronavirus cases: [Tracking the COVID-19 pandemic \(freep.com\)](#)



CAPITAL AREA TRANSPORTATION AUTHORITY

4615 Tranter Street, Lansing, Michigan 48910

info@cata.org • cata.org

Customer Service: 517-394-1000 • Administrative Offices: 517-394-1100 • Fax: 517-394-3733



@RIDEcata



@RIDEcata



@RIDEcata

ACTION ITEM–TRANSIT MASTER SOFTWARE UPDATE PROJECT

CATA utilizes Novus software to handle the communication between buses and the Trapeze software we currently use. Unfortunately, Novus is no longer being developed by Trapeze and needs to be replaced. This is a vital link as we communicate with our buses and gather data from them. Without some software in place, no communication happens between our main computer systems and the buses. Transit Master is the software Trapeze is currently using for this purpose and they are still actively developing and supporting this software. The overall cost of this project would be just less than \$250,000.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to enter into a contract with Trapeze Software Group, Incorporated to provide software, support and necessary ancillaries to migrate CATA from Novus to Transit Master software with a cost not to exceed \$250,000 on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**ACTION ITEM – ADDENDUM TO THE CROSS BOUNDARY AGREEMENT
BETWEEN CLINTON TRANSIT AND CATA**

Since 2002, CATA has had an agreement with Clinton Transit to provide public transit within a Service Area defined by boundaries within the State of Michigan. The agreement included that both parties to arrange the appropriate connections in order to service the community for work, business, and pleasure. The agreement also provided variations in scheduled hours to service those with special needs of persons with disabilities and provides the necessary connections between boundaries.

Due to COVID-19 and the challenges it has presented with transit, an agreement was made in order to provide greater cooperation between CATA and Clinton Transit. In addition to the September 2002 Cross Boundary Agreement, this Addendum will provide public transportation for medical purposes related to COVID-19 treatment, vaccinations, or testing. There will be no fares collected for this service. In return, CATA will reimburse Clinton Transit at a rate of \$65.90 per hour using funds awarded through the CARES Act grant. The agreement will remain in effect for as long as both parties wish to continue the cross-boundary service.

Staff recommends that the Board adopt the proposed motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Addendum to the Cross Boundary Agreement between Clinton Transit and CATA to remain into effect until both parties deem otherwise.

ADDENDUM B TO SEPTEMBER 2002 CROSS BOUNDARY AGREEMENT

This Addendum B to September 2002 Cross Boundary Agreement is made this ___ day of _____, 2021 between CAPITAL AREA TRANSPORTATION AUTHORITY (“CATA”) AND CLINTON AREA TRANSIT SYSTEM (“Clinton Transit”), (collectively “the parties”) as follows:

WHEREAS,

1. The parties entered into a Cross Boundary Agreement on September 11, 2002, Addendum A to which was signed on September 11, 2002, both of which remain in effect and which both parties at this time wish to continue (“Cross Boundary Agreement”); and
2. With the COVID-19 pandemic the parties wish to have greater cross boundary cooperation;

THEREFORE, the parties agree their Cross Boundary Agreement is hereby amended to include the following:

1. In addition to the allowed operations and services outlined in the Cross Boundary Agreement, Clinton Transit may also operate public transportation for medical purposes originating in Clinton County with destinations in Ingham County (one way and round trip) for any purposes related to COVID-19 treatment, vaccinations, or testing.
2. In addition to the allowed operations and services outlined in the Cross Boundary Agreement, CATA may also provide public transportation for medical purposes originating in Ingham County with destinations in Clinton County (one way and round trip) for any purposes related to COVID-19 treatment, vaccinations, or testing.

