

**TWIN CITY AREA TRANSPORTATION AUTHORITY
Special Board Meeting**

August 13, 2024

I. Welcome and Opening:

1. Call to Order: The special meeting of the Twin City Area Transportation Authority Board of Directors was held at the Benton Harbor City Hall Building, 200 E. Wall Street, Benton Harbor, MI 49022, on Tuesday, August 13, 2024.

2. Roll Call of Persons Present:

Ron Singleton, Chair
Spencer Nesbitt, Vice Chair
Cora Robinson, Board Secretary

Daryl Jackson, Member

A quorum was established, and Board Chair Ron Singleton called the meeting to order at 5:31 p.m.

3. Approval of Agenda: Board Secretary Cora Robinson made a motion to approve the agenda, Vice Chair Spencer Nesbitt seconded the motion, and the Board unanimously approved the agenda.

4. Board Committee Reports:

- Finance Committee: None.
- Human resource committee: None.
- Approval of August 6, 2024 minutes: Vice Chair Spencer Nesbitt made motion to approve the August minutes, Mr. Daryl Jackson seconded, and the Board unanimously approved the minutes.

II. Finance Updates: To meet and discuss at regular Board meeting on August 27, 2024.

III. Director Updates:

1. Triennial Review Updates: Interim Director Todd Shurn advised review will take place on September 17-18, 2024. In preparation, have been compiling needed information, focusing on revising safety plan; help from the State and MDOT and FTA partnership. Will be ready. Mock review conducted July 29, 2024 with MDOT – advised of things to do; being done. Will have another mock review scheduled this Thursday and meet with MDOT prior to Triennial.

2. Michigan Public Transit Pool – Insurance: Interim Director Todd Shurn advised of challenges due to too many insurance claims; will meet on September 18, 2024 (separate from Triennial Review) with insurer for determination of continued coverage - assessment for transit pool. Suggestions to improve safety and training are being addressed.

3. Vehicle Updates: Interim Director Todd Shurn reported.

- New/Upcoming arrivals
- Damaged Vehicle

Ridership for July: Ms. Tressa Greschak reported 10,559 riders in June, and 11,611 riders in July.

Fuel Report: Ms. Tressa Greschak reported not printed off. Interim Director Todd

Shurn advised will be provided in 2 weeks; will be in next package.

4. **Local Advisory Committee:** Interim Director Todd Shurn asked Mr. Nicholas Fort if the committee met and, if still active. Mr. Fort advised the committee did meet and is still active. Next meeting needs to be set in 2 weeks, and minutes taken. Mr. Oliver Linsey added that the Local Advisory Committee is a required legislative action of riders. Also addressed quarterly reports done and accepted; 2025 budget, which begins October 1st, finalized and submitted to MDOT for acceptance.

IV. **Old Business**

V. **New Business**

1. **Procurement Policy Review:** Mr. Oliver Linsey advised that the procurement documents were resigned; advised by Pepper Miller to add federal clauses and findings; to keep plans current and implemented once approved by the Board. Holding off on contracts until procurement policy is signed. Advised that he and Tressa will be going to the MDOT Conference next week. No questions by the Board.

Interim Director Todd Shurn addresses the safety plan, which will be more detailed than the previous plan; working with the recently named Chief Safety Officer, Nicholas Fort, to develop a conscientiousness of safety at the agency, with emphasis on operating as a team. All-staff meeting to be held on the 28th, inviting all Board members. Endeavor to instill pride. In addition to the safety plan will be the disadvantage business plan, the drug-free workplace plan, the drug and alcohol plan, which Toranita is now the coordinator. Ms. Tressa Greschak advised that changes will be minor, i.e. updating names. Need new drivers, moving toward CDL and driver training; the expense of overtime was addressed, staff complaints. Ms. Tressa Greschak presented the first draft of "We are Hiring" flyer, with employee referral incentive. Attendance policy to be revised.

Interim City Manager Alex Little made suggestions. Discussions made. TCATA employee/management policy needs to be changed.

Ms. Tressa Greschak addresses a procurement policy guideline change. No questions.

Board Secretary Cora Robinson made a motion to approve the amended procurement policy guideline, Vice Chair Spencer Nesbitt seconded the motion, and the Board unanimously approved the amended procurement policy guideline.

VI. **Chair's Report:** None

- VII. **Public Comments:** Ms. Tisdell regarding HEPA law and denied employment positions applied for. Ms. Lillian Bryant, TCATA employee, regarding overtime, pickup times, should she look for another job. Mr. Nicholas Fort responded. Interim Director Todd Shurn advised will table questions for September 28, 2025 staff meeting. Ms. Doris Hadley regarding taking time off after falling. Tabled. Ms. Loralie Purnell regarding drop off and pick up of passengers, and overtime. Tabled. Ms. Tressa Greschak responded. Ms. Loralie Purnell regarding wheelchair issues. Ms. Tressa Greschak responded referencing ADA eligibility. Mr. Nicholas Fort responded regarding the Line Haul issue. Chair Ron Singleton advised will be tabled for upcoming staff meeting. Ms. Tijuana Williams regarding line hauls and door-to-door issues. Chair Ron Singleton: tabled. Ms. Lillian Bryant regarding overtime. Chair Ron Singleton: tabled. Interim Director Todd Shurn acknowledges Ms. Lillian Bryant's 19 years of service.

Chair Ron Singleton: Entertain motions to move into closed session. Vice Chair Spencer Nesbitt made a motion to move into closed session, seconded by Mr. Daryl Jackson, and the Board unanimously approved motion to move into closed session.

Interim City Manager Alex Little makes final statement addressing Public Comments.

VIII. Closed Session:

From 6:49 p.m. to 7:19 p.m.

Director Salary negotiations discussed.

Closed Session closed at 7:19 p.m.

Chair Ron Singleton: Entertain motion to accept recommendation of Interim Director Todd Shurn. Board Secretary Cora Robinson made a motion to accept the recommendation of Interim Director Todd Shurn, seconded by Vice Chair Spencer Nesbitt, and the Board unanimously approved acceptance of recommendation of Interim Director Todd Shurn.

IX. Adjournment: With no further business, Vice Chair Spencer Nesbitt made a motion to adjourn the special meeting, Mr. Daryl Jackson seconded the motion, and the meeting was adjourned at 7:21 p.m.

Attested:

Ron Singleton
Chair

Cora Robinson
Secretary