

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 17, 2024
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

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. CHAIR'S COMMENTS

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF DECEMBER 20, 2023, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR NOVEMBER 2023

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

VI. ACTION ITEM - DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, DECEMBER 20, 2023
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

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

CALL TO ORDER:

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

ROLL CALL: Phil Deschaine, Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Doug Lecato, Derek Melot, John Prush, and Nathan Triplett were all present.

ABSENT: Terrance Augustine, Maggie Sanders, Jack Schmitt, and Phyllis Vaughn

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 wished everyone a happy holiday. She also thanked CATA for their holiday service.

CHAIR'S COMMENTS:

MOTION:

Doug Lecato motioned to excuse Maggie Sanders, Jack Schmitt, and Phyllis Vaughn and Phil Deschaine supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett welcomed East Lansing City Councilman, Erik Altmann.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser welcomed Mr. Altmann to the CATA Board meeting.

Holiday Service

Bradley Funkhouser stated that CATA received a high number of cancellations over Thanksgiving Day service; however, he expects the number to go down as more people use the service and become familiar with the process. Mr. Funkhouser reported that Christmas Day service will run from 8:00 a.m. to 4:00 p.m. He also noted that there will be two (2) part-time shifts to allow time for operators to be with their families. Thus far, CATA has 39 reservations for Christmas Day and will be accepting reservations until 5:00 p.m. today.

EATRAN Report

Bradley Funkhouser stated that he met with the Delta Township Board of Directors about placing a new shelter in Delta Township. He also shared that EATRAN will be bringing back the Charlotte Connector and Saturday service in mid-January. He explained that the Charlotte Connector will connect to Route 3, which is about to hit 3,000 rides this month just in the extension area. Mr. Funkhouser is hoping to receive another grant from the State of Michigan in order to continue the expanded service.

Doug Lecato thanked CATA for the holiday service.

Phil Deschaine referenced the Governor's plan regarding regional transit and complimented Mr. Funkhouser for his work with EATRAN and on regionalism.

Bradley Funkhouser recognized Ned Rudolph, CATA operator, for his forty-five years of safe driving at CATA.

Steve Soliz, Union President, Local 1039, shared a story about Mr. Rudolph and thanked him for being a great role model.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF NOVEMBER 15, 2023, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2023
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. VEHICLE CAMERA PILOT PROJECT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a task order with SecurAlarm, LLC. to provide any software, hardware, support, and the necessary ancillaries to complete the Vehicle Camera Pilot Project for CATA with a cost of \$200,000.

D. MERIDIAN TOWNSHIP CORRIDOR IMPROVEMENT AUTHORITY
DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the Meridian Township CIA and allow for the partial capture of CATA's millage for a period of twenty years, through 2043, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary and are approved by legal counsel.

E. MSU 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 MSU Contracted Transportation Services Agreement with Michigan State University for public transportation service beginning January 1, 2024, and continuing for five (5) academic years through the 2027-2028 Academic Year, with an extension option for up to a total of three (3) years, upon such service, fee, and other changes as may be mutually agreed upon.

Chair Triplett stated that he has received requests from Board members that Action Items C, D, and E be moved to the Discussion Agenda.

MOTION:

Shanna Draheim moved to approve the Consent Agenda with Action Items C, Vehicle Camera Project; D, Meridian Township Corridor Improvement Authority Development and Tax Increment Financing Plan; and E, MSU Contracted Transportation Service Agreement moved to the Discussion Agenda. Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED DISCUSSION AGENDA

A. VEHICLE CAMERA PILOT PROJECT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a task order with SecurAlarm, LLC. to provide any software, hardware, support, and the necessary ancillaries to complete the Vehicle Camera Pilot Project for CATA with a cost of \$200,000.

MOTION:

Jennie Gies motioned to approve Discussion Item A, Vehicle Camera Project and Doug Lecato supported the motion.

DISCUSSION:

Derek Melot inquired about CATA's goal for the camera project.

Bradley Funkhouser stated that CATA's goal is to ensure the safety of passengers and riders. He explained that the pilot allows CATA to test out the technology with vendors while working with the Union. Mr. Funkhouser further noted that CATA would also like to test the cameras out on a few different vehicle types in order to make sure everything is working properly.

Jennie Gies inquired about there being any AI components involved.

Dan Goodemoot, Director of IT, stated that there will not be any AI components involved in the camera pilot and that CATA is trying to keep things simple.

