

ATA AREA TRANSPORTATION AUTHORITY OF NORTH CENTRAL PENNSYLVANIA

Cameron, Clearfield, Elk, Jefferson, McKean, Potter

ATA Headquarters
Johnsonburg, Pennsylvania

Board of Directors
February 19, 2020



Welcome to the
Winter Meeting

**MAKE
TOMORROW,
TODAY**

Board of Directors February 19, 2020

ATA Headquarters
Johnsonburg, Pennsylvania

Message from Coletta

As this is my last Board meeting, I want to express my profound gratitude to the Board of Directors of ATA and to Mike Imbrogno. I came to ATA in April of 1994, after working at North Central Pennsylvania Regional Planning and Development Commission and the Office of Human Services. I was able to develop and grow professionally and personally and will treasure the memories I have with members of the Board; with Mike who has been friend, mentor and boss; and with all the staff at ATA. Each and collectively, all have made ATA the absolute best place to work.

I look back on my career and hope that the work I was privileged to contribute benefited many who depend and need the services provided by ATA. I know that this is a shared sentiment and not uniquely mine. I'm glad that this is true. It is a group effort, led by expectant and compassionate people. The residents of north central PA are blessed to have you all working on their behalf!

Saying a simple thank you seems so inadequate but I do mean it from the bottom of my heart. May God bless the ATA, its Board members, the staff and all of its patrons.





ATA REGULAR BOARD MEETING AGENDA

February 19, 2020

- I. Opening Prayer**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of November 20, 2019 Regular Board of Directors Meeting Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
 - 1. Executive Committee**
 - 2. Personnel Committee**
 - 3. Budget Committee – November 20, 2019**
 - 4. Policy Committee – February 6, 2020**
 - 5. Joint Executive Committee**
 - 6. Facilities and Equipment Committee – February 6, 2020**
- VII. Old Business**
- VIII. New Business**
 - 1. Resolution #1-2020 Resolution Authorizing the Submittal and Modification of Pennsylvania Department of Transportation DOTGRANT Objects**
 - 2. Resolution #2-2020-Assurances-CCA Board Resolution to File Application and to Certify Local Match**
 - 3. Resolution #3-2020-Resolution Authorizing Controller to Sign Checks and Perform or Authorize Bank Transfers**
 - 4. Policy 201-Authorized Check Signatures**
 - 5. Policy 251-Information & Technology**

ATA REGULAR BOARD MEETING AGENDA (continued)

February 19, 2020

VIII New Business (continued)

- 6. Policy 311-Procedures to Follow in the Event of a Major Accident**
 - 7. Policy 312-Accident or Incident Reporting & Investigation**
 - 8. Policy 351-Maintenance of Rolling Stock & Non-Stationary Assets**
 - 9. Policy 352-Maintenance of Facilities & Fixed Assets**
 - 10. Policy 552-Sexual Abuse/Harassment**
 - 11. Policy 560-Driver Medical Qualification**
 - 12. Policy 561-Modified Duty/Light Duty**
- IX. Chief Executive Officer's Report**
- X. Adjournment**



ATA REGULAR BOARD OF DIRECTORS MEETING MINUTES February 19, 2020

A Regular Board of Directors meeting was conducted on February 19, 2020 at the Authority's Regional Transit Facility, 44 Transportation Center, Johnsonburg, Pennsylvania.

Attendees at the meeting were:

Rhett Kennedy, Chairperson
Kenneth Wingo, Vice-Chairperson
David Wolfe, Treasurer
Harry Whiteman, Secretary
William Setree
Richard Castonguay
Chuck Allen
Amy Kessler

The following were in attendance:

Joseph Dagher	Elk County Commissioner
Fritz Lecker	Elk County Commissioner
Matt Quesenberry	Elk County Commissioner
Thomas Kreiner	McKean County Commissioner
Michael Imbrogno	ATA Chief Executive Officer
Coletta Corioso	ATA Chief Financial Officer
Dessa Chittester	ATA Chief Operating Officer
Debbie Addeo	ATA Administrative Secretary

ATA Chairperson, Rhett Kennedy, called the meeting to order at 10:31 a.m. He then asked Coletta Corioso to open the meeting with a prayer, which was followed by the Pledge of Allegiance.

Debbie Addeo read roll call. ATA Board Members Kristin Lewis and Julie Fenton were not present at the meeting. Notification of their absence was given prior to the meeting, along with ATA Solicitor, Thomas Wagner, Deborah Pontzer from Congressman Glenn

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Thompson's office, Cameron County Commissioner Ann Losey and Jake Meyer. Michael Galluzzi was not present at the meeting.

Rhett Kennedy welcomed everyone present. Introductions then followed.

The next item on the agenda was the acceptance of the November 20, 2019 Regular Board of Directors meeting minutes. Chairperson Kennedy asked the Board members if there were any additions or corrections to the meeting minutes as presented.

With no further additions or corrections offered by the members, a motion to approve the November 20, 2019 Regular Board meeting minutes as presented was made by Kenneth Wingo. Harry Whiteman seconded the motion with all Board members in favor. ***(a copy of the meeting minutes was included in the board packet)***

Treasurer's Report

David Wolfe gave the Treasurer's Report. As of February 7, 2020, ATA had the following balances:

General Fund	\$	5,943,238
Act 26 Account	\$	238,117
Act 3 Account	\$	52,233
MATP Account	\$	703,683
Unrestricted Cash Account	\$	599,553
Cash	\$	7,536,824
Accounts Payable	\$	-
Accounts Receivable (Total):	\$	905,293
Current:	\$	673,691
31-60 days:	\$	104,252
61-90 days:	\$	105,615
>90 days:	\$	21,735

There were no further additions or corrections made to the Treasurer's Report.

