

**TOMPKINS CONSOLIDATED AREA TRANSIT, INC.
BOARD OF DIRECTORS MEETING**

Thursday, February 27, 2014
4:00 PM TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees: K. Whang, J. Dotson, K. Herrera, D. Howe, W. Gray, J. Murtagh,
K. Page, F. Proto, P. Stein

S. Brock, R. Andrascik, N. Oltz, D. Swarts,
D. Tome, T. Wright, M. Yarrow, S. Persons/Recording Secretary

Also Attended: Mark Crannell, Mike Smith, Phil Smith

Agenda

I. Call to Order

K. Whang called the meeting to order at 4:05 PM, and welcomed everyone to the February 27, 2014 TCAT, Inc. Board of Directors Meeting.

II. Board Member Items

F. Proto stated he had an opportunity on Sunday to sit with a couple of newly promoted employees and he asked if they could come today to meet the Board. He thought it would be appropriate to have them here.

N. Oltz introduced the new employees, Mike Smith and Phil Smith were both bus operators prior to being promoted to Transit Service Supervisor and we have another new employee, Mark Crannell, who is our new Custodian.

III. Public Comment

There were no public comments.

IV. Approval of the minutes from January 23, 2014 Board of Directors Meeting

The motion to approve the minutes from January 23, 2014 was made by F. Proto; seconded by W. Gray. The motion to approve the minutes passed unanimously.

V. Chairperson's Report

K. Whang stated the annual dinner on Sunday was a fun event; several of the Board members were there, it was a good event and it was well attended. He stated A. Eccleston, P. Poist and N. Oltz did very well filling in for J. Turcotte and he hopes he's doing well.

General Manager's Report

- **Monthly Operating Reports** – D. Swarts presented the Monthly Operating Reports for November and December 2013. He reviewed the details of the Riders, Miles & Hours Statistics, Service Changes & Special Events, Maintenance Statistics, Accidents & Other Incidents, Finance, Human Resources, Marketing Initiatives, & Customer Communications.

VI. Action Items from Staff

Consider approval of Resolution {2014-03} Floating Holiday Policy Update for Administrative Staff – K. Whang presented Resolution {2014-03} the floating holiday policy update for Administrative staff.

RESOLUTION 2014 - 03 FLOATING HOLIDAY POLICY UPDATE FOR ADMINISTRATIVE STAFF

WHEREAS, the Board of Directors for Tompkins Consolidated Area Transit, Inc. ("TCAT") has approved a TCAT Administrative Employee Handbook for non-represented employees, last revised May 5, 2011, and

WHEREAS, the Human Resource Manager and Human Resource Committee have made proposed revisions to the Holidays section of the Handbook to revise some of the floating holidays provisions and to include all floating holidays provisions in a Floating Holidays Leave subsection, and

WHEREAS, the changes would allow administrative employees to cash out unused floating holidays and spell out floating holiday accruals and use for part-time employees and for employees working various full-time schedules, and

WHEREAS, the proposed provision allowing cash out of floating holidays is similar to a provision in the represented employees' collective bargaining agreement, and management reports that an employee's ability to cash out unused floating holidays is helpful to TCAT because it decreases the incentive to use all floating holidays and thereby reduces absences, and

WHEREAS, the Human Resource Committee recommends that the TCAT Board adopt the attached revised section of the TCAT Administrative Employee Handbook for administrative employees,

NOW, THEREFORE, be it RESOLVED that the TCAT, Inc. Board of Directors hereby approves and adopts the attached revised Holidays section of the TCAT Administrative Employee Handbook, with an effective date of February 27, 2014.

The resolution to approve the floating holiday policy update for administrative staff was moved by J. Murtagh; seconded by D. Howe. Discussion followed. The resolution passed unanimously.

VII. Committee Reports

- **Executive Committee**

K. Whang reported that the Executive Committee met on February 20th and discussed the General Manager's performance, 2014 goals, upcoming negotiations, and Ithaca City School District bus pass program.

- **Budget Committee**

W. Gray reported that the Budget Committee met on February 18th and discussed Revenue Expenditure Report January 31, 2014, Fuel Report, bus insurance renewal and STOA update.

- **Transit Service Committee**

D. Swarts reported that the Transit Service Committee met on February 6th and discussed travel training program, the future of IC night service partnership, and proposed major service changes.

- **Human Resources Committee**

J. Murtagh reported that the Human Resource Committee met on February 13th and discussed FMLA process and procedure, current headcount, hires, separations, and year end statistics.

- **Planning Committee**

J. Dotson reported that the Planning Committee did not meet.

VIII. Next meeting

K. Whang announced the next meeting date of March 27, 2014 at 4:00 PM.

IX. Closed Session

K. Whang asked for a motion to enter into closed session to seek advice of counsel. The motion was made by W. Gray; seconded by F. Proto. The motion passed. The Board entered into Executive Session at 5:44 PM. The Board arose from Closed Session at 6:05 PM. No action was taken.

X. Adjournment

The motion to adjourn the meeting was made by D. Howe; and seconded by F. Proto. The meeting adjourned at 6:06 PM.