
Board of Director's Meeting Minutes

Meeting Date/Time: July 21, 2022, 6:30-9:00pm

Members: Eric Mahler (Chair), Mike Allemang (Treasurer), Jesse Miller (Secretary), Rich Chang, Raymond Hess, Kathleen Mozak, Kyra Sims

Staff: Matt Carpenter, Forest Yang, Bryan Smith, Rosa-Maria Njuki, LaTasha Thompson, Deborah Holt

Location: Ann Arbor District Library
Virtual attendance available [via Zoom](#)
Passcode: 983308

Chair Eric Mahler called the meeting to order at 6:31 pm

Agenda Item

1. OPENING ITEMS

1.1 Approve Agenda

Mr. Hess motioned to approve the agenda with no changes noted, seconded by Ms. Mozak.

All in favor of the accepted agenda:

Mr. Mike Allemang: Yes (attending virtually)

Mr. Rich Chang: Yes

Mr. Raymond Hess: Yes

Mr. Jesse Miller: Yes

Ms. Mozak: Yes

Chairman Mahler: Yes

The vote passed unanimously.

1.2 Public Comment

Robert Pawlowski addressed the board regarding his recent experience attending the local art fair and encouraged the board to continue to educate the public regarding the upcoming millage. He also encouraged gathering more feedback from daily riders as a means of helping decrease complaints.

Michelle Barney shared with the board concerns with calling after business hours and having to leave a message when she's had questions about an already scheduled ride. She feels the issue is related to shift changeovers in the call center and possible changes should be considered. She also expressed positive support for the millage.

**Ms. Sims joined the board meeting at 6:37pm*

1.3 General Announcements

Mr. Carpenter provided a brief update on ridership for the Detroit to Ann Arbor bus service and June had the highest recorded ridership since the service was reintroduced October 2021.

Mr. Smith shared that the restoration of service was nearly complete – final routes will be back with the start of the school year at the end of August. He thanked HR, Bus Operations and training departments for their recruitment efforts – a class of 13 operators graduated with another upcoming class of 12 to start soon. Lastly, he shared that ridership is now at 57% of pre-pandemic numbers

2. CONSENT AGENDA

2.1 Board Meeting Minutes June 16, 2022

2.2 Committee Meeting Summaries

Mr. Chang motioned to approve Consent Agenda, seconded by Mr. Miller.

All in favor of the accepted agenda:

Mr. Mike Allemang: Yes (attending virtually)

Mr. Rich Chang: Yes

Mr. Raymond Hess: Yes

Mr. Jesse Miller: Yes

Ms. Mozak: Yes

Ms. Sims: Yes

Chairman Mahler: Yes

The Consent Agenda was accepted as presented.

3. POLICY MONITORING & DEVELOPMENT

3.1 Board Retreat Planning

Board members discussed plans for October and March Board retreats – Ms. Mozak and Mr. Allemang expressed support of the proposed topics. Ms. Sims asked for clarification on the proposed item of legislative advocacy. Mr. Mahler responded that might involve a discussion/presentation on public transportation advocacy in Lansing or Washington and the board focusing on specific areas that the organization might want to concentrate on. The board unanimously supported the four agenda items brought forth.

3.2 Monitoring Improvements

Mr. Allemang provided an update on the work of the monitoring task force. The group had participated in the policy 2.7 survey using the current survey method and the revised survey method. They are going to compare and review the results and asked for board feedback as well.

3.3 2.7 Asset Protection

Mr. Carpenter shared that the Finance Committee had reviewed and recommended to accept the report as B – in compliance except for items noted. He then highlighted several important items within the report – first was the creation of the inclusion of a policy trendline

which had been requested by board members. Partial compliance areas noted were related to the cyber-attack and with required training for staff with financial processes.

Mr. Allemang added that the Finance Committee had discussed the inclusion on the report of the due date and submission date.

Mr. Chang moved to accept the Report as B – in compliance except for items noted.

All in favor of accepting the report as B – in compliance except for items noted:

Mr. Mike Allemang: Yes (attending virtually)

Mr. Rich Chang: Yes

Mr. Raymond Hess: Yes

Mr. Jesse Miller: Yes

Ms. Mozak: Yes

Ms. Sims: Yes

Chairman Mahler: Yes

The vote passed unanimously.

4. STRATEGY UPDATES: CEO

4.1 Long-Range Plan

Mr. Yang presented the [finalized Long-Range Plan](#) (pg. 66) and an overview of the background of the LRP, community input, and recommendations that were involved in the 18-month planning process.

After the presentation, board members Hess, Miller and Sims thanked the consultants, staff and community for the work that went into the final plan. Mr. Allemang, in his comments, referenced the draft Resolution to adopt the Long-Range Plan and requested and requested a wording change instead of “local funding” and it was decided to use “sufficient funding.”

Mr. Chang asked if there would be a process of tracking progress that would be shared with the public. Mr. Carpenter agreed that progress should be monitored as progress is made and within yearly reports.

Mr. Hess made a motion to adopt the Resolution to approve the Long-Range Plan – with the suggested wording changes made.

With no other comments, the resolution passed unanimously.

4.2 Corporate Business Plan

Ms. Njuki presented the board with an update on the Corporate Business Plan and thanked them for their input and comments. Going forward, updates on initiatives within the business plan will be shared as a part of the CEO operational updates.

Mr. Carpenter shared that the budget and Corporate Business Plan finalizations have initiatives that will be determined by the successful passage of the millage.

Ms. Sims asked for clarification on several strategic plans that have been introduced during her time on the board – Mr. Carpenter explained the sequence of several plans from 2014 to current which are separate from the yearly Corporate Business Plan.

4.3 Budget Preview

Ms. Reed was unable to attend the meeting, and Mr. Carpenter presented the budget preview in her place. He outlined several examples of inflationary and ridership impacts that are factored into the budget planning process. He noted while the base budget planning isn't impacted by the successful passage of the millage, there are some assumptions built into the preview that are dependent upon it. A more detailed budget presentation will be provided by Ms. Reed in August.

After brief questions from Ms. Mozak and Mr. Miller, Mr. Allemang reminded the board that the budget preview was simply an overview. A draft will be presented in August which will allow for questions and deeper review.

5. OPERATIONAL UPDATES

5.1 CEO Report

Mr. Carpenter shared that after a request for more in-depth information, this month's report provides more details pertaining to outside monthly meetings. The Triennial Review is completed and aside from a few modest findings will be providing a final report in the coming months. He thanked Ms. Reed and staff for their hard work in preparation for the review. He also noted that the sister agency in Toledo, TARTA, had recently brought a delegation to visit.

6. EMERGENT ITEMS

Mr. Chang shared that after discussion with Mr. Carpenter would like to explore having more board participation with various local councils.

7. CLOSING ITEMS

7.1 Topics for Next Meetings

Millage Recap
2.2 Treatment of Staff
2.6 Cash & Investments
LRP
Draft Budget Preview
Q3 Service Report
Q3 Financial Report
CEO Innovation Presentation

7.2 Public Comment

Mr. Pawlowski thanked Mr. Yang and staff for their work on the Long-Range Plan. He also expressed positive support for the upcoming August election and millage vote.

Mr. Hess spoke prior to adjournment and announced that he had made the decision to resign from his position on the board. He expressed his thanks for his time serving and pride in being a part of major initiatives.

7.3 Adjournment

Ms. Mozak motioned to adjourn, seconded by Mr. Miller.

Meeting adjourned at 8:25 pm.

Respectfully Submitted by Deborah Holt