



ATA POLICY COMMITTEE

MEETING MINUTES

February 6, 2020

A Policy Committee meeting was conducted on February 6, 2020 at the Authority's Regional Headquarters at 44 Transportation Center, Johnsonburg, PA.

Attendees at the meeting were:

Kenneth Wingo, Chairperson
Harry Whiteman, Policy Committee Member
Chuck Allen, Policy Committee Member
Richard Castonguay, ATA Board Member
Rhett Kennedy, ATA Board Chairperson

The following were in attendance:

Michael Imbrogno	ATA Chief Executive Officer
Dessa Chittester	ATA Chief Operating Officer
Valerie King	ATA HR Manager
Debbie Addeo	ATA Administrative Secretary

Julie Fenton, Policy Committee member was not present at the meeting. Notification of her absence was given prior to the meeting.

Ken Wingo, Chairperson of the Policy Committee called the meeting to order at 10:00 a.m. Ken stated that Michael Imbrogno, as CEO of ATA will review the policies and make recommendations for the Board.

Copies of the power point presentation were handed out to those present. (**copy attached**).

Copies of the proposed Draft Policy 201, Draft Policy 251, Draft Policy 311, Draft Policy 312, Draft Policy 351, Draft Policy 352, Draft Policy 552, Draft Policy 560, and Draft Policy 561 were handed out to those present. (**copy attached**).

Michael gave a detailed review of the proposed changes to each policy.

Policy 201 Authorized Check Signatures

A change is needed to this policy because the current Chief Financial Officer is retiring and the position will not be filled under that title for a yet undetermined amount of time. As a result, the staff recommended inserting the position title Controller in lieu of the title Chief Financial Officer. After a thorough discussion regarding the proposed change, the committee instructed the staff to insert chief financial officer, in lower case, in place of Chief Financial Officer in upper case which denotes a specific job title and position within the Authority. This will enable the highest ranking staff person in the Finance and Accounting department to be a check signatory thereby eliminating the need to change the policy in the event of a job title change. Following the discussion the Policy will read.... "Staff members authorized to sign is the Chief Executive Officer and the **chief financial officer**."

Policy 308 Rules of Ridership-Michael stated we are seeking legal advice/help from special counsel, Jill Nagy for redoing our rules of ridership. At this time, Dick Castonguay asked if we are developing a policy on how we respond to ransom ware.

Michael then gave an overview of the minor recommended changes to:

Policy 203
Policy 311
Policy 312
Policy 351
Policy 352

Valerie King stated these policies had no significant changes made to them except for minor changes such as title changes, etc.

Policy 552
Policy 560
Policy 561

Ken Wingo made a motion that we move to advance the recommended changes/with changes having reviewed them with the CEO and staff, and recommend that these changes be adopted by the Board through the Policy Committee's review on this date. Harry Whiteman seconded the motion, with all committee members in favor.

With no further business the meeting was adjourned at 11:04 a.m.