

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 30<sup>th</sup> and the other on July 7<sup>th</sup>. CATA received many applications for various departments. Another job fair will take place on September 15<sup>th</sup>.

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 7<sup>th</sup>, CATA received applications for 41 operators, 9 Utility and 22 Customer Experience Representatives (CXR)/Paratransit.

### **50<sup>th</sup> Anniversary**

Bradley Funkhouser announced that in continuing the celebration of CATA's 50<sup>th</sup> Anniversary, CATA has wrapped one (1) of the buses with the 50<sup>th</sup> 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 50<sup>th</sup> 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 5<sup>th</sup>. 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