Chair Triplett stated that it is important to get the right policies in place first and the pilot gives the Board the opportunity to do so.

VOTE: The motion carried unanimously.

B. MERIDIAN TOWNSHIP CORRIDOR IMPROVEMENT AUTHORITY
DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the Meridian Township CIA and allow for the partial capture of CATA's millage for a period of twenty years, through 2043, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary and are approved by legal counsel.

MOTION:

Shanna Draheim motioned to approve Discussion Item B, Meridian Township Corridor Improvement Authority Development and Tax Increment Financing Plan and Jennie Gies supported the motion.

DISCUSSION:

Derek Melot requested more details to help him understand why Staff is recommending approval. He also stated that twenty years is a long time and \$800,000 is a lot of millage money.

Bradley Funkhouser stated that he used to be a professional planner and has a lot of experience with brownfields and tax increment financing (TIF). He expressed that he supports the plan and at the November 2023 Board meeting, Amber Clark, Neighborhoods and Economic Development Director from Meridian Township, gave a presentation that clearly outlined the economic benefits for investing in this plan. Mr. Funkhouser also noted that he had Jim Frendt, Director of Finance, reviewed the plan and they both agree that the Meridian Township corridor is worth investing in.

Derek Melot inquired whether the Meridian Township Corridor Improvement Authority (CIA) has approved the spending plan.

Amber Clark stated that the Meridian Township Board of Directors approved the plan in November 2023 and in 2024, the CIA will have a budget in place and 2024 funding will begin. Ms. Clark explained that although the CIA hasn't approved the plan, they have met with the owners of the Meridian Mall to discuss their vision for the space.

Derek Melot inquired about the number of CIA members.

Amber Clark stated that the CIA has six (6) members out of nine (9) total positions.

Jennie Gies inquired about how long the new funding will be put towards the corridor development.

Phil Deschaine stated that new funding plus twenty-percent will be added to this development. The remaining eighty-percent will go into a tax capture.

Shanna Draheim thanked Ms. Clark for being in attendance and commended her on the presentation in November. Ms. Draheim expressed her belief that the corridor is a critical location and demonstrates the need for connectivity of transit.

Phil Deschaine thanked Ms. Draheim for her comments and for her comments at the November Board meeting regarding affordable housing. Mr. Deschaine stated that with the help of the CIA, Meridian Township has been able to identify approximately four (4) locations to build affordable housing. One area behind Whole Foods is already underway and another will hopefully begin soon.

Mark Grebner stated that Meridian Township pays a high millage for CATA's service and if there is a need for improved service then they should be able to have it.

Derek Melot stated that he is more concerned over the tax increment financial plan and the tax capture process.

Phil Deschaine thanked Mr. Grebner for his comments. He also noted that Meridian Township recognizes that they pay a high millage but they believe in a strong transit system.

Chair Triplett summarized by stating that the plan will give CATA their existing amount plus twenty percent and CATA will continue to have operating needs for Meridian Township.

VOTE: Phil Deschaine; aye, Shanna Draheim; aye, Dusty Fancher; aye, Jennie Gies; aye, Mark Grebner; aye, Doug Lecato; aye, Derek Melot; nay, John Prush; aye, and Nathan Triplett; aye.

Motion passed with eight (8) ayes and one (1) nay.

C. MSU 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 MSU Contracted Transportation Services Agreement with Michigan State University for public transportation service beginning January 1, 2024, and continuing for five (5) academic years through the 2027-2028 Academic Year, with an extension option for up to a total of three (3) years, upon such service, fee, and other changes as may be mutually agreed upon.

DISCUSSION:

Shanna Draheim requested more details related to extensions and/or changes in service.

Bradley Funkhouser stated that this agreement allows CATA to look at future planning both on and off campus. He also noted that both Mr. Prush and Mr. Brieschke have been meeting weekly to work on this agreement in order to make sure that the process for making changes works for both sides. He then deferred to Andrew Brieschke, Deputy CEO, for more details.

Andrew Brieschke thanked Mr. Prush and his team for their work on the Agreement. Mr. Brieschke noted that both the current Agreement and the new Agreement contain the same process for any changes in service. Most often the process starts with a phone call where details are hashed out and then put into writing. It also states that there will be a minimum of two (2) semester evaluation meetings; one (1) in February and one (1) in June. There are also deadlines for fall and spring semester service that need to be met before service changes can be implemented.

