

**CENTRE AREA TRANSPORTATION AUTHORITY  
REGULAR BOARD MEETING**

MINUTES

December 19, 2005

4:00 PM

STATE COLLEGE MUNICIPAL BUILDING  
Room 241, 243 S. Allen Street, State College, PA

BOARD MEMBERS PRESENT:        John Spychalski, Chairman  
                                         Joe Davidson, Vice-Chairman  
                                         Gary Powers  
                                         Kathryn Bittner

BOARD MEMBER ABSENT:         Richard Kipp

STAFF PRESENT:                    Hugh Mose, General Manager  
                                         Amanda Jones, Human Resources Manager  
                                         Judith Minor, Director, Administration  
                                         Eric Bernier, Service Development Manager  
                                         Terri Quici, Executive Assistant

OTHERS PRESENT:                 Tim Geibel, CRPA, Transportation Planner  
                                         Craig Humphrey, State College Liaison  
                                         Frances Jackson, Customer Service Representative

**I.        CALL TO ORDER**

Vice Chairman Joe Davidson called the meeting to order at 4:18 PM in the temporary absence of Chairman Spychalski.

**II.       PUBLIC COMMENT**

None.

**III.      OLD BUSINESS**

*A.        Approval of Minutes of October 24, 2005 Board Meeting*

Vice Chairman Davidson entertained a motion to approve the minutes. Gary Powers moved to approve the minutes of the October 24, 2005 Board Meeting as presented. Kathryn Bittner seconded. The motion carried unanimously.

*B.        October 2005 Report*

Judi Minor was asked to review the Finance Report. Ms. Minor noted a correction in Office Supplies on the last page of the Finance Report. Kathryn Bittner asked Ms. Minor about the cost of natural gas. Ms. Minor indicated that she had bought one-half of January's gas, but that the price had increased today, so she was uncertain of current prices. Mr. Mose noted a continued increase in individual One-Pass sales.

Chairman Spychalski joined the meeting and entertained a motion to receive the October 2005 Finance Report. Joe Davidson moved to receive the October 2005 Finance Report with the appropriate changes. Kathryn Bittner seconded. The motion carried unanimously.

*C.        Policy Review and Adoption*

Amanda Jones reported back to the Board that the date on the bottom of the FMLA Policy is the

date of the last general review of the policy and that nothing had changed. Chairman Spychalski entertained a motion to adopt the FMLA policy. Gary Powers moved to adopt the FMLA Policy that was reviewed at the Oct. 24<sup>th</sup> Board meeting. Joe Davidson seconded. The motion carried unanimously.

Ms. Jones introduced the new policies for review: Code of Conduct Regarding Fraud and Ethical Conduct, Military Leave Policy, and Military Reserves or National Guard Leave Policy. Ms. Jones stated that there are no recommended changes to the first two policies. Ms. Jones recommended a change to the Military Reserves or National Guard Leave Policy, suggesting that the last sentence read “The Human Resources Manager can answer questions or provide additional information”.

Gary Powers asked Ms. Jones if these policies were used on a regular basis. Ms. Jones indicated that we do have employees who use these policies. Mr. Mose asked how many we currently have in the National Guard and she indicated about four.

#### **IV. NEW BUSINESS**

##### *A. Resolution of Appreciation – Frances Jackson*

Chairman Spychalski entertained a motion to adopt the Resolution of Appreciation for Frances Jackson. Gary Powers moved to adopt the Resolution of Appreciation. Kathryn Bittner seconded. The motion carried unanimously.

Chairman Spychalski presented Frances Jackson with the Resolution of Appreciation, which stated: “WHEREAS, Frances Jackson has served with distinction as Customer Service Representative for the Centre Area Transportation Authority (CATA); and WHEREAS, she has devoted more than eighteen years of service to CATA and rarely missed a day of work; and WHEREAS for years she has been widely known as THE CATA presence in downtown State College; and WHEREAS she has been CATA's key person communicating, coordinating and problem-solving with Centre Ride patrons and Handy Delivery; and WHEREAS she will be missed, by the people at CATA who have had the privilege of working with her and the customers of our downtown office and Centre Ride who have benefited from her service; NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Centre Area Transportation Authority does hereby express its sincere appreciation to Frances Jackson for a job well done and extends best wishes to her during her retirement.”

Chairman Spychalski also presented Ms. Jackson with a certificate redeemable for a CATA logo-embroidered sweater as a token of appreciation. Mr. Mose then extended his appreciation on behalf of CATA staff for her dedication and contributions to CATA.

##### *B. Adoption of 2006 Meeting Dates and Location*

Chairman Spychalski noted that he is not available for the first proposed meeting in 2006 and recommended the meeting be moved from 1/23 to 1/16/06. The Board discussed location and agreed to maintain the meetings at the State College Municipal Building. Joe Davidson moved to adopt the proposed 2006 Board Meeting Schedule with the January meeting date change. Kathryn Bittner seconded. The motion carried unanimously.

##### *C. New Positions*

Hugh Mose stated that at the Board Work Session on Dec. 7<sup>th</sup> he recommended adding three new staff positions (two maintenance persons and a Human Resources Specialist), and moving the part-time receptionist to full-time. Per the Board's request, he had placed the matter on the agenda so that formal action can be taken.

Chairman Spychalski entertained a motion to approve these positions, effective 1/1/06. Joe Davidson moved that the Board approve the positions as discussed at the Dec. 7<sup>th</sup> Work Session. Gary Powers seconded. The motion carried unanimously.

## **V. OTHER BUSINESS**

### *A. General Manager's Report*

Mr. Mose reported that the Late Night LOOPS had the highest number of riders ever for the fall semester. Mr. Mose confirmed that CATA will be participating in the Energy Expo again this year. Mr. Mose also noted that the Healthcare Request for Proposals (RFP's) were mailed out today.

Mr. Mose announced that Craig Hess had accepted the Operations Supervisor position, effective today. Mr. Mose reported that Mr. Hess has worked six years as a Driver and recently worked as a trainer for about six weeks. Mr. Mose reported that we have four Drivers in training right now and will hire three more.

Mr. Mose recommended that another breakfast for newly elected officials be held in February. He noted that it has been two years since the last one in which newly elected as well as current elected officials were invited to tour CATA. Chairman Spsychalski asked Craig Humphrey if the last breakfast was beneficial and Mr. Humphrey indicated it was very helpful and he enjoyed the event. Mr. Mose stated that either he or Terri Quici will be in contact with Board members to confirm a date in February.

### *B. Service Development Report*

Eric Bernier provided a report in the Board packets but highlighted the rehab that will take place on the last of six original shelters (South Atherton near the old ambulance facility). Mr. Bernier stated that the new owner will place a new model shelter with lighting as the property is re-developed.

## **VI. ADJOURNMENT**

With no further business to discuss, Gary Powers moved to adjourn the meeting at 5:00 PM. Kathryn Bittner seconded. The motion carried unanimously.