3. For trips related to COVID-19 treatment, vaccinations, or testing, to the extent such funds remain available under the CARES Grant Award FAIN MI-2020-037-00, as a permissible operating expense, CATA shall reimburse Clinton Transit at its fully allocated rate of \$65.90 per hour.
4. Clinton Transit will not reimburse CATA for trips into Clinton County related to COVID-19 treatment, vaccinations, or testing.
5. To reasonably assist each other, Clinton Transit will maintain a log of its trips related to COVID-19 treatment or testing providing sufficient detail for CATA to be able to calculate and confirm reimbursement requests (specifically including the number of trips made, the destination of these trips by County, the duration of the trip, and the times, dates, and addresses of each pick-up and drop-off), and CATA will maintain a log of its trips into Clinton County related to COVID-19 treatment, vaccinations, or testing. Each party will provide the other with a copy of such logs on a monthly basis.
6. Each party shall provide the other a reasonable opportunity during business hours to inspect records for all transportation operations or services related to COVID-19 treatment, vaccinations, or testing if necessary to verify the information contained on monthly logs and the parties shall fully cooperate with each other related to any financial or audit process involving the trips covered by the Cross Boundary Agreement and this Addendum.
7. The parties may revise either the Cross Boundary Agreement or any Addendum to approve exceptions from time to time, by mutual written agreement signed (or electronically signed) by the Executive Director for each party.

8. This Addendum is effective on the date first stated above, supercedes any prior approval which is inconsistent, and may only be modified by a subsequent written agreement which is executed on behalf of CATA and Clinton Transit.

By signing below each party agrees to amend the Cross Boundary Agreement to include the terms stated herein.

CLINTON AREA TRANSIT SYSTEM

CAPITAL AREA TRANSPORTATION
AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Its: _____

Its: _____

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Its: _____

Its: _____

CROSS BOUNDARY AGREEMENT

This agreement is made this 11th day of September, 2002, between CAPITAL AREA TRANSPORTATION AUTHORITY ("CATA") and CLINTON AREA TRANSIT SYSTEM ("Clinton Transit"), (collectively, the "Parties").

RECITALS

- A. Each of the Parties operates a public transit system within a Service Area ("Service Area") defined by jurisdictional boundaries within the State of Michigan;
- B. The Parties recognize the need of members of the public to have cross boundary transit service from one Service Area to another for work, business, and pleasure.
- C. Variations in schedules and hours of service of the Parties, and the special needs of persons with disabilities, impact the ability of members of the public in need of cross boundary transportation to arrange appropriate connections between the transportation services provided by the Parties.
- D. The Parties desire to establish a pilot program to address and assess cross boundary transportation needs, without modifying their respective Service Areas.

NOW, THEREFORE, the Parties agree as follows:

- 1. The Parties will coordinate and assist each other in efforts to provide meaningful and cost effective cross boundary transportation services, including, where possible and feasible, arranging points of transfer between the transportation services that each provides.
- 2. Each of the Parties may provide transportation services into, returning from, or through the geographic Service Area of the other Party ("cross boundary service"), as follows:
 - (a) The cross boundary service must originate in the requesting Party's Service Area;
 - (b) Prior to offering a cross boundary service, Clinton Transit will contact CATA with details of the proposed service and request CATA's approval. Cross boundary service will not be provided without prior approval.

(c) Cross boundary service under this Agreement will be "incidental service" only and will not involve regularly scheduled line haul routes.

(d) Each Party will maintain and provide to the other on a monthly basis a log which reflects the number of cross boundary trips made, and, with regard to each trip: the trip purpose, the passenger name(s), and the times, dates, and addresses of each pickup and drop off.

(e) Notwithstanding (a) through (c) above, Addendum A identifies service approved by the parties in exception to the origination, prior approval, and line haul restrictions. The parties may revise Addendum A to approve other exceptions from time to time, by mutual written agreement executed by their authorized managers.

3. This Agreement does not require either Party to provide cross boundary transportation to residents of either of the Service Areas served by the Parties. Clinton Transit, while operating vehicles under this Agreement outside of Clinton County and to, from, through, or within the Service Area of CATA shall provide transportation services only as authorized by this Agreement or specific other written authorization of CATA. This Agreement does not restrict CATA from providing service in Clinton County.

4. Each Party shall provide and maintain, at its own expense, insurance to cover its employees and equipment and to cover liability for any action of its employees or equipment while operating within the jurisdictional area of the other. Each of the Parties will save and hold harmless the other Party to this Agreement from any and all liability arising from any operations conducted by it within the Service Area of the other Party.

