

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, SEPTEMBER 15, 2021  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. CHAIR'S COMMENTS
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF AUGUST 18, 2021, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JULY 2021

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

C. CATA BOARD MEETING SCHEDULE FOR FY 2021-2022

**PROPOSED MOTION:** That the proposed CATA Board Meeting Schedule for FY 2021-2022 be adopted as presented.

D. EIGHTH 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. 8 to the Agreement between County of Ingham and Capital Area Transportation Authority for October 1, 2021, through September 30, 2022, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. LEGAL COUNSEL RECOMMENDATION

**PROPOSED MOTION:** That the CATA Board of Directors approve the following law firms to represent CATA during FY 2021-2022: 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..

F. ACCOUNTING SOFTWARE

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Maner Costerisan, Lansing, MI, to provide Sage Intacct software licensing and technical support in the amount of \$72,009 per year and one-time implementation services of \$101,998 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. TRANSIT ADVERTISING SALES AND MANAGEMENT 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 Outfront Media Group LLC, for transit advertising sales and management services for a pilot period of one (1) year, plus the option to renew the contract for two (2) additional two-year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

H. PURCHASE OF HYBRID BATTERY REPLACEMENTS

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser to approve the purchase of three (3) Allison Hybrid electric bus battery storage units in the amount not to exceed a total purchase price of \$120,000 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VI. OLD BUSINESS

VII. 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, 2021, for a one (1) year term expiring September 30, 2022, pursuant to Board Policy #400, Section 1.03:

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

VIII. PUBLIC COMMENT

IX. 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, AUGUST 18, 2021  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

**PRESENT:** Nathan Triplett, Chair  
Derek Melot  
Jennie Gies  
Doug Lecato  
Mark Grebner

John Prush  
Phil Deschaine  
Dion'trae Hayes  
Robin Lewis

**CALL TO ORDER:**

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

**ABSENT:** Dusty Fancher, Vice Chair; Shanna Draheim, Secretary/Treasurer; and Jack Schmitt

**ROLL CALL:** All present, Dusty Fancher, Shanna Draheim and Jack Schmitt were absent.

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

**PUBLIC COMMENTS**

Nathan Brann inquired about CATA's policy for banned riders and requested that the policy be revised.

**PUBLIC HEARING**

At 4:04 p.m., Chair Triplett opened the public hearing regarding CATA's proposed Fiscal Year 2022 Budget and proposed 2021 Property Tax Levy.

Notice of this hearing was published on the CATA website on June 17, 2021; posted at CATA's Administrative Building, the downtown CATA Transportation Center (CTC), MSU CTC and the Capital Area Multimodal Gateway on June 28, 2021; emailed to 35 private agencies, human-services organizations, and disadvantaged and underserved populations on July 21, 2021; mailed via United States Postal Service to 222 private transit agencies, human-services organizations, and disadvantaged and underserved populations on July 22, 2021; published in the Lansing State Journal on July 22, 2021; published in the Lansing Community Newspapers including the Delta Waverly Community News, Holt Community News, Ingham County Community News, Lansing Community News, Towne Courier and Williamston Enterprise on July 25, 2021;

published in the City Pulse on July 28, 2021; and distributed to CATA's social-media networks on Twitter and Facebook page on July 28, 2021.

Chair Triplett stated that the proposed Fiscal Year 2022 Budget would establish an operating budget of \$55.7 million. The proposed 2021 property Tax Levy of 3.007 mills is to support the operating budget.

Chair Triplett asked if Chief Executive Officer, Bradley T. Funkhouser and/or staff had received any comments. Chief Executive Officer, Bradley T. Funkhouser reported no additional comments were received, written or verbal, during the period of time under notice.

Chair Triplett then opened the meeting for public comment regarding the proposed Fiscal Year 2022 Budget or the proposed 2021 Property Tax Levy. He stated he would call on those who wish to make comments and to please state your name and address for the record. Comments may be limited to five (5) minutes. When called upon, names and addresses were recorded for the record.

There were no public comments. Chair Triplett closed the Public Hearing on CATA's proposed Fiscal Year 2022 Budget and 2021 Property Tax Levy at 4:07 p.m.

### **CHAIR'S COMMENTS:**

#### **MOTION:**

Robin Lewis motioned to excuse Dusty Fancher, Shanna Draheim and Jack Schmitt and Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

### **CHIEF EXECUTIVE OFFICER'S REPORT**

#### **Lansing School District (LSD)**

Bradley Funkhouser reported that CATA met with Lansing School district Superintendent, Ben Schuldiner this past week in order to provide additional assistance to transport students. Mr. Funkhouser noted that CATA will work within its legal boundaries to help coordinate transportation, however; CATA will not be running school bus routes. In response to some concerns that have been brought forth by parents, CATA has put together a FAQ sheet. Mr. Funkhouser stated that as a public agency, CATA will do what it can to provide additional service while ensuring students are safe and well-informed on CATA's bus routes.

#### **COVID-19 Update**

Bradley Funkhouser stated that CATA will work with the Union and legal counsel to create an incentive program for CATA's unvaccinated employees to be vaccinated. Mr. Funkhouser and ATU Local 1039, President, Steve Soliz have already started discussions and the next step will be for the incentive program to be bargained with the Union.

### **Regional Planning**

Bradley Funkhouser reported that CATA is consistently working with the other transit agencies and LEAP to expand regional boundaries. He also stated that as new businesses come to the area, so will the demand for transportation. Recently, CATA gave CMAQ money to the Tri-County Regional Planning Commission (TCRPC) to hire a mobility manager. The mobility manager will aid transit agencies when scheduling trips for their clients, reduce wait times and provide better communication in real time with riders and care givers. The overall goal is to provide “seamless” transportation.

