



GARY PUBLIC TRANSPORTATION CORP

BOARD OF DIRECTORS MEETING BOARD PACKET

BOARD MEETING

November 3, 2022

Cover Page

- *Executive Session Notice* (page 2)
- *Agenda Board Meeting November 3, 2022* (page 3)
- *Approval of Board Meeting Minutes dated October 6, 2022*
- *Approval of GPTC Check Register Schedules dated October 1-31, 2022*
- *Election of Board of Directors Officers for 2023*
- *Approval of Administration Holiday Schedule for 2023*
- *Approval of Union Holiday Schedule for 2023*
- *Approval of Board of Directors Meeting Schedule for 2023*
- *General Manager / Departmental Reports (October)*
 - *Department – Finance*
 - *Department – Procurement Oversight*
 - *Department – Human Resources*
 - *Department – Maintenance*
 - *Department – Planning/ Marketing/Grants*
 - *Department – Transportation*
 - *Department – Project Manager*
 - *Department – Administration*
- *Other Business Old/New*
- *Public Comments (2 minutes each)*
- *Adjournment*

NOTICE OF EXECUTIVE SESSION

GARY PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

THURSDAY, November 3, 2022 @ 5:00 P.M.

VIRTUAL MEETING

The Gary Public Transportation Corporation will hold an Executive Session as authorized under Indiana Code Section 5-14-1.5-6.1(b) for the following reason(s).

- An Executive Session is authorized under the Indiana Code Section 5-14-1.5-5 Public Notice of Meeting.
- An Executive Session was scheduled for the following reasons under Indiana Code 5-14-1.5-6.1(b):
For discussion of strategy with respect to any of the following, as allowed under Indiana Code 5-14-1.5-6.1(b):
- (2)(A) ~ Collective Bargaining.
- (2)(B) ~ Initiation of litigation that is either pending or has been threatened specifically in writing.
- (2)(C) ~ The purchase or lease of real property by the governing body up to the time of contract of option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (5) ~ To receive information about and interview prospective employees.
- (6) ~ With respect to any individual over whom the governing body has jurisdiction: (A) to receive information concerning the individual's alleged misconduct; and (B) to discuss before a determination, the individual status as an employee, a student, or an independent contractor who is 99a physician.
- (7) ~ For discussion of records classified as confidential by state or federal statute.
- (8) ~ To discuss before placement decision and individual student's abilities, past performance, behavior and needs.
- (9) ~ To discuss a job performance evaluation of an individual employee. This subdivision does not apply to discussion of salary, compensation, or benefits of employees during a budget process.



BOARD OF DIRECTORS

DATE: Thursday, November 3, 2022
MEETING TIME: 5:30 P.M.
LOCATION: Adam Benjamin Metro Center ~ Board Room
 100 West 4th Avenue
 Gary, IN

ADMINISTRATION FACILITY
 100 West 4th Avenue
 (219) 885-7555

TRANSPORTATION/MAINTENANCE
 2101 West 35th Avenue
 (219) 884-6100

AGENDA

ITEM # 1 ~ Call to Order and Roll Call

ITEM # 2 ~ Approval of Board Meeting Minutes dated October 6 , 2022

ITEM # 3 ~ Approval of GPTC General Check Register Schedules dated October 1-31, 2022

ITEM # 4 ~ Election of Board of Directors Officers for 2023 (Chair/Attorney)

ITEM # 5 ~ Approval of GPTC Administration Holiday 2023 Schedule

ITEM # 6 ~ Approval of GPTC Union Holiday 2023 Schedule

ITEM # 8 ~ Approval of Board Meeting Schedule for 2023

ITEM # 7 ~ General Manager / Department Reports

Department – Finance	Pages 12&13
Department – Procurement Oversight	Pages 14&15
Department – Human Resources	Pages 16&17
Department – Maintenance	Pages 18&19
Department – Planning/Marketing/Grants	Pages 20-23
Department – Transportation	Page 24
Department – Project Manager	Handout
Department – Administration	Pages 25-27

ITEM # 8 ~ Old/New Business

ITEM # 9 ~ Public Comments (2 minutes each)

ITEM # 10 ~ Adjournment

Board of Directors packets are available to the public upon request. Please forward requests to GPTC – General Manager, 100 W. 4th Avenue, Gary, Indiana 46402.

Requests for special arrangements (hearing accommodations, sign language, etc.) are to be made at least 48 hours in advance.

**100 West 4th Avenue
GARY, INDIANA 46402**

**BOARD OF DIRECTORS
MINUTES
DATE: October 6, 2022**

The meeting of the Board of Directors of the Gary Public Transportation Corporation (GPTC) was held on Thursday, **October 6, 2022**. The meeting was called to order by Board President Stephanie Hulett @ **5:46 P.M.** in the GPTC Board Room, 100 W. 4th Avenue

Members: Stephanie Hulett, Sharon Levels, Willie Miller, Benjamin Robinson, and Bill Tolbert were present.

Management/Staff Present: ... Deputy General Manager - Jeff Wilson... Directors... Fred McMillon, Finance, Riley Stewart, Transportation, Managers... David Wright Planning & Marketing, Ben Barnes – Transportation, Project Manager – Rosmond Williams....