5. Neither Party shall become the agent of, or a joint venturer with, the other Party by virtue of this Agreement.

6. This Agreement shall not be a basis to define or modify Service Areas of the Parties or be construed to limit any independent right either Party may have to operate in the other's Service Area. Unless otherwise set forth in Addendum A, neither Party shall seek financial support or any payment for services from the other, based on this Agreement or on any cross boundary services which are provided. This Agreement does not require Clinton

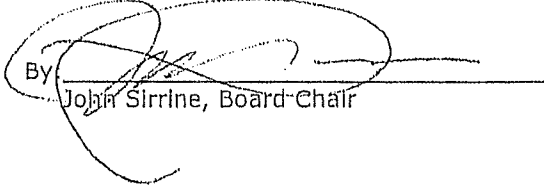
Transit to recognize CATA as the exclusive transit provider for Clinton County and is to be construed as neutral regarding CATA's position that it is the regional transit provider for the tri-county area of Clinton, Eaton, and Ingham Counties.

7. This Agreement does not confer any rights on persons or entities not a Party to this Agreement.

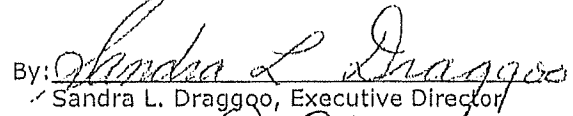
8. This Agreement is effective as of the date first above written and may be terminated by either Party on one day's written notice.

WHEREAS, the Parties have hereunto set their hands as of the date first above written.

CLINTON AREA TRANSIT SYSTEM

By: 
John Serrine, Board-Chair

CAPITAL AREA TRANSPORTATION AUTHORITY

By: 
Sandra L. Draggoo, Executive Director

By: 
Jean F. Golden, Board Chair

**ADDENDUM A
TO
CROSS BOUNDARY AGREEMENT**

CATA and Clinton Transit, pursuant to paragraph 2(e) of their Cross Boundary Agreement dated September 11, 2002, make the following exceptions:

1. CATA gives prior approval to Clinton Transit for demand service trips for medical purposes originating in Clinton County with destinations in Ingham County, one way and round trips.
2. Clinton Transit may provide service to Ingham County residents for trips originating in Ingham County with Clinton County destinations, if the passenger has requested service from CATA, CATA does not provide such service, and that a CATA dispatcher has informed Clinton Transit of the customer's request. Clinton Transit shall not be obligated to provide such service. CATA shall have no obligation to Clinton Transit in connection with any such referrals. Clinton Transit shall hold CATA harmless for any claims in connection with Clinton Transit providing such referred service.
3. This Addendum is effective only when approved by authorized managers of Clinton Transit and CATA, supercedes any prior approval which is inconsistent, and may only be modified by a subsequent written agreement which is executed on behalf of CATA and Clinton Transit.

MANAGER'S APPROVAL:

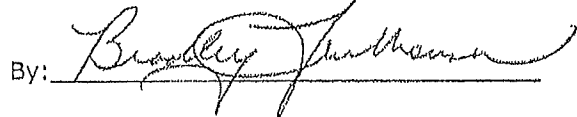
CLINTON AREA TRANSIT SYSTEM

By: 

Its: *Donald Clark*

Dated: 7/14/02

CAPITAL AREA TRANSPORTATION AUTHORITY

By: 

Its:

Dated: 09-11-02

SUBRECIPIENT AGREEMENT

ADDENDUM 2

This Addendum 2 to the Subrecipient Agreement dated May 13, 2010, between CATA and Clinton Transit is made to confirm the Scope of Work of a new project as follows:

1. As a new Project, pursuant to the Subrecipient Agreement Paragraph 2 - Scope of Work for Future Projects, with grant assistance from FTA and MDOT, CATA shall procure one medium duty bus for Clinton Transit, as CATA's subrecipient, to use as Project Equipment for public transportation purposes. This assistance and procurement shall be on the same terms and conditions as set forth in the Subrecipient Agreement, Paragraph 1 - Scope of Work, under which two medium duty buses were procured for Clinton Transit by CATA from City Sales as Project Equipment.
2. The terms and acronyms (i.e.: CATA, Clinton Transit, FTA, MDOT, etc.) set forth and used in the Subrecipient Agreement shall apply to this Addendum 2.
3. The Subrecipient Agreement continues to be effective without modification by this Addendum 2.
4. This Addendum 2 is effective June 27, 2011.