### **New Operator Class**

Bradley Funkhouser reported on the success of the new operator class. He also commended Andrew Brieschke, Deputy CEO on coordinating a Q & A session on Customer Service that took place earlier today. A panel consisting of Local Advisory Committee (LAC) members and the public shared their ideas with the new operators on the importance of customer service and how to best serve the community while operating a CATA bus.

### **Employee Appreciation Day**

Bradley Funkhouser stated that last week CATA hosted an Employee Appreciation Day. Overall, the day was a great success and everyone seemed to enjoy the food and activities.

Phil Deschaine inquired about CATA having weekly testing for unvaccinated employees.

Bradley Funkhouser stated that CATA will present the incentive program first before looking into weekly testing.

Derek Melot inquired about whether mandating vaccinations conflicted with CATA’s labor agreement.

Bradley Funkhouser replied that while mandating vaccines would need to be bargained with the Union, he felt that the incentive program was a better approach to have more employees vaccinated. Mr. Funkhouser also recognized that, if needed, CATA will look at other options.

Jennie Gies inquired about the Development Report and the details pertaining to the contract with Indian Trails.

Bradley Funkhouser stated that the contract with Indian Trails is being reviewed.

Jennie Gies requested having a future update on the outreach specialist and the CTC.

Bradley Funkhouser confirmed that he will give an update on the outreach specialist and the CTC at a later date.

Dion'trae Hayes applauded CATA for promoting vaccination incentives. She also inquired about the Lansing School District's request for additional transportation and whether the students will receive any extra help to ensure they are on the correct route.

Bradley Funkhouser reported that the service will be mostly for high school students. He confirmed that CATA will not be taking over of any of Dean's routes nor will CATA be adding any additional routes. CATA will only be assisting LSD by making it easier for their students to use CATA.

Dion'trae Hayes expressed her concern for young students riding alongside adult riders.

Bradley Funkhouser stated that CATA will work closely with staff and LSD to ensure that the young students stay safe while riding on CATA.

ATU Local 1039, Union President, Steve Soliz stated that tripper buses can assist in transporting young students and that it has proven to be very efficient in the past.

Robin Lewis thanked Mr. Funkhouser and CATA for their continued assistance in helping the community.

Bradley Funkhouser stated that Customer Experience Representatives (CXR), have been training new hires on how to handle students while riding the bus. CATA will also work with social services and the LSD on how to provide the best service to students.

Doug Lecato inquired about payment from LSD.

Bradley Funkhouser stated that the intent is to have an agreement where LSD will reimburse CATA for the bus passes. He also stated that in time this agreement may be presented to the Board, however; the main concern right now is to provide transportation to the students.

#### **ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF JULY 21, 2021, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR JUNE 2021
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation

C. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 16)

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 16 to the Student Housing Transit Services Agreement for the period from August 1, 2021, through July 31, 2022, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. INSURANCE BROKERAGE AND CONSULTING SERVICE AGREEMENT

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Epic Insurance Brokers, Grand Rapids, MI, to provide insurance brokerage and consulting services in the amount of \$30,000 for the period from September 1, 2021 through February 28, 2022 on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. CONTRACT FOR HOIST PREVENTATIVE MAINTENANCE AND SERVICE

**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 State Installation and Service LLC to provide Preventative Maintenance & Service for in-ground vehicle hoists systems for a maximum amount of \$4,665, plus extra services as needed of \$51,040, for a term of three (3) years, commencing August 1, 2021, through July 31, 2024, and not to exceed the approved annual Operating Budget of \$55,705 for such services as the Board Chair and Chief Executive Officer deem necessary.

F. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Geneva Smith to a three-year term through April 2024.

Mark Grebner requested that Action Item C be moved to discussion.

Dion'trae Hayes requested Action Item D be moved to discussion.

**MOTION:**

Robin Lewis motioned to approve the Consent Agenda with Action Item C, EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 16) and Action Item D, INSURANCE BROKERAGE AND CONSULTING SERVICE

AGREEMENT moved to discussion and Phil Deschaine supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEM - DISCUSSION AGENDA**

- A. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 16)

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 16 to the Student Housing Transit Services Agreement for the period from August 1, 2021, through July 31, 2022, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Mark Grebner motioned to approve Discussion Item A EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 16) and Derek Melot supported the motion.

**DISCUSSION:**

Mark Grebner inquired about the service being the same as last year.

Bradley Funkhouser replied that the service is the same as last year, however; due to COVID-19, ridership has decreased and everyone has suffered financially therefore, CATA only added a 2% inflation cost for the term.

**VOTE:** The motion carried unanimously.

- B. INSURANCE BROKERAGE AND CONSULTING SERVICE AGREEMENT

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Epic Insurance Brokers, Grand Rapids, MI, to provide insurance brokerage and consulting services in the amount of \$30,000 for the period from September 1, 2021 through February 28, 2022 on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Mark Grebner motioned to approve Discussion Item B, INSURANCE BROKERAGE AND CONSULTING SERVICE AGREEMENT and Doug Lecato supported the motion.

**DISCUSSION:**

Dion'trae Hayes inquired about CATA's consulting service and the associated cost.

Bradley Funkhouser stated that Epic Insurance Brokers has saved CATA a lot of time and money by finding the best deal on the market. They also advise CATA on making decisions and do not work on a commission basis. They are consultants rather than salespersons. Mr. Funkhouser explained that the cost is approximately two-thirds of the yearly fee since a majority of their service is done within the first six (6) months. He also stated that this action item will be rebid and brought back to the Board before the contract expires.

**VOTE:** The motion carried unanimously.

C. 2021 PROPERTY TAX LEVY

**PROPOSED MOTION:** That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2021 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

**MOTION:**

Derek Melot motioned to approve Discussion Item C, 2021 PROPERTY TAX LEVY and Doug Lecato supported the motion.

