



Erie Metropolitan Transit Authority Minutes November 21, 2022

Attendance via zoom:

Board members

Ashley Lawson
Jessica Molczan
Shantel Hilliard
Lyn Twillie Darby
Ben Wilson
George Willis
Jill Nagy (Solicitor)

EMTA Staff Present

Jeremy Peterson, CEO
Dave Robinson
Vicky Takach
Theresa Croll
Dani Duran
Sarah Papesh
Rebecca Gathers
Ed Torres

Guests

Deb Petroff
Deb Spilko
Dustin Starr (audit)
Brian McCall (audit)
Emily Aloiz
Martin Halligan

CALL TO ORDER:

Ashley Lawson, Chair, called the meeting to order.

APPROVAL OF THE AGENDA FOR November 21, 2022:

Ashley Lawson called for the review and approval of the AGENDA for the November 21, 2022, meeting. Dr. Ben Wilson made a motion to approve the AGENDA as printed. George Willis seconded. Motion carried.

APPROVAL OF THE MINUTES FOR October 24, 2022:

Ashley Lawson called for the review and approval of the MINUTES from the October 24, 2022, meeting. George Willis made a motion to approve the MINUTES. Shantel Hilliard seconded. Motion carried.

ANNOUNCEMENTS:

No announcements

PUBLIC COMMENTS:

None.

CEO REPORT:

- Met with NW Transit managers in Meadville about 2 weeks ago. Discussed Shared Ride issues. Dec 6 EMTA will host next NW transit meeting.
- EMTA Staff – PPTA winter conference in Harrisburg last week. Marketing, Operations, and Maintenance classes. Great networking opportunity across state. Jill Nagy was keynote speaker for a session.
- Another increase in ridership in October. Seems to be a trend. Not sure about November due to the Holidays, but ridership is on the rise. Highest month since COVID.
- David Robinson and Dani Duran submitted Title VI and DBE plans were accepted by FTA. Plans are good until 2024.
- Very Thankful for all employees/staff that work for EMTA. Thankful for the Board as well. Grateful for how far we have come. Renewed the Charter. Finishing the construction project. Having the grand opening. Positive relationship with local representatives. Very grateful.



SOLICITOR’S REPORT:

Update on the PennDot Property – FTA gave approval for money. Money can be held by EMTA to do necessary repairs. Round-about plans are for end of 2023 and 2024.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE:

Ashley Lawson – Will let Lyn report out on DEI training. Grateful for this training and bringing rest of EMTA staff up on the DEI training.

FINANCE COMMITTEE:

AUDIT REPORT

Vicky Takach turned meeting over to Brian McCall and Dustin Starr for the **audit report** findings. From Maher Duessel CPA. Shared the results of the CPA audit report (formal presentation). Unmodified opinion on compliance for pension plan and retirement plan. No significant findings. Unmodified opinion on Compliance for federal funds spent. Audit report is in draft mode but needs approval from the EMTA Board.

Ben Wilson made a motion to approve the audit as presented. Jessica Molczan seconded. Motion carried.

Vicky thanked the auditors for all the hard work.

Ashley thanked Vicky Takach for her hard work as well.

OCTOBER FINANCIALS

The October Financials were presented.

Ben Wilson made a motion to approve the October Financials as presented. Shantel Hilliard seconded. Motion carried.

PERSONNEL COMMITTEE:

Lyn Twillie Darby

Recruiting: Future Me event at The Children’s Museum. Theresa reported out on the event.

PERSONNEL REPORT:

November TOTAL NEW HIRES: 2

November TOTAL INTERVIEWS: 29

Candidates that **did not pass** pre-employment requirements: 5

3 more candidates **pending** for November/December hires.

Information was shared on the EEO diversity of candidates hired.

DEI Training – October 26. EMTA Administration and Board participated in DEI training with Vereen Group. EMTA Staff will be trained in the months ahead. The training was very good.

MARKETING COMMITTEE:

Ben Wilson:

Sarah and Ben met regarding marketing strategies. Newsletter from EMTA that will be sent out. It was launched last month. 50% open rate. Which is a win for the first newsletter. 80% subscribers.

STUFF the BUS will be on December 2 11a-7pm at Millcreek Mall.

New bus shelters were installed. Good feedback received.

Be on lookout for new commercial in the next month or so.

Evaluating advertising to maximize potential – relevant and intentional.

OPERATIONS COMMITTEE:

Jessica Molczan – LIFT ridership was 10,893 of which 3,255 were ADA rides. FIXED rides were 112,316 rides for the month.



PLANNING COMMITTEE:

George Willis – no reports.

NEGOTIATING COMMITTEE:

Jeremy Peterson – no updates. Hoping that EMTA and union will be exchanging proposals for LIFT contract. Looking for a 3–4-year contract. Once LIFT is completed, then the Fixed route contract will be negotiated.

NOMINATING COMMITTEE:

Ashley Lawson is interested in President chair

Jessica Molczan is interested in Vice President chair

Lyn Twillie Darby is interested in Secretary/Treasurer

This will be voted on in December's meeting if there are no other nominees for the positions.

CHAIRWOMAN'S REPORT:

2023 calendar – look at next year and see what might work for board meetings. Take into consideration other conferences, holidays, etc. Need to finalize dates for 2023 and will add this information to December's agenda.

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

Ashley Lawson called for a motion to adjourn. George Willis made a motion to adjourn. Lyn Twillie Darby seconded. Motion carries.

The next meeting will be **December 12, 2022**, via ZOOM @ 4:00 p.m.