



## Erie Metropolitan Transit Authority Minutes February 27, 2023

### Attendance via zoom:

#### Board members

Ashley Lawson  
Lyn Twillie Darby  
George Willis (absent)  
Shantell Hilliard  
Ben Wilson  
Jessica Molczan  
Jill Nagy (solicitor)  
Dylanna Grasinger

#### EMTA Staff Present

Jeremy Peterson  
Theresa Croll  
Dave Robinson  
Dani Duran  
Vicky Takach  
Sarah Morrison  
Ed Torres  
Becca Gathers

#### Guests

Julie Minnich  
Deb Spilko  
Passle Helminski  
Freda Tripfer  
Jasmine Flores

### CALL TO ORDER:

Ashley Lawson, Chair, called the meeting to order. 402pm

### APPROVAL OF THE AGENDA FOR February 27, 2023:

Ashley Lawson called for the review and approval of the AGENDA for the January 23 2023, meeting. Jessica Molczan made a motion to approve the AGENDA as printed. Lyn Twillie Darby seconded. Motion carried.

### APPROVAL OF THE MINUTES FOR November 21, 2022:

Ashley Lawson called for the review and approval of the MINUTES from the January 23, 2023 meeting. A few small changes were made. Dr. Wilson moved to approve minutes with changes. Dylanna Jackson seconded. Motion carried.

### ANNOUNCEMENTS:

Jill Nagy: None

### PUBLIC COMMENTS:

**Freda Trepfer:** Seemed like it was customary for certain people to get EMTA zoom link. Is upset that a request has to be made monthly – even though the website has instructions posted. Would like EMTA to remove the policy. Understand there is an official app that the state requires to follow the bus. My friend uses a different App – there's my stop and another app. Would like both apps to be used. Hoping public involvement for planning happens sooner rather than later. Wants expansion for Sunday service. Wants bus to run more than 1 ½ hour intervals. Love the bus. Love transit. Want to work together.

**Passle Helminski:** Dave and I attended the Educational Alliance meeting. Look to get direct funding from the Feds. Referred to Dave for comments.

### CEO REPORT:

#### Jeremy Peterson:

Thank Shantel for hosting another job fair. Gave EMTA ability to recruit candidates. The event was well attended.

EMTA hosted CEO Erie last week. Group of CEOs (15-20) business owners in Erie County. Chose EMTA for meeting location. Gave overview to business on how to connect business with transportation and the employee/customers. Very productive and educational meeting.



Intermodal office update: Had 3 empty spaces in January (Kelly office moved to federal courthouse. Addiction clinic moved. Chambers old space is also available). This month – 2 of these spaces found a tenants.

In two weeks, looking to combine report with negotiating committee for LIFT contract. Will be exchanging proposals.

Ridership on Fixed route – please pay attention to.

Attended two events with Sarah Morrison in Erie. Good events. PAL ball – 258 attendees.

Dave and Theresa attended a DEI workshop sponsored by a local HR group. The group is a local chapter of SHRM. Speakers were from Erie Insurance group – one was an attorney; the other was the chief of the DEI office.

#### **SOLICITOR'S REPORT:**

Funding bill has been dropped at the legislature – will be working on messaging efforts soon.

### **COMMITTEE REPORTS**

#### **EXECUTIVE COMMITTEE:**

Has not met formally. Sat in on the group portion of planning for sustainability, environmental meetings. Good start to aspects for strategic plans.

Welcome to Dylanna for the EMTA board.

#### **FINANCE COMMITTEE:**

Vicky Takach: Reviewed the financials for month of January. Shantel Hilliard moved to accept financials as presented. Dr. Wilson seconded. The motion carried.

Records management: Becca Gathers has developed a 3 year plan for record retention. Looking to get files electronic over the next three years and follow a retention schedule.

Jeremy asked that the plan be shared with the board. It's an exciting plan.

Reminders from Vicky: Statement of financial interest. Reminder to get them to Vicky.

#### **PERSONNEL COMMITTEE:**

**Lyn Twillie-Darby:** Looking to develop a process for the CEO will be meeting on March 10. Will roll out a process once developed.

**Personnel Report:** February 2023 – 1 hire – black female.

**Recruitment:** continues to be a challenge. Continue to work at hiring the right people for both big busses and the LIFT.

#### **MARKETING COMMITTEE:**

**Dr. Wilson:** Met last week. Sarah reported that 2<sup>nd</sup> annual 14<sup>th</sup> fest will be scheduled and planned. More details to come.

**Website:** Sarah is looking to enhance website. Add accessibility widgets. Updates will be coming.

**Code of Ethics:** Everyone should have received a copy of the code of ethics. Would like to get approval for the code of ethics.

**Surveys:** the surveys went well. More than ½ of staff participated internally. Overwhelming response from community.

**Commercials:** Have 3 commercials that will be released soon. Local digital media company will be processing them soon. They are currently in the editing process.

**Accessibility:** Sarah and team worked with SCI Cambridge to get materials in braille. Working on accessibility for those with vision impairments.



**OPERATIONS COMMITTEE:**

**Jess Molczan:**

January numbers: Fixed route: 102,884 and 11,293 for LIFT of which 2,467 were ADA.

Jeremy noted that for the year, ridership was over 1 million. Ridership is continually going up. Ridership for January was a huge increase over last January. Highest numbers since COVID. Notice increase month after month on Fixed route. We are looking at the routes and frequency of rides. Lift has also been very busy as well. Recruiting process is trying to fill the vacancies to meet the demand for rides.

**PLANNING COMMITTEE:**

**Jeremy Peterson** – FTA granted pre-award for the TOD space. Good news in coming. Thank the City and the County of Erie for assistance in getting updates.

**NEGOTIATING COMMITTEE:**

**Jeremy Peterson:** Union and management will be getting together to exchange proposals for the contract.

**CHAIRWOMAN'S REPORT:**

Nothing to add..

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**ADJOURNMENT:**

Ashley Lawson called for a motion to adjourn. Dr. Wilson made a motion to adjourn. Lyn Twillie Darby seconded. Motion carries.  
446pm

The next meeting will be **March 27, 2023**, via **ZOOM @ 4:00 p.m.**