**DISCUSSION:**

Bradley Funkhouser introduced Jim Frenedt, Director of Finance to give his financial report.

Jim Frenedt gave his report on the 2021 Tax Levy and the Fiscal Year 2022 Budget. In his report, Mr. Frenedt stated that the tax levy has not changed from last year and the fiscal year 2022 budget is very similar to the forecasted projections that were given at this year's Board Retreat in March 2021. CATA's revenue was \$55.7 million compared to the projected \$55.8 million. Farebox revenue will continue to be a challenge for the foreseeable future. CATA's budget is at \$1.8 million for fiscal year 2022 compared to over \$1 million in fiscal year 2021. He also predicted that property taxes for 2022 will increase to over 3%. In regard to operating grant revenue, Mr. Frenedt commented on the Coronavirus Aid Relief Economic Security (CARES), Coronavirus Response and Relief Supplemental Appropriations (CRSSA) and American Rescue Plan (ARP). CATA has requested CARES reimbursement in operating expenses for quarters 1, 2, and 3. CATA expects to receive approximately \$11 million in total from CARES for fiscal year 2021 and plans to spend the rest of CARES money in fiscal year 2022 before using CRSSA and ARP funds.

Jim Frenedt continued by stating that salary and fringe benefits remain to be CATA's most costly expense and he expects to see a 2% increase every year. New drivers and a reduction of overtime will help curb expenses while inflation prices on contracts may show some increases. He also stated that he does not see an increase in fuel prices.

Jim Frenedt closed by thanking those that helped with the fiscal year 2022 budget.

Mark Grebner commented on line-haul buses and inquired about paratransit ridership.

Bradley Funkhouser reported that we are still in the middle of COVID-19 and ridership will be down, however; CATA will not be cutting any service. He then deferred to Andrew Brieschke, Deputy CEO for more details.

Andrew Brieschke stated that paratransit has been consistently busy even though ridership is down. He also stated that the call center typically receives calls between 800-1,100 calls per day whereas currently they have been at 600-800 per day.

Phil Deschaine inquired about students riding on Meridian Redi-Ride in the fall.

Andrew Brieschke stated that he expects Redi-Ride ridership to increase in the fall. Similar to previous years.

Bradley Funkhouser explained that COVID-19 is still in effect and the future of ridership is uncertain.

Mark Grebner recognized CATA's approval to receive 3.007 mills in tax levy and suggested that CATA and the Board think carefully on how to expand CATA's services and future endeavors.

**VOTE:** The motion carried unanimously.

D. FISCAL YEAR 2022 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 2022, upon which public hearing was held at a regular meeting of the Board on August 18, 2021, 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 2022 (October 1, 2021, through and including September 30, 2022).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2021 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 18, 2021, 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 2022 are approved.

**MOTION:**

Robin Lewis motioned to approve Discussion Item D, FISCAL YEAR 2022 BUDGET APPROVAL and Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS**

None

**NEW BUSINESS**

Chair Triplett introduced the Nominating Committee Report. Chair Triplett stated that Policy 411 requires the Board of Directors to appoint the committee in July with recommendations presented in August, hold an election in September and for new officers to take seats in October. Chair Triplett thanked Derek Melot, Robin Lewis and Jack Schmitt for serving on the committee.

Derek Melot gave the Committee Report. Mr. Melot stated that his fellow members have discussed nominations and that he has had requests from Nathan Triplett, Dusty Fancher and Shanna Draheim. The Committee recommended that Nathan Triplett serve as Chair, Dusty Fancher as Vice Chair, and Shanna Draheim as Secretary/Treasurer for Board.

Chair Triplett thanked Derek Melot for his report and appreciated the recommendations.

Chair Triplett stated that per Policy 411, the Board will consider the nominations at next Board Meeting in September.

**PUBLIC COMMENT**

Robin Lewis shared a personal story related to CATA's service.

**MOTION:**

Doug Lecato motioned to go into closed session and Robin Lewis supported the motion.

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

**ADJOURNMENT**

There was no further business Chair Triplett adjourned meeting at 5:12 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending July 31, 2021**

