

## Board of Director's Meeting Notes

**Meeting Date/Time:** August 15, 2024 - 6:30pm – 9:00pm

**Location:** Ann Arbor District Library (4<sup>th</sup> Floor)

Virtual attendance available via Zoom

**Members Present:** Kathleen Mozak (Chair), Mike Allemang (Treasurer), Jesse Miller (Secretary), Julie Grand

**Members Absent:** Chris Allen (EA), Simi Barr (EA), Rich Chang (EA), Monica Ross-Williams, Susan Pollay (EA), Kyra Sims (EA)

Chairwoman Mozak called the meeting to order at 6:30 pm

Agenda Item
<b>1. OPENING ITEMS</b>
<p>Chairwoman Mozak stated that there was an absence of a quorum present (6 members) – therefore no actions or decisions would be made. Attending members would still review and informally discuss agenda items.</p>
<b>1.1 Approve Agenda</b>
<p>No changes noted to the agenda.</p>
<b>1.2 Public Comment</b>
<p>No public commenters.</p>
<b>1.3 General Announcements</b>
<p>Chairwoman Mozak thanked Mr. Allemang and Mr. Allen for agreeing to participate on the Audit Procurement Task Force.</p>
<b>2. CONSENT AGENDA</b>
<b>2.1 Board Meeting Minutes July 18, 2024</b>
<b>2.2 Committee Meeting Summaries</b>
<p>Since a quorum was not present, a motion/voting on the approval of the Consent Agenda was tabled until the September 19, 2024 Board Meeting.</p>

### **3. OWNERSHIP LINKAGE**

#### **3.1 Open Dialogue Task Force Updates**

No updates were provided.

### **4. MONITORING**

#### **4.1 Asset Protection (2.7)**

Mr. Carpenter provided an overview of the Asset Protection monitoring report and highlighted non-compliance for policy 2.7.2 – staff found the organizational name and logo were not trademarked. The timeline for compliance completion is by the next monitoring period. Monitoring report survey responses were positive.

After reviewing, the Finance Committee recommended the Board accept the monitoring report as (B). Since a quorum was not present, a motion/voting to accept the monitoring report was tabled until the September 19, 2024 Board Meeting.

### **5. POLICY**

#### **5.1 Policy Language Discussion (2.7)**

The policy language discussion will take place at the September 19, 2024 Board Meeting.

### **6. BOARD EDUCATION / DISCUSSION**

### **7. OPERATIONAL UPDATES**

#### **7.1 FY24 Q3 Financial Report**

Ms. Reed presented the FY24 Q3 Financial Report – revenues and expenses are trending favorable with a surplus that will help cushion the projected expense increases for the 4<sup>th</sup> quarter. Pandemic relief funds have been fully depleted.

#### **7.2 Draft Budget Presentation**

Ms. Reed presented the FY25 draft budget ([Board packet, pg. 124](#)) which is projected to be balanced with \$68.8M in revenues and \$67.3M in expense. Highlights include operating full-service levels, a full year of millage services, no fare changes, balanced budget and funded capital projects.

Ms. Reed fielded several questions related to funding for future capital projects and the state of current bus order fulfillments. Questions/comments related to the budget can be made online and Board member input will be compiled and directly answered by Ms. Reed.

##### **~~7.2.1 Public Hearing Regarding Budget~~**

Public hearing has been moved to the September 19, 2024 Board Meeting agenda.

### **7.3 Falls on Buses**

Yvette Washington, Manager of Bus Operations, presented an overview of data pertaining to falls on buses and additional training procedures that have been adopted to help reduce slip/fall instances. Slip/falls for the organization are well below the national average and staff have implemented a “Kneel and Wait” campaign as an additional training resource for MCO’s.

Ms. Washington fielded several Board member questions related to “Kneel and Wait” impacts to on-time performance and data gathering for slips/falls.

### **7.4 CEO Report**

Mr. Carpenter shared the remainder of the millage service increases are being implemented with staff man-power being monitored.

Mr. Pfeifer shared recent community engagement events with “Touch a truck” at Ypsilanti Community High Schools and the upcoming Park Ridge Summer Festival in Ypsilanti. There are two remaining weekends of free rides for those who show a valid Ypsilanti District Library or Ann Arbor District Library card.

Mr. Carpenter also shared of DDOT’s recent union contract settlement which will have positive impacts.

## **8. EMERGENT ITEMS**

## **9. CLOSING ITEMS**

### **9.1 Action Item Recap**

The Consent Agenda, Asset Protection monitoring report approval, and the Budget Public Hearing will be added to the September 19, 2024 Board Meeting agenda.

### **9.2 Topics for Next Meetings**

Budget Presentation  
Treatment of Staff (2.2)  
Fare Policy (2.5.12)  
Financial Planning & Budgeting (2.4)  
Public Hearing Regarding Budget  
Future: Training/Discussion on Reasonableness

### **9.3 Public Comment**

No public commenters.

### **9.4 Adjournment**

Chairwoman Mozak thanked the Board members and staff and closed the meeting at 7:42 pm.