

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

WEDNESDAY, SEPTEMBER 16, 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  
Dion'trae Hayes

**ABSENT:** Dan Opsommer and Jack Schmitt

**CALL TO ORDER:**

Nathan Triplett, Chair called meeting to order at 4:03 p.m.

**ROLL CALL:** All present except for Dan Opsommer and Jack Schmitt.

Chair Triplett instructed all participants on the Zoom meeting format in accordance with Governor Whitmer's Executive Order.

**CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS**

**Correspondence to the Board**

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

**Public Comments**

James Beech expressed his concern over CATA's safety guidelines for COVID-19.

**CHAIR'S COMMENTS:**

Chair Triplett thanked Mr. Beech for sharing his public comment and requested that Bradley Funkhouser share information in his CEO Report on CATA's COVID-19 guidelines for wearing masks inside CATA facilities and on buses.

**CHIEF EXECUTIVE OFFICER'S REPORT**

**COVID-19 - Safety & Cleaning Protocols**

Bradley Funkhouser reported on the COVID-19 safety and cleaning protocols from June 6, 2020. CATA has been working closely with Linda Vail from the Ingham County Health Department throughout this pandemic. They have been overseeing CATA's buses and given CATA all positive remarks. CATA has been performing

routine daily cleanings, including; wiping down all buses. CATA runs approximately 8,000 trips a day and has had only two (2) known positive cases which were both contained. The COVID-19 safety and cleaning protocols in place are working. CATA will keep talking to the Union and operators to make sure everyone is as comfortable as possible. Mr. Funkhouser reminded the Board and the public that during this pandemic there were no layoffs and CATA employees were allowed to stay at home while receiving their pay. CATA is now faced with handling decreased service to MSU, yet remains strong and able to preserve jobs, benefits and avoid layoffs.

### **CATA Tranter Security**

CATA has increased security around the building in various ways including employee badges and a new glass enclosure around lobby. Visitors are checked-in at the front desk which allows us to keep track of anyone entering and exiting the building.

### **Diversity, Equity & Inclusion Update**

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

Marshea Brown reported that the main goal of the committee is to design a diversity and inclusion strategy that supports our employees and communities in which CATA serves. The Committee is committed to hiring a diverse staff and increasing employee engagement. In July, the committee looked at raising wages among customer service and paratransit employees. In August, HR compiled information related to CATA's workforce demographics. Ms. Brown stated the findings. The committee is currently in the process of developing a survey to aid in creating a diversity and inclusion strategy.

Dion'trae Hayes thanked Marshea for the update and expressed her excitement for future resolutions.

### **PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF AUGUST 19, 2020, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR JULY 2020
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation
- C. CATA BOARD MEETING SCHEDULE FOR FY 2020-2021

**PROPOSED MOTION:** That the proposed CATA Board Meeting Schedule for FY 2020-2021 be adopted as presented.

D. SIXTH 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. 6 to the Agreement between County of Ingham and Capital Area Transportation Authority for October 1, 2020, through September 30, 2021, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. CONTRACT FOR CUSTODIAL 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 Professional Maintenance Cleaning Company for a five-year term to provide Custodial Services, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

F. LEGAL COUNSEL RECOMMENDATION

**PROPOSED MOTION:** That the CATA Board of Directors approve the following law firms to represent CATA during FY 2020-2021: Bleakley, Cypher, Parent, Warren & Quinn, P.C.; George Brookover, P.C.; Dickinson Wright, P.L.L.C.; Murphy & Spagnuolo, P.C.; Miller Johnson Attorneys; and Barnes & Thornburg, L.L.P..

Shanna Draheim requested to have Action Item D to be removed for discussion.

Jennie Gies requested to have Action Item E to be removed for discussion.

Mark Grebner requested to have Action Item F to be removed for discussion.

**MOTION:** Doug Lecato motioned to have Consent Agenda approved with Action Item D, SIXTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES, Action Item E, CONTRACT FOR CUSTODIAL SERVICES and Action Item F, LEGAL COUNSEL RECOMMENDATION, removed for discussion and Jennie Gies supported the motion.

**ROLL CALL VOTE:** The Board unanimously approved the Consent Agenda with Action Items D, E and F removed for discussion.

**DISCUSSION AGENDA**

A. SIXTH 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. 6 to the Agreement between County of Ingham and Capital Area Transportation Authority for October 1, 2020, through September 30, 2021, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

**MOTION:**

Doug Lecato motioned to approve Discussion Agenda Item A, SIXTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES and Shanna Draheim supported the motion.