	July Actual	July Budget	Variance	% Variance	FY 2021 Actual YTD	FY 2021 Budget YTD	Variance	% Variance	FY 2021 BUDGET	% of Fiscal Year Completed 83%	% Annual Budget Revenues/Expense
<b>REVENUES</b>											
Farebox	\$ 125,719	\$ 208,333	\$ ( 82,614 )	-39.7%	\$ 1,160,340	\$ 2,083,333	\$ ( 922,993 )	-44.3%	\$ 2,500,000		46.4%
Contracted Services	\$ 8,897	\$ 291,667	\$ ( 282,770 )	-96.9%	\$ 1,110,121	\$ 2,916,667	\$ ( 1,806,546 )	-61.9%	\$ 3,500,000		31.7%
Property Tax	\$ 762,865	\$ 1,918,083	\$ ( 1,155,218 )	-60.2%	\$ 22,646,883	\$ 19,180,833	\$ 3,466,050	18.1%	\$ 23,017,000		98.4%
State Revenue	\$ 1,252,580	\$ 1,618,333	\$ ( 365,753 )	-22.6%	\$ 12,485,911	\$ 16,183,333	\$ ( 3,697,422 )	-22.8%	\$ 19,420,000		64.3%
Federal Revenue	\$ 113,481	\$ 318,772	\$ ( 205,291 )	-64.4%	\$ 1,351,431	\$ 3,187,724	\$ ( 1,836,293 )	-57.6%	\$ 3,825,269		35.3%
Other Revenue	\$ 49,584	\$ 71,750	\$ ( 22,166 )	-30.9%	\$ 266,637	\$ 717,500	\$ ( 450,863 )	-62.8%	\$ 861,000		31.0%
<b>TOTAL REVENUES</b>	<b>\$ 2,313,126</b>	<b>\$ 4,426,939</b>	<b>\$ ( 2,113,813 )</b>	<b>-47.7%</b>	<b>\$ 39,021,323</b>	<b>\$ 44,269,391</b>	<b>\$ ( 5,248,068 )</b>	<b>-11.9%</b>	<b>\$ 53,123,269</b>		<b>73.5%</b>
<b>EXPENSES</b>											
Labor	\$ 1,516,778	\$ 1,791,583	\$ 274,805	15.3%	\$ 15,122,786	\$ 18,374,167	\$ 3,251,381	17.7%	\$ 22,049,000		68.6%
Fringe Benefits	\$ 1,024,863	\$ 1,042,097	\$ 17,234	1.7%	\$ 9,413,655	\$ 9,972,641	\$ 558,986	5.6%	\$ 11,967,169		78.7%
Services	\$ 252,618	\$ 259,042	\$ 6,424	2.5%	\$ 3,041,747	\$ 2,897,167	\$ ( 144,580 )	-5.0%	\$ 3,476,600		87.5%
Materials & Supplies	\$ 370,882	\$ 360,108	\$ ( 10,774 )	-3.0%	\$ 3,150,316	\$ 3,600,250	\$ 449,934	12.5%	\$ 4,320,300		72.9%
Utilities	\$ 55,622	\$ 69,975	\$ 14,353	20.5%	\$ 624,155	\$ 699,750	\$ 75,595	10.8%	\$ 839,700		74.3%
Casualty & Liability	\$ 61,194	\$ 83,333	\$ 22,139	26.6%	\$ 780,101	\$ 833,333	\$ 53,232	6.4%	\$ 1,000,000		78.0%
Purch. Transportation	\$ 713,283	\$ 751,667	\$ 38,384	5.1%	\$ 6,877,772	\$ 7,516,667	\$ 638,895	8.5%	\$ 9,020,000		76.3%
Miscellaneous	\$ 49,715	\$ 68,883	\$ 19,168	27.8%	\$ 449,573	\$ 375,417	\$ ( 74,156 )	-19.8%	\$ 450,500		99.8%
Interest Expense	\$ 31	\$ 250	\$ 219	87.6%	\$ 761	\$ -	\$ ( 761 )	0.0%	\$ -		0.0%
Depreciation	\$ -	\$ -	\$ -	0.0%	\$ 2,087	\$ -	\$ ( 2,087 )	0.0%	\$ -		0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 4,044,986</b>	<b>\$ 4,426,939</b>	<b>\$ 381,953</b>	<b>8.6%</b>	<b>\$ 39,462,953</b>	<b>\$ 44,269,391</b>	<b>\$ 4,806,438</b>	<b>10.9%</b>	<b>\$ 53,123,269</b>		<b>74.3%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ ( 1,731,860 )</b>	<b>\$ 0</b>	<b>\$ ( 1,731,860 )</b>		<b>\$ ( 441,630 )</b>	<b>\$ -</b>	<b>\$ ( 441,630 )</b>		<b>\$ -</b>		

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

**07/01/2021 - 07/31/2021**

<b>Cash Balance -07/01/2021</b>	<b>\$ 2,488,173</b>
Disbursements	\$ (3,762,150)
Receipts	\$ 3,071,060
Adjustments	\$ -
<b>Cash Balance - 07/31/2021</b>	<b>\$ 1,797,083</b>

**Disbursements:**

Cash Disbursements Register	\$ (1,827,323)
Payroll	(1,393,368.00)
Healthcare (BlueCross Blue Shield)	(533,627.00)
Transfers To the ASU Claims Account	\$ (7,832)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b>\$ (3,762,150)</b>

**Receipts:**

Cash Receipt Register	\$ 3,648,191
Transfers From the Investment Account	-
<b>Total Cash Receipts</b>	<b>\$ 3,648,191</b>

**Adjustments:**

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

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

(Page 3 of 4)

**07/01/2021 - 07/31/2021**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	1,797,083	10.11%
FIFTH THIRD BANK - ASU Claims Account	24,205	0.14%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	15,961,482	89.76%
<b>TOTAL</b>	<b>\$ 17,782,770</b>	<b>100.00%</b>

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 13,030
OTHER BANKS	-
<b>TOTAL</b>	<b>\$ 13,030</b>
<b>Monthly Average Rate of Return</b>	<b>0.0733%</b>
<b>Annual Average Rate of Return</b>	<b>0.879%</b>

Interim statements are subject to adjustments and year-end audit

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

(Page 4 of 4)

07/01/2021 - 07/31/2021

<b>Market Value at the Beginning of the Period - 07/01/2021</b>		\$ 15,944,340
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		-
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 14,324	
Accrued Interest Paid	\$ -	
Administrative Expenditures	\$ (1,294)	
<b>Total Net Income/Loss &amp; Expenditures</b>		\$ 13,030
<b><u>Realized Gains or (Loss) From Sales</u></b>		\$ -
<b><u>Market Appreciation</u></b>		
End of Period	\$ (30,418)	
Beginning of Period	\$ 37,671	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		\$ 7,253
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (32,727)	
Current Accrued Income (+)	\$ 29,586	
<b>Net Change from Accrued Income</b>		<u>(3,141)</u>
<b>Market Value at the End of the Period - 07/31/2021</b>		<u><u>\$15,961,482</u></u>

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 - CATA BOARD MEETING SCHEDULE FOR FY 2021-2022**

Under CATA's Articles of Incorporation, Article IV, Section 6, and Policy #400, Bylaws, Section 2.02, the Board, at its annual organization meeting, is to establish the times and places of its regular meetings.