Capital Area Transportation Authority

Clinton Area Transit System

By: Sandra L. Draggoo
Sandra L. Draggoo, CEO/Executive Director

By: Rose May Mason
Rose May Mason, General Manager

Dated: July 5, 2011

Dated: 6/29/11

ACTION ITEM – ADDENDUM TO CROSS BOUNDARY AGREEMENT BETWEEN EATRAN AND CATA

Since 2003, CATA has had an agreement with EATRAN to provide public transit within a Service Area defined by boundaries within the State of Michigan. The agreement included that both parties to arrange the appropriate connections in order to service the community for work, business, and pleasure. The agreement also provided variations in scheduled hours to service those with special needs of persons with disabilities and provides the necessary connections between boundaries.

Due to COVID-19 and the challenges it has presented with transit, an agreement was made in order to provide greater cooperation between CATA and EATRAN. In addition to the April 2003 Cross Boundary Agreement, this Addendum will provide public transportation for medical purposes related to COVID-19 treatment, vaccinations, or testing. There will be no fares collected for this service. In return, CATA will reimburse EATRAN at a rate of \$62.00 per hour using funds awarded through the CARES Act grant. The agreement will remain in effect for as long as both parties wish to continue the cross-boundary service.

Staff recommends that the Board adopt the proposed motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Addendum to the Cross Boundary Agreement between EATRAN and CATA to remain into effect until both parties deem otherwise.

ADDENDUM TO APRIL 2003 CROSS BOUNDARY AGREEMENT

This Addendum to April 2003 Cross Boundary Agreement is made this ____ day of _____, 2021 between CAPITAL AREA TRANSPORTATION AUTHORITY (“CATA”) AND EATON COUNTY TRANSPORTATION SYSTEM (“EATRAN”), (collectively “the parties”) as follows:

WHEREAS,

1. The parties entered into a Cross Boundary Agreement on April 18, 2003 which remains in effect and which both parties at this time wish to continue (“Cross Boundary Agreement”);
and
2. With the COVID-19 pandemic the parties wish to have greater cross boundary cooperation;

THEREFORE, the parties agree their Cross Boundary Agreement is hereby amended to include the following:

1. In addition to the allowed operations and services outlined in the Cross Boundary Agreement, EATRAN may also operate demand service trips for medical purposes originating in Eaton County with destinations in Ingham County (one way and round trips) for any purposes related to COVID-19 treatment, vaccinations, or testing.
2. In addition to the allowed operations and services outlined in the Cross Boundary Agreement, CATA may also provide public transportation for medical purposes originating in Ingham County with destinations in Eaton County (one way and round trips) for any purposes related to COVID-19 treatment, vaccinations, or testing.

3. For trips related to COVID-19 treatment, vaccinations, or testing, to the extent such funds remain available under the CARES Grant Award FAIN MI-2020-037-00, as a permissible operating expense, CATA shall reimburse EATRAN at its fully allocated rate of \$62.00 per hour.
4. EATRAN will not reimburse CATA for trips into Eaton County related to COVID-19 treatment, vaccinations, or testing.
5. To reasonably assist each other, EATRAN will maintain a log of its trips into Ingham County related to COVID-19 treatment, vaccinations, or testing providing sufficient detail for CATA to be able to calculate and confirm reimbursement requests (specifically including the number of trips made, the duration of the trip, and the times, dates, and addresses of each pick-up and drop-off), and CATA will maintain a log of its trips in Eaton County related to COVID-19 treatment, vaccinations, or testing. Each party will provide the other with a copy of such log on a monthly basis.
6. Each party shall provide the other a reasonable opportunity during business hours to inspect records for all transportation operations or services related to COVID-19 treatment, vaccinations, or testing if necessary to verify the information contained on monthly logs and the parties shall fully cooperate with each other related to any financial or audit process involving the trips covered by the Cross Boundary Agreement and this Addendum.
7. The parties may revise either the Cross Boundary Agreement or this Addendum to approve exceptions from time to time, by mutual written agreement signed (or electronically signed) by the Executive Director or General Manager for each party.
8. For all trips under the Cross Boundary Agreement or this Addendum, each party shall provide and maintain, at its own expense, insurance to cover its employees and equipment

and to cover liability for any action of its employees or equipment while operating within the jurisdictional area of the other. Each party will save and hold harmless the other party to this Agreement from any and all liability arising from any operations conducted by it within the service area of the other party.

