

The Board of Trustees of the Springfield Mass Transit District met in a regular session in the office of the Springfield Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:30 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Susan Davsko	Trustee
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director

Not Present:

Jerry Doss	Trustee
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II. Approval of Minutes

Board Member Davsko made a motion to approve the minutes of the November 25, 2019 regular meeting, seconded by Board Member Coplea. The motion carried unanimously.

III. Managing Director's Report

Director Squires detailed the status of the District's six new buses. In addition, the training room renovations are going well and should be wrapped up in Spring of 2020.

IV. Reports

A. Approval of Financial Statements & Cash Disbursements

Director Bush noted no unusual or infrequent expenses or revenues occurred during the report in question. Sandra Douglas moved and Sue Davsko seconded a motion to approve October's cash disbursement report. The motion carried unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: No report due to the District's financial auditor presentation later in the meeting.

Operations: Director Ashford reported bus trip numbers are up by a count of 1,680 year-over-year, which is a positive sign.

Administration: No committee report or questions.

C. Planning Commission Report: Mr. Jason Sass reported the Planning Commission recently approved the Transportation Improvement Program (TIP). Those wishing to review the plan may visit the Transportation Planning offices or visit the Plan Commission's website.

D. Disabled Persons Advisory Committee Report/Access Springfield: Steven Simpson-Black spoke regarding a well-attended meeting of the DPAC recently, and of his excitement regarding growing participation. Mr. Simpson-Black stated they have begun policing the community for stale route books, having recently found one at Memorial Hospital that was 10-years old. Their goal is to get old ones out and new ones into current day bus riders.

V. NEW BUSINESS

a. **FY19 Draft Corporate Audit Report**
SMTD is required to annually assist in an independent review of its accounting, accounting practices, and compliance with rules and standards in place governing same. Baker Tilly has been SMTD's independent auditor since 2011.

Jodi Dobson, CPA, Partner of Baker Tilly Virchow Krause, LLP provided the Board of Trustees informed the Trustees an independent audit conducted by her firm provided them with an ability to deliver a clean opinion, meaning no material mis-statements of the financial statements, as presented, were found in the auditors testing of the infrastructure in place to produce the statements. Baker Tilly issues SMTD an Unmodified audit opinion with no material weaknesses or significant deficiencies noted in the current year (Fiscal Year 2019, July 1, 2018-June 30, 2019).

Ms. Dobson drew the Trustee's attention to the section titled 'Management's Discussion & Analysis,' where a high level analysis of results is found.

Ms. Dobson relayed that the district's financial position, results, and cash flows together formed a Stable net position. While there was less capital activity in 2019 v. 2018, operations and funding sources were varied and presented robust activity.

Baker Tilly also conducted a threshold triggered Single Audit, where there was one finding. The auditor's relayed to the Trustees that their finding was that it is staff's responsibility to have financial statements and their supporting documentation ready for auditor review. Due to 100% staff turnover, the finance department was found to not be ready for the audit this year, requiring more assistance than normal from the Independent Auditor.

Finally, Ms. Dobson provided information on the Illinois Department of Transportation (IDOT) Compliance Audit.

1. Required, since SMTD receive State operating funding
2. Tests compliance with laws and regulations related to state operating grants
3. SMTD Complied in all material respects with requirements

Trustee Coplea made a motion to accept staff's recommendation to receive and file the fiscal year 2019 financial audit and direct staff to finalize all editorial changes and comply with all filing regulations otherwise. With Trustee McCarthy seconding, the motion passed unanimously.

b. Receive FY19 Retiree Health Insurance Liability Report

SMTD is required to annually assist in actuarially evaluating funding progress on Other Post-Employment Benefits (OPEB). Director Bush released this year's findings. Director Bush explained the year over year change in funding requirement was held to 1.2%. The district's actuarially determined OPEB Expense for 2019 equals \$697,735, which is \$8,129.00 greater than the year prior, or, 1.2%. OPEB assets sit close to \$7,000,000 (see October investment report). The total OPEB Liability is \$14,229,767 of which \$5,247,291 is held in trust for future participants at June 30, 2019.

Trustee Coplea made a motion to accept staff's recommendation to receive and file the fiscal year 2019 Retiree Health Insurance Liability report and direct staff to finalize all editorial changes and comply with all filing regulations otherwise. Trustee Douglas seconded, and the motion passed unanimously.

c. Consider an Agreement with HSHS to Provide Occupational Health Services

SMTD is required to comply with FTA rules on Drug and Alcohol Testing, including administration of a random drug and alcohol screening process. Director Bush explained SMTD has partnered with a single provider for many years. Recently, employees have requested a review of facilities and given the length of time of the existing relationship, a rate review showed HSHS can keep costs lower. The Union was approached by management to see if a both management and labor could partner on selecting a site that would meet our workforce's needs. Board Member Davsko made a motion to accept staff's recommendation and direct staff to enter into an Occupational Health Services agreement with HSHS

Springfield, seconded by Board Member Coplea. The motion carried unanimously.

d. Consider Agreement with PAYCOR for Human Capital Management Services

Director Bush updated the Trustees by informing them SMTD partners with multiple providers through our third-party administrator (TPA) Troxell to provide cafeteria benefit choices to employees. Paycor would be an additional platform to modernize payroll services and benefit delivery. There remain tasks that are decentralized and prone to error. Paycor would be our new full-employee management platform. From timekeeping to compliance reporting, to performance management, and tax reporting, Paycor's platform centralizes and automates many manual functions. Paycor's platform will be cloud based, but does work with our existing database, FleetNet, and our benefit portal, Employee Navigator.

Director Bush relayed he is seeking approval of a two-year contract from the date SMTD is able to go live. The goal is to become paperless in both Human Resources and Payroll, and improve the employee experience in real time.

Mr. Bush related the contract cost is stated at \$25,400.95. This includes new time clocks versus leasing. A 1% discount from SMTD's health insurance provider will absorb this cost.

Trustee Coplea made a motion to accept staff's recommendation and direct staff to finalize negotiation with Paycor for platform implementation. Trustee McCarthy seconded and the resulting vote was unanimous.

VI. Closed Meeting

Treasurer Hasara made a motion to move into a Closed meeting at 5:07PM for the purposes of discussing personnel and litigation. The motion was seconded by Secretary McCarty. The vote was unanimous to enter into closed session.

Treasurer Hasara made a motion to end a Closed Meeting at 5:25PM and return to Open Meeting. The motion was seconded by Secretary McCarty. The vote was unanimous to end Closed Meeting and return to Open Meeting.

VII. ADDITIONAL NEW BUSINESS

None

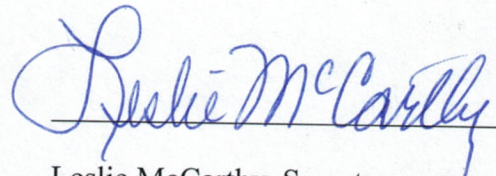
VIII. Public Comments

Jane F. from Friends of Transit asked that the District's audited Management's Discussion & Analysis be provided on the website.

Ron W of Friends of Transit thanked the Trustees for placing wood chips at the Junction Circle location. Mr. Walker also noted he would like discussion of a better shelter located on the Express Routes. Mr. Walker further wants schedule changes better notified, and for SMTD to make better use of Facebook to alert riders.

IX. Adjournment

Secretary McCarthy moved with Trustee member Coplea seconding a motion to adjourn. Meeting was adjourned at 5:31 PM.



Leslie McCarthy, Secretary

Approved:



Brian Brewer, Chairperson