In the Board meeting schedule presented below, all CATA Board meetings will be held on the third Wednesday of each month at 4:00 p.m. at 3131 E. Michigan Avenue, Lansing, Michigan 48912 (former Sears building), unless specifically scheduled otherwise.

**FY 2021-2022 CATA Board Meeting Schedule**

Wednesday, October 20, 2021  
Wednesday, November 17, 2021  
Wednesday, December 15, 2021

Wednesday, January 19, 2022 - The Board meeting will be held at 4:00 p.m. at 3131 E. Michigan Avenue, Lansing, Michigan 48912 (former Sears building). **Board Retreat** following Board meeting at the same location.

Wednesday, February 16, 2022  
Wednesday, March 16, 2022  
Wednesday, April 20, 2022  
Wednesday, May 18, 2022  
Wednesday, June 15, 2022  
Wednesday, July 20, 2022  
Wednesday, August 17, 2022  
Wednesday, September 21, 2022

**PROPOSED MOTION:** That the proposed CATA Board Meeting Schedule for FY 2021-2022 be adopted as presented.

**ACTION ITEM – EIGHTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES**

CATA has been providing CATA Rural Services and county-wide paratransit service for seniors and persons with disabilities in Ingham County for decades. A major source of funding for these services has been a millage levied by the County of Ingham in the amount of 0.60 mills. To apply this funding, the County and CATA have entered into a series of base contracts with annual amendments for the scope of services. The current base contract term is January 1, 2021, through December 31, 2025.

Ingham County has proposed Amendment No. 8, Scope of Services for October 1, 2021, through September 30, 2022, which includes continued Spec-Tran service at a minimum level of what was in effect on October 1, 1988 and CATA Rural Service of at least 79 hours per day, which includes the Mason Connector and the Williamston-Webberville Connector. CATA's services will exceed the minimum contract levels for Spec-Tran and CATA Rural Service.

Ingham County is projecting tax revenue of \$4,972,363 in FY 2022 from the Special Transportation Millage which is allocated at \$1,245,091 for CATA Rural Services and \$3,727,272 for Spec-Tran services.

Amendment No. 8 was taken to the Ingham County Human Services Committee on September 20, the Financial Committee on September 22 and will be taken to the full Board of Commissioners on September 28, 2021.

It is understood that the current agreement between Ingham County and CATA is from January 1, 2021 through December 31, 2025 by end of calendar year 2021.

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 Amendment No. 8 to the Agreement between County of Ingham and Capital Area Transportation Authority for October 1, 2021, through September 30, 2022, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

## **ACTION ITEM – LEGAL COUNSEL RECOMMENDATION**

Board Policy #405 states that the Board of Directors shall approve, at the annual organization meeting, a recommended list of law firms that will provide legal counsel to CATA in the coming fiscal year. Here is the list of firms being recommended for FY 2021-2022:

*Bleakley, Cypher, Parent, Warren & Quinn, P.C.*, is the firm working on CATA's Worker's Compensation and Self-Insured Fund cases.

*George Brookover, P.C.*, is the firm who has been advising us on millage election requirements, as needed. We recommend this firm as a resource for millage related questions.

*Dickinson Wright, P.L.L.C.*, is the firm working on the IRS and State of Michigan payroll tax penalty and interest issues and other litigation matters.

*Murphy & Spagnuolo, P.C.*, is the firm working on several issues of insurance litigation and environmental issues. This firm has also worked on litigation related to security issues and has been very effective. Recently, this firm has also begun assisting with other legal matters including labor relations, disciplinary matters, FTA, and MDOT-related work.

*Miller Johnson Attorneys*, is the firm working on procurement, FTA, MDOT and other contracting matters.

*Barnes & Thornburg, L.L.P.*, is the firm is assisting with various legal matters including labor relations, disciplinary matters, FTA, and MDOT- related work.

Staff strongly recommends that the Board approve CATA's continued relationship with all six law firms. We have been very impressed with the quality of work they have done for us over the years which has been the key to preventing further litigation. Each firm has done their part to make sure we cover all our bases.

**PROPOSED MOTION:** That the CATA Board of Directors approve the following law firms to represent CATA during FY 2021-2022: 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..

## **ACTION ITEM – ACCOUNTING SOFTWARE**

CATA has been using Microsoft Dynamics as its accounting system since 2012. Unfortunately, as a customization was made to the system shortly after implementation, CATA has been unable to upgrade the system to a more current version without a full rewrite of the software code associated with that customization. Consequently, CATA has been running on the same version that was initially installed back in 2012. This system is considered “end-of-life” by Microsoft and they are in the process of discontinuing their support of the system.

During the past two (2) years, CATA has performed an exhaustive search for a replacement for this system and has found one (1), known as Sage Intacct, that meets CATA’s requirements. This system would be licensed through Maner Costerisan, a local CPA firm headquartered in Lansing.

CATA would like to move forward with the licensing and implementation of this system during fiscal 2022. The procurement has two components: an annual software licensing fee, and a one-time fee for consulting to assist with the implementation of the system. The licensing fee is expected to be \$72,009 annually, while the one-time implementation is estimated at \$101,998 during fiscal 2022. CATA intends to use operating funds to facilitate this procurement.

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 an agreement with Maner Costerisan, Lansing, MI, to provide Sage Intacct software licensing and technical support in the amount of \$72,009 per year and one-time implementation services of \$101,998 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**ACTION ITEM – TRANSIT ADVERTISING SALES AND MANAGEMENT SERVICES**

CATA issued a Request for Proposal (RFP), 2021-117, for Transit Advertising Sales and Management Services on June 28, 2021. Proposals were due by 2:00 p.m., on July 29, 2021. The RFP was distributed to nine (9) vendors, posted online at Transit Talent and on CATA’s website.