9. Neither party is mandated or required under the Cross Boundary Agreement or this Addendum to provide cross boundary transportation to residents of the service area served by the other party.
10. Neither party shall become the agent of, or a joint venturer with, the other party by virtue of this Agreement.
11. Neither the Cross Boundary Agreement nor this Addendum confer any rights on persons or entities not a party to this Agreement.
12. This Addendum is effective on the date first stated above, supercedes any prior approval which is inconsistent, and may only be modified by a subsequent written agreement which is executed on behalf of CATA and EATRAN.

By signing below each party agrees to amend the Cross Boundary Agreement to include the terms stated herein.

EATON COUNTY TRANSPORTATION
SYSTEM

CAPITAL AREA TRANSPORTATION
AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Its: _____

Its: _____

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Its: _____

Its: _____

AGREEMENT

This Agreement is made this 18th day of April, 2003, between CAPITAL AREA TRANSPORTATION AUTHORITY ("CATA") and EATON COUNTY TRANSPORTATION SYSTEM, ("EATRAN"), as follows

1. EATRAN may operate the following in Ingham County:
 - (a) Demand service trips for medical purposes originating in Eaton County with destinations in Ingham County (one way and round trips). The medical trips are for senior citizens and persons with disabilities; and
 - (b) Lansing service in the early morning and late afternoon. The downtown service is demand response, door to door, to arrive downtown Lansing at approximately 7:45 a.m. and to return from downtown Lansing at approximately 5:00 p.m., or such other times as may be designated.
2. CATA may operate service in Eaton County. EATRAN does not object to the service that CATA is providing or has provided in Eaton County.
3. To reasonably assist each other with planning, EATRAN will maintain a log of its trips in Ingham County and CATA will maintain a log of its trips in Eaton County; and they will provide each other monthly with ridership information on such trips, including the number of trips made, the trip purpose, times, dates, and addresses of each pick-up and drop-off.
4. Under no circumstances will this Agreement or permission to operate service be a basis to define or modify service areas or be a basis for seeking financial support or payment.
5. This Agreement may be terminated on two (2) weeks notice.

WHEREAS, the Parties have hereunto set their hands as of the date first above written.

EATON COUNTY TRANSPORTATION SYSTEM

CAPITAL AREA TRANSPORTATION AUTHORITY

By: Kristy Reinecke
Its: Kristy Reinecke, Board Chair

By: Jean F. Golden
Jean F. Golden, Board Chair

By: Linda S. Tokar
Its: Linda S. Tokar, General Manager

By: Sandra L. Draggoo
Sandra L. Draggoo, Executive Director

INFORMATION ITEMS

APRIL 21, 2021

1. FEBRUARY RIDERSHIP REPORT
2. FEBRUARY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR MARCH 2021
4. RECYCLING UPDATE
5. LAC MINUTES FOR FEBRUARY 2021
6. DEI TASK FORCE UPDATE

FEBRUARY 2021 RIDERSHIP REPORT

<u>Total system rides – February:</u>	<u>193,090</u>
Average weekday system ridership	8,000
Average weekday system ridership change 02/21 to 02/20	-52,500

	<u>02/21 v. 02/20</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Monthly total system ridership	-85.3%	-1,120,424
Monthly Urban Fixed-Route change	-69.2%	-338,492
Monthly MSU campus ridership change	-99.2%	-635,503
Monthly Spec-Tran ridership change	-48.5%	-14,060
Monthly Total Paratransit ridership change	-53.6%	-20,601