Committee Reports

- **Budget Committee Report**

A Budget Committee meeting was conducted on **November 20, 2019**. ***(a copy of the meeting minutes was included in the board packet)***

Coletta stated the purpose of this committee meeting was to review fiscal 2019 audit, which was conducted by McGill, Power, Bell and Associates. She stated it was a clean audit with no findings.

- **Policy Committee Meeting**

A Policy Committee meeting was conducted on **February 6, 2020**.
(a copy of the meeting minutes was included in the board packet)

Michael stated the purpose of this meeting was to review the proposed changes to nine (9) policies.

At the Policy meeting, Michael went over in detail the recommended changes with the Policy committee members.

Michael stated that another meeting will take place at a later date to go over additional policies that need to be changed.

- **Facilities and Equipment Meeting**

A Facilities and Equipment meeting was conducted on **February 6, 2020**.
(a copy of the meeting minutes was included in the board packet)

Dessa reported we were made aware by PennDOT that they had approved some capital projects that we needed to bring to the Board for approval and we also needed to have a local match resolution approved to get them added to the TIP. Dessa reviewed the projects with the committee members.

She stated the ultimate Resolution is going to be \$6,077,846 with \$42,674 being the local match.

Following the opportunity for questions and comments from the Board, a motion to approve the Budget Committee meeting minutes, the Policy Committee meeting minutes, and the Facilities and Equipment Committee meeting minutes was made by Richard Castonguay. Chuck Allen seconded the motion with all members in favor.

Old Business

There was nothing to report under Old Business.

New Business

Rhett Kennedy stated there are three resolutions that need to be presented and adopted by the Board.

(copies of the three resolutions was included in the board packet)

The proposed resolutions are:

RESOLUTION #1-2020 – RESOLUTION AUTHORIZING THE SUBMITTAL AND MODIFICATION OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DOTGRANTS OBJECTS

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Be it resolved, by the authority of the Board of Directors of the Area Transportation Authority of North Central Pennsylvania, that any individual holding the position title(s) identified below is authorized to submit and modify the DotGrant electronic objects indicated below. This resolution shall remain in effect until rescinded or replaced with a new resolution.

Function	Chief Executive Officer	Chief Financial Officer	Controller	Director of Accounting	Accountant/Accounting Clerk	Director of Planning
Registration-Organization Core Info	√	√	√			
Grant Applications		√	√	√		√
Projected Legacy Budget		√	√	√		
Unaudited Actual Legacy Budget		√	√	√		
Audited Actual Legacy Budget*	√					
Grant Agreement Execution	√	√	√			
Submission of Invoices		√	√	√	√	
Submission of Progress Reports		√	√	√	√	

With no further discussion a motion to adopt **Resolution #1-2020** was made by Amy Kessler. Dave Wolfe seconded the motion with all Board members in favor.

Resolution #2-2020- ASSURANCES –CONSOLIDATED CAPITAL GRANT APPLICATION (CCA) BOARD RESOLUTION TO FILE APPLICATION AND TO CERTIFY LOCAL MATCH

The Area Transportation Authority of North Central Pennsylvania resolves and certifies that it has authorized the filing of a Consolidated Capital Grant Application for the Fiscal Year 2019-2020 in an amount of up to **\$6,077,846 (six million seventy-seven thousand eight hundred forty-six dollars)** for a Radio Upgrade project, ADP Hardware, Vehicle Repair and Replacements, Non-Revenue Vehicle Replacements and an Enterprise Resource Planning/Enterprise Asset Management System.

It is acknowledged that Section 1514 state discretionary trust funds and Section 1516 CTC funds are requested to help pay for projected capital costs, excluding asset maintenance, and that these funds will only be used for this purpose since these funds are ineligible to be used for operating costs. Any of these funds not used this Fiscal Year will be used only for capital assistance in a subsequent year.

Further, the Area Transportation Authority of North Central Pennsylvania resolves and certifies that in Fiscal Year 2019-2020 that local private cash matching funds of no more than **\$42,674 (forty-two thousand six hundred seventy four dollars)** shall be provided in cash to match the requested amount of state Section 1514 discretionary funds.

With no further discussion a motion to adopt **Resolution #2-2020** was made by Kenneth Wingo. Harry Whiteman seconded the motion with all Board members in favor.

RESOLUTION # 3-2020 – Resolution Authorizing Controller to Sign Checks and Perform or Authorize Bank Transfers

Whereas, Coletta J. Corioso, Chief Financial Officer is retiring effective March 31, 2020 from the Area Transportation Authority of North Central Pennsylvania and was formerly designated as a signator on the Authority’s Bank Accounts; and

Whereas, Robert J. Sekelsky, was hired as the Controller for the Authority, and will perform certain duties formerly designated to the Chief Financial Officer including signing of checks and authorizing transfers;

Now, therefore, Robert J. Sekelsky may be added as an authorized staff signator on the Authority’s bank accounts and be permitted to sign checks and perform or authorize bank transfers and to conduct any business related transactions on behalf of the Authority with Northwest Bank as of February 19, 2020.

Until such time as the effective date of her retirement, Coletta J. Corioso may continue to sign checks and authorize transfers and conduct matters of business with Northwest Bank.

With no further discussion a motion to adopt **Resolution #3-2020** was made by Amy Kessler. Dave Wolfe seconded the motion with all Board members in favor.

Rhett Kennedy stated there are nine policies that need to be presented and approved by the Board.

(copies of the nine policies was included in the board packet)

POLICY NO. 201 –Authorized Check Signatures

I. OBJECTIVES

To establish those persons authorized to make withdrawals from Authority accounts, including checking and savings.