The following firms submitted a proposal:

- Outfront Media Group LLC, New York
- Mesmerize Media LLC, New York
- Commuter Advertising Inc., Ohio

The committee met virtually on four (4) separate occasions through Zoom, August 9, 2021, August 11, 2021, August 24, 2021, and August 25, 2021, to discuss the evaluation criteria, as outlined in the RFP: 1) Financial offer; 2) Experience of the firm with similar projects/clients 3) Overall project experience; 4) Ability of the respondent to provide all aspects of the statement of work; and 5) Completeness and responsiveness of the proposal to the RFP.

All three (3) proposals were evaluated by the committee, and all three (3) vendors were invited to participate in a virtual Zoom presentation on August 24, 2021. Each firm was asked to address additional questions.

Outfront Media Group’s financial offer extended to CATA the greatest minimum annual guarantee in each of its proposed contract years, as noted below, for a total of \$2.1 million over the proposed five-year term (one (1) initial pilot year, plus two (2) two-year extensions). Additionally, Outfront’s experience with similar projects/clients – including MTA New York, WMATA, MBTA, BART, MARTA and VTA – as well as its 135 years of combined experience selling Michigan out-of-home media and project experience were quite impressive. As a whole, the committee expressed the highest degree of confidence in Outfront’s ability to meet all aspects of the project’s statement of work.

**Outfront Media Group**

Bid Minimum Annual Guarantee to CATA for Contract Term:	Year 1:	\$ 300,000
	Year 2:	\$ 400,000
	Year 3:	\$ 400,000
	Year 4:	\$ 500,000
	Year 5:	\$ 500,000
Assumes no further major disruptions from COVID, and assumes no material changes in CATA’s fleet size or number of fixed routes.		

Bid Percentage of Gross Advertising Revenue to CATA for Contract Term:	Year 1:	60%
	Year 2:	60%
	Year 3:	60%
	Year 4:	60%
	Year 5:	60%

Anticipated Gross Revenue to be Generated during Contract Term:	Year 1:	\$ 880,400
	Year 2:	\$ 1,178,000
	Year 3:	\$ 1,376,400
	Year 4:	\$ 1,450,800
	Year 5:	\$ 1,562,400

Assumes no further major disruptions from COVID, and assumes no material changes in CATA's fleet size or number of fixed routes.

Anticipated Expenses to be Incurred during Contract Term:	Year 1:	\$ 193,688
	Year 2:	\$ 259,160
	Year 3:	\$ 302,808
	Year 4:	\$ 319,176
	Year 5:	\$ 343,728

Assumes no further major disruptions from COVID, and assumes no material changes in CATA's fleet size or number of fixed routes.

No operating expenses will be deducted from gross revenue. Should Outfront incur an agency buying fee (not to exceed 15%), any such fee amount will be documented in the monthly report along with the charging agency, and will be deducted from gross revenue.

**Mesmerize Media Inc.**

Bid Minimum Annual Guarantee to CATA for Contract Term:	Year 1:	\$ 135,000
	Year 2:	\$ 175,000
	Year 3:	\$ 225,000
	Year 4:	\$ 275,000
	Year 5:	\$ 300,000

We expect big jumps in sales in Y2-Y5 based on growing pipeline which allows us to raise our MAG each year of contract.

Bid Percentage of Gross Advertising Revenue to CATA for Contract Term:	Year 1:	65%
	Year 2:	60%
	Year 3:	55%
	Year 4:	55%
	Year 5:	55%

As the contract has (1) pilot year, we are offering a higher than normal rev share percentage before slowly reducing as sales go higher and higher in Y2-Y5.

Anticipated Gross Revenue to be Generated during Contract Term:	Year 1:	\$ 250,000
	Year 2:	\$ 375,000
	Year 3:	\$ 475,000
	Year 4:	\$ 550,000
	Year 5:	\$ 600,000

With ads never being sold before, Y1 will need a longer than normal ramp up time before taking off and growing quickly in the following years.

Anticipated Expenses to be Incurred during Contract Term:	Year 1:	\$0.00
	Year 2:	\$0.00
	Year 3:	\$0.00
	Year 4:	\$0.00
	Year 5:	\$0.00

### Commuter Advertising

Bid Minimum Annual Guarantee to CATA for Contract Term:	Year 1:	\$ 40,000
	Year 2:	75% of Year 1
	Year 3:	75% of Year 2
	Year 4:	75% of Year 3
	Year 5:	75% of Year 4
Support with leveraging CATA's contacts in the market, efficient funneling of leads that CATA received, and open communication with quick response.		

Bid Percentage of {circle one} Gross/Net Advertising Revenue to CATA for Contract Term:	Year 1:	70%
	Year 2:	70%
	Year 3:	70%
	Year 4:	70%
	Year 5:	70%
Support with leveraging CATA's contacts in the market, efficient funneling of leads that CATA received, and open communication with quick response.		

Anticipated Gross Revenue to be Generated during Contract Term:	Year 1:	\$ 150,000
	Year 2:	\$ 200,000
	Year 3:	\$ 250,000
	Year 4:	\$ 275,000
	Year 5:	\$ 300,000
Support with leveraging CATA's contacts in the market, efficient funneling of leads that CATA receives, and open communication with quick response.		

Anticipated Expenses to be Incurred during Contract Term:	Year 1:	\$45,000
	Year 2:	\$60,000
	Year 3:	\$75,000
	Year 4:	\$82,500
	Year 5:	\$90,000
Expenses to be deducted include sales, marketing, and operations costs including travel, commissions, and salary devoted to the CATA contract.		
Support with leveraging CATA's contacts in the market, efficient funneling of leads that CATA receives, and open communication with quick response.		