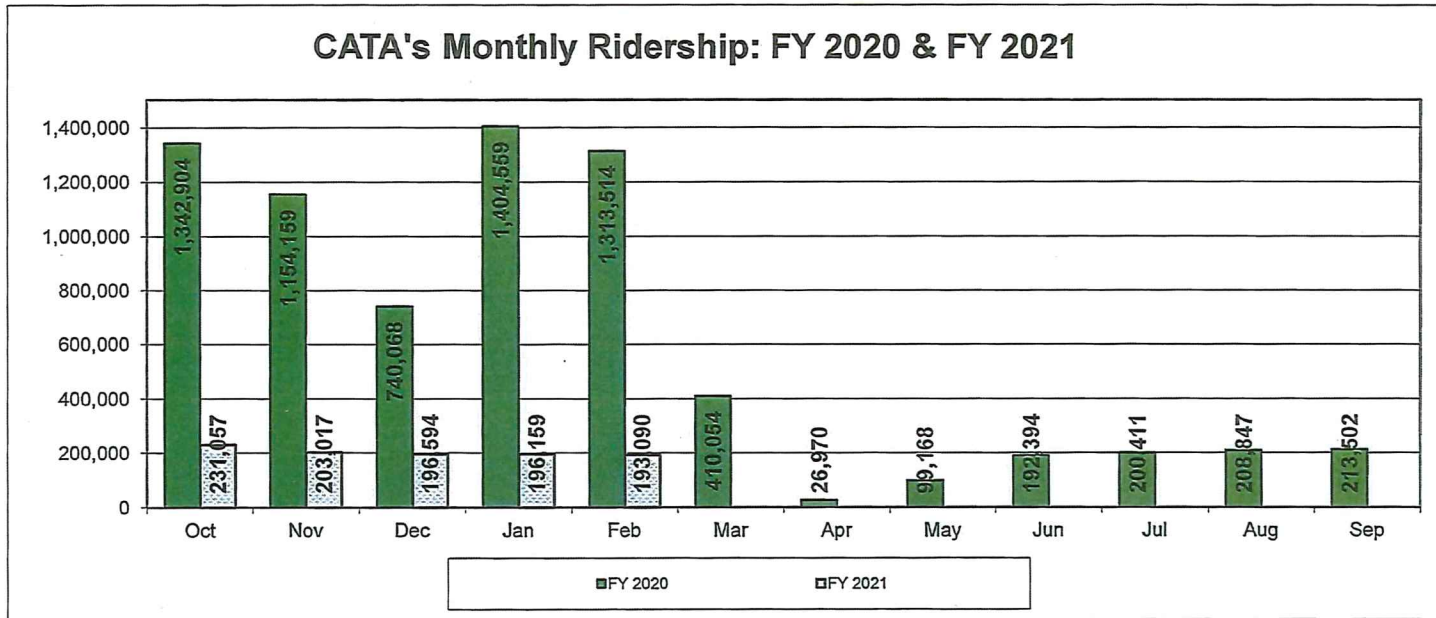
Note: On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used.

FY 2021 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2021:</u>	<u>1,019,917</u>
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	<u>FY 2021 vs. FY 2020</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Total system rides change	-82.9%	-4,935,287
Year-to-Date Spec-Tran ridership change	-50.0%	-73,513
Year-to-Date Total Paratransit ridership change	-54.8%	-106,946

Note: CATA began reducing fixed route service on March 18. On March 23, CATA suspended all fixed route service and went to demand response only service. Fixed route and regular paratransit service began on a limited basis beginning May 4. A more robust service began on May 26. On June 15, CATA implemented regular fixed route summer service with the exception of Route 32. Fare free service was in place from March 18 to June 14. Fares were reinstated on June 15. On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used. Ridership substantially impacted by COVID-19 pandemic.



INFORMATION ITEM - FUEL PURCHASE FOR MARCH 2021

The following lists our prices for diesel fuel for March 2021

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
3/05/2021	\$2.0950
3/11/2021	\$2.1445
3/19/2021	\$2.0025
3/25/2021	\$2.0110

FY 2021 Current average per gallon fuel cost	\$2.06
FY 2021 Budget per gallon fuel cost	\$2.35

CATA Memorandum

To: All CATA Employees
 From: Norm VanAlstine, Facilities Manager
 Date: 3/12/2021
 Sub: Recycling Update / BWL rebate



Weight and Proceeds

To date we have successfully recycled over **319,000** total pounds of materials for a profit of \$17,674.69. The last time the items were picked up we turned in 4,840 pounds of materials for a profit of \$115.70. There are recycling stations outside the driver's day room and in the storage area near the bulk storage tanks, all containers are clearly labeled. Please remember that used dry cell batteries go in the barrel near the bulk storage tanks along the east side of the storage area.