II. POLICY

- A. All checking and savings account withdrawals are to be signed by one Board member and one staff member. Authorized Board members are the Chairman and the Treasurer. Staff members authorized to sign is the Chief Executive Officer and the chief financial officer.
- B. The Board of Directors may, at its discretion, permit the use of a facsimile signature for one or both of the authorized Board signers. In such an event, there will be strict compliance with any laws governing the use of facsimile signatures.
- C. The only exception to A and B of this policy will be for the Authority's petty cash checking account. In the interest of time and convenience, the Controller and Accountant are both authorized to sign checks drawn on the petty cash account. The petty cash account will not exceed a maximum of \$500.00. Such expenditure must, however, be approved by either the Chief Executive Officer or Controller.
- D. Any and all persons authorized to sign checks or withdrawals must be covered under the Authority's bond.

III. POLICY RESPONSIBILITY

- A. The Treasurer of the Board of Directors shall be responsible to assure this policy is adhered to.
- B. The Controller shall be responsible for safe-guarding the facsimile signature stamp, if any.
- C. The Controller shall be responsible for maintaining current and updated signature cards at all banking institutions used by the Authority.

With no further discussion a motion to approve **Policy #201** was made by Richard Castonguay. Harry Whiteman seconded the motion with all Board members in favor.

POLICY NO. 251 – Information & Technology

I. OBJECTIVES

The advent of new technology at the Area Transportation Authority of North Central Pennsylvania (ATA) has brought about the need to update our policies regarding electronic and telephonic communications. After considerable research, the following policy will be enforced immediately. Many of the items may appear to be excessive, but is indeed the industry standard recommended for employers using email, voice mail systems, fax and copy machines, and the internet. It is the position of the ATA that these tools are to be utilized for business purposes.

II. POLICY

First and foremost, use of foul, inappropriate, defamatory, libelous, threatening, harassing, or offensive comments, such as but not limited to racial, sexual, religious, or discriminatory remarks; or other illegal comments are forbidden regardless of whom they are about or directed toward including customers and clients, employees, board members, business and transit industry associates, and employees or representatives of federal, state and local government or governmental agencies. This applies to all oral and written communications regardless of its mode of delivery such as but not limited to radio, telephone, email, documents, letters, or internal or external memorandums.

The equipment provided for use is the sole property of ATA, and is provided to conduct your job. These tools are to be used for professional communication between you, your fellow employees, business associates and our patrons and customers. At all times, ATA personnel are expected to conduct themselves in a professional and business-like manner, keeping in mind that the receiver of our communications draw specific conclusions about ATA.

These tools should not be used for personal use (unless otherwise provided), or to conduct business for any other company, whether it is another company in which you are employed or own, either solely, in partnership or as a stockholder thereof.

ATA reserves its right to monitor use of all of its business equipment including hardware, software, and any technology for proper and appropriate use.

A. Radio, Telephone and Voice Mail

The ATA radio, telephone and voice mail systems are for business use only. It is not to be used for personal messages such as, but not limited to: requesting contributions, arranging social gatherings, soliciting for political or religious causes, or other matters not connected to ATA's business.

All communication transmitted, received, or stored in the ATA telephone system is the property of ATA.

To ensure that the use of telephonic communication systems is consistent with ATA's legitimate business interests, and stated Electronic Communications and Equipment Policy, authorized representatives of ATA may monitor the use of such equipment from

time to time. Reports are available containing such information as, incoming calls, outgoing calls, the length of time spent on calls, and the cost of outgoing calls for each extension on the phone system. Telephone and voice mail use will be monitored and are subject to review by management.

1. Limited Use of Personal Local and Long Distance Telephone Calls

While the ATA's telephone system is for business use, ATA will permit, on a very limited basis, the making of telephone calls for personal (individual) use. This is not to be construed with using ATA telephones for personal private business or other company business use. The use of ATA's phones for that purpose is strictly prohibited.

Personal use of the telephone may be permitted on a limited basis but will not be permitted in the event that management determines its use is excessive and/or interferes with the completion of ATA's business. ATA Management reserves the right to determine what is acceptable use. ATA reserves the right to terminate all personal use privileges to an individual or company wide at any time for any reason or cause.

ATA requires its employees to track their personal long distance calls and submit them to the Director of Accounting for determining the amount to be paid by the employee. ATA may charge a fee and/or costs to the employee for use of its long distance. Any such fee shall be determined by the Chief Executive Officer and may be adjusted without notice.

Fees will be set by the Chief Executive Officer and may be adjusted without notice.

B. Email

The ATA electronic mail system is for ATA business use only. All communication transmitted, received, or stored in the ATA email system, including attachments, is the property of ATA.

Certain information is considered so sensitive or inappropriate that it should not be sent via electronic mail. For example, performance reviews or employee reprimands shall not be sent through email. Employees shall not use electronic mail to notify their supervisor of their lateness or absence. Such communications shall be communicated directly with the immediate supervisor or their (the supervisor's) supervisor. The Chief Executive Officer reserves the right to determine what are appropriate or inappropriate types of communications to be made via email.

Email messages and their attachments will be monitored and are subject to review by management. ATA reserves the right to override any individual password and access all electronic mail messages in order to determine whether any outsiders are using the system and to ensure compliance with ATA policy.

Using personal email accounts or any free email account, such as, but not limited to: Hot Mail, Yahoo or Alta Vista, to conduct ATA business is strictly prohibited. All email pertaining to ATA business shall go through the provided ATA email accounts.

C. Computer Software

The use of any software that has been purchased, leased or rented by ATA is the property of ATA and is not to be used for any private purpose, unless expressly permitted by the Chief Executive Officer or individuals designated to authorize such by the Chief Executive Officer.

ATA does not allow employees to bring in any files or software from outside the building, to install or save on their office computers. If work is taken offsite and files must be updated in the office, the individual designated to monitor outside files must first be consulted to scan the media for viruses and place the clean file(s) on the server.