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 contract with Outfront Media Group LLC, for transit advertising sales and management services for a pilot period of one (1) year, plus the option to renew the contract for two (2) additional two-year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

**ACTION ITEM – PURCHASE OF HYBRID BATTERY REPLACEMENTS**

CATA's Maintenance Department has determined that three (3) 60-foot New Flyer articulated buses need the immediate replacement of their original Allison Hybrid electric battery storage units. The battery storage units are original and date back to model years 2007-2009. Thus, the battery storage units in buses 6008, 6009 and 6011 have exceeded their useful life.

The total cost for all for all three (3) battery replacement units is \$120,000. CATA intends to use grant funds for spare parts to facilitate the procurement of this original equipment manufacturer (OEM) part. The installation of the battery storage units will be handled on site by CATA mechanics with assistance from Allison-trained technicians.

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 approve the purchase of three (3) Allison Hybrid electric bus battery storage units in the amount not to exceed a total purchase price of \$120,000 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**INFORMATION ITEMS**

**SEPTEMBER 15, 2021**

1. JULY RIDERSHIP REPORT
2. JULY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR AUGUST 2021
4. DEI TASK FORCE UPDATE
5. COMMUNITY ADVOCACY OFFICE

## JULY 2021 RIDERSHIP REPORT

<u>Total system rides – July:</u>	<u>225,497</u>
Average weekday system ridership	8,500
Average weekday system ridership change 7/21 to 7/20	+900

	<u>7/21 v. 7/20</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Monthly total system ridership	+12.5%	+25,086
Monthly Urban Fixed-Route change	+10.8%	+17,603
Monthly MSU campus ridership change	NA	NA
Monthly Spec-Tran ridership change	+31.0%	+4,335
Monthly Total Paratransit ridership change	+31.2%	+5,221

Note: Fixed route and regular paratransit service began on a limited basis beginning May 4, 2020. A more robust service began on May 26, 2020. Fare free service was in place from March 18, 2020 to June 14, 2020.

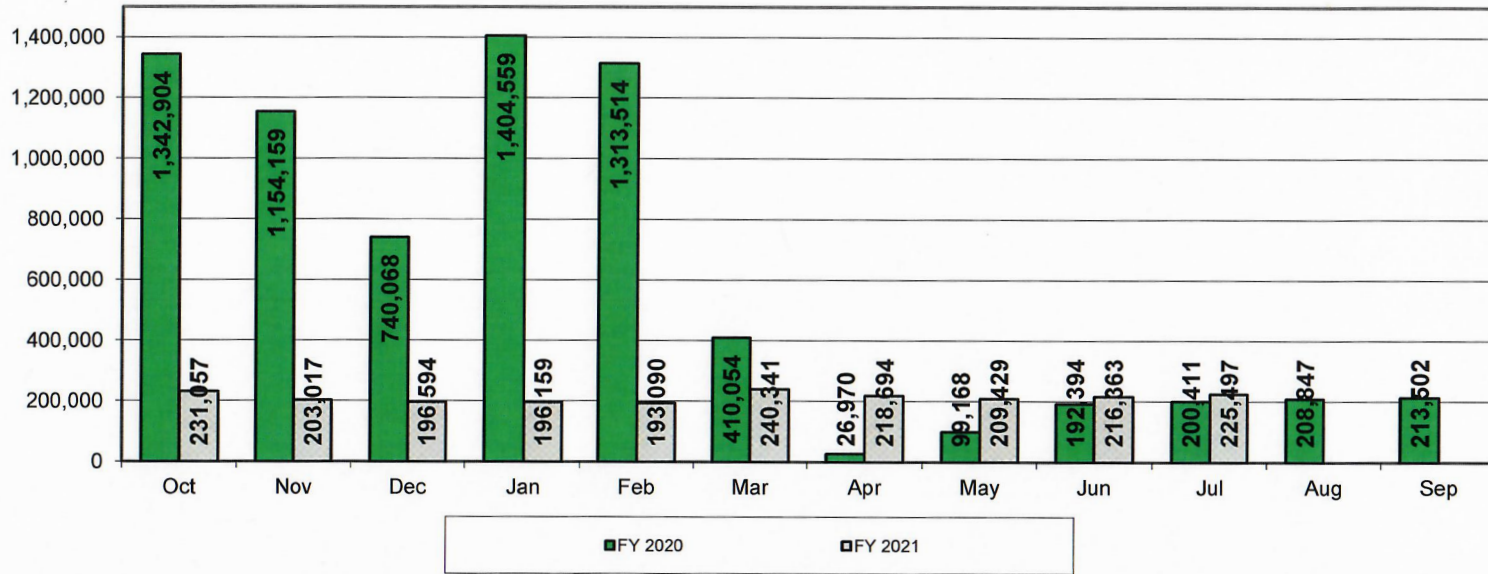
## FY 2021 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2021:</u>	<u>2,130,241</u>
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	<u>FY 2021 vs. FY 2020</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Total system rides change	-69.1%	-4,753,960
Year-to-Date Spec-Tran ridership change	-19.9%	-40,024
Year-to-Date Total Paratransit ridership change	-34.2%	-101,730

Note: CATA began reducing fixed route service on March 18, 2020. On March 23, 2020, CATA suspended all fixed route service and went to demand response only service. Fixed route and regular paratransit service began on a limited basis beginning May 4. A more robust service began on May 26. On June 15, CATA implemented regular fixed route summer service with the exception of Route 32. Fare free service was in place from March 18 to June 14. Fares were reinstated on June 15. On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used. Ridership substantially impacted by COVID-19 pandemic.

