

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 17, 2022
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS ON AGENDA ITEMS

*Members of the public are welcome to speak to the Board on any agenda subject. Anyone wishing to comment on any matter **not** on the agenda may do so immediately prior to adjournment.*

III. PUBLIC HEARING ON FISCAL YEAR 2023 BUDGET AND 2022 PROPERTY TAX LEVY

IV. CHAIR'S COMMENTS

V. CHIEF EXECUTIVE OFFICER'S REPORT

VI. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JULY 20, 2022, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JUNE 2022

1. Interim Income Statement
2. Cash Summary
3. Investments
4. Fifth Third Investment Account Reconciliation

C. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 17)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 17 to the Student Housing Transit Services Agreement for the period from August 1, 2022, through July 31, 2023, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. PURCHASE OF UP TO SIXTEEN (16) LOW-FLOOR ADA MINIVANS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to sixteen (16) accessible low-floor minivans from Hoekstra Transportation, Grand Rapids, Michigan, through the State of Michigan contract, for a total amount not to exceed \$1,050,000, pending successful completion of necessary Buy America audits and inspections, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VII. ACTION ITEM - DISCUSSION AGENDA

A. 2022 PROPERTY TAX LEVY

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2022 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

B. FISCAL YEAR 2023 BUDGET APPROVAL

PROPOSED MOTION: That the CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budget for Fiscal Year 2023, upon which public hearing was held at a regular meeting of the Board on August 17, 2022, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities of the Authority for its Fiscal Year 2023 (October 1, 2022, through and including September 30, 2023).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2022 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 17, 2022, are for the purpose of defraying the expenditures and meeting the liabilities of the Authority in providing public transportation.
3. The CEO/Executive Director shall have authority within the overall budget to manage operations and the capital program, as well as to make transfers to and from invested funds, to facilitate daily operations and meet cash flow needs without further approval of the Board.
4. The annual goals and objectives and the organization charts as presented with the budget for Fiscal Year 2023 are approved.

VIII. OLD BUSINESS

IX. NEW BUSINESS

- NOMINATING COMMITTEE REPORT

X. PUBLIC COMMENT

Members of the public are welcome to speak to the Board on any CATA subject.

XI. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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.

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 20, 2022
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Doug Lecato
Phil Deschaine
Jack Schmitt
Derek Melot
Jennie Gies
Mark Grebner
Robin Lewis

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:00 p.m.

ROLL CALL: Phil Deschaine, Dusty Fancher, Jennie Gies, Mark Grebner, Doug Lecato, Robin Lewis, Derek Melot, Jack Schmitt and Nathan Triplett were all present.

ABSENT: Shanna Draheim, Secretary/Treasurer, Maggie Sanders and John Prush

Chair Triplett welcomed everyone to the Board meeting. He also mentioned that the meeting is being offered on Zoom for those who wish to view the Board meeting virtually.

PUBLIC COMMENTS:

Deb Parrish commented on Bradley T. Funkhouser's Employment. She also requested how much money CATA is saving by having split-shifts and whether the new contract will include safety guidelines to ensure that new drivers are properly trained.

Sharen Blowers inquired about a timeline and funding for service with EATRAN.

CHAIR'S COMMENTS:

MOTION:

Robin Lewis motioned to excuse Shanna Draheim, Maggie Sanders and John Prush and Dusty Fancher supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Chair Triplett stated that under CATA's policy, in July 2022, the Board is required to appoint a Nominating Committee for the purpose of nominating members who wish to serve as Chair, Vice Chair and Secretary/Treasurer of the Board. Chair Triplett announced that three (3) Board members have graciously agreed to serve in this capacity with Derek Melot chairing the committee along with Jack Schmitt and Robin Lewis.

MOTION:

A motion to approve the appointment of Derek Melot, Jack Schmitt and Robin Lewis to serve as the Nominating Committee in the upcoming year with Derek Melot chairing the committee was moved by Jennie Gies and supported by Doug Lecato.

VOTE: The motion carried unanimously.

Chair Triplett noted that alternate locations that are transit accessible are being looked at for future Board meetings.

CHIEF EXECUTIVE OFFICER'S REPORT

New Directors

Bradley Funkhouser introduced two (2) new directors that have been hired this past week. Dustin Hagfors, Director of Planning, who is present and Todd Brooks, Director of Operations, who is not present, but will be at the next Board meeting in August. Mr. Hagfors is from Holt, MI and previously worked at Suburban Mobility Authority for Regional Transportation (SMART). Mr. Funkhouser stated that he is a talented individual and will be a great asset to CATA and the Planning Department.

Dustin Hagfors thanked everyone and expressed his enthusiasm for exploring new ways to improve CATA.

Job Fairs

Bradley Funkhouser reported that CATA has had two (2) job fairs since the last Board meeting. One job fair was on June 30th and the other on July 7th. CATA received many applications for various departments. Another job fair will take place on September 15th.

Robin Lewis inquired whether the job fairs were to hire only operators.

Bradley Funkhouser stated that the job fairs were not only to hire more operators, but to fill positions in other departments as well.

Mark Grebner inquired about the number of applicants that were for operator positions.

Bradley Funkhouser deferred to Marshea Brown, Director of Human Resources for more details.

Marshea Brown, Director of Human Resources stated that on June 30, CATA received applications for 25 operators, 11 Customer Experience Representatives (CXR)/Paratransit, 3 Utility and 1 Maintenance Supervisor. On July 7th, CATA received applications for 41 operators, 9 Utility and 22 Customer Experience Representatives (CXR)/Paratransit.

50th Anniversary

Bradley Funkhouser announced that in continuing the celebration of CATA's 50th Anniversary, CATA has wrapped one (1) of the buses with the 50th anniversary logo and pictures of community members. The bus can be seen driving around town. Mr. Funkhouser expressed his thanks to Lolo Robison, Director of Marketing and Customer Experience and the Marketing team for their work on the logo and CATA's 50th Anniversary Celebration.

Triennial Review

Bradley Funkhouser stated that at the June 2022 Board meeting, he reported that CATA received two (2) findings from their Triennial Review with the FTA. He also shared that he was confident that CATA complied with federal law and anticipated that CATA will be able to close these findings once details were submitted. Mr. Funkhouser stated that he is happy to report that due to the efforts of Andrew Brieschke, Deputy CEO and his team, the two (2) findings have been removed and CATA has received a clear review.

Phil Deschaine commented on a new employee that CATA has hired who previously worked at Meridian Township as their Communication Specialist.

Lolo Robison, Director of Marketing and Customer Experience reported that CATA's new Marketing Manager, Brandie Yates started on July 5th. Ms. Yates previously worked at Meridian Township as a Communication Specialist. She brings a lot of experience to CATA and is learning very fast. Ms. Robison thanked Meridian Township and is very happy to have Ms. Yates as part of the marketing team.

Phil Deschaine stated that Ms. Yates started at Meridian Township 12 years ago as an intern. Her move to CATA is a great opportunity and he wishes her the best in this new position.

Marshea Brown, Director of Human Resources reported that CATA has also hired a new Human Resources Manager, Deverett Jasper. Mr. Jasper previously worked at Saginaw Metro Transit Authority and brings over seven (7) years of experience to the HR department. He is a graduate from Central Michigan and has a Master's Degree in HR. Ms. Brown expressed her appreciation and is happy to have Mr. Jasper as part of the HR team.

Chair Triplett welcomed all the new hires.

Board members also welcomed all the new hires.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF JUNE 15, 2022, BOARD MEETING
- B. APPROVAL OF TREASURER’S REPORT FOR MAY 2022
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. NINTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Amendment No. 9 to the Agreement between the County of Ingham and Capital Area Transportation Authority for October 1, 2022, through September 30, 2023, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

- D. APPROVAL OF THE EIGHTH AMENDMENT TO MICHIGAN STATE UNIVERSITY CONTRACTED TRANSPORTATION SERVICES AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Eighth Amendment to the MSU Contracted Transportation Services Agreement, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

- E. VOICE AND DATA SERVICE AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with ACD.net for Voice and Data Network services for a three (3) year period and an option for one (1) additional, two (2) year extension in a total amount not to exceed \$300,000 on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

- F. CONTRACT FOR JANITORIAL SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with LGC Global Energy FM at a cost not to exceed \$1,095,415 based on the quoted rates, for a one (1) year term with additional options to extend for a one (1) year and three (3)

year term to provide Janitorial Services on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

Jennie Gies requested that Action Item E be moved for discussion.

MOTION:

Phil Deschaine motioned to approve the Consent Agenda with ACTION ITEM E, VOICE AND DATA SERVICE AGREEMENT moved to discussion and Derek Melot supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED DISCUSSION AGENDA

A. VOICE AND DATA SERVICE AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with ACD.net for Voice and Data Network services for a three (3) year period and an option for one (1) additional, two (2) year extension in a total amount not to exceed \$300,000 on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Derek Melot motioned to approve Discussion Item A, VOICE AND DATA SERVICES and Doug Lecato supported the motion.

DISCUSSION:

Jennie Gies inquired about CATA's process and whether other businesses were called to verify ACD's service.

Derek Melot summarized the history with this item by stating that CATA had a contract with ACD that was about to expire. A new RFP was issued and MetroNet won the bid. CATA wasn't able to agree on the terms stated in the RFP with MetroNet; therefore, no contract was signed.

Bradley Funkhouser confirmed that Mr. Melot's summary was mostly correct and added that after CATA and MetroNet couldn't come to an agreement, a short-term extension was approved with ACD until the RFP could be reprocured for a longer-term which then ACD won.

Jennie Gies inquired whether CATA was happy with ACD's service.

Dan Goodemoot, Director of IT replied that CATA has been happy with ACD's service.

Doug Lecato stated that he personally uses ACD and believes that their service is

very good and reliable.

Mark Grebner stated that he has known the owner of ACD for quite some time.

VOTE: The motion carried unanimously.