SINCE	MATERIAL BEING RECYCLED	\$	LBS
2006	CRUSHED OIL FILTERS	\$2,825.72	60,044
2010	CARDBOARD	\$143.40	26,380
2010	WHITE LEDGER	\$2,502.60	62,330
2010	MIXED PAPER	\$151.95	18555
2010	#1 PLASTIC	\$3.10	990
2010	#2 PLASTIC	\$6.20	1300
2010	#3-7 PLASTIC	\$0.00	
2009	WIRE	\$280.00	440
2011	AUTO CAST	\$11,769.80	136,120
2011	ALUMINUM (MISC&IRONY)	\$1,075.00	4290
2011	MISC BRASS	\$251.20	314
2011	BATTERIES	-\$1,145.40	1660
2009	LIGHTING	-\$3,151.35	
2011	POLYSTYRENE	\$0.00	
2011	SHRINK WRAP	\$0.00	64
2011	RADIATORS	\$2,770.75	4794
2013	E SCRAP	\$191.72	2450
	TOTALS	\$17,674.69	319731

BWL Hometown Energy Savers (Updated 3-12-21)

CATA received rebate checks in the amount of \$8,980.62 from Lansing Board of Water and Light's Hometown Energy Savers Program. Facilities staff has been upgrading expired fixtures with LED lighting which qualifies for these rebates in addition to lower operating and maintenance costs. Total rebates amount to \$10,042.62.

borders for cross-boundary travel. This plan will enable CATA and the counties to continue to coordinate services beyond the pandemic moving forward.

CATA will transport any eligible person to a vaccination site or drive-thru to get the vaccine as long as they have an appointment. CATA will also waive the fee for any rider that cannot afford the fare.

Vaccination transportation runs have been scheduled longer to accommodate for the required 15 minute wait time after receiving the vaccine. Riders may remain in the vehicle to stay warm. The service is a round-trip ride and will take you to get your vaccine and then back to your origin.

Negotiations are on-going and no more information is available at this time. Updates will be reported as new developments unfold.

CATA has two new board members; Phil Deschaine from Meridian Township and Robin Lewis from Meridian Township.

CATA has implemented Employee Navigator which allows employees to manage their health care benefits online.

The LAC commended Bradley on his accomplishments for regional expansion.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT – Roger Garza

Roger Garza encouraged everyone to use CATA to get to vaccination sites.

CATA has ordered more buses for 2021.

Trapeze was upgraded last week and although, there were a few issues along the way, IT managed to resolve them. The upgrade is a tremendous improvement for the Operations department.

Craig Frazier mentioned that by setting up the MyCATA account riders will automatically get a text or an email about any changes made to the service.

Roger Garza introduced the new General Manager at Transdev, Nancy Lohr. Ms. Lohr has worked in transit since 1999. Her first day at Transdev was Monday, December 7, 2020 and has been managing the contracted Spec-Tran and CATA Rural Services for CATA.

SERVICE QUALITY COMMITTEE (SQS) – Diana Paiz

See attachment.

The Wait Stop Trip Program may be implemented as early as September 2021. The SQS will work on getting a list of bullet points to Craig Frazier.

Diana Paiz asked the committee to send her ideas ahead of the March 2021 meeting.

Bradley Funkhouser stated that he will need to receive a formal request from the LAC before the Wait Stop Trip Program can be implemented. Funding and scheduling will be determined once the program is approved.

OLD BUSINESS

None

NEW BUSINESS

Membership

Kevin Brown has stepped down due to other work commitments and will no longer participate in the LAC.

Erin Shannon from the Disability Network Capital Area has submitted her application to fill the position.

LAC members continued to discuss recruiting additional members. The LAC is allowed to have a maximum of twelve members.

A motion to approve Erin Shannon's application was moved by Janeile Cannon and supported by Diana Paiz.

Motion passed unanimously.

