

**FORT WAYNE PUBLIC TRANSPORTATION CORPORATION**  
**Board Minutes**  
**Thursday, August 12, 2021**

The August meeting of the Fort Wayne Public Transportation Corporation/ Citilink Board of Directors was held on Thursday, August 12, 2021. The Regular Meeting started at 5:32 PM via Zoom.

**Directors Present:** Ms. Sherese Fortriede, Mr. Glynn Hines (left early after voting), Mr. Nelson Coats, Ms. Lana Keesling, Mr. Konrad Urberg, Ms. Melissa Fisher, Ms. Pone Vongphachanh

**Directors Absent:** None.

**Staff Present:** Mr. John Metzinger, Mr. Junior Rodriguez, Ms. Pam Schieber, Ms. Kendal Hampton

**Staff Absent:** Dr. Jean Marie Boykins, Mr. Bruce Miller

**Others Present:** Mr. Steve Sustek, ATU Local 682 Union President; Mr. Tom Trent, Corporate Counsel; Ms. Rachel Guin, Corporate Counsel.

Ms. Fortriede began with a roll call of members and noted that all Board members were present.

**Approval of Minutes:** Ms. Fortriede moved to the reading, correcting and accepting the previously distributed Board Minutes of 7.15.2021 and the Finance Committee minutes of 7.14.2021. Mr. Urberg motioned to approve the minutes, and Ms. Keesling seconded the motion. The motion passed unanimously.

**Board of Directors Committee Reports:**

**Executive Committee** – No report.

**Finance Committee** – No report.

**Legislative Committee** – No report.

**Marketing Committee** – No report.

**Personnel Committee** – No report.

**Transportation Planning Committee**–NIRCC evaluated Citilink’s bus stops for ADA compliance. Out of the 1,124 stops that Citilink has, 686 bus stops are ADA compliant. This means that 438 are non-compliant, and 88 are high priority. Citilink and NIRCC will work together to ensure that the other 438 can become ADA compliant.

**Staff Reports:**

**General Manager’s Report** – The written report is included in the packet. Mr. Metzinger let the Board know that Citilink is still having staffing issues. He has kept the Board informed with everything going on. With COVID going on for the last 18 months and our drivers being on the front line, it is taking a toll on them. This is a macro problem Citilink is having while trying to find drivers to hire as well. AWS awarded the grant thanks to Ms. Wagner. YWCA is building a new shelter on 1313 W Washington Center Rd., added to our Flex link services when it is ready. Mr. Metzinger provided thanks to Ms. Harris-Stevenson and Ms. Schieber.

**Finance Report** – The written report is in the packet. The Record of Transmittals for July 2021 and Interim Record of Transmittals for Aug 1 through 13<sup>th</sup> are included in the packet. Mr. Urberg motioned for approval, and Ms. Keesling seconded the motion. The Board passed the Record and Interim Record of Transmittals unanimously. Mr. Metzinger presented the Finance report, which is provided in the packet.

**Human Resources Report** – The written report is in the packet. Ms. Schieber presented the HR report. At July’s meeting, Dr. Boykins told the board that Citilink was contracting someone to work as an HR Generalist. She turned out to be a fantastic fit, and Citilink made an offer which she accepted. The new HR Generalist will start on Monday, August 16. There are drivers still in training, and a new class will begin on August 23. Citilink has also made an offer to a mechanic who accepted and will start on August 30. As of Aug. 12, there are eight employees on FFCRA leave, 24 employees who have tested positive for COVID, and 140 employees that have been tested at BHS. If they are tested at other places, Citilink will not be notified unless the employee notifies Dr. Boykins.

**Maintenance Report** – The full report is in the packet. Mr. Rodriguez stated that there were 79 fewer work orders for July than there were for June. Mr. Rodriguez let the Board know that the Maintenance department has gained a mechanic that will start on Aug. 30, as Ms. Schieber stated.

### **Introduction and or Adoption of Resolution and Ordinances**

- a. Resolution R-05-2021 COVID Vaccine Incentive- The Resolution has been moved up to accommodate some Board members. The COVID Vaccine Incentive is included in the packet. Mr. Metzinger stated that he looked into a couple of other Transit agencies around the state, and Bloomington had the best data. They offered the same \$100 incentive, and they are now 56% vaccinated and still receiving cards. Mr. Metzinger also stated that the Allen County Health Commissioner has reviewed our incentive bonus and wished everyone would follow this model. Ms. Keesling asked where Bloomington started before the incentive, and Mr. Metzinger responded that he did not have that information. He did state that the CEO of Bloomington stated that they did not see a rise in vaccinated numbers until the incentive. Mr. Hines motioned for approval, and Ms. Keesling seconded the motion. The Board passed unanimously.

**Marketing Report** – The full report is in the packet. Mr. Metzinger reminded everyone that Ms. Wagner is no longer with us. Therefore we are looking to hire a new Marketing and Development Manager. Mr. Metzinger would like to include the Marketing Committee in choosing the finalist for the Marketing and Development Manager as they will be working with them closely. Mr. Metzinger did present the Board with the Marketing report that Ms. Wagner put together before she left. On pages 9 and 10 of the packet, you will find two charts. Page 9 shows the fixed-route ridership trend. It shows an increase in ridership thanks to the Free Fare Program. In July of 2019, we had 135,980 riders; in July of 2020, we had 85,134 riders due to COVID, and as of July 2021, Citilink’s ridership increased to 115,826. The Free Fare program has helped raise ridership like planned. On page 10, you will find the access ridership numbers. Access has increased past the 2019 numbers. We are currently turning down rides because we do not have enough resources to take the riders where they need to go.

**Operations and Customer Service Report-** The Operations and Customer Service reports are provided in the packet. Ms. Harris-Stevenson presented her report and let the Board know that there will be a minimum of three new drivers starting Aug. 23. Ms. Schieber presented her report and let the Board know that they are currently waiting on video download to close some of the complaints or Passenger Service Reports.

**Old Business:** None.

**New Business:**

**2022 Budget Discussion-** Mr. Metzinger assumes a higher cost to the budget due to contingency necessary for the contract negotiations occurring later this year, including driver wages and fringe costs that are dependent on negotiations. Additionally, he would like to add some capacity for staff to carry out per the Transit Development Plan(TDP) the Board passed in 2019 before the pandemic. Citilink would like the budget to ensure we can budget and plan for new staff members and add to the organization. The budget will be brought to the table in the September meeting. The Board authorized Federal relief funds to help expand the preventative maintenance program and train and provide outreach travel training for our employees. The budget provided in the September meeting will show that Citilink is preparing to fire on all cylinders.

**Old Business:**

**Communications from the Public, Including Petitions and Remonstrance's:** None

**Open Discussion:**

Ms. Fisher let the Board know that there will be a block party with the Loraz neighborhood on September 11 from 12-4, and tables can be set up. Suppose you would like to set one up or have a community member in mind, have them email [office@fwmethodist.org](mailto:office@fwmethodist.org). She also wants to know about setting up a PR video or story for the community on how Free Fare is helping them. Ms. Fisher does have a couple of citizens in mind already. John will follow up with Stephen on contacting Ms. Fisher to work on that project.

The meeting adjourned at 6:17 PM with no further business.

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Sherese Fortriede  
Chair

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J. Nelson Coats  
Secretary