

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

WEDNESDAY, JUNE 17, 2020; 4:00 P.M.

PRESENT: Nathan Triplett, Chair
Douglas Lecato, Vice Chair
Dusty Fancher, Secretary/Treasurer
Derek Melot
Mark Grebner
Jennie Gies
Donna Rose
Shanna Draheim
John Prush
Dan Opsommer

ABSENT: None

LATE: Dion'trae Hayes

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:01 p.m.

ROLL CALL: All present except for Dion'trae Hayes, who arrived late.

CHAIR'S COMMENTS:

Chair Triplett instructed all participants on the meeting format and appreciated CATA's services during COVID-19. He also acknowledged George Floyd's death and the civil uprisings across the nation and here in Lansing. An update on CATA's new task force, Diversity, Equity and Inclusion will be included in the CEO's report. Lastly, Chair Triplett stated he will announce the recommendations for the Nominating Committee at July's Board Meeting.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted the email that was sent to the Board.

Public Comments

Matt Ryan Howell sent a greeting to members of the Board.

CHIEF EXECUTIVE OFFICER'S REPORT

Diversity, Equity and Inclusion

Mr. Funkhouser commented on the death of George Floyd and how it has sparked outrage across the country. Employees of CATA and the community had requested Mr. Funkhouser to address the issues related to the violence against black citizens everywhere. In response to their request, Mr. Funkhouser referenced his letter on Diversity, Equity and Inclusion which has been posted on the CATA website. He also commented on a new Committee that CATA has implemented in order to address these issues and take action with our partners to rid of us this violence against our

black citizens. Mr. Funkhouser expressed his belief that sometimes being a good leader involves listening, coordinating and finding common ground with the community.

COVID-19

CATA restored full service, with fares, on June 15, 2020. Mr. Funkhouser stated how while wearing a mask, he visited CATA's facilities and spoke to staff, security, and the public walking by. CATA has implemented all necessary safety measures per Governor Whitmer's Executive Order as well as coordinating with Ingham County Health Department to ensure safety for all CATA employees and community. CATA was able to implement these new guidelines without any lay-offs. Ridership is down to 7,000 rides per day, about a 45% decrease from CATA's usual 16,000 riders. Fares may have been a reason for the recent decrease; however, Mr. Funkhouser expects ridership to increase over time.

MSU Fall Service

CATA had a great conversation with John Prush at MSU. Mr. Funkhouser reported that CATA is working on ways to restore the same level of service back at MSU this fall. CATA will look at additional protocols set by MSU in hopes of solving these issues together.

New Minivans

CATA has 20 new minivans which have been modified per riders' requests. There were some delays since these vans required post-delivery audits by FTA and from factories being shut down due to COVID-19. CATA has 15 cutaway buses where the fourth "half" step has been removed. CATA will keep 11 of the cutaway buses and the other four (4) will go to Transdev.

Low-No Grant

CATA received the Low-No Grant. This grant specifically deals with alternate fuels for large 40-foot buses. CATA was awarded \$2.4 million to buy three (3), 40-foot buses and two (2) charging stations.

Budget

CATA spent about \$1.1 million in additional expenses during COVID-19 including; driver and mechanic's overtime pay, marking supplies, masks and food on the street. CATA reduced expenses by bringing the large bus service down and supplementing rides with smaller buses. CATA did not go into debt with COVID-19. Wages were still payed, there were no lay-offs and CATA reduced their overtime by \$600,000.

Mr. Funkhouser reported that the budget provided at the end of the month to Board members will include raises, new positions and services that the Board has requested to be implemented. On the operating side, it will be the first time that the budget has been reduced. Currently, CATA is at around \$53.7 million which is expected to decrease to about \$53.2 million. This data reflects a 1% decrease from the 2020 budget.

Director of Finance

Pat Lemon, Director of Finance is retiring at the end of July. Mr. Funkhouser informed the Board that in the June Budget Report, he will be adding a part-time Financial Compliance Officer position. Pat Lemon has agreed to help train the next leader in the financial department so, that CATA may stay on the same track moving forward.

Mark Grebner inquired about CATA's service changing in August.

Mr. Funkhouser stated that at this point, he has no intension of changing any service in August. CATA has watched ridership improve while maintaining social distancing therefore; there will be no reductions in service unless new information suggests otherwise.

Donna Rose thanked the LAC for recommending that CATA remove the fourth step in the cutaway buses. Ms. Rose also inquired about the fixed routes service returning back to normal.

Mr. Funkhouser replied that since Governor Whitmer's Executive Order has relaxed, CATA's fixed routes have been running Monday thru Friday, minus Spartan Service, which is fairly close to normal service.

Donna Rose inquired about managing social distancing once Spartan Service begins this fall.

Mr. Funkhouser stated that CATA's ability to manage social distancing with MSU will depend on the Universities suggestions. CATA may need to increase service in order to maintain social distancing and comply with ridership demands.