D. Electronic Hardware

The use of any computer hardware or business equipment (including, but not limited to: facsimiles, computers, servers, printers, scanners, copy machines, or other digital equipment) that has been purchased, leased or rented by ATA is the property of ATA and is not to be used for any private purpose, unless expressly permitted by the Chief Executive Officer and/or his designee.

Individuals authorized to operate the specific business equipment for its intended purposes will only operate such equipment.

The computers and servers are provided to conduct ATA's business and only that. At no time are the computers or the servers to be used to store personal data.

1. Access to Copying and Faxing services for Employees

The making of copies or the use of the facsimile machines are for ATA business use only, however, ATA will permit copies and/or transmission/receipts of fax documents for an employee's personal use for a fee and costs to be determined by the Chief Executive Officer and with the appropriate permission. No such accommodation will be made for

employee's use of these services for employee's non-personal use such as other private or public business copies or facsimiles.

Personal use of this privilege may be permitted on a limited basis but will not be permitted in the event that management determines its use is excessive and/or interferes with the timely completion of ATA's business. ATA Management reserves the right to determine what acceptable use is. ATA reserves the right to terminate all personal use privileges to an individual or company wide at any time for any reason or cause.

Individuals who are authorized by the Chief Executive Officer, such as the Executive Secretary and/or Receptionist, will only operate such equipment. The employee shall pay the appropriate fee before such documents will be copied, faxed or receipt of fax delivered. Any costs (e.g. long distance) associated with its handling in addition to the fees shall be paid by the employee upon request of the Employee. Employees agree, by use of these services, to allow their compensation to be attached for payment of these services if payment is not made. This is not to be construed as permitting the employee to "run a tab."

Payment is expected at time of copying, transmission or receipt; or if the costs are unknown at time of transmission then upon request by ATA. Failure to pay for the fees and/or costs shall result in privileges being terminated and attachment of wages for the fees and/or costs.

E. Internet Usage

Internet usage at ATA is provided for business purposes only. At no time is any employee to access the Internet during business hours for reasons that are not ATA business related. Accessing the Internet during lunch, or after work hours is permissible providing this access is not abused, nor any ATA policy violated. Accessing any site on the Internet, using ATA equipment that is considered undesirable or obscene is absolutely forbidden, regardless of whether access is for business or personal use.

Internet usage will be monitored for access time, duration of connection, and also sites visited, for each user logged on to the system. Reports will be printed and reviewed by management randomly.

F. Passwords

Employees will be issued a password at their hire date and will be required to change this password at their first login to the ATA Active Directory system. The ATA Active Directory system will enforce strength requirements for the password the user sets. ATA IS&T personnel do not store end user passwords unless otherwise stated. For other systems ATA

personnel uses they should follow the guidelines set by the IS&T Department. Personal passwords are not to be given out to anyone and will be changed periodically in order to maintain security.

If a password is needed for a file, one must first obtain the proper clearance, and then complete the 'Request to Password Protect a File' form. This form must be retained for every file protected.

G. Downloading

Employees are not permitted to download, access files, or retrieve any stored communication unless authorized to do so, or unless they have received prior clearance from an authorized ATA representative.

If software or files need to be obtained, a request must be filed with the IS&T Director by filling out the 'Request for Download' form. After this form is obtained and approved, the IS & T Director will obtain the software or files and install the software.

III. RESPONSIBILITY

The Chief Executive Officer and the Chief Financial Officer shall be responsible for communicating, maintaining, and managing the Area Transportation Authority of North Central Pennsylvania's Electronics Communications and Security Policy.

With no further discussion a motion to approve **Policy #251** was made by Bill Setree. Dave Wolfe seconded the motion with all Board members in favor.

POLICY NO. 311 –Procedures to follow in the Event of a Major Accident

I. OBJECTIVES

To direct that a procedure for operational personnel to follow in the event of a serious accident involving injuries/fatalities and/or severe equipment damage be developed that protects, and ensures fairness to all parties involved, including the Authority, its Board of Directors, its employees, and its passengers.

II. POLICY

A. It is the policy of the Board of Directors of the Area Transportation Authority of North Central Pennsylvania to require definitive procedures be followed in the event of a serious accident involving Authority property and personnel.

- B. These procedures will consist of the best practices as currently recognized in the industry and vetted by the ATA's staff Risk Management Committee and by S.A.F.T.I.

III. POLICY RESPONSIBILITY

It is the responsibility of the Chief Operations Officer (COO) to insure compliance with this policy. The COO is required to fully inform the Chief Executive Officer and the ATA Board of Directors, in an expeditious manner, of all facts concerning the event, as well as recommend a course of action pertaining to public press releases and the release of official ATA correspondence by the Authority's Director of Marketing and Communications.

With no further discussion a motion to approve **Policy #311** was made by Richard Castonguay. Harry Whiteman seconded the motion with all Board members in favor.

POLICY NO. 312 Accident or Incident Reporting and Investigation

I. OBJECTIVES

1. The Chief Operations Officer (COO) COO is responsible for creating and developing all plans and procedures, including all officials forms used for investigation and reporting necessary to efficiently and effectively investigate and report all incidents and accidents. These plans and procedures will complement the directives contained in Board Policy No. 311, "Procedures to Follow in the Event of a Major Accident"

II. POLICY

It is the policy of the ATA Board of Directors that all incidents and accidents are reported, investigated and documented according to an Emergency Procedures plan that includes all of the elements necessary to effectively implement the Board's desire to maintain safety as a top priority at the Authority. For purposes of this policy an accident and incident are defined.

A. Accident Definition:

An accident is, in the operation of an Authority owned vehicle, the occurrence of damage to an Authority owned vehicle, to other vehicles or to property. All complaints that infer that an accident has taken place involving the operation of an ATA owned vehicle will be considered in the investigation procedure.