B. APPROVAL OF EMPLOYMENT AGREEMENT FOR BRADLEY T. FUNKHOUSER

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, to execute the attached Employment Agreement with Bradley T. Funkhouser for his appointment and employment as CATA's Chief Executive Officer and Chief Operating Officer and CEO/Executive Director.

MOTION:

Derek Melot motioned to approve Discussion Item B, APPROVAL OF EMPLOYMENT AGREEMENT FOR BRADLEY T. FUNKHOUSER and Robin Lewis supported the motion.

DISCUSSION:

Chair Triplett stated that many of the same Board members are still part of the Board since Mr. Funkhouser's first employment agreement was executed in 2017. Chair Triplett gave some background information and discussed the terms related to Mr. Funkhouser's agreement. He also stated that in Mr. Funkhouser's first agreement, his salary increase over time was never issued due to ongoing negotiations with the ATU and the COVID-19 pandemic. Chair Triplett further explained that in Mr. Funkhouser's new agreement, it was discussed and agreed upon that Mr. Funkhouser's salary would stay the same. The terms are agreeable by Mr. Funkhouser and the Executive Committee. Mr. Funkhouser has also agreed to answer any questions.

Derek Melot noted that with today's high inflation and Mr. Funkhouser agreeing to keep his same salary, his income has taken about a \$25,000 loss.

Mark Grebner requested an update on EATRAN.

Chair Triplett stated that an agreement with EATRAN has not been made. EATRAN is still working out the details, yet they should know more after their August Board meeting.

Bradley Funkhouser stated that he hasn't received any terms from EATRAN; however, he will share details with the Board and the public once he knows more.

Chair Triplett noted that EATRAN still needs to resolve long-term issues.

Mark Grebner suggested that CATA and EATRAN bring in attorneys and take two (2) years to work out long-term details such as pensions.

Chair Triplett stated that a lot of conversations need to take place before EATRAN is ready to take on that responsibility.

Phil Deschaine shared a story related to an employee from Meridian Township having an employment agreement with Meridian Township and a sub-agreement with support communities. He believes that the opportunity for Mr. Funkhouser is great and can work well.

Phil Deschaine also withdraws his comments from the June 2022 Board meeting related to EATRAN's financials. Mr. Deschaine stated that he has no evidence or any knowledge of EATRAN's financial status.

Chair Triplett stated that although the terms with EATRAN are different, the Board will still need to approve and authorize any arrangements made with EATRAN.

Chair Triplett asked for any additional comments.

Robin Lewis stated that she was on the Executive Committee that approved Mr. Funkhouser's first agreement and he still has her support.

Chair Triplett commended Mr. Funkhouser on his leadership and his willingness to tackle difficult situations.

Doug Lecato appreciated Mr. Funkhouser not taking a wage increase and believes that it is a sign of being a great leader.

VOTE: The motion carried unanimously.

Chair Triplett took a moment to congratulate Mr. Funkhouser.

All Board members offered their congratulations to Mr. Funkhouser.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENTS:

Deb Parrish commented on her late arrival to the May Board meeting and how it may have impacted her if she was late for a doctor's appointment. She also commented on other riders being late for their appointments. Ms. Parrish expressed her frustration and wondered how things at CATA might be different if the Board had chosen the alternate candidate as CEO.

Daniel Black requested reasonable accommodations at the Board meetings including individual microphones for speakers, a better sound system and computer assisted real-time translation.

EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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:

A motion was made by Robin Lewis and supported by Jennie Gies to approve going 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.

ROLL CALL VOTE: Phil Deschaine, Dusty Fancher, Jennie Gies, Mark Grebner, Doug Lecato, Robin Lewis, Derek Melot, Jack Schmitt and Nathan Triplett were all present.

Shanna Draheim, Maggie Sanders and John Prush were absent.

The Executive Session began at 4:43 p.m. and adjourned at 5:00 p.m.

ADJOURNMENT:

There was no further business Chair Triplett adjourned meeting at 5:00 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending June 30, 2022**

	June Actual	June Budget	Variance	% Variance	FY 2022 Actual YTD	FY 2022 Budget YTD	Variance	% Variance	FY 2022 BUDGET	<i>% of Fiscal Year Completed</i> 75%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 174,504	\$ 147,534	\$ 26,970	18.3%	\$ 1,543,717	\$ 1,342,562	\$ 201,155	15.0%	\$ 1,695,000		91.1%
Contracted Services	\$ 12,500	\$ 313,562	\$ (301,062)	-96.0%	\$ 2,399,970	\$ 2,853,411	\$ (453,441)	-15.9%	\$ 3,915,000		61.3%
Property Tax	\$ 1,064,119	\$ 1,948,562	\$ (884,443)	-45.4%	\$ 22,014,016	\$ 17,731,914	\$ 4,282,102	24.1%	\$ 23,707,509		92.9%
State Revenue	\$ 2,816,269	\$ 1,408,767	\$ 1,407,502	99.9%	\$ 13,098,511	\$ 12,819,781	\$ 278,730	2.2%	\$ 17,140,000		76.4%
Federal Revenue	\$ 200,000	\$ 713,425	\$ (513,425)	-72.0%	\$ 5,114,967	\$ 6,492,164	\$ (1,377,197)	-21.2%	\$ 8,680,000		58.9%
Other Revenue	\$ (61,589)	\$ 48,493	\$ (110,082)	-227.0%	\$ (187,564)	\$ 441,288	\$ (628,852)	-142.5%	\$ 590,000		-31.8%
TOTAL REVENUES	\$ 4,205,803	\$ 4,580,343	\$ (374,540)	-8.2%	\$ 43,983,617	\$ 41,681,120	\$ 2,302,497	5.5%	\$ 55,727,509		78.9%
EXPENSES											
Labor	\$ 1,836,942	\$ 1,796,055	\$ (40,887)	-2.3%	\$ 14,937,172	\$ 16,344,099	\$ 1,406,927	8.6%	\$ 21,852,000		68.4%
Fringe Benefits	\$ 1,056,390	\$ 1,090,331	\$ 33,941	3.1%	\$ 8,683,047	\$ 9,922,014	\$ 1,238,967	12.5%	\$ 13,265,700		65.5%
Services	\$ 517,633	\$ 309,354	\$ (208,279)	-67.3%	\$ 3,117,800	\$ 2,815,116	\$ (302,684)	-10.8%	\$ 3,763,800		82.8%
Materials & Supplies	\$ 570,920	\$ 356,153	\$ (214,767)	-60.3%	\$ 3,846,439	\$ 3,240,996	\$ (605,443)	-18.7%	\$ 4,333,200		88.8%
Utilities	\$ 95,047	\$ 71,523	\$ (23,524)	-32.9%	\$ 683,591	\$ 650,862	\$ (32,729)	-5.0%	\$ 870,200		78.6%
Casualty & Liability	\$ 117,952	\$ 85,480	\$ (32,472)	-38.0%	\$ 984,132	\$ 777,863	\$ (206,269)	-26.5%	\$ 1,040,000		94.6%
Purch. Transportation	\$ 576,055	\$ 732,082	\$ 156,027	21.3%	\$ 4,606,691	\$ 6,661,948	\$ 2,055,257	30.9%	\$ 8,907,000		51.7%
Miscellaneous	\$ 174,603	\$ 92,342	\$ (82,261)	-89.1%	\$ 758,645	\$ 840,317	\$ 81,672	9.7%	\$ 1,123,500		67.5%
TOTAL EXPENSES	4,945,542	4,533,320	(412,222)	-9.1%	37,617,517	41,253,215	3,635,698	8.8%	\$ 55,155,400		68.2%
NET INCOME (LOSS)	\$ (739,739)	\$ 47,023	\$ (786,762)		\$ 6,366,100	\$ 427,905	\$ 5,938,195		\$ 572,109		

Interim statements are subject to adjustments and year-end audit

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

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06/01/2022 - 06/30/2022

Cash Balance - 06/01/2022	\$	1,617,657
Disbursements	\$	(3,451,189)
Receipts	\$	7,420,936
Adjustments	\$	-
Cash Balance - 06/30/2022	\$	<u>5,587,404</u>

Disbursements:

Cash Disbursements Register	\$	(1,133,848)
Payroll	\$	(1,672,334)
Healthcare (BlueCross Blue Shield)	\$	(602,484)
Transfers To the ASU Claims Account	\$	(42,523)
Transfers To the Investment Account	\$	-
Total Cash Disbursements	\$	<u>(3,451,189)</u>

Receipts:

Cash Receipt Register	\$	7,420,936
Transfers From the Investment Account		-
Total Cash Receipts	\$	<u>7,420,936</u>

Adjustments:

Misc. Items	\$	-
Total Cash Adjustments	\$	<u>-</u>

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

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06/01/2022 - 06/30/2022

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	5,587,404	15.07%
FIFTH THIRD BANK - ASU Claims Account	36,064	0.10%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	31,445,579	84.83%
TOTAL	\$ 37,069,047	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 49,389
OTHER BANKS	-
TOTAL	\$ 49,389

Monthly Average Rate of Return 0.1332%
 Annual Average Rate of Return 1.599%

Interim statements are subject to adjustments and year-end audit

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

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06/01/2022 - 06/30/2022

Market Value at the Beginning of the Period - 06/01/2022 \$ 31,296,718

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 55,384	
Accrued Interest Paid	(3,768)	
Administrative Expenditures	(2,227)	
Total Net Income/Loss & Expenditures		49,389
<u>Realized Gains or (Loss) From Sales</u>		(4,529)
<u>Market Appreciation</u>		
End of Period	\$ (713,948)	
Beginning of Period	828,571	
Unrealized Gain/(Loss) from Market Appreciation		114,623
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (122,901)	
Current Accrued Income (+)	112,279	
Net Change from Accrued Income		(10,622)

Market Value at the End of the Period - 06/30/2022 \$31,445,579

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 – EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 17)

Since 2002, CATA has extended Route 26 public transit service to apartment complexes (the "Facilities") located north of Lake Lansing Road in East Lansing and Bath Township. This service has been subsidized by the owners of the Facilities through the Student Housing Transit Services Agreement (the "Agreement"). The initial term of the Agreement expired in May 2007, with provision for annual extensions, subject to mutual agreement on service hours and other specific terms. The current extension, Addendum 16, was a one-year agreement and expired on July 31, 2022.