Shanna Draheim thanked Mr. Brieschke for his explanation.

John Prush, Deputy Director of Public Safety Operations Bureau at MSU and CATA Board member, provided examples for changes in service such as road construction and reconstructed bridges. Mr. Prush noted that these are mutual changes in service that benefit both parties.

Mark Grebner inquired about MSU free-fare rides.

Bradley Funkhouser stated that currently MSU does offer free-fare rides.

John Prush concurred and added that Routes 30, 31, 32, 33, 34, 35, 36, 38, and 39 have free-fares.

Mark Grebner inquired whether the agreement allows for changes regarding free-fare rides.

Bradley Funkhouser confirmed that the agreement allows for changes in fare fees.

Chair Triplett called for a vote after the discussion.

VOTE: Phil Deschaine; aye, Shanna Draheim; aye, Dusty Fancher; aye, Jennie Gies; aye, Mark Grebner; aye, Doug Lecato; aye, Derek Melot; aye, John Prush; abstained, and Nathan Triplett; aye.

Motion passed with eight (8) ayes, and one (1) abstention.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish thanked Mr. Funkhouser for validating her request for CATA to have a deadline for scheduling a holiday ride. She also acknowledged CATA's great drivers and wished everyone a happy holiday.

Krista Abdullah expressed her frustration with CATA's five (5) minute wait-time for customers before they are declared a "no show" and would like there to be a longer time set for riders to get to their vehicle.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the meeting at 4:44 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending November 30, 2023**

	November Actual	November Budget	Variance	% Variance	FY 2024 Actual YTD	FY 2024 Budget YTD	Variance	% Variance	FY 2024 BUDGET	% of Fiscal Year Completed <hr/> 17%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 168,582	\$ 190,150	\$ (21,568)	-11.3%	\$ 579,453	\$ 380,300	\$ 199,153	52.4%	\$ 2,281,800		25.4%
Contracted Services	\$ 350,699	\$ 291,000	\$ 59,699	20.5%	\$ 701,438	\$ 582,000	\$ 119,438	20.5%	\$ 3,492,000		20.1%
Property Tax	\$ 436,296	\$ 2,073,833	\$ (1,637,537)	-79.0%	\$ 876,524	\$ 4,147,666	\$ (3,271,142)	-78.9%	\$ 24,882,000		3.5%
State Revenue	\$ 1,580,387	\$ 1,341,250	\$ 239,137	17.8%	\$ 3,332,589	\$ 2,682,500	\$ 650,089	24.2%	\$ 16,095,000		20.7%
Federal Revenue	\$ 1,099,905	\$ 1,210,333	\$ (110,428)	-9.1%	\$ 1,193,238	\$ 2,420,666	\$ (1,227,428)	-50.7%	\$ 14,524,000		8.2%
Other Revenue	\$ 244,896	\$ 91,467	\$ 153,429	167.7%	\$ 363,489	\$ 182,934	\$ 180,555	98.7%	\$ 1,097,600		33.1%
TOTAL REVENUES	\$ 3,880,765	\$ 5,198,033	\$(1,317,268)	-25.3%	\$ 7,046,731	\$ 10,396,066	\$(3,349,335)	-32.2%	\$ 62,372,400		11.3%
EXPENSES											
Labor	\$ 2,579,238	\$ 2,075,016	\$ (504,222)	-24.3%	\$ 4,238,241	\$ 4,150,039	\$ (88,202)	-2.1%	\$ 24,900,200		17.0%
Fringe Benefits	\$ 1,603,747	\$ 970,104	\$ (633,643)	-65.3%	\$ 2,652,042	\$ 1,940,232	\$ (711,810)	-36.7%	\$ 11,589,300		22.9%
Services	\$ 365,546	\$ 388,516	\$ 22,970	5.9%	\$ 748,765	\$ 777,032	\$ 28,267	3.6%	\$ 4,662,200		16.1%
Materials & Supplies	\$ 424,985	\$ 443,105	\$ 18,120	4.1%	\$ 903,896	\$ 886,210	\$ (17,686)	-2.0%	\$ 5,317,240		17.0%
Utilities	\$ 59,207	\$ 74,551	\$ 15,344	20.6%	\$ 112,841	\$ 149,102	\$ 36,261	24.3%	\$ 894,620		12.6%
Casualty & Liability	\$ 92,375	\$ 109,500	\$ 17,125	15.6%	\$ 188,489	\$ 219,000	\$ 30,511	13.9%	\$ 1,314,000		14.3%
Purch. Transportation	\$ 741,741	\$ 815,000	\$ 73,259	9.0%	\$ 1,548,212	\$ 1,630,000	\$ 81,788	5.0%	\$ 9,780,000		15.8%
Miscellaneous	\$ 97,572	\$ 130,690	\$ 33,118	25.3%	\$ 178,760	\$ 261,380	\$ 82,620	31.6%	\$ 1,568,280		11.4%
TOTAL EXPENSES	5,964,411	5,006,482	(957,929)	-19.1%	10,571,246	10,012,995	(558,251)	-5.6%	\$ 60,025,840		17.6%
NET INCOME (LOSS)	\$ (2,083,646)	\$ 191,551	\$(2,275,197)		\$(3,524,515)	\$ 383,071	\$(3,907,586)		\$ 2,346,560		