Legal Counsel: Kelly White-Gibson

Board President Stephanie Hulett stated that the Board of the Gary Public Transportation Corporation hereby certifies for the record that an Executive Session was held prior to the meeting pursuant to IC5-4-1.5.6.1b. We further certify that items discussed were related to information concerning issues that were posted on our Executive Session Notice. **Board Members present were Hulett, Levels, Miller, Robinson, Tolbert and Whiteside (via telephone)**

ITEM #1: Call to Order and Roll Call

Roll Call: Stephanie Hulett, President – **present**, Joi Whiteside, Secretary – **absent**, Sharon Levels – **present**, Anthony Manuel – **absent**, Benjamin Robinson – **present**, Bill Tolbert – **present**, and Willie Miller – **present**.

ITEM # 2: Approval of Board Meeting Minutes Dated September 1, 2022

Board Member Levels made the motion to **approve the Board of Directors Meeting Minutes dated September 1, 2022 with the corrected spelling of GPTC in the Finance section. Board Member Robinson** seconded the motion.

Roll Call: Stephanie Hulett, President – **yes**, Sharon Levels – **yes**, Willie Miller - **yes** Benjamin Robinson – **yes**, and Bill Tolbert – **yes**

The motion was approved 5-0.

ITEM #3: Approval of GPTC General Check Registers Dated September 1-30, 2022

Board Member Levels made the motion to approve GPTC General Check Registers dated September 1-30, 2022. **Board Member Tolbert** seconded the motion.

Roll Call: Stephanie Hulett, President – yes, Sharon Levels – yes, Willie Miller - yes Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 5-0.

ITEM # 4: Approval of Metro Center Check Register Schedule Dated September 23, 2022

Board Member Robinson made the motion to approve the GPTC Metro Center Check Register dated September 23, 2022. **Board Member Tolbert** seconded the motion.

Roll Call: Stephanie Hulett, President – yes, Sharon Levels – yes, Willie Miller - yes Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 5-0.

ITEM # 5: Approval of the ADA Policy

Board Member Miller made the motion to table the ADA Policy, until it could be further reviewed and modified. **Board Member Levels** seconded the motion. The Board of Directors will meet with pertinent staff members, and the ADA Policy will be presented at the next Board Meeting. There is no specific deadline on this item.

Roll Call: Stephanie Hulett, President – yes, Sharon Levels – yes, Willie Miller - yes Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 5-0.

Before moving on to item # 6, the staff and any public attendees are informed that the contract for the Interim General Manager, Walter L. Scott, will not be renewed by the GPTC Board of Directors.

ITEM # 6: Approval of the General Manager/Departmental Reports

FINANCE

**BUDGET TO ACTUAL EXPENSE REPORT
FOR THE MONTH ENDED AUGUST 31, 2022 (Unreconciled)**

Description	Actual	Approved Budget	YTD % of Budget Expended	Budget Balance Remaining (Overage)	YTD % of Budget Remaining
Expenses					
009-1000-51000 SALARIES AND WAGES - ADMINISTRATION	417,547.43	538,635.01	77.52%	121,087.58	22.48%
009-2000-51001 SALARIES AND WAGES - ADA	39,799.72	284,033.29	14.01%	244,233.57	85.99%
009-4000-51001 SALARIES AND WAGES -	333,954.52	967,619.11	34.51%	633,664.59	65.49%
009-5000-51001 SALARIES AND WAGES - TRANSPORTATION	1,353,833.00	2,334,162.96	58.00%	980,329.96	42.00%
009-6100-51001 SALARIES AND WAGES - CUSTODIAL	94,747.08	177,974.03	53.24%	83,226.95	46.76%
009-7000-51001 SALARIES AND WAGES - PLANNING	94,842.00	248,980.42	38.09%	154,138.42	61.91%
009-1000-52001 FICA - EMPLOYERS SHARE - ADMINISTRATION	11,133.17	40,397.63	27.56%	29,264.46	72.44%
009-2000-52001 FICA - EMPLOYERS SHARE - ADA	985.65	21,302.50	4.63%	20,316.85	95.37%
009-4000-52001 FICA - EMPLOYERS SHARE - MAINTENANCE	11,764.96	72,571.43	16.21%	60,806.47	83.79%
009-5000-52001 FICA - EMPLOYERS SHARE - TRANSPORTATION	42,498.08	175,062.22	24.28%	132,564.14	75.72%
009-6100-52001 FICA - EMPLOYERS SHARE -	2,696.21	13,348.05	20.20%	10,651.84	79.80%
009-7000-52001 FICA - EMPLOYERS SHARE - PLANNING	2,808.61	18,673.53	15.04%	15,864.92	84.96%
009-1000-52005 STATE UNEMPLOYMENT - ADMINISTRATION	464.19	16,159.05	2.87%	15,694.86	97.13%
009-2000-52005 STATE UNEMPLOYMENT - ADA	94.09	8,521.00	1.10%	8,426.91	98.90%
009-4000-52005 STATE UNEMPLOYMENT - MAINTENANCE	625.08	29,028.57	2.15%	28,403.49	97.85%
52020 UNIFORM/TOOL ALLOWANCE - CUSTODIAL	1,581.22	1,869.57	84.58%	288.35	15.42%
52020 UNIFORM/TOOL ALLOWANCE	-	1,086.96	0.00%	1,086.96	100.00%
52021 CDL REIMBURSEMENT	70.00	1,500.04	4.67%	1,430.0	95.33%
	0	0		0	
Labor and Benefits	3,118,674.54	6,422,745.00	48.56%	3,304,070.46	-51.44%

Board has read the Revenues and Expenses totals for the month of September from the Financial Monthly report.

The Finance Director is complimented by Board Members for his professionalism and knowledge when presenting the budget