In preparation for Addendum 17 and in order to continue the Agreement for another year through July 31, 2023, Staff has contacted management at the Facilities to confirm ownership and management status, their desire to continue the service, and the expected occupancy at each of the complexes.

Revenue under Addendum 17 is projected to be \$317,361.13. This amount is reduced from last year, as a direct result of modified service levels on Route 26.

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 Addendum 17 to the Student Housing Transit Services Agreement for the period from August 1, 2022, through July 31, 2023, for extended public transit services; on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – PURCHASE OF UP TO SIXTEEN (16) LOW-FLOOR ADA MINIVANS

The State of Michigan, Office of Passenger Transportation has a multiyear contract with Hoekstra Transportation, Inc. for the purchase of fully accessible, low-floor minivans. The vehicles are Chrysler Voyager/Pacifica models, modified by BraunAbility, and will be used to provide transportation on CATA's Spec-Tran service. The procurement process was completed by the State of Michigan and complies with the Americans with Disabilities Act (ADA) and Federal Transit Administration (FTA) requirements. The initial term of contract expires April 30, 2024. Staff has confirmed that CATA is eligible to purchase vehicles off of this contract.

CATA has federal and state grant funds available to purchase up to sixteen (16) of these accessible low-floor minivans, which have a useful life of four (4) years or 100,000 miles, whichever comes first. These new vans would replace all of our remaining 2015 models and some of our 2017 model year vehicles. The base vehicle floor plan is for a 3+2 passenger vehicle with a side ramp, vinyl, fold away seats and has a base price of \$59,010.16 each plus additional options and add-ons, as needed to perform the service and meet customer expectations. Should CATA purchase all sixteen (16) in this order, the total purchase price shall not exceed \$1,050,000.

In addition to Board approval, the purchase of these vehicles is pending successful completion of necessary Buy America audits and in-plant inspections, as required by the FTA.

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 a purchase of up to sixteen (16) accessible low-floor minivans from Hoekstra Transportation, Grand Rapids, Michigan, through the State of Michigan contract, for a total amount not to exceed \$1,050,000, pending successful completion of necessary Buy America audits and inspections, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM - 2022 PROPERTY TAX LEVY

At the August 17, 2022, Board of Directors meeting, a public hearing was held on the Fiscal Year 2023 Budget and the 2022 Property Tax Levy.

Staff recommends that the Board of Directors adopt the following proposed motion as set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2022 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

ACTION ITEM – FISCAL YEAR 2023 BUDGET APPROVAL

At the August 17, 2022, Board of Directors meeting, a public hearing was held on the Fiscal Year 2023 Budget and the 2022 Property Tax Levy.

Staff recommends that the Board of Directors adopt the following proposed motion as set forth below.

PROPOSED MOTION: That the CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budget for Fiscal 2023, upon which public hearing was held at a regular meeting of the Board on August 17, 2022, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities in Fiscal Year 2023 (October 1, 2022, through and including September 30, 2023).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2022 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 17, 2022, are for the purpose of defraying the expenditures and meeting the liabilities of the Authority in providing public transportation.
3. The CEO/Executive Director shall have authority within the overall budget to manage operations and the capital program, as well as to make transfers to and from invested funds, to facilitate daily operations and meet cash flow needs without further approval of the Board.
4. The annual goals and objectives, and the organization charts, as presented with the budget for Fiscal Year 2023 are approved.

INFORMATION ITEMS

AUGUST 17, 2022

1. JUNE RIDERSHIP REPORT
2. JUNE RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JULY 2022
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR JUNE 2022
6. RECYCLE UPDATE
7. ANNUAL UPDATE ON JOB DESCRIPTIONS
8. SALARY RANGES FY 2022-2023

JUNE 2022 RIDERSHIP REPORT

Total system rides – June: 304,228
 Average weekday system ridership 11,650

Average weekday system ridership change June 2022 to June 2021 +3,350

	<u>June 2022 v. June 2021</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+40.6%	+87,865
Monthly Urban Fixed-Route change	+43.1%	+74,385
Monthly MSU campus ridership change	NA	+918
Monthly Spec-Tran ridership change	+10.1%	+1,830
Monthly Total Paratransit ridership change	+13.7%	+3,019

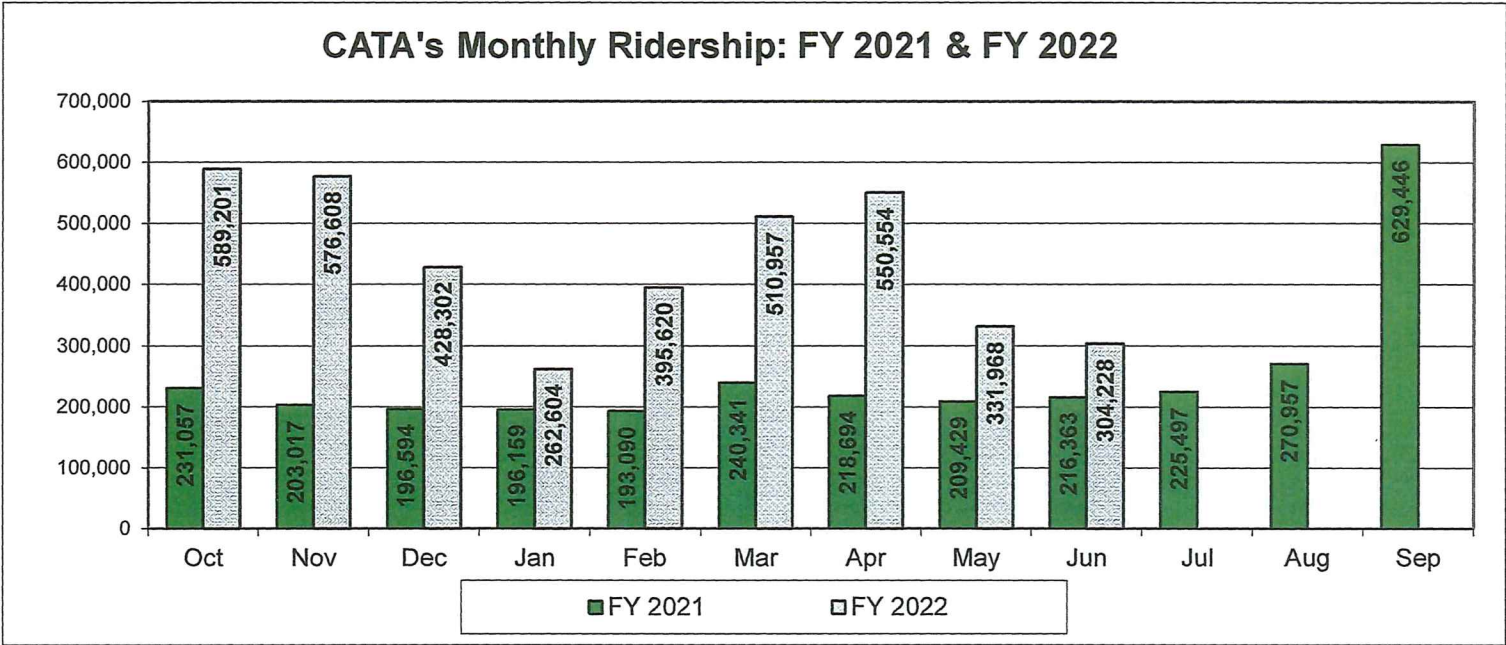
Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.

FY 2022 YEAR-TO-DATE RIDERSHIP

Total system rides – FY 2022: 3,950,042

	<u>FY 2022 vs. FY 2021</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+107.4%	+2,045,298
Year-to-Date Spec-Tran ridership change	+24.4%	+34,933
Year-to-Date Total Paratransit ridership change	+32.5%	+56,360

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.



INFORMATION ITEM - FUEL PURCHASE FOR JULY 2022

The following lists our prices for diesel fuel for July 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
07/06/2022	\$3.7455
07/11/2022	\$3.9245
07/20/2022	\$3.7591
07/25/2022	\$3.5940
07/29/2022	\$3.9977
FY 2022 Current average per gallon fuel cost	\$3.80
FY 2022 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
July 20, 2022**

Guest Speaker:

In honor of Disability Pride Month, which occurs in the United States every July to commemorate the passing of the landmark Americans with Disabilities Act in July 1990, Paratransit Manager Craig Frazier prepared a presentation to educate the DEI Task Force Committee on how the ADA protects people with disabilities from discrimination.

Presentation Topics:

- Disability Awareness
- Disability Interactions
- Customer Service
- Reasonable Modification
- Service Animals

Respectfully submitted,

Marshea Brown
Co-Chair, DEI Task Force
Director of Human Resources

Lolo Robison
Co-Chair, DEI Task Force
Director of Marketing, CX & PIO



LOCAL ADVISORY COMMITTEE
MEETING via ZOOM & CATA BOARD ROOM

WEDNESDAY, JUNE 1, 2022, 3:30 P.M.

MEMBERS PRESENT: Deb Wiese, Chair
Kellie Blackwell, Vice Chair
Ronald Marsh
George Hanley
Erin Shannon
Diana Paiz
Geneva Smith

MEMBERS NOT PRESENT: Janeile Cannon

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Bradley Funkhouser, Andrew Brieschke, Craig Frazier, Todd Brooks, Dan Goodemoot, Jennifer Burgess, and Renee Sumerix

GUESTS: Nancy Lohr (Transdev)

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:30 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF JUNE AGENDA

MOTION:

A motion to approve the June 2022 Agenda was moved by Kellie Blackwell and supported by Erin Shannon.

VOTE:

Motion passed unanimously.

APPROVAL OF APRIL MINUTES

MOTION:

A motion to approve the April Meeting Minutes was moved by Kellie Blackwell and supported by Erin Shannon.

VOTE:

Motion passed unanimously.