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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11/01/2023 - 11/30/2023

Cash Balance - 11/01/2023	\$ 2,155,977
Disbursements	\$ (6,237,538)
Receipts	\$ 6,667,072
Adjustments	\$ -
Cash Balance - 11/30/2023	\$ 2,585,511

Disbursements:

Cash Disbursements Register	\$ (1,735,326)
Payroll	\$ (3,845,850)
Healthcare (BlueCross Blue Shield)	\$ (647,302)
Transfers To the ASU Claims Account	\$ (9,060)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (6,237,538)

Receipts:

Cash Receipt Register	\$ 6,667,072
Transfers From the Investment Account	-
Total Cash Receipts	\$ 6,667,072

Adjustments:

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

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

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11/01/2023 - 11/30/2023

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,585,511	9.21%
FIFTH THIRD BANK - ASU Claims Account	41,626	0.15%
FIFTH THIRD BANK - Savings	1,017,773	3.63%
MSUFCU CD and Savings	257,253	0.92%
CASE Credit Union CD and Savings	257,195	0.92%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>23,912,509</u>	85.18%
TOTAL	<u>\$ 28,071,867</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 41,148
OTHER BANKS	<u>4,352</u>
TOTAL	<u>\$ 45,500</u>
Monthly Average Rate of Return	0.1621%
Annual Average Rate of Return	1.945%

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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11/01/2023 - 11/30/2023

Market Value at the Beginning of the Period - 11/01/2023 \$ 23,697,521

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 45,975	
Accrued Interest Paid	(2,959)	
Administrative Expenditures	(1,868)	
Total Net Income/Loss & Expenditures		41,148
<u>Realized Gains or (Loss) From Sales</u>		(38,133)
<u>Market Appreciation</u>		
End of Period	\$ (292,463)	
Beginning of Period	474,807	
Unrealized Gain/(Loss) from Market Appreciation		182,344
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (146,902)	
Current Accrued Income (+)	176,531	
Net Change from Accrued Income		29,629

Market Value at the End of the Period - 11/30/2023 \$23,912,509

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.

INFORMATION ITEMS

JANUARY 17, 2024

1. NOVEMBER RIDERSHIP REPORT
2. NOVEMBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR DECEMBER 2023
4. DEI TASK FORCE UPDATE

NOVEMBER 2023 RIDERSHIP REPORT

<u>Total system rides – November:</u>	<u>930,708</u>
Average weekday system ridership	40,150
Average weekday system ridership change November 2023 to November 2022	+7,700

November 2023 vs. November 2022

	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+22.5%	+171,193
Monthly Urban Fixed-Route change	+19.2%	+61,603
Monthly MSU campus ridership change	+27.0%	+86,345
Monthly Spec-Tran ridership change	+21.4%	+4,198
Monthly Total Paratransit ridership change	+22.9%	+5,905