### CATA's Monthly Ridership: FY 2020 & FY 2021



**INFORMATION ITEM - FUEL PURCHASE FOR AUGUST 2021**

The following lists our prices for diesel fuel for August 2021

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
08/06/2021	\$2.2197
08/11/2021	\$2.1815
08/19/2021	\$2.1150
08/26/2021	\$2.2180
08/31/2021	\$2.2415

FY 2021 Current average per gallon fuel cost	\$2.20
FY 2021 Budget per gallon fuel cost	\$2.35

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**Diversity Equity & Inclusion Task Force  
Meeting Summary  
August 11, 2021**

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The August agenda was a review of old business:

- **Updates on Community Involvement Initiatives:**

To demonstrate our commitment to racial justice and equity through volunteer activities, Task Force participants voted to continue to support Operation Santa and Capital Area United Way. The Task Force also agreed to partner with the following organizations:

- **Boys & Girls Club of Lansing**

CATA representatives met with Joseph Yang, Director of Operations and Carmen Turner, President and CEO of Boys & Girls Club (BGC) of Lansing on June 24 to discuss CATA's interest in financial funding of BGC projects, mentoring and other volunteer activities. Due to a serious health emergency in her family, however, Carmen asked to postpone a second meeting that was scheduled in July for a yet-to-be-determined date. We await the recovery of her family member before resuming discussions.

- **Lansing School District**

We reached out to but haven't yet heard from Sergio Keck, Lansing School District's Deputy Superintendent of Special Populations about opportunities for CATA to volunteer for in-classroom or virtual reading, writing, arithmetic and mentoring. We took advantage of our August 13 meeting with Lansing School District regarding transportation for students, and chatted briefly with District Assistant Superintendent Jessica Benavides about our DEI goals. Once the school year gets underway and students are adjusted, Jessica looks forward to connecting CATA with appropriate school officials to discuss literacy opportunities.

- **Habitat for Humanity**

We reached out in May to Carmen Hall, Director at Habitat for Humanity Capital Region, to discuss volunteer opportunities. Carmen followed up with us by phone on August 23 to let us know that she has a wheelchair ramp project on September 16 that the Task Force may be interested in supporting. Five (5) task force participants will undergo volunteer training prior to the project date. We also look forward to involving more Task Force members to assist with an October home-building project.

- **Diversity Survey –**

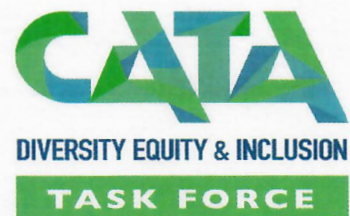
The committee discussed timing for the distribution of our Diversity Equity & Inclusion survey. It was unanimously agreed that the survey would best be distributed once the collective bargaining agreement has been negotiated.

- **DEI 2021 Meeting Schedule was updated:**
  - Committee members voted unanimously to change meetings times, in hopes of attracting more attendees; 9 a.m. meetings changed to 10 a.m., and noon meetings were changed to 1 p.m.
- **Recommendation to honor Martin Luther King Jr. Day and Juneteenth:**
  - The memo was submitted to the CEO at the July meeting. There are no updates to report currently.

Respectfully submitted,

Marshea Brown  
Director of Human Resources  
DEI Task Force Co-chair

Lolo Robison  
Director of Marketing, Customer  
Experience/PIO  
DEI Task Force Co-chair



## **INFORMATION ITEM: COMMUNITY ADVOCACY OFFICE**

As previously reported in December 2020, CATA recognizes the need to work collaboratively with the community to address our region’s homeless epidemic. This effort aligns with CATA’s mission, vision, values and strategic goals, which call for innovative solutions in partnership with the communities we serve and the re-imagination of regional mobility challenges.

Additionally, CATA is aware that homelessness is a challenge that our organization and community faces on a daily basis. And, while studies show that homelessness has decreased nationally and in Michigan in recent years, Ingham County’s data tells a different story: Homelessness has not declined since 2014 – ‘15.

Together, CATA representatives, City of Lansing Director of Human Relations and Community Services Kim Coleman, and Executive Director of Advent House Ministries Susan Cancro discussed opportunities to work to better understand the needs of our homeless citizens, available resources and how we can most effectively administer assistance.

On February 2021, we successfully onboarded a temporary Street Outreach Specialist – a trained and experienced social worker – to support our Community Advocacy Office at the downtown CTC. Shortly after, Liberty Quijas-Klebba came aboard as our permanent full-time Street Outreach Specialist. She compassionately and empathetically focuses on the needs of individuals and families who are disconnected from shelter and housing, as well as those who frequent locations associated with CATA (i.e., Capital Area Multimodal Gateway and numerous bus shelters throughout our service area). She works to build trust with those we serve to accurately assess individual needs.

Contact between the Community Advocacy Office and those in need increased substantially in July as word about the program spreads. As an added benefit, Dr. Graham Atkin from MSU and a Street Medicine Team accompanies Advent House Ministries’ Street Outreach Specialist every other Saturday and operates telehealth clinics with local shelters during the week.

### **Tracking Statistics February 2021 – July 2021**

New Client Interactions:	146
Shelter Referrals:	42
Shelter Placements:	8
Transportation Assistance:	87 (CATA, Uber, Indian Trails, other)
EMS/911/Security Assistance:	15

Supplies:	266
PATH Enrollments*:	11

**Supplies needed on a regular basis:**

- Tuna packets
- Undergarments (underwear, socks, etc.)
- Pants
- Shoes
- Coats, hats, scarves, gloves during the cold season

\* Projects for Assistance in Transition from Homelessness through Housing Services  
Mid-Michigan