MEMBER COMMENTS

Diana Paiz recommended that the chat feature be open only the moderator.

PUBLIC COMMENTS

Debbie Parrish inquired about the number of walk on riders that are allowed on the back seats.

ADJOURNMENT

Janeile Cannon motioned to adjourn and Kellie Blackwell supported the motion.

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:59 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese

**Diversity Equity & Inclusion Task Force
Meeting Summary
March 10, 2021**

DEI Strategies for FY 2021:

Co-Chair Lolo Robison shared a presentation on staff recommendations for the DEI Strategies for FY 2021. Started by discussing:

- **DEI Goal:** To achieve Diversity Equity and Inclusion with respect to recruitment and hiring; compensation and opportunities for professional development, career-pathing and advancement; and to cultivate an environment that encourages fairness and impartiality, thereby leading to the professional and personal success of all employees. The Task Force assures respectful and safe dialog that allows participants to share their authentic selves, express ideas without repercussion or retaliation, and learn about fellow co-workers to ensure a greater degree of understanding about our unique qualities and differences, and ultimately, a greater degree of respect, belonging, empowerment and progression.

Co-Chair Robison presented a timeline and update of some background information since the inception of the Task Force:

June 8, 2020 CATA CEO announces formation of the DEI Task Force as a result of civil unrest unfolding throughout the world, in Michigan and the Capital City. A number of events occurred on the global stage, including Black Live Matter protests.

June 25, 2020 Task Force first met.

July 23, 2020 Moved and approved by the Task Force were four key initiatives that would advance the Diversity Equity & Inclusion goals, which are being addressed as priorities:

- Include DEI goals and tactics in the FY 2021 Strategic Plan
- Identify our DEI baseline throughout CATA by way of a confidential/anonymous, non-retaliatory survey every three to five years
- Assess pay and benefits equity throughout the organization
- Ensure diversity throughout CATA's leadership, including its Board of Directors, executive leadership, managers, supervisors and within all work groups

Ms. Robison also shared the following additional suggestions received from other departments:

- Ensure, through internal campaign, that all employees are aware of and have the opportunity to participate in and attend DEI Task Force meetings and workshops.
- Collaboratively develop content and identify activities that strategically align with CATA's DEI goals and can be effectively measured.
- Establish a program that recognizes departments that demonstrate equality and diversity
- Continue to consciously ensure that workplace diversity at CATA is evident on our website, social media and print materials that are distributed to internal and external audiences
- A day in my shoes – understanding daily challenges of others
- I Am .../I Am Not ... exercise
- Community Watch – how employers respond to social issues, because remaining silent can be perceived negatively
- Acknowledging and celebrating more diverse holidays
- Display artwork from different cultures and celebrating events
- Recognizing religious and cultural holidays that may not necessarily be observed
- Showing employees that we are making an effort to diversify and include all
- Team-building exercises/training to bridge gaps between Administration and ATU
- Ensure access to hiring/recruitment processes – make sure jobs that are posted are accessible by all employees (including remote workers)
- Review and ensure that job postings, job descriptions and policies use inclusive language
- Establish an "open door" culture – encourage a "safe space" for all employees – e.g., a conflict resolution program that improves workplace relationships and encourages appropriate feedback in uncomfortable situations

Via a survey, employees will have an opportunity to weigh in on these proposed recommendations. This will be sent to all employees and promoted organization-wide so that all know where to find and how to respond to the survey. Survey will ask for employee agreement or disagreement on the four goals that were approved in July 2020.

The next steps will be:

March 10, 2021 Invitation to the Task Force to weigh in to finalize and approve the plan. Task Force members may email feedback to either Co-Chair Brown or Co-Chair Robison to DEITaskForce@cata.org. Survey is completely anonymous. – approved.

March 11, 2021 Submit plan to CEO for review and approval
– approved and attached.

March 17, 2021 Share as information item with CATA Board
of Directors

Following the presentation, the floor was opened up to task force members
for comment and discussion. All feedback was welcome.

In closing, Co-Chairs Brown and Robison thanked everyone for their contributions.

Respectfully submitted,

Marshea Brown
Chairperson
Diversity Equity & Inclusion Task Force