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

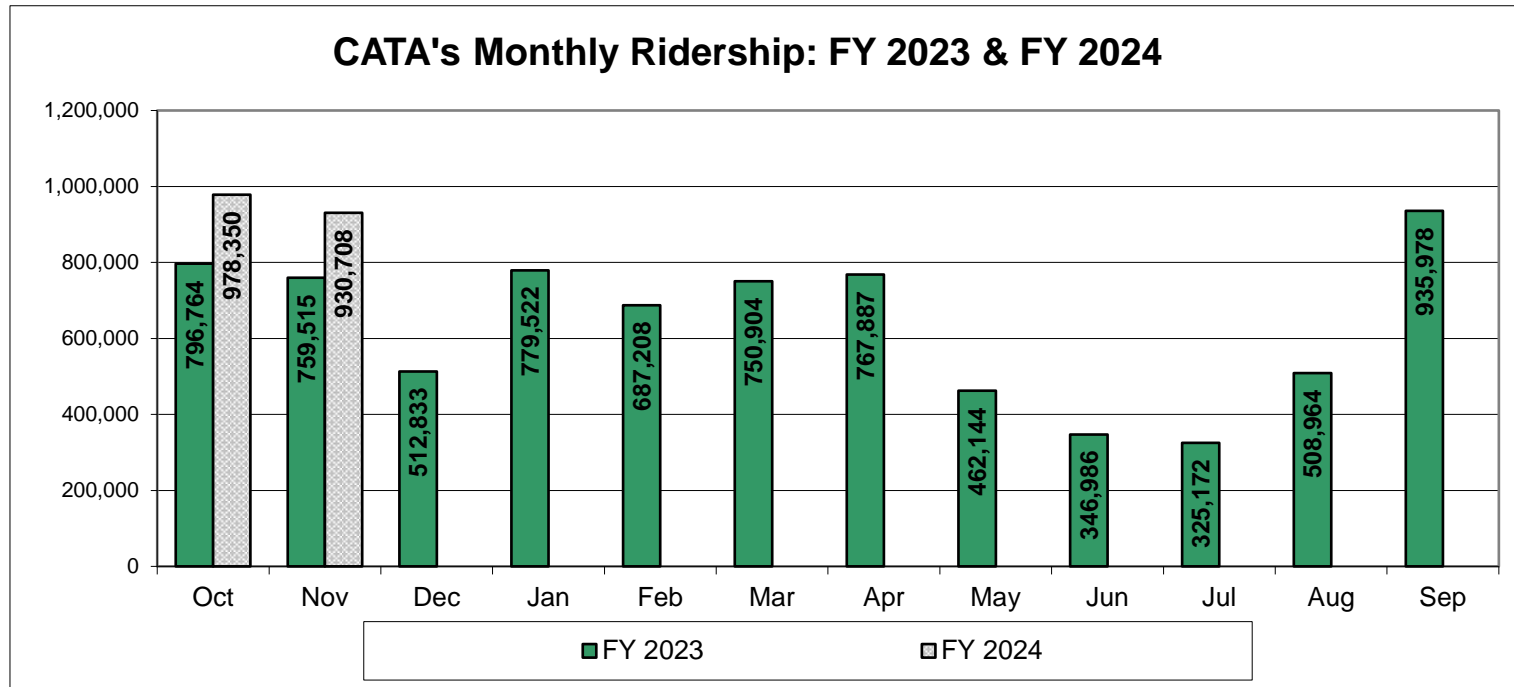
FY 2024 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2024:</u>	<u>1,909,058</u>
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FY 2024 vs. FY 2023

	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+22.7%	+352,779
Year-to-Date Spec-Tran ridership change	+22.7%	+9,053
Year-to-Date Total Paratransit ridership change	+23.4%	+12,218

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



INFORMATION ITEM - FUEL PURCHASE FOR DECEMBER 2023

The following lists our prices for diesel fuel for December 2023

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
12/04/2023	\$2.8946
12/08/2023	\$2.3590
12/13/2023	\$2.4250
12/18/2023	\$2.4900
12/26/2023	\$2.5370

FY 2023 Current average per gallon fuel cost	\$2.54
FY 2023 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

All Employee Holiday Celebration – December 14, 2023

The month of December was such a wonderful month of celebration. It marked the end of a year and the opportunity to plan for a new beginning. In lieu of a formal meeting, Task Force Committee members assisted with helping the Human Resources Department set up a country themed holiday celebration. Employees were encouraged to wear their favorite cowboy/girl outfits, and prizes were awarded for the best hats and boots.

Holiday Celebration Breakdown:

- Maintenance breakfast with Executive Staff from 7:00 a.m. – 8:00 a.m.
- Celebration in garage from 11:00 a.m. – 5:30 p.m.
 - ✓ Kick-N-Style line dancing
 - ✓ Creative Wellness massage booths
 - ✓ 360 Camera
 - ✓ Back in the Day Band
 - ✓ Games: Cornhole and Jenga

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