B. Incident Definition:

Reports of unsafe conditions and all personal injuries (employees, passengers, vendors, or visitors) occurring during scheduled working hours, while boarding, riding or alighting from an ATA owned vehicle or while on ATA properties on approved business will be considered in the investigation procedure. Employees involved in, or with knowledge of, incidents are responsible to document the incident using an approved incident report.

III. RESPONSIBILITY

It is the responsibility of the Chief Operating Officer to implement this policy and insure that it is kept in a currently approved format as prescribed by law by having an up to date comprehensive policy adopted by the Board of Directors as may be necessary.

With no further discussion a motion to approve **Policy #312** was made by Amy Kessler. Dave Wolfe seconded the motion with all Board members in favor.

POLICY NO. 351- Maintenance of Rolling Stock and Non-Stationary Assets

I. OBJECTIVES

The Authority shall provide regular and expert maintenance on its vehicles and non-stationary assets to ensure cleanliness, comfort and safety for passengers, and employees alike by maintaining the equipment in a constant state of good repair. Providing regular maintenance will ensure optimum performance and increase the useful life expectancy of the Authority's rolling stock and non-stationary assets.

II. POLICY

A. Types of Maintenance

To insure safe and efficient operation of vehicles, and other non-stationary assets, the following types of inspection and maintenance shall occur:

1. Vehicle maintenance pre-trip inspection by drivers prior to each use
2. Vehicle post trip safety inspection by drivers following its use
3. Unscheduled maintenance
4. Schedule maintenance follows:
 - Preventative Maintenance – Per manufacturer recommendations
 - Semi-annual inspections and maintenance
5. Major component repair/replacement
6. Rehabilitation

B. Vehicle Inspection Reports

Prior to vehicle operation, an operator must perform a pre-trip inspection of any Authority owned vehicle. All vehicle operators are responsible to complete a pre-trip maintenance and post trip safety report through a mobile data computer. A vehicle operator must immediately report any safety defects that prevents the operation of the vehicle to their supervisor. The data collected through the maintenance and safety reports shall be reviewed daily by the Director of Maintenance and Non-Stationary Assets. The Director will then decide on an appropriate correction action and disburse the work for remediation accordingly. Once a driver has confirmed, upon assurance from the Director of Maintenance and Non-Stationary Assets, that all safety defects have been repaired, and that all of the vehicles systems are functioning properly, he/she may operate the vehicle. It is the ultimate responsibility of the driver to determine if all of the vehicles safety issues have been properly remediated.

C. Unscheduled Maintenance

If safety or mechanical defects are reported by drivers, the vehicle is to be inspected and repaired by a service technician. A work order will be generated through the maintenance software to document work performed. Unscheduled maintenance will be performed as determined by the Director of Maintenance and Non-Stationary Equipment. If the maintenance cannot be performed quickly, the driver will be assigned an alternative vehicle.

D. Scheduled Maintenance

Each vehicle or piece of non-stationary equipment such as the mobile lift columns, must undergo regular preventative maintenance per manufacturer. This inspection shall be performed on a preventative maintenance schedule by qualified and experienced mechanics.

The preventative maintenance is documented through maintenance software.

E. Semi-Annual Inspections

A semi-annual inspection of each passenger carrying vehicle owned by the Authority must be performed. The required state inspection form is completed. Any internal notes are maintained in the Authority's maintenance software.

F. Annual Inspections

An annual inspection of each passenger carrying vehicle owned by the company must be performed. The required state inspection form is completed. Any internal notes are maintained in the Authority's maintenance software.

G. Major Component Repair/Replacement

The need for major component repair and replacement is determined primarily through historical information maintained by the maintenance software for each vehicle and or problems reported on a vehicle.

Engine overhauls and transmission overhauls should be performed as needed.

H. Rehabilitation

Rehabilitation of vehicles or non-stationary equipment will be performed when necessary or as planned. Exterior painting, replacement of seats, etc. should be performed as necessary or on a scheduled basis based upon the expected life and use of the vehicle.

I. Recordkeeping

Each vehicle shall be entered into the maintenance software. All evidence of inspection and repair is maintained in the maintenance software.

Any work performed on a vehicle shall be documented on a work order through the maintenance software. All parts and labor associated with maintenance activities shall be documented on this work order.

All inspection and maintenance forms shall include as part of their completeness, the date and the mileage from the odometer of the vehicle. This is mandatory information that must be on each form used for inspection and repair.

Inspection forms shall be fully completed and kept in the vehicle file.

The Authority maintains electronic copies through the life of each vehicle. When a vehicle is taken out of service, the maintenance records are permanently archived in an electron file.

J. Performance Reporting

In order to effectively manage the total maintenance program, a report will be issued on fleet performance. A report on in-service failures or reported problems shall be included to provide an analysis of maintenance

performance. This information will be useful to monitor mechanical and non-mechanical breakdowns.

K. Warranty Recovery Program

The need for warranty recovery is determined by the manufacturer's guidelines for filing warranty. Warranty will be managed through the maintenance software.

L. Review of Maintenance Plan

The maintenance program, along with stated goals and objectives, should be reviewed periodically to insure its effectiveness. This review should include an analysis of our preventive maintenance program.

III. POLICY RESPONSIBILITY

The Director of Maintenance shall be responsible for the maintenance and repairs of all rolling stock and the administration of the above policies.

With no further discussion a motion to approve **Policy #351** was made by Richard Castonguay. Kenneth Wingo seconded the motion with all Board members in favor.

POLICY NO. 352 Maintenance of Facilities and Fixed Assets

I. OBJECTIVE

To provide accessible, well maintained properties which present a professional image denoting a productive, safe, and well managed organization to the public and its employees.