Dion'trae Hayes appreciated the Chair's and Mr. Funkhouser's remarks pertaining to what is happening in our country surrounding George Floyd's death and the need for change. Ms. Hayes also praised CATA for including equity and inclusion in their conversation. She also referenced the budget and inquired about any equity being included in the June 2020 report.

Mr. Funkhouser reported that raises will reflect a livable wage in the community. He then asked Marshea Brown, Director of Human Resources, to elaborate on the new Diversity, Equity and Inclusion Committee.

Marshea Brown, Director of Human Resources expressed her enthusiasm leading the Diversity, Equity and Inclusion Committee along with the help of Lolo Robison, Marketing Director. Ms. Brown reported that there has been a lot of positive feedback from employees who wish to be a part of the committee and attend the first meeting which will take place on June 25, 2020.

Dion'trae Hayes requested future updates from the committee including the financial component.

Shanna Draheim expressed the need to reflect on what we have learned from the COVID-19 pandemic and the uprisings in our country related to equity. She stated that public transit plays a big role in the equity of health care including access to health care and provision of services. She would like to see that the committee addresses both these issues in their meetings.

Doug Lecato thanked Brad Funkhouser and Marshea Brown for their fast response and getting the letter posted onto CATA's website. Mr. Lecato expressed the importance of staying pro-active and having regular updates to the Board. He suggested that a Board member be on the Diversity, Equity and Inclusion Committee and offered his assistance.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF MAY 20, 2020, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR APRIL 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. AMERICANS WITH DISABILITY ACT ("ADA") PARATRANSIT ELIGIBILITY ASSESSMENT 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 Disability Network Capital Area for a five-year term to provide ADA eligibility assessment services, and will not exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

- D. ANNUAL REPORT TO GOVERNING BODIES OF PARTICIPATING MEMBERS OF CATA

PROPOSED MOTION: That the CATA Board of Directors approves the Fiscal 2019 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

Donna Rose requested to have Action Item C to be removed for discussion.

MOTION:

Doug Lecato motioned to have Consent Agenda with Action Item C, AMERICANS WITH DISABILITY ACT ("ADA") PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES, removed for discussion and Dusty Fancher supported the motion.

ROLL CALL VOTE: The Board unanimously approved the Consent Agenda with

Action Item C removed for discussion.

DISCUSSION AGENDA

A. AMERICANS WITH DISABILITY ACT (“ADA”) PARATRANSIT ELIGIBILITY ASSESSMENT 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 Disability Network Capital Area for a five-year term to provide ADA eligibility assessment services, and will not exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Doug Lecato motioned to approve Discussion Agenda Item C, AMERICANS WITH DISABILITY ACT (“ADA”) PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES and Shanna Draheim supported the motion.

DISCUSSION:

Donna Rose informed the Board about a travel-training program which she believes will be very beneficial to people with disabilities.

Mr. Funkhouser acknowledged Donna’s remarks and thanked her for bringing this new information to light. CATA can and will do better and getting the travel-training information out will improve our process.

ROLL CALL VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish thanked CATA for having the board meeting on ZOOM and allowing her to address the Board again. She wished to say thank you for all of the commitments CATA put in during the COVID-19 pandemic. Ms. Parrish pointed out that on the agenda is a contract for Disability Network Capital Area to provide ADA eligibility assessments. She inquired about the report being right and that CATA will pay them \$282,742.00 a year for 5 years and a total of \$1,413,710.00. She was also glad to see the ZOOM feature work.

Diana Paiz-Engle, from CATA LAC, stated that her words were her own and in no way represent the LAC. At the June 3, 2020 LAC meeting, Ms. Paiz-Engle commented that CATA had missed an opportunity to better inform paratransit

customers about the changes in CATA due to the COVID-19 crisis. Over the past three (3) months, Ms. Paiz-Engle’s mailbox has been full of emails from businesses and organizations, both large and small, with updates about changes in service and what they are going to do to keep their employees and customers safe from the coronavirus. During those months, it was so important to reach out to customers to provide information. Her comments at the LAC meeting were greeted with a shocking, angry, and belittling response that, if she did not get the information, it was her own fault for not getting out and looking for it. And today, she learned that there is a false narrative saying that she actually asked to not receive such emails. Ms. Paiz-Engle would like to point out two (2) values that are directly from CATA’s website: Value #2, CATA will approach community partners, customers and employees in the spirit of cooperation and Value #5, CATA’s professionalism and integrity drive CATA’s actions and decision. Ms. Paiz-Engle gave her thanks and wished everyone a peaceful day.

Matt Ryan Howell thanked CATA for bringing back the Grab and Go. He enjoyed seeing the wrapped buses.

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 Doug Lecato and supported by Dusty Fancher 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: The motion carried unanimously.

The Executive Session began at 4:42 p.m. and adjourned at 5:03 p.m.

ADJOURNMENT

There was no further business, Chair Triplett adjourned meeting at 5:04 p.m.

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary