

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) SEPTEMBER 24, 2013, 5:30 P.M.

In the Edward J. Kuntz Board Room of the Bloomington Transit Operating Facility, 130 W. Grimes Lane, Chairman McConn convened the regular meeting of the Board of Directors of the Bloomington Public Transportation Corporation.

ROLL CALL

Board Members present: Chairman McConn, Vice Chairman McDaniel, Secretary Cartwright, Board Member Hasler and Board Member Obermeyer. Also present were Lewis May, General Manager, Brenda Underwood, Human Resources/Marketing Administration, Christa Browning, Controller, and Miah Michaelsen, Assistant Economic Development Director for the Arts at City of Bloomington.

PETITIONS AND COMMUNICATIONS

There were no petitions and communications.

MESSAGES FROM BOARD MEMBERS

There were no messages from Board Members.

MESSAGES FROM THE MANAGER

Mr. May opened with an update of the Downtown Passenger Transfer Facility. He noted progress continues on construction of the new Downtown Passenger Transfer Facility. He said framing of the 2nd floor office and dispatch areas has continued over the past two weeks, Framing of the 1st floor areas has begun along with rough-in of plumbing and electric continuing. He said he is working with the City on making some decisions on color choices for interior features of the building such as wood doors, folding wall panels, restroom fixtures, sidewalk concrete, and concrete canopy posts.

Mr. May said the City has decided to fund the art for the west wall mural and the reason being is they wanted to use a local artist. If we used federal funding we could not give geographical preference. He said Miah Michaelsen has selected an artist and has some artwork to share with the Board tonight and get the Board's feedback and input and hopefully the Board's approval. Miah Michaelsen noted that the administration's desire was to have a local artist design the artwork for the facility and since federal dollars prohibit geographical preferences we determined the best thing to do was for the City to fund the project. Ms. Michaelsen presented artwork design for the west wall mural designed by Dale Enochs. The Board expressed that the artwork as proposed was acceptable.

Mr. May said RLS and Associates were recently hired to help prepare several elements of our Title VI Program. He said FTA regulations have changed over the past year and more requirements have been included. He noted RLS have developed in draft form four specific elements of our Title VI Program that include preparation of the Four-Factors Limited English Proficiency (LEP) Analysis, preparation of a Language Assistance Plan, preparation of Service

Standards and Policies with respect to service provided to minority and LEP areas, and preparation of an Outreach and Public Participation Plan inclusive of Title VI considerations including LEP populations. Mr. May provided a draft of the Title VI program report to the Board. He presented a PowerPoint presentation that highlighted the recommendations relative to various elements of the proposed Title VI Program. He noted that Resolution 13-22A is included on the agenda under New Business for the Board's consideration. He noted submission of the final Title VI Program as approved by the Board is due to FTA by October 1, 2013. The Board concurred with the Title VI Program as proposed.

Mr. May said we have gone through our parts inventory to identify all the various obsolete parts that have accumulated over the past 30 years for the many makes and models of vehicles that have been in the fleet during this time. He said BPTC has had eleven different makes and models of buses and vehicles in our fleet over the past 30 years that we no longer operate. He provided a brief summary of the various makes and models of buses in the fleet that BPTC no longer operates. He said over the years having so many makes and models of vehicles in our fleet we have accumulated a lot of different parts and many of these vehicles have been eliminated from our fleet yet we still in our parts inventory have many of those parts that were left over. He said an extensive review of the parts inventory was done to identify which parts are no longer used, what make/model vehicle they are used for, and the purchase price of the parts. He provided lists of the various parts by make/model vehicle including part number, part description, quantity on hand, and the purchase price. He said staff recommends that the Board authorize the sale of these parts at auction in accordance with the Procurement Policies. He noted Resolution 13-23 is included on the agenda under New Business for the Board's consideration. The Board agreed with the recommendation to dispose of these parts in accordance with the BPTC Procurement Policies.

Mr. May noted that we have a Resolution 13-24 on the agenda to approve proposed revisions to our Personnel Policies and Employee Handbook. Typically each year we bring changes to the Board that are needed to revise and clarify certain sections of our Personnel Policies and Employee Handbook. He said staff has gone through our Personnel Policies and have identified a number of areas that we need to change, revise, or clarify. He said in his notes he identified three or four of the most notable changes. He said several of the proposed changes are in response to experiences occurring in the past year. Vice Chairman McDaniel noted he had a question about the proposed changes to 2.16 Absenteeism Policy. He said it would be burdensome on employees to require them to bring in a physician statement if they are off sick after three (3) days especially if they continued to be off sick. Brenda Underwood said this is from an experience we had with an employee who called in sick and we were told he was home working on remodeling his house. She noted things like this happen often. Vice Chairman McDaniel said he understood the intent of the proposed change but if someone is really sick it would be very burdensome to require them to get out and bring in a statement after three (3) days. Mr. May suggested a solution of requiring employees to bring in a statement within three days of returning. Ms. Underwood said currently an employee who is absent for more than three consecutive scheduled working days is required to present a statement from a physician upon their return to work. Mr. May agreed with Vice Chairman McDaniel's concern that it would be a burden on employees. Vice Chairman McDaniel asked if there is a policy to discourage absenteeism. Mr. May said we do have an attendance policy and an incentive bonus program. Controller Browning said we have employees that use PTO when they are off sick and still expect to be paid an incentive. Chairman McConn said he does not think we are going to solve

this quickly and suggested we continue the discussion on this particular proposal to give staff additional time to consider and possibly revise this proposal. At the same time, Chairman McConn suggested that the Board consider approval of the rest of the proposed changes with this one exception. Mr. May said we are glad to revisit this particular element of the Personnel Policy and bring further thoughts and insights to the Board at a future date.

MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the August Financial Report.

MINUTES

The minutes for September 10, 2013 were presented for approval by Board Member Obermeyer and seconded by Board Member Hasler. The minutes were approved by all Board Members.

CLAIMS

The claims for September 24, 2013 were presented for approval by Board Member Obermeyer and seconded by Board Member Hasler. The claims were approved unanimously.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Under New Business, Board Member Obermeyer moved to approve the design of West Wall Mural for the new Downtown Passenger Transfer Facility. The motion was seconded by Board Member Hasler. The motion was approved by all Board Members except Secretary Cartwright who abstained.

Also under New Business, Board Member Hasler moved to approve Resolution 13-22-A; a resolution approving the proposed BPTC Title VI Program. The motion was seconded by Board Member Obermeyer. Resolution 13-22-A was approved unanimously by all Board Members.

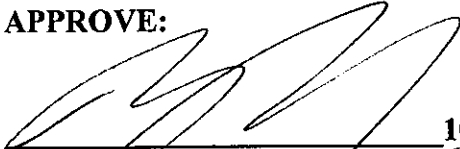
Under New Business, Secretary Cartwright moved to approve Resolution 13-23; a resolution declaring specified bus parts as scrap and/or surplus and directing the BPTC General Manager to dispose of such vehicle parts in accordance with the BPTC Procurement Policies. The motion was seconded by Vice Chairman McDaniel. Resolution 13-23 was approved unanimously by all Board Members.

Also Under New Business, Vice Chairman McDaniel moved to approve Resolution 13-24; a resolution approving revisions to the BPTC Personnel Policies and Employee Handbook effective immediately with the exception of changes to 2.16 Absenteeism Policy. The motion

was seconded by Board Member Obermeyer. Resolution 13-24 was approved unanimously by all Board Members with the exception of changes to 2.16 Absenteeism Policy.

ADJOURNMENT

APPROVE:


10-08-13
Ray McConn, Chairman
Board of Directors BPTC

ATTEST:


10-08-13
Alex B. Cartwright, Secretary
Board of Directors BPTC