II. POLICY

- A. The Authority will continually work to meet goals and objectives for the Authority's property as determined by the Board of Directors and the Chief Executive Officer.
- B. The Director of Facilities and Fixed Assets shall work closely with the Chief Executive Officer, Chief Operations Officer, Chief Financial Officer and Planning Director to ensure that long range plans for repairs and replacement of components and systems are completely documented and current.
- C. The Director of Facilities and Fixed Assets will consult with the Chief Financial Officer to ensure budgetary considerations are provided for to meet goals, objectives, long-range plans, and repairs. The Director of Maintenance shall provide bona-fide budgetary estimates to the Chief Financial Officer and Director of Planning for use in their planning processes.

- D. Buildings and properties will be maintained to ensure a minimum failure of systems and equipment that will disrupt day-to-day operations or cause large unexpected capital out lays.
- E. Guidelines for maintenance and repairs are detailed in the most current Authority's Facilities and Fixed Assets Maintenance Policy and Procedure manual. The compilation of which is the responsibility of the Director of Facilities and Fixed Assets.
- F. The Authority shall adhere to all local, state and federal government regulations that apply to maintenance, repairs, and/or new construction.
- G. All procurements for maintenance, repairs, construction, and new equipment shall be completed through guidelines as set forth in the Authority's most current purchasing policies.
- H. The Director of Facilities and Fixed Assets shall file a report, at least on a quarterly basis with the CEO, itemizing all material work that has been accomplished to maintain the Authority's buildings, fixed equipment and properties in a state of good repair.

III. POLICY RESPONSIBILITY

The Director of Facilities and Fixed Assets shall be responsible for the maintenance and repairs of all ATA buildings, properties and equipment. The Chief Executive Officer is responsible for the implementation of this policy.

With no further discussion a motion to approve **Policy #352** was made by Kenneth Wingo. Harry Whiteman seconded the motion with all Board members in favor.

POLICY NO. 552- Sexual Abuse/Harassment

I. OBJECTIVE

The objective of this sexual abuse/harassment policy is to clearly state that Board of Directors will not tolerate sexual abuse/harassment by members of the Board of Directors, employees or volunteers of the Area Transportation Authority of North Central Pennsylvania. This policy will help insure that all business and affairs performed by the Board and employees of the Area Transportation Authority of North Central Pennsylvania will be conducted in a business like, ethical, and moral manner.

Another equally important objective of this policy is to communicate to Board members and employees that complaints will be addressed in an expedient and confidential manner.

Each employee of the Area Transportation Authority of North Central Pennsylvania is entitled to a work environment that is free from sexual abuse/harassment by its officials, employees and volunteers. The ATA prohibits sexual abuse/harassment in any form.

II. **DEFINITIONS**

- A. **Sexual Abuse** – Sexual abuse is unwelcome sexual contact of any nature. It may be unlawful and result in criminal charges.
- B. **Sexual Harassment** - Sexual harassment, according to the Federal Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature where; (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

III. **STATEMENT OF PROHIBITED CONDUCT**

The Authority considers the following conduct to be representative of the type of acts which violate the sexual harassment policy:

A. **Physical assaults of a sexual nature, such as:**

1. Rape, sexual battery, molestation or attempts to commit these assaults; and
2. Intentional physical behavior which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, poking another employee's body, or impeding the movement of another person.

B. **Unwanted sexual advances, propositions or other sexual comments such as:**

1. Sexually oriented gestures, noises, remarks, jokes, epithets, slurs, innuendo, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way, that such conduct in his or her presence is unwelcome;
2. Suggestive or obscene written comments in notes, letters, invitations, or e-mail;

3. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex;
4. Preferential treatment or promise of preferential treatment of an employee for submitting to sexual activity, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.

C. Sexual or discriminatory displays of publications in work place, such as:

1. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic.

A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work at the Authority and who has posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

2. Displaying signs or other materials purporting to segregate an employee by sex in any area of the work place, other than employee only restrooms and similar semi-private lockers/changing rooms.

D. Retaliation for sexual harassment complaints, such as:

1. Disciplinary actions against, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and
2. Withdrawing or threatening the withdrawal of any kind of employment benefit or refusing to grant a sexual favor, e.g., suggesting that an individual will receive a poor performance review or be denied a raise unless he/she goes out on a date with a supervisor; and
3. Intentionally pressuring, falsely denying, lying about or otherwise concealing or attempting to conceal such prohibited conduct.

E. Other acts:

1. The above is not construed to be an all-inclusive list of prohibited acts under this policy;

2. Sexual harassment is unlawful and hurts other employees, any of the prohibited conduct described herein is sexual harassment of anyone toward whom it is directed or who is otherwise subjected to it. Each incident of harassment, moreover, contributes to a general atmosphere in which all persons who share the victim's gender suffer the consequences. Sexually oriented acts or sex-based conduct have no legitimate business purpose; accordingly any employee who engages in such conduct should be, and will be, made to bear the full responsibility for such unlawful conduct.

IV. POLICY

A. Reporting

1. Each official, employee and volunteer is responsible for immediately reporting any alleged abuse/harassment to the Human Resource Manager.
2. Each official, employee and volunteer has the responsibility and duty to refrain from and properly report suspected sexual abuse/harassment. Each individual is liable for his/her individual conduct and will be subject to ATA disciplinary action up to and including discharge or dismissal. ATA will not tolerate any sexual abuse/harassment in the day-to-day activities of this company. Those guilty of such behavior and those personnel who knowingly allow it to exist or who would be expected to know and permit it to exist shall be subject to disciplinary action consistent with ATA's disciplinary policies and procedures.
3. Allegations of sexual abuse/harassment are to be reported, in writing, to the Human Resource Manager at the letterhead address. All correspondence containing an allegation of sexual abuse/harassment shall be directed to the Human Resource Manager and must be marked "Personal and Confidential" on the envelope. This will insure that as much confidentiality as possible will be maintained throughout the incident.