BOARD LIAISON REPORT – Doug Lecato

Doug Lecato gave his report.

LAC CHAIR COMMENTS:

Chair Wiese stated that LAC member Janiele Cannon emailed her resignation earlier today. She has resigned for personal reasons and her resignation will be effective today, June 1, 2022. She will be deeply missed and we are sorry to see her go.

Chair Wiese thanked Nancy Lohr from Transdev for inviting LAC members to the monthly Safety Meeting which was held on May 26, 2022. There were five (5) sessions and LAC representatives were given thirty minutes in each session to present information and engage with the drivers. Chair Wiese stated that the event was a great success and thanked LAC members, both past and present, that participated in the event.

CATA CEO REPORT – Bradley Funkhouser

Job Fair

Bradley Funkhouser reported that in the last couple months CATA has been trying to get back on track after surviving the pandemic. In May, CATA hosted a job fair and received 114 applications resulting in two (2) operator classes with 20 applicants in each. The job fair was a great success and CATA plans on scheduling more job fairs in the summer.

CATA's 50th Anniversary

Bradley Funkhouser shared that CATA recently celebrated our 50th anniversary. The celebration took place here at CATA with several LAC members in attendance. In commemoration, CATA unveiled a new logo, representing our legacy which will be displayed on new driver uniforms. Mr. Funkhouser stated that CATA has a rich history and many reasons to celebrate. He also expressed his enthusiasm for CATA's future and continuing to expand service.

Regional Coordination

Bradley Funkhouser expressed his appreciation for the LAC and their continual support. Mr. Funkhouser also stated that conversations between CATA and EATRAN Board members have included collaborating on services and the new employment center. CATA has applied for both federal and state grants to undertake pilot projects across county lines. He believes that it is the right time to now launch historic service changes. More to come as these projects develop.

Chair Wiese inquired about the status of the grant associated with the pilot for holiday service.

Bradley Funkhouser confirmed that the federal and state grant applications for the pilot have been submitted and will be used with the intent of running holiday service regionally across all three (3) counties.

Doug Lecato appreciated CATA's 50th Anniversary celebration. Mr. Lecato stated that the event was a great success with various community leaders, representatives from other transit agencies and CATA staff in attendance. There was an award ceremony and a full-sized electric bus on display offering rides.

Chair Wiese echoed Mr. Lecato's remarks.

Diana Paiz inquired whether the electric buses include wheelchair accessibility and whether operators are allowed to wear masks now that the mask mandate has been removed by the Centers for Disease Control (CDC).

Bradley Funkhouser stated that the electric bus that was on display for CATA's 50th anniversary was only a demo. He confirmed that any electric bus purchased by CATA in the future will include wheelchair accessibility. Mr. Funkhouser also stated that operators are allowed to wear masks and CATA follows the CDC recommendation that mask mandates on public transportation be in accordance with federal and state regulations. CATA will continue to stay in touch with the Ingham County Health Department (ICHHD) for additional guidance.

ACTING DIRECTOR OF OPERATIONS – Todd Brooks

Art Festival

Todd Brooks reported that CATA partnered with the City of East Lansing and the East Lansing Art Festival on Saturday, May 21st and Sunday, May 22nd. Mr. Brooks stated that it was great for CATA to be able to continue this partnership once again after the pandemic.

Operator Class

Todd Brooks stated that a new operator class began on Monday, May 23rd. Both himself and Craig Frazier had the opportunity to sit down with the new hires and go over some training. Mr. Brooks reported that he was very pleased with the questions they asked and how attentive the students were. Another class will begin on July 11th and he is looking forward to another equally good group of drivers.

Cross Training

Todd Brooks stated that the Operations Department will be engaged in cross training over the summer. Although this has not been done in the past, some supervisors have requested the training and believe it is an excellent idea to have a street supervisor trained as an operations supervisor and vice-versa.

New Operations Coordinator

Todd Brooks stated that CATA has recently hired Renee Sumerix as CATA's new Operations Coordinator. Mr. Brooks expressed that Ms. Sumerix has been a great addition to the Operations Department and she has already begun assisting with payroll, time off and uniforms.

PARATRANSIT OPERATIONS MANAGER REPORT – Craig Frazier

Craig Frazier echoed Mr. Brooks' last remarks.

Williamston Senior Center

Craig Frazier also stated that he attended the Williamston Senior Center meeting two (2) weeks ago to discuss CATA's services and how connections can be made easily whether a rider is using CATA's Rural Service, Connector, or Spec-Tran. Mr. Frazier

noted that some of the seniors were not aware of all CATA's services and he was happy to be able to share the information with them. He will continue to have further discussions with the group and explore opportunities for the future.

Senior Volunteer Program

Craig Frazier reported that he met with representatives from the Senior Volunteer Program to share data and answer questions. Normally the meeting takes place annually, yet due to COVID-19 they have not been able to meet for the last three (3) years. Mr. Frazier stated that there were over 65 people in attendance and that he received very positive feedback.

TransitMaster

Craig Frazier noted that CATA's IT Department is in the final stages of implementing TransitMaster. This software enables CATA to live-track its vehicles and assist the dispatch team with providing additional services to riders. Mr. Frazier expressed his enthusiasm for this improvement in service and extended his gratitude to Dan Goodemoot, Director of IT and his team.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell

Kellie Blackwell gave her report.

Chair Wiese proposed that the strategic planning meetings be scheduled with two (2) sessions from 10:00 a.m.-2:00 p.m. or 3:00 p.m. with lunch included. This proposal has also been presented to the LAC members.

The next SQS meeting is scheduled for July 6, 2022 and Kellie Blackwell, Erin Shannon, Ronald Marsh, Diana Diaz and George Hanley are all available.

TRANSDEV REPORT – Nancy Lohr

Nancy Lohr gave her report.

OLD BUSINESS:

None

NEW BUSINESS:

Chair Wiese introduced Kellie Blackwell's reappointment to the LAC for a three-year term.

MOTION:

A motion to reappoint Kellie Blackwell to the LAC for a three-year term was moved by Erin Shannon and supported by Diana Paiz.

VOTE:

Motion passed unanimously.

Discussion on the implementation of the wait-stop program will begin in July 2022 with disability network for training. Trips are still available during implementation and updates will be provided moving forward.

MOTION:

A motion to accept Jeffrey S. Allshouse's application was moved by Kellie Blackwell and supported by Erin Shannon.

VOTE:

Motion passed unanimously except for George Hanley who abstained.

Diana Diaz expressed her delight that the LAC meetings are public and that the public has an opportunity to speak. She also shared her experience regarding a driver who was honest with an overpayment. Ms. Diaz appreciated Mr. Frazier and Ms. Lohr efforts in identifying the driver so that she could thank him personally.

Kellie Blackwell announced that the Americans with Disability Act (ADA) 32nd Anniversary will be on July 26, 2022. She included that there will be many disability organizations with the events in the area.

PUBLIC COMMENT:

None

ADJOURNMENT

MOTION:

A motion to adjourn was made by George Hanley and supported by Kellie Blackwell.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:41 p.m.

Respectfully submitted,

Renee Sumerix
Operations Administrative Coordinator

CATA Memorandum

To: All CATA Employees
 From: Norm VanAlstine, Facilities Manager
 Date: 7/20/2022
 Sub: Recycling Update / LBWL rebate



Weight and Proceeds

To date we have successfully recycled over **432,000** total pounds of materials for a profit of \$22,489.46.

SINCE	MATERIAL BEING RECYCLED	\$	LBS
2006	CRUSHED OIL FILTERS	\$3,158.58	65,894
2010	CARDBOARD	\$143.40	30,600
2010	WHITE LEDGER	\$2,559.50	64,550
2010	MIXED PAPER	\$151.95	19,985
2010	#1 PLASTIC	\$3.10	1090
2010	#2 PLASTIC	\$6.20	1420
2010	#3-7 PLASTIC	\$0.00	
2009	WIRE	\$575.00	1030
2011	AUTO CAST	\$12,768.51	149,280
2011	ALUMINUM (MISC&IRONY)	\$1,189.00	4860
2011	MISC BRASS	\$251.20	314
2011	BATTERIES	-\$2,143.99	3618
2009	LIGHTING	-\$3,367.45	
2011	POLYSTYRENE	\$0.00	
2011	SHRINK WRAP	\$0.00	64
2011	RADIATORS	\$3,327.75	5984
2013	E SCRAP	\$191.72	2840
	SCRAP METAL (PADNOS)	\$3,674.99	80640
	TOTALS	\$22,489.46	432169

LBWL Hometown Energy Savers (no updated)

CATA received a rebate check in the amount of \$33,779.71 from Lansing Board of Water and Light's Hometown Energy Savers Program. Facilities Department has been upgrading expired fixtures with LED lighting which qualifies for these rebates in addition to lower operating costs. Total rebates are \$34,841.71.

INFORMATION ITEM – ANNUAL UPDATE OF JOB DESCRIPTIONS

Board Policy #102, administrative personnel policy, includes a provision for the CEO/Executive Director to present to the Board at the time of the budget approval, new job positions which are recommended and job descriptions that have been changed. All the positions to be approved are in the organization charts that are included in the Operating and Capital Budget FY 2022-2023 that was submitted to the Board. The salary ranges for all positions, including new positions, is submitted in this Board packet as a separate information item. Changes to the salary ranges are recommended for fiscal year 2022-2023.

New positions include the following:

1. Marketing Executive Assistant
This position assists the Director of Marketing in an administrative capacity along with the marketing department.
2. Planning Intern
This position provides support in a learning capacity to the planning and development department.
3. Senior Manager, Data Analytics
This position provides direct support to the Director of Planning and Development and is responsible for data analysis, management, and reporting for the CATA transit system.