**DISCUSSION:**

Shanna Draheim inquired on signing an amendment related to a scope of service that goes beyond the dates of a contract.

Bradley Funkhouser deferred to Andrew Brieschke, Deputy CEO for comment.

Andrew Brieschke stated that he spoke with Jared Cypher from Ingham County, about the current contract which goes through December 2020 and an amendment to the Scope of Service was agreed to be the best solution.

Shanna Draheim inquired about an [opt-] out clause to the contract.

Andrew Brieschke stated there are many such provisions to the contract. The Scope of Service amendment merely dictates the dollar amount for each service provided by CATA for the upcoming fiscal year.

Mark Grebner explained the history of past contracts between CATA and the County.

**ROLL CALL VOTE:** The motion carried unanimously.

B. CONTRACT FOR CUSTODIAL 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 Professional Maintenance Cleaning Company for a five-year term to provide Custodial Services, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

**MOTION:**

Doug Lecato motioned to approve Discussion Agenda Item B, CONTRACT FOR CUSTODIAL SERVICES and Mark Grebner supported the motion.

**DISCUSSION:**

Jennie Gies inquired on the determining factor between external and internal custodial services and the hours of service.

Bradley Funkhouser stated that the internal custodial services that take place at Tranter are light cleaning which consist mainly of vacuuming and trash pick-up. The Multi-Modal Gateway and CTC use an outside cleaning service that provides window cleaning and trash pick-up on a larger scale. Seeking an outside cleaning service for the other locations has proven to be cost efficient. Both services operate on a daily basis and comply with CATA's hours.

Doug Lecato inquired on the five-year contract total dollar amount.

Bradley Funkhouser confirmed the five-year contract total dollar amount.

**ROLL CALL VOTE:** The motion carried unanimously.

C. LEGAL COUNSEL RECOMMENDATION

**PROPOSED MOTION:** That the CATA Board of Directors approve the following law firms to represent CATA during FY 2020-2021: Bleakley, Cypher, Parent, Warren & Quinn, P.C.; George Brookover, P.C.; Dickinson Wright, P.L.L.C.; Murphy & Spagnuolo, P.C.; Miller Johnson Attorneys; and Barnes & Thornburg, L.L.P..

**MOTION:**

Mark Grebner motioned to approve Discussion Agenda Item C, LEGAL COUNSEL RECOMMENDATION and Shanna Draheim supported the motion.

**DISCUSSION:**

Mark Grebner disclosed that George Brookover, P.C. is his personal attorney, however; it does not have any relation to CATA.

Doug Lecato expressed his appreciation for the legal counsel recommendations.

**ROLL CALL VOTE:** The motion carried unanimously.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

ELECTION OF OFFICERS

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Nominating Committee and elects the following Board members to the offices set opposite their names, effective October 1, 2020, for a

one-year term expiring September 30, 2021, pursuant to Board Policy #400, Section 1.03:

Nathan Triplett - Chairperson  
Dusty Fancher - Vice Chairperson  
Shanna Draheim - Secretary/Treasurer

**MOTION:**

A motion was made by Jennie Gies and supported by Dion'trae Hayes to approve the recommendation from the Nominating Committee for the election of Executive Officers as follows: Nathan Triplett, Chair; Dusty Fancher, Vice Chair; and Shanna Draheim, Secretary/Treasurer for the Fiscal Year 2020-2021.

**DISSCUSSION:**

Jennie Gies reported on behalf of the Nominating Committee.

Donna Rose thanked Doug Lecato for his past service as Vice Chairperson.

**ROLL CALL VOTE:** The motion carried unanimously.

**PUBLIC COMMENTS:**

Steve Clem, Union Vice President, Local 1039, expressed his disappointment in CATA working conditions and a recent unpleasant interaction with a Director.

Bradley Funkhouser stated that the Union has had time to respond to the fall work board. The goal is to not have built-in overtime during this fall board especially when CATA has drivers available.

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS**

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

**MOTION:**

A motion was made by Doug Lecato 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:** The motion carried unanimously.

The Executive Session began at 4:57 p.m. and adjourned at 5:24 p.m.

**ADJOURNMENT:**

There was no further business Chair Triplett adjourned meeting at 5:26 p.m.

Respectfully Submitted,

Dusty Fancher  
Secretary/Treasurer

Tina Orlando  
Recording Secretary