B. Investigation

1. ATA shall review, investigate and otherwise address all such incidences in a professional manner while observing strict confidentiality to the extent possible. Management shall take prompt action to investigate any complaint or incident and shall take appropriate disciplinary action.

A written report shall be prepared within ten (10) working days after the beginning of the investigation unless extenuating circumstances prevent its completion. This report shall indicate a

finding that workplace harassment occurred. A copy of the report shall be given to the complainant, any employee to whom the workplace harassment was directed, as well as any employee suspected of workplace harassment.

2. The Chief Executive Officer of the Authority shall establish procedures relating to addressing and investigating complaints. Such procedures shall embrace fair and impartial reviews. If disciplinary action is indicated, it shall be appropriate and taken to end and prevent sexual abuse/harassment.

C. Discipline

1. If any member of management is aware of, or is made aware, of any sexually abusive allegations and/or observed behavior and fails to report it to senior management is subject to disciplinary action up to and including dismissal or discharge. This applies even in the event that an individual does want to make a formal complaint.
2. ATA prohibits retaliation made against any official, employee or volunteer or any other individual acting on behalf of ATA who reports, in good faith, a complaint of sexual abuse/harassment or who participates in any related investigation. Any retaliatory behavior on behalf of an official, employee or volunteer shall be met with disciplinary action up to and including dismissal or discharge.
3. All false and frivolous charges of sexual abuse/harassment are a major offense that will result in disciplinary action up to and including dismissal or discharge.

V. POLICY RESPONSIBILITY

The Chief Executive Officer through the Human Resource Manager shall be responsible for communicating, maintaining, and managing the Area Transportation Authority of North Central Pennsylvania's Sexual Abuse/Harassment Policy.

With no further discussion a motion to approve **Policy #552** was made by Harry Whiteman. Dave Wolfe seconded the motion with all Board members in favor.

Policy 560 – Driver Medical Qualification

I. OBJECTIVE

The Authority is committed to your safety, the safety of our passengers, and the safety of the general public. We firmly believe that is important for drivers of our buses to be physically and medically fit for the performance of their duties. Likewise, this policy shall apply to maintenance personnel whose job descriptions require a Commercial Driver's License (CDL).

II. POLICY

A. General Standards

As an outgrowth of this commitment, each driver of a bus will be required to be medically certified for performance of duties through a medical exam given by a pre-approved medical professional. Initial certification must be accomplished as a condition for hire. Recertifications must be completed every two (2) years from date of hire, or as by prescribed by Authority approved physician.

Qualifying criteria will be those used for commercial drivers by the US Department of Transportation as defined in the Title 49 CFR Part 391.41.

In addition to standard recertification requirements, any employee who has been absent from work for thirty (30) days, for any reason, shall be subject to a return-to-work physical examination pursuant to the criteria of Title 49 CFR Part 391.41. This requirement shall apply in all instances including FMLA and leave unrelated to any physical illness or condition.

In addition to the restricted period for recertification contained in the above reference, the Authority will require annual medical recertification based upon the following:

1. After reaching 70 years of age
2. Hypertension
3. Any heart condition, including arrhythmia, etc.
4. Sleep apnea
5. Any disease or condition of the organs which can affect driving ability
6. Any neurological condition which can affect driving ability
7. Any mental or psychological condition which can affect driving ability (Alzheimer's, psychosis, etc.)
8. Any muscular disease or condition which can affect driving ability (Multiple-Sclerosis, Muscular Dystrophy)

9. Determination by a medical provider that more frequent exams are necessary
10. Any other condition which can cause loss of driving control while operating an Authority vehicle.

B. Medical Disqualification to Drive

All conditions contained in Title 49 CFR Part 391.41 for the disqualification or restriction of driving privileges will be used by the Authority. In addition, any other medical condition as determined by a medical professional that which significantly restricts driving ability will be considered a basis for suspension or termination of driving duties.

Other than the specific medical conditions listed in Title 49 CRF Part 391.41 for the suspension or termination of driving duties, the Authority will consult a medical professional in rendering decisions.

If the medical condition which requires suspension of driving duties is temporary, the Authority may consider continued employment of the driver in light duty or alternate work situations for an unspecified duration of time.

C. Physical Qualifications

The collective duties of a bus driver require certain physical capabilities. Physical demands on a bus driver are:

1. Passenger assistance and securement
2. Storage of passenger items
3. Operation of bus doors and other items
4. Ascending and descending bus stairs
5. Driving operation and control

It is important for all bus drivers to be able to meet these physical demands on a daily basis, since they incorporate a driver's job responsibilities.

To insure that a driver is physically capable of performing their job duties, the Authority will require that each driver pass a physical

agility test. This test will be administered and must be passed as a condition for employment.

Drivers must pass the same test every two (2) years from the date of hire while employed by the Authority.

If a driver cannot pass the physical agility test, the Authority may suspend or terminate the employee from driving duties.

III. RESPONSIBILITY

It is the responsibility of the Chief Executive Officer to implement this policy and insure that it is kept in a currently approved format as prescribed by law by having an up to date comprehensive policy adopted by the Board of Directors as may be necessary.

With no further discussion a motion to approve **Policy #560** was made by Amy Kessler. Chuck Allen seconded the motion with all Board members in favor.

POLICY NO. 561- Modified Duty/Light Duty

I. OBJECTIVE

This policy shall establish a procedure for an effective light duty program to address return to work from an on-the-job injury and to provide for means to allow an employee to return to work prior to a full medical release thus allowing an employee to return to productive employment as soon as he or she is physically able.

It is necessary to standardize the various programs used by the many departments within the Authority (i.e., fixed route drivers, paratransit drivers, mechanics and administration) with regard to the procedure for light-duty assignments. In order to provide a uniform and fair application of a program for light duty (which includes such categories as modified work, transitional work or restricted work) among the various departments the following policy is hereby adopted and made applicable to all employees.

II. POLICY

A. All employees injured while in the scope and performance of their duties with the Authority shall strive to return to work for the Authority as soon as possible with their treating physician's concurrence. The employee shall request that the physician return them to light duty as soon as possible. The employee shall, if the physician indicates that the employee is not capable of returning to

his/her regular duties, request the physician evaluate the employee for a light duty assignment such as, but not limited to, clerical duties including answering the telephone, filing or similar duties. The program shall also include the following types of Return-to-Work Programs which are described as follows (which shall hereinafter be collectively referred to as "Light Duty"):

1. **Modified Work** – The injured employee is brought back to work and placed temporarily within an existing job that is not as physically taxing or demanding as their normal job. This temporary job placement must meet the physical restrictions that a physician has assigned to the injured employee.
 2. **Restricted Work** – The injured employee is brought back to their normal job with restrictions assigned by the doctor. For example, this may involve placing a thirty (30) pound lifting restriction on the injured worker. It is important to impress these restrictions on the injured worker. It is equally important to communicate the mandatory nature of these restrictions to others, including the injured worker's supervisor, fellow employees with whom the injured work will be in contact with etc.
 3. **Transitional** – The injured employee is brought back to a position that has been specifically created to accommodate the restrictions of a specifically injured employee if the need for such work should arise and such an assignment does not cause a financial hardship to the Authority.
- B.** Upon being released by a physician to return to work on a light duty basis, the injured employee will immediately report to the Human Resource Manager with a doctor's return to work authorization completed by his or her physician indicating any physical restrictions.
- C.** The Human Resource Manager will interview the employee to review his/her physical restrictions and to determine his/her education, training, experience and skills. The interview information will be used in determining light duty assignments for which the employee is qualified and physically capable of performing.
- D.** In the event that a light duty assignment will be available the Human Resource Manager shall issue a letter to the employee indicating the nature of the assignment's duties, the hours of the assignment, the name of the supervisor to whom the employee shall report, wages and any other specific guidelines of the assignment.

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- E.** The Human Resource Manager will contact the appropriate supervisor to determine if the injured employee can be utilized in any division within the Authority.
- F.** If there are no meaningful tasks available that the injured employee is capable of performing, the injured employee will be sent home subject to being called back should appropriate light duty become available. A light duty assignment is not guaranteed to an injured employee and in no event will a position be created for the sole purpose of utilizing the injured employee in a light duty status or shall a modification of job duties be made which allows the employee to perform in a light duty capacity.
- G.** All light duty assignments shall be temporary and shall not be guaranteed for any specific duration by the Authority.
- H.** In no event shall a full-time, regular duty employee be bumped in favor of an employee who is placed in a light duty position.
- I.** Once a light duty position is determined it shall be reviewed every thirty (30) days to determine if said temporary position remains available or within the restrictions of the employee. In the event that a physician's note shall be provided that indicates said employee may return to his regular full time duty, such a change in assignment shall take place irrespective of said thirty (30) day review.
- J.** An employee who is assigned to light duty SHALL NOT be assigned to any duties, even temporarily, that would require the employee to perform duties that are not within the restrictions placed by the physician or that could be considered the normal duties of the employee.
- K.** An employee who is assigned to light duty will be required to periodically furnish a written statement from his or her treating physician or the physician or the physician designated by the Authority that he or she is incapable of performing his or her normal duties.
- L.** Nothing in this policy shall be construed to usurp any rights of the employer pursuant to the Pennsylvania Worker's Compensation Act including, but not limited to, the Authority's ability to have the employee evaluated by its own physician to determine if the employee can physically perform any or all essential functions of his or her permanent position held prior to the subject work injury or illness.
- M.** Likewise, the refusal of any light duty position shall be handled by the Authority pursuant to the provisions of the Worker's Compensation Act and may include the suspension of benefits for refusal of a position within the limitations set forth by the appropriate medical provider.

- N. The Authority shall prepare the necessary filings for the Department of Labor regarding benefit adjustment, if necessary.
- O. This Light Duty Policy shall be separate and distinct from the Authority's EEOC Policy which shall address issues of accommodation pursuant to the ADA, PHRA or other federal and state requirements that may apply to the Authority.

IV. RESPONSIBILITY

It is the responsibility of the Chief Executive Officer to implement this policy and insure that it is kept in a currently approved format as prescribed by law by having an up to date comprehensive policy adopted by the Board of Directors as may be necessary.

With no further discussion a motion to approve **Policy #561** was made by Dave Wolfe. Bill Setree seconded the motion with all Board members in favor.

The last item on the agenda was Chief Executive Officer's Report. Copies of the CEO's report, along with staff director's reports were given to the Board members for their information and review as part of the Board packet. Michael then gave a brief update and highlighted various projects/items that he and the staff have recently completed and/or are still working on.

- Two big issues the State has to deal with is the MATP Program and the replacement of the \$450M in annual funding received from turnpike revenue.
- Penn Highlands Bus Wrap Campaign: ATA just received the design for the fourth ARBOC for Penn Highlands.
- New enrollments are averaging 130/month.
- ATA partnered with multiple counties to submit an RFP for a transportation services pilot program. ATA was informed that we were not the successful proposer. The successful proposer was awarded to QRyde.
- Reviews of the Statistical Report, Statement of Operations, Revenue and Expenses, and Open Capital Projects Report were given.
- An updated progress report on ATA Performance Measures was reviewed.

Ken Wingo, along with the Board members thanked Coletta for her years of service and wished her well in her retirement.

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With no further business a motion to adjourn the meeting was made by Dave Wolfe. Harry Whiteman seconded the motion with all Board members in favor.