

## **ROSCOMMON COUNTY TRANSPORTATION AUTHORITY**

A regular meeting of Roscommon County Transportation Authority was held 10:00 a.m., February 6, 2018 at the Roscommon County Transportation Authority Main Office at 2665 S. Townline Rd. Houghton Lake, MI 48629. Board Members Present: Chairperson Al Schultz, Vice Chair Greg Bush, Secretary/Treasurer Cliff Wood, Richard Koupal, Kevin Sherman, Michael Purkey. Board members absent: David Udy. Others Present: Steven Dubois- Assistant Director, Nichole King, Motion made by K. Sherman, supported by G. Bush, to approve agenda of February 6, 2018 Regular Meeting. All members present in support. Motion carried. Motion made by G. Bush, supported by Cliff Wood, to approve regular meeting minutes of January 2, 2018. All members present in support. Motion carried. Motion made by Richard Koupal, supported by Michael Purkey, to authorize Claims and Accounts, Class A bills, Payroll and Payroll liabilities for 01/31/2018. All members present in support. Motion carried. Motion made by Greg Bush, supported by Kevin Sherman, to accept and place on file the Trial Balance Sheets of 01/31/2018, Comparison Balance Sheets dated 01/31/2018, and System Wide Monthly Report Year to Date. All members present in support. Motion carried. Motion made by Cliff Wood, supported by Mike Purkey, to accept and place on file the Investment Summary Report dated 01/31/2018. All members present in support. Motion carried.

### **New Business:**

#### **1) Management Transition**

Motion made by Kevin Sherman, supported by Greg Bush, to accept and sign Employment Agreement between Board of Directors of Roscommon County Transportation Authority and Steven W. Dubois as new Executive Director effective February 7, 2018.

**Roll call Vote:** C. Wood Yes, R. Koupal Yes, A. Schultz Yes, K. Sherman Yes, G. Bush Yes, M. Purkey Yes. Motion passed.

#### **2) Personnel Committee recommendations**

- (a) Motion made by Mike Purkey, supported by Greg Bush that Ms. Daugherty will vacate her office and be on paid leave effective February 7, 2018 through March 28, 2018 and that her severance package will be 3 months pay and a 3 month extension of health insurance premiums carrying her through June 30, 2018, all members present in support, motion passed.
- (b) Motion made by Greg Bush, supported by Cliff Wood to remove Maureen Daugherty as RCTA representative from any and all RCTA business, financial accounts to include, but not limited to banking, financial, state and federal, credit and credit card accounts. All members present in support, motion passed.
- (c) Motion made by Mike Purkey, supported by Richard Koupal to add Steven Dubois- Executive Director, Albert Schultz- Board Chairman and Rawland(Cliff) Wood- Board Secretary/Treasurer as RCTA representative to all business and financial accounts including, but not limited to banking, (to include, but not limited to all accounts held at Chemical Bank, Northland Area Federal Credit Union, Mercantile Bank and North Central Area Credit Union), financial, state and federal, credit and credit card accounts. All member present in support, motion passed.
- (d) Motion made by Kevin Sherman, supported by Cliff Wood to provide Steven Dubois and Kendra Couture a waiver from section VI subsection E of the administrative personnel manual which states the policy not to permit the employment of individuals who are related in the same dept. or in a supervisory-subordinate relationship. All personnel issues relating to Kendra Couture will be handled through the operations manager. All members present in support, motion passed.

**Old Business:** None

**Correspondence:** None

**Director's Report:**MMTC Update

**Public Comment :** *None*

**Adjourn:** Motion by K. Sherman, supported by G. Bush to adjourn meeting at 10:55 a.m. All members present in support. Motion carried.

Next Regular Meeting at the Roscommon County Transportation Authority offices 2665. S. Townline Rd. Houghton Lake, MI 48629 March 6, 2018 at 10:00 a.m.

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Rawland(Cliff) Wood –Board Secretary/Treasurer