Revisions to the following positions are proposed:

1. Deputy CEO – Updated duties
2. Director of Human Resources – Updated duties
3. Director of IT – Updated duties
4. Executive Assistant – Revised job title and updated duties
5. Grants Administrator – Updated duties
6. Grants Manager – Updated duties
7. Human Resources Intern – Updated duties
8. Human Resources Manager – Updated duties
9. Operations Administrative Coordinator – Revised job title and updated duties
10. Paratransit Scheduler/Dispatcher – Updated duties

11. Training Supervisor – Updated duties

MARKETING – EXECUTIVE ADMINISTRATIVE ASSISTANT

Job Summary - Essential Functions:

This position is responsible for administrative duties to support Director of Marketing and Customer Experience, as well as the marketing department overall.

The essential functions include:

- Perform a variety of administrative duties ranging in complexity, for the Director of Marketing and Customer Experience, as well as the marketing department overall.
- Secure and furnish information for compiling reports.
- Composition, typing, and data entry for correspondence, records, and reports, transcribe letters, take extensive notes and minutes.
- Support budget management of department by assisting with input of expenses, management of credit card receipts, and other budget related items.
- Tracks and disseminate token donation in accordance with Board policy
- Maintain confidentiality of privileged and sensitive information.
- Perform administrative duties such as filing, phones, sorting mail, scheduling, and follow-through.

Reports To:

Director of Marketing and Customer Experience

Duties:

- Arrange meetings and set up appointments for the Director of Marketing and Customer Experience and Marketing team as assigned.
- Maintain service and quality standards.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the Director of Marketing and Customer Experience.

Qualifications:

- Must have a combination of experience, education and training which provides the required knowledge, abilities, and skills to effectively perform the responsibilities of this position including a minimum of three years in an administrative support role.
- Previous experience in a marketing or customer service department a plus.
- Outstanding employee and customer relations skills and experience.
- Must be flexible, self-motivated, have excellent problem-solving skills and follow-through.
- Must possess excellent skills in Microsoft Office Suite, including Word, Outlook, Excel and PowerPoint. Superior typing and data entry skills are required.
- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.

- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to react productively to change.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: November 17, 2021

PLANNING INTERN

Job Summary - Essential Functions:

The Planning Intern provides direct support to the Planning Department and is responsible for assigned projects and tasks.

The essential functions include:

- Lead or provide support for projects as assigned by the Planning Department.
- Knowledge and application of transit concepts such as route design and transit-oriented development.
- Itemize different products and maintain a database.
- Summarize information and present overviews to department management.
- Assist in development materials for presentations, meetings, and outreach.
- Aid with bus surveys as assigned, including ridership counts and time data.
- Perform other duties as assigned.

Reports To:

Director of Planning and Development

Duties:

- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other HR duties as requested by the Director of Planning and Development.

Qualifications:

- Two years of college study leading toward a bachelor's degree in a planning related field preferred.
 - Knowledge of GIS mapping software and GPS is a plus.
 - Knowledge of CATA's transit system or any urban transit service is helpful.
 - Proficient computer skills, including Microsoft Office (Word, PowerPoint and Excel).
 - Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
 - Able to perform essential functions and duties and to perform other tasks as assigned.
 - Cooperative, willing to work with and learn from others, and able to respond productively to change.
 - Punctual and reliable attendance.
-

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: May 24, 2022

SENIOR MANAGER, DATA ANALYTICS

Job Summary- Essential Functions:

The Senior Manager, Data Analytics provides direct support to the Director of Planning and Development and is responsible for data analysis, management, and reporting for the CATA transit system and conducting surveys and other data gathering efforts. Responsibilities require flexibility in working outside of normal business hours.

The essential functions include:

- Develop and analyze ridership and productivity reports.
- Analyze data and material factors for the CATA transit system and Departments (Executive, Planning, Operations, Finance, etc.).
- Analyze route and stop specific data for service evaluation and planning.
- Collect data that needs to be reported via established sources.
- Ensure accurate data reported to FTA, MDOT, and other governmental agencies.
- Monitor key performance indicators and data systems.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Develop reports as requested by the Director of Planning and Development.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

Director of Planning and Development

Duties:

- Analyze ridership and other data for various departments as needed.
- Conduct monthly system performance analysis using a variety of data sources.
- Prepare route specific analysis to be used in determining service adjustments.
- Conduct analysis of various route and system specific performance characteristics.
- Assist consultants in the development of reports, data collection, etc.
- Make presentations and represent CATA at meetings, public hearings, etc.
- Proactively study data to determine areas where improvement is warranted.
- Work proactively and maintain positive relationship with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.

- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as requested by the Director of Planning and Development.

Qualifications:

- Bachelor's or master's degree or similar educational background with coursework in statistics and financial analysis.
- Must be highly experienced with computer software including Microsoft Excel, Access, PowerPoint, Outlook, Word, and other analytical software and computer applications used at CATA.
- Five or more years of experience in data/quality control required.
- Experience with transit software programs preferred.
- Experience in the public transit industry strongly preferred.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: February 11, 2022

DEPUTY CEO

Job Summary-Essential Functions:

The Deputy CEO participates on the Executive Staff, provides direct support to the CEO/Executive Director, supports the management team in resolving organization and service delivery issues, and manages the Procurement and Contracts, Service Planning, System Planning, Grants, and Facilities Departments. Responsibilities require flexibility in working outside of normal business hours.

The essential functions include:

- Assist the CEO/Executive Director in coordinating CATA Board of Directors meetings and activities.
- Act on behalf of the CEO/Executive Director as assigned and per Board policies.
- Coordinate with the Director of Finance and staff to develop and manage the annual Operating and Capital Budgets and five-year Financial Plan, as approved by the CEO/Executive Director and the Board.
- Develop special reports, policies, procedures and data analyses for the CEO/Executive Director, Board of Directors, and funding agencies.
- Maintain local, state and federal governmental relations.
- Assist with the development of the Authority's Strategic Plan and progress on goals and objectives.
- Assist staff in adhering to organizational priorities through effective communication and guidance efforts.
- Maintain current knowledge of pertinent federal, state and local regulations and requirements, and developments and recommend actions.
- Facilitate the management and implementation of major projects to successful conclusion.
- Participate in the recruitment, hiring, career development, and organizational structure of the subordinate staff.
- Provide effective management of the Maintenance, Operations, Facilities, and Training Departments.
- Perform responsibilities of Assistant Executive Director as set forth in Board Policies, contracts, and directives where that position title is used.
- Effectively represent the Authority with the public, municipalities, and government agencies and units.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- Assist the CEO/Executive Director, as requested.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

CEO/Executive Director

Supervises:

Director of Maintenance, Director of Operations, Facilities Manager, Training Supervisor, and Executive Department Administrative Assistant.

Duties:

- Serve as the Authority's EEO/Civil Rights Officer.
- Maintain effective working relationships with governmental units and agencies.
- Assist with the development of the annual budget and five-year financial plan.
- Coordinate the preparation of the monthly Board of Director packets.
- Assist CEO/Executive Director in staffing Board Committees.
- Active member of the labor negotiations team.
- Assist in preparing for the federal triannual audit.
- Implement special projects as assigned by the CEO/Executive Director.
- Participate in various standing committees.
- Work with CEO/Executive Director to develop future business opportunities and to advance the Strategic Plan.
- Work proactively and maintain positive relationships with administrative and union personnel.
- Provide required data, materials, and/or reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Knowledgeable about all job functions, policies, procedures, and contractual agreements.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the CEO/Executive Director.

Qualifications:

- A Bachelor's degree and a minimum of seven years of management experience, with five years management experience in public transportation preferred.
- Excellent knowledge of federal, state, and local laws, legislative mandates, policies, and guidelines related to the administration of public agencies.
- Excellent knowledge of the principles and practices of leadership, including employee relations, motivation, training, delegation and employee discipline.
- Must possess a valid Michigan driver's license with eligible driving status (not restricted).
- Strong aptitude for attention to detail and accuracy.
- Strong written and oral communication skills, presentation skills, and ability to translate financial terms.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.

- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: October 11, 2017
Updated: December 6, 2021

DIRECTOR OF HUMAN RESOURCES

Job Summary- Essential Functions:

The Director of Human Resources participates on the Executive Staff and manages all aspects of the Human Resources Department, including maintaining and enhancing CATA's human resources by planning, implementing, and evaluating effective employee relations and human resources policies, programs, and practices. Responsibilities require flexibility in working outside of normal business hours.

The essential functions include:

- Provide effective leadership for the Human Resources Department.
- Develop and support customer-oriented culture among employees that emphasizes quality, continuous improvement, and high performance.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Provide compensation and benefits administration.
- Develop and administer human resources policies, programs, and procedures.
- Develop and manage Human Resources Department budget, as approved by the CEO/Executive Director and the Board.
- Direct and administer labor relations with the labor union, maintain compliance with the Labor Agreement, and lead negotiations as to the Labor Agreement,
- Maintain consistent and effective Management-Union working relationships.
- Support Executive Department in development and management of organization structure and charts, the five-year staffing plan, and job responsibilities of employees.
- Administer and ensure compliance with CATA's equal employment policies and substance abuse programs.
- Lead the company's Diversity, Equity, and Inclusion program.
- Effectively represent the Authority with the public, municipalities, and government agencies and units.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Know and apply the Labor Agreement, Work Rules, and employment policies and procedures.
- Assist the CEO/Executive Director, as requested.
- Provide backup and relief for other Departments.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

CEO/Executive Director

Supervises:

Human Resources Manager
Human Resources Generalist
Human Resources Assistant
Human Resources Recruiting Specialist

Human Resources Intern

Duties:

- Maintain organization staff by establishing recruiting, testing, and interviewing programs, counseling managers on candidate selection, conducting and analyzing exit interviews, and recommending changes.
- Develop and administer employee appreciation and support events and programs.
- Prepare employees for assignments by establishing and conducting orientation and training programs.
- Maintain compensation plans by conducting periodic compensation surveys; assist with scheduling and conducting job evaluations; prepare compensation budgets; monitor and schedule individual compensation actions; recommend, plan, and implement pay structure revisions.
- Maintain employee benefit programs and inform employees of benefits.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; and representing the organization at hearings with outside organizations, agencies, and parties.
- Maintain management guidelines by preparing, updating, and recommending human resources policies and procedures.
- Oversee Department recordkeeping, both electronically and in paper, to ensure efficient, accurate, and complete recordkeeping of files and documents relating to employee fringe benefits, including health and retirement plans.
- Oversee the fringe benefits administration.
- Develop and submit all federal, state, and local required reports relating to human resources.
- Ensure compliance with the Administrative Employee Guidebook.
- Work proactively and maintain positive relationships with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures and contractual agreements.
- Perform other duties as required by the CEO/Executive Director.

Qualifications:

- College Bachelor's degree and a combination of experience and education that provides the required knowledge, abilities, and skills to effectively perform the responsibilities of this position.

- Thorough understanding of human resources principles and practices and applicable laws and regulations.
- Five (5) years management/staff level experience in human resources management (public transit experience preferred), including union labor negotiations, oversight of union labor contracts, fringe benefit administration, and legal compliance responsibilities.
- Able to supervise, train, and motivate employees.
- Must possess a valid Michigan driver's license with eligible driving status.
- Proficient computer skills including Microsoft Office Suite, Access, and applicable software for human resources, Microsoft Silverbrook preferably.
- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: May 20, 2016
Updated: September 24, 2021

DIRECTOR OF INFORMATION TECHNOLOGY SERVICES

Job Summary - Essential Functions:

The Director of Information Technology Services is responsible for management of CATA's information technology ("IT") services to ensure optimum reliability and efficiency of all systems.

The essential functions include:

IT Strategy:

- Drive the IT vision and strategy to enable achievement of the organization's objectives.
- Collaborate with executive leadership and business partners to define, develop and prioritize execution of IT strategy.
- Ensure alignment of IT strategy with CATA's priorities and strategic plan.
- Monitor changes or advancements in technology to discover ways CATA may gain competitive advantage
- Analyze the costs, value and risks of information technology to advise CATA's leadership and suggest actions

Leadership and Project Management:

- Serve as the technical lead for all IT projects, identifying project scope, delivery mechanism, timelines, and key resources.
- Keep project sponsor abreast of project deliverables and barriers to success.
- Maintain and update the disaster recovery system and plan and conduct periodic tests of the disaster recovery system.
- Evaluate various resources, including new hardware and software applications and system upgrades, to ensure that all systems are integrated to the maximum extent possible and operating at peak efficiency within available resources.
- Responsible for coordinating employee training for IT systems.
- Responsible for all network security, including passwords, and secure storage of back-up media.

IT Operations:

- Manage the day-to-day operations of the Information Technology Services department.
- Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits.
- Design and customize technological systems and platforms to improve customer experience.
- Ensure adequate inventories of computer supplies and materials, including all required licenses.
- Responsible for all network security, including passwords, and secure storage of back-up media.
- Perform daily and preventative maintenance and troubleshooting on all CATA personal computers, printers, servers, and network equipment
- Plan the implementation of new systems and provide guidance to IT professionals and other staff within the organization.

- Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance.

Administrative:

- Serve as a member of the Executive Team
- Build effective relationships with all departments in order to determine priorities and align support CATA's goals.
- Provide overall supervision of the IT staff and provide oversight of team activities; assign duties; establish performance standards; provide staffing and training & development recommendations.
- Develop and manage the ITS Department budget as approved by the CEO/Executive Director and the Board.
- Approve purchases of technological equipment and software and establish partnerships with IT providers.
- Provide timely, reliable, and effective reports and communications, written and verbal.
- Know and apply CATA policies and procedures.

Reports To:

CEO/Executive Director

Supervises:

Information Technology Services Technicians

Duties:

- Lead IT team and oversee daily operations of the IT department.
- Design and implement IT strategies and infrastructure.
- Identify, advise on and eliminate IT related security risks.
- Collaborate with other departments to analyzes business requirements for IT needs and systems.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures and contractual agreements.
- Perform other duties as required by the CEO/Executive Director.

Required Competencies:

- Information Technology Expertise (IT Knowledge)
- Adaptability
- Business Acumen
- Change Management
- Critical Evaluation
- Communication
- Project Management

- Results Orientation

Qualifications:

- Bachelor's degree in Computer Science or Information Systems or related field, or equivalent combination of experience and education or training.
- Thorough knowledge of current Windows operating systems for server, networked printers, LANs, and WANs.
- Five years of supervisory and/or leadership experience.
- Experience with transit software programs preferred.
- Able to maintain, repair, and troubleshoot information technology systems, computer, printer, and network problems.
- Able to lift and move parts, some in excess of forty (40) pounds.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: 10/14/2019
Reviewed: 9/8/2021

EXECUTIVE ASSISTANT

Job Summary - Essential Functions:

Participates as an effective member of the CATA administrative and management team and performs all duties described. The Executive Assistant is responsible for all administrative responsibilities in the work of the CEO/Executive Director. The Executive Assistant also serves as the Secretary to the Board. Excellent interpersonal skills, organizational ability, judgment, discretion, confidentiality, effective communications, problem-solving skills, multitasking, and initiative are critical for this position.

The essential functions include:

- Perform a variety of more complex secretarial and minor administrative duties for the CEO/Executive Director.
- Secure and furnish information for compiling reports using operational office equipment.
- Maintain sufficient knowledge of the organization, policies, and personnel to make minor administrative decisions exercising independent judgment.
- Composition, typing and data entry for correspondence, records, and reports, transcribe letters, take extensive notes and minutes.
- Serve as Recording Secretary to the Board; be responsible for producing the agenda, minutes of the Board meeting, and other pertinent documentation to the Board; maintain file of resolutions, minutes, agendas, and all correspondence to the Board; maintain current address and telephone numbers of Board Members; maintain policies of the Board and official documents to CATA.
- Maintain confidentiality of privileged and sensitive information.
- Maintain grievance files, monitor time requirements, and prepare necessary paperwork on a continuing basis.
- Assist with employee appreciation and public appreciation projects.
- Perform administrative duties such as filing, phones, sorting mail, scheduling, and follow-through.

Reports To:

CEO/Executive Director

Duties:

- Assist other departments, as needed, in typing, research, and gathering data.
- Make travel arrangements for the Executive Office, Board Members, and other CATA employees. Compile travel and expense accounting for the Executive Office and Board Members as appropriate.
- Arrange meetings and set up appointments for the Executive Office.
- Provided clerical assistance as necessary for the Assistant Executive Director.
- Arrange scheduling for meetings to be held in the CDL conference room and the Board Room.
- Provide supervision with required data, materials, and/or reports, both oral and written.

- Follow high standards and practices at all times, including adherence to CATA's commitment to equal opportunity.
- Maintain service and quality standards.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the CEO/Executive Director.

Qualifications:

- Must have a combination of experience, education and training which provides the required knowledge, abilities, and skills to effectively perform the responsibilities of this position including a minimum of five years as an Assistant Secretary to an Executive level position.
- Outstanding employee and customer relations skills and experience.
- Must be flexible, self-motivated, have excellent problem-solving skills and follow-through.
- Must possess excellent skills in Microsoft Office Suite, including Word, Outlook, Excel and PowerPoint. Superior typing and data entry skills are required.
- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to react productively to change.
- Attendance as necessary to meet ongoing service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: June 1, 2004
Reviewed: November 8, 2019
December 6, 2021

GRANTS ADMINISTRATOR

Job Summary - Essential Functions:

The Grants Administrator provides direct support to the Director of Planning and Development and is responsible for applying for all local, state, and federal grants, and assists in developing the four-year Transportation Improvement Program, Annual Program, other long-range capital equipment plans, and other duties as directed by the Director of Planning and Development. Responsibilities require flexibility in working outside of normal business hours.

The essential functions include:

Project Planning (20%)

- Assists with compiling and preparing the Transportation Improvement Program (TIP).
- Assists Project Managers in administering grant funded projects.
- Assists in developing public transportation data required for the Regional Long-Range Plan and Unified Planning Work Program.
- Prepares records and administer changes in grant-funded projects recommended by Capital Committee.
- Attend external regional resource and advisory committee meetings as needed.

Grant Application (20%)

- Compiles information for completion and submission of timely applications for local, state, and federal grants.
- Assists consultants in the development of reports, data collection, etc. relative to grants.
- Provides required data, materials, and reports, both oral and written.
- Completes all federal, state, and local grant required reports for timely submission.

Award Management (30%)

- Monitors and reports on grant progress and compliance with the grant budget, schedule, and terms and conditions.
- Provides timely, reliable, and effective reports and communications, written and oral.
- Assigns capital funding to approved capital projects.
- Assists with requisition creation for approved capital projects.
- Completes quarterly milestone reports as required.
- Provides reports and records to granting agencies as requested.
- Obtains federal and state concurrence approval for disposition of grant-funded assets.

Transactional/Operational (15%)

- Processes invoices for capital projects.
- Tracks and monitors grant portion of Vehicle Acquisition Process.

- Works closely with the Finance Department to ensure approved budget revisions, grant amendments, and requests for grant reimbursements are implemented accurately.
- Maintains transit fleet information for local, state, and federal grants
- Assists with the development of public transportation data required for the submission, implementation, review, and updating of plans and programs, including Regional Coordination Plan, Regional Long-Range Plan, the Unified Planning Work Program transit element, and the annual capital and operating requirements.

Compliance (15%)

- Assists with the preparation and participate in the Federal Transit Administration Triennial Review and with any other grant agency audits.
- Maintains full understanding of grant regulatory compliance requirements.
- Serves as a resource to other departments to understand their duties regarding regulatory compliance.

Reports To:

Director of Planning and Development

Duties:

- Coordinates and compiles information for grants applications and required reporting.
- Monitors and tracks information for grants programs.
- Work proactively and maintain positive relationships with administrative and union personnel.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and more than 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the Director of Planning and Development.

Qualifications:

- Bachelor's degree in planning, finance, or similar concentration, with coursework in transportation planning preferred.
- Expert computer skills, including Microsoft Office Suite and other computer applications used at CATA.
- Experience with Federal Transit Administration Grant Writing software (TrAMS, formerly TEAM) and MDOT software (PTMS) preferred.
- Minimum three (3) years' experience in grants administration, with public transit grants administration preferred.

- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: May 17, 2019
Updated: September 24, 2021

GRANTS MANAGER

Job Summary - Essential Functions:

The Grants Manager provides direct support to the Director of Planning and Development and is responsible for assisting in the applying for all local, state, and federal grants, and assists in developing the four-year Transportation Improvement Program, Annual Program, other long-range capital equipment plans, and other duties as directed by the Director of Planning and Development. Responsibilities require flexibility in working outside of normal business hours.

The essential functions include:

Project Planning (10%)

- Compiles and prepares the Transportation Improvement Program (TIP).
- Assists Project Managers in administering grant funded projects.
- Assists in developing public transportation data required for the Regional Long-Range Plan and Unified Planning Work Program.
- Prepares records and administers changes in grant-funded projects recommended by Capital Committee.
- Attends external regional resource and advisory committee meetings.

Grant Application (15%)

- Compiles information for completion and submission of timely applications for local, state, and federal grants.
- Assists consultants in the development of reports, data collection, etc. relative to grants.
- Provides required data, materials, and reports, both oral and written.
- Assists in completion of all federal, state, and local grant required reports for timely submission.

Award Management (30%)

- Monitors and reports on grant progress and compliance with the grant budget, schedule, and terms and conditions.
- Provides timely, reliable, and effective reports and communications, written and oral.
- Assigns capital funding to approved capital projects.
- Assists in completion of quarterly milestone reports as required.
- Provides reports and records to granting agencies as requested.
- Obtains federal and state concurrence approval for disposition of grant-funded assets.

Transactional/Operational (30%)

- Works closely with the Finance Department to ensure approved budget revisions, grant amendments, and requests for grant reimbursements are implemented accurately.
- Assists in updating Transit Asset Management Plan as needed.
- Develops public transportation data required for the submission, implementation, review, and updating of plans and programs, including Regional

Coordination Plan, the Unified Project Work Program transit element, and the annual capital and operating requirements.

Compliance (15%)

- Prepares and participates in the Federal Transit Administration Triennial Review and with any other grant agency audits.
- Maintains full understanding of grant regulatory compliance requirements.
- Serves as a resource to other departments to understand their duties regarding regulatory compliance.
- Assists in reviewing grant award reimbursement requests.
- Attends external regional resource and advisory committee meetings.
- Maintains full understanding of grant regulatory compliance requirements.
- Serves as a resource to other departments to understand their duties regarding regulatory compliance.

Reports To:

Director of Planning and Development

Duties:

- Plan and implement grant programs, including researching funding opportunities, preparing budgets, and monitoring expenditures.
- Work proactively and maintain positive relationships with administrative and union personnel.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and more than 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the Director of Planning and Development.

Qualifications:

- Bachelor's degree in planning, finance, or similar concentration, with coursework in analytics transportation planning preferred.
- Expert computer skills, including Microsoft Office Suite and other computer applications used at CATA.
- Experience with Federal Transit Administration Grant Writing software (TrAMS, formerly TEAM) and MDOT software (PTMS) preferred.
- Minimum three (3) years' experience in grants administration, with public transit grants administration preferred.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Able to perform essential functions and duties and to perform other tasks as assigned.

- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: October 10, 2019
Updated: September 24, 2021

HUMAN RESOURCES INTERN

Job Summary - Essential Functions:

The Human Resources Intern provides direct support to the Human Resources Director and is responsible for assigned HR and administrative tasks.

The essential functions include:

- Completed projects as assigned by HR Director.
- Lead or provide support for projects as assigned by the HR Director.
- Provide administrative support to the HR team for conducting phone screens, scheduling interviews, completing reference checks, and scheduling drug screens & physicals/processing background checks.
- Assist with on-boarding activities for new hires.
- Follow up on document collection.
- Greet and assist employees who visit the HR Service Center.
- Maintain confidentiality in all interactions in the HR Department.
- Process requests for tuition reimbursement and other check requests.
- Provide support for CATA sponsored events.

Reports To:

Director of Human Resources

Duties:

- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other HR duties as requested by the HR Director.

Qualifications:

- Associate degree or two years of college study leading toward a bachelor's degree in an HR related field
- Must possess a valid Michigan driver's license with eligible driving status
- Able to lift and move supplies, some in excess of thirty (30) pounds
- Proficient computer skills, including Microsoft Office (Word, PowerPoint and Excel); Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction
- Able to perform essential functions and duties and to perform other tasks as assigned
- Cooperative, willing to work with and learn from others, and able to respond productively to change

- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: May 1, 2019
Updated: September 24, 2021

HUMAN RESOURCES MANAGER

Job Summary - Essential Functions:

The HR Manager ensures the day-to-day operations of the HR department run smoothly, with the support of the HR team. The HR Manager provides strategic support to CATA leadership for hiring, performance management, and terminations. Responsibilities require flexibility in working outside of normal business hours.

The essential functions include:

- Partner with hiring managers to create recruiting strategy and plan for open positions. Initiates requisition and coordinates recruiting support from HR team for the talent acquisition process.
- Oversee and administer the Drug and Alcohol program.
- Collaborate with HR Director and HR team to create learning and development programs and initiatives that provide internal development opportunities for employees.
- Respond to employee requests and answer questions to ensure understanding and provide great customer service to our employees.
- Direct benefit audits to ensure compliance and accuracy of records.
- Manage escalated worker's compensation claims.
- Manage retirement programs, including administrative employee pension, union employee pension and 457(b) plan and act as a resource for HR team and employee questions.
- Conduct new-hire orientation in partnership with HR team to effectively onboard new hires.
- Support supervisors and managers in administering the collective bargaining agreement, work rules, and administrative policies.
- Recommend acceptable courses of action related to corrective action and provide support to leadership during corrective action meetings.
- Document employee relations issues as appropriate.
- Promote HR programs to create an efficient and conflict-free workplace.
- Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations.
- Provide support for employee recognition activities and events.
- Establish procedures and facilitate internal department audits to ensure accurate employee file maintenance.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Cross-train and provide backup for others in the Human Resources Department, including providing back-up for payroll.
- Other HR duties as assigned

Reports To:

Director of Human Resources

Duties:

- Manage recruitment and selection processes.
- Assist with development of employee appreciation and support events and programs.
- Prepare employees for assignments by conducting orientation and training programs.
- Manage employee benefit programs.
- Document standard operating procedures for the Human Resources department.
- Develop and submit all assigned federal, state, and local required reports relating to human resources.
- Work proactively and maintain positive relationships with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures and contractual agreements.
- Perform other duties as required by the CEO/Executive Director.

Qualifications:

- Bachelor's degree and a combination of experience and education that provides the required knowledge, abilities, and skills to effectively perform the responsibilities of this position.
- Minimum of five years' Human Resources experience required
- HR Certification a plus
- Professional demeanor and attitude.
- Ability to maintain the confidentiality of sensitive information.
- Working knowledge of collective bargaining agreements, HIPAA, COBRA, FMLA, FLSA, and unemployment benefits.
- Proficient computer skills, including Microsoft Office Suite
- Experience with ADP a plus
- Experience working with labor unions a plus
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: February 27, 2022

OPERATIONS ADMINISTRATIVE COORDINATOR

Job Summary - Essential Functions:

The Operations Administrative Coordinator provides direct support to the Director of Operations and is responsible for administrative support of the Operations Department.

The essential functions include:

- Review and provide administrative support for payroll, attendance programs, Operator bidding, employee awards, discipline tracking, accident review, and other Operations Department functions.
- Assist the Director of Operations, Operations Managers, and Operations Supervisors, as needed, with clerical support (calendar management, email review, documentation preparation, project tracking, setting meeting, etc).
- Assist with planning and execution of CATA employee functions and/or special events.
- Maintain accurate employee discipline, grievance and activity files.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Know the Labor Agreement, Work Rules, policies, and procedures.
- Assist the Director of Operations as requested.
- Provide backup and relief for reception/front desk.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

Director of Operations

Duties:

- Perform clerical duties for Operations personnel including typing, filing, transcription, and electronic filing.
- Assure accuracy of Operations Department records.
- Review, verify, and finalize daily payroll entry, including reconciling differences from the system times versus the Operators time noted on paper Trip Sheets.
- Assist Operators who need help with bidding of work.
- Work with CATA's uniform provider to order all of the uniforms for Operators and Supervisors.
- Create and execute purchase orders for the Operations department.
- Organize all Accident Review Committee appointments.
- Work with Finance Department to support formal audits and end-of-year required reports.
- Assist the Manager and Supervisors with operator time off requests.
- Maintain operator seniority list.
- Review and maintain operator time and attendance daily and report attendance infractions and concerns to the Director or Manager.
- Maintain safe driving awards and perfect attendance database.
- Update employee information in required systems.

- Schedule, set up, and distribute materials for Operations related meetings and events.
- Maintain supply of Operations Department forms and materials.
- Order all supplies for the Operations department.
- Work proactively with both union and management staff.
- Communicate in a friendly and courteous manner.
- Maintain all Operations Department's files and their retention schedules.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public. The main contact between the Operations Department and the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.

Qualifications:

- Must have exceptional organizational skills.
- Proficient typing, transcription, proof reading, and data entry skills are required.
- High school degree minimum, with college Associate degree or equivalent experience and education preferred.
- Minimum of five years experience in administrative support of operating functions
- Experience with employee payroll functions.
- Advanced computer skills, including Microsoft Office Suite is preferred.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: February 20, 2012
Updated: October 14, 2021
March 25, 2022

PARATRANSIT SCHEDULER/DISPATCHER

Job Summary – Essential Functions:

The Paratransit Scheduler is responsible for assisting customers by efficiently scheduling paratransit trips in a manner that is cost effective, efficient, safe, and provides the highest level of service quality possible. The regular shift assignment and hours are subject to change and may exceed 40 hours per week.

The essential functions include:

- Promptly answer paratransit office telephones and provide excellent customer service.
- Schedule paratransit requests and schedule rides to runs that are the most cost effective, efficient, and safest possible.
- Set final daily schedules.
- Provide scheduling guidance to Paratransit Service Representatives.
- Identify and correct scheduling problems and provide the supervisor with information regarding any unresolved problems.
- Dispatch Operators that are providing paratransit service.
- Communicate with Operators regarding all changes to manifests, locations, vehicle issues, and detours via radio or in person for paratransit services.
- Identify problems with locations, customers, and vehicles and provide the supervisor with written or oral descriptions of such problems and suggestions for resolution.
- Create and distribute manifests to appropriate parties.
- Create and maintain customer files, location files, vehicle files, and operator manifests.
- Create, edit, and discontinue runs when schedules change.
- Process telephone and written requests for information and service in a pleasant manner.
- Assist in implementing procedures for paratransit services.
- Know and provide customers with information on all CATA services and service areas.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Assist the Operations Manager - Paratransit, as requested.
- Provide backup and relief for other Paratransit Department personnel.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports to:

Operations Manager - Paratransit

Duties:

- Utilize software applications, including Trapeze Pass.
- Enter complaints and compliments in the Customer Call Record database.
- Accurately maintain customer and ridership records to meet State and Federal reporting regulations.

- Refer customers to other services as applicable.
- Maintain good and professional relations with customers, CATA contractors, and human service agencies that schedule services, and the public in general.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and more than 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the Operations Manager - Paratransit.

Qualifications:

- High school degree minimum.
- Must have very good data entry, typing, and map reading skills.
- Excellent customer service skills.
- Able to communicate effectively with contractors, customers, and employees.
- Proficient computer skills, including Microsoft Office Suite and other current computer applications used at CATA.
- Experience with transit software programs preferred.
- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: August 29, 2014
Reviewed: January 14, 2022

TRAINING SUPERVISOR

Job Summary - Essential Functions:

The Training Supervisor provides technical expertise and training for CATA personnel in CDL training.

The essential functions include:

Training (90%)

- Develop and implement effective training programs, manuals, and courses for the Operations Department and Maintenance Department to meet professional standards and operational, safety, and security requirements, policies, and procedures
- Conduct and coordinate all driver training activities, including initial training and retraining
- Train new and experienced Operators, Supervisors, and staff in all operational areas, including passenger relations, defensive driving, and new or modified equipment and procedures
- Lead classroom training and behind the wheel training and/or coordinate the training program when training is managed externally
- Perform periodic safety and training rides with Operators to counsel on improved driving techniques and evaluate compliance with professional standards, policies, procedures, and requirements
- Coordinate employee retraining and return to work with Human Resource Department

Administrative (10%)

- Work proactively and maintain positive relationship with administrative and union personnel
- Provide required data, materials, and reports, both verbal and written
- Know and apply the Labor Agreement, Work Rules, policies, and procedures
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities
- Administer special projects as assigned from conception to implementation
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures
- Consistently provide prompt, courteous, and appropriate service to the public
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements

Reports To:

Deputy CEO with a dotted line reporting responsibility to the Directors of Maintenance and Operations

Supervises

As to Training: Motor Coach Operators, Maintenance Personnel, and Administrative Staff.

Duties:

- Prepare employees for assignments by establishing and conducting training programs.
- Provide feedback and training status updates on initial training and retraining to leadership.
- Perform other duties as required.

Qualifications:

- High school degree minimum: college associate degree or equivalent experience and education preferred
- Must possess a valid Commercial Drivers license with BP endorsements with eligible driving status (not restricted) from the State of Michigan
- Minimum two (2) years training experience
- Five (5) years experience in the public transit industry preferred
- Able to effectively train and motivate personnel to meet high safety standards
- Advanced computer skills, including Microsoft Office Suite and other current computer applications used at CATA
- Experience with transit software programs preferred
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction
- Very neat and professional appearance
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation

This job description is stated in general terms
and does not describe all duties that may be assigned or required.

Effective: September 25, 2019
Reviewed: September 23, 2021

COMPENSATION RANGES - FISCAL YEAR 2022-2023

FULL -TIME POSITIONS	MINIMUM	MID RANGE	MAXIMUM
Deputy CEO	\$ 100,982	\$ 131,277	\$ 161,572
Director of Finance	\$ 84,713	\$ 110,127	\$ 139,607
Director of Information Technology Services	\$ 84,713	\$ 110,127	\$ 139,607
Director of Maintenance	\$ 84,713	\$ 110,127	\$ 139,607
Director of Marketing & Customer Experience	\$ 84,713	\$ 110,127	\$ 139,607
Director of Operations	\$ 84,713	\$ 110,127	\$ 139,607
Director of Human Resources	\$ 84,713	\$ 110,127	\$ 139,607
Director of Planning and Development	\$ 84,713	\$ 110,127	\$ 139,607
Customer Experience Manager	\$ 62,750	\$ 81,576	\$ 100,400
Facilities Manager	\$ 62,750	\$ 81,576	\$ 100,400
Finance Manager	\$ 62,750	\$ 81,576	\$ 100,400
Grants Manager	\$ 62,750	\$ 81,576	\$ 100,400
Information Technology Manager	\$ 62,750	\$ 81,576	\$ 100,400
Human Resources Manager	\$ 62,750	\$ 81,576	\$ 100,400
Marketing Manager	\$ 62,750	\$ 81,576	\$ 100,400
Maintenance Superintendent	\$ 62,750	\$ 81,576	\$ 100,400
Operations Manager	\$ 62,750	\$ 81,576	\$ 100,400
Operations Manager - Paratransit	\$ 62,750	\$ 81,576	\$ 100,400
Purchasing and Contracts Manager	\$ 62,750	\$ 81,576	\$ 100,400
Safety Manager	\$ 62,750	\$ 81,576	\$ 100,400
Service Planning/Scheduling Manager	\$ 62,750	\$ 81,576	\$ 100,400
Senior Manager, Data Analytics	\$ 62,750	\$ 81,576	\$ 100,400
Customer Experience Supervisor	\$ 51,435	\$ 66,680	\$ 82,066
Executive Assistant	\$ 51,435	\$ 66,680	\$ 82,066
Grants Administrator	\$ 51,435	\$ 66,680	\$ 82,066
Human Resources Generalist	\$ 51,435	\$ 66,680	\$ 82,066
Human Resources Recruiter	\$ 51,435	\$ 66,680	\$ 82,066
Maintenance Supervisor	\$ 51,435	\$ 66,680	\$ 82,066
Maintenance Supervisor - Service Parts Inventory	\$ 51,435	\$ 66,680	\$ 82,066
Maintenance Supervisor - Utility	\$ 51,435	\$ 66,680	\$ 82,066
Operations Applications Administrator	\$ 51,435	\$ 66,680	\$ 82,066
Operations Supervisor - Lead	\$ 51,435	\$ 66,680	\$ 82,066
Operations Supervisor	\$ 51,435	\$ 66,680	\$ 82,066
Operations Supervisor - Ops Center	\$ 51,435	\$ 66,680	\$ 82,066
Operations Supervisor - MSU	\$ 51,435	\$ 66,680	\$ 82,066
Operations Supervisor - Street	\$ 51,435	\$ 66,680	\$ 82,066
Procurement Specialist II	\$ 51,435	\$ 66,680	\$ 82,066
Safety Supervisor	\$ 51,435	\$ 66,680	\$ 82,066
Senior Accountant/Accountant II	\$ 51,435	\$ 66,680	\$ 82,066
Training Supervisor	\$ 51,435	\$ 66,680	\$ 82,066
Accountant I	\$ 41,038	\$ 53,344	\$ 65,653
General Accountant	\$ 41,038	\$ 53,344	\$ 65,653
Floating Administrative Assistant	\$ 41,038	\$ 53,344	\$ 65,653
Clean Commute Options Specialist	\$ 41,038	\$ 53,344	\$ 65,653
Facilities Technician	\$ 41,038	\$ 53,344	\$ 65,653
Human Resources Assistant	\$ 41,038	\$ 53,344	\$ 65,653
Information Technology Services Technician	\$ 41,038	\$ 53,344	\$ 65,653
Information Technology Services Vehicle Tech Coordinator	\$ 41,038	\$ 53,344	\$ 65,653
Maintenance Materials Administrator	\$ 41,038	\$ 53,344	\$ 65,653
Marketing Specialist	\$ 41,038	\$ 53,344	\$ 65,653
Marketing Executive Assistant	\$ 41,038	\$ 53,344	\$ 65,653
Operations Administrative Coordinator	\$ 41,038	\$ 53,344	\$ 65,653
Planning Analyst	\$ 41,038	\$ 53,344	\$ 65,653
Procurement Specialist	\$ 41,038	\$ 53,344	\$ 65,653
Shelter and Sign Technician	\$ 41,038	\$ 53,344	\$ 65,653
Server and Network Administrator	\$ 41,038	\$ 53,344	\$ 65,653
Customer Experience Representative	\$ 29,547	\$ 38,377	\$ 49,354
Custodian	\$ 29,547	\$ 38,377	\$ 49,354
Facilities and Grounds Maintenance	\$ 29,547	\$ 38,377	\$ 49,354
Paratransit Representative	\$ 29,547	\$ 38,377	\$ 49,354
Paratransit Scheduler	\$ 29,547	\$ 38,377	\$ 49,354
PART-TIME POSITIONS	MINIMUM	MID RANGE	MAXIMUM
	Per Hour	Per Hour	Per Hour
Accounting Clerk	\$ 13.33	\$ 17.23	\$ 21.14
Customer Information Representative	\$ 13.33	\$ 17.23	\$ 21.14
Facilities and Grounds Maintenance	\$ 13.33	\$ 17.23	\$ 21.14
Information Technology Services Technician	\$ 13.33	\$ 17.23	\$ 21.14
Marketing/Human Resources/Planning Intern	\$ 13.33	\$ 17.23	\$ 21.14
Paratransit Representative	\$ 13.33	\$ 17.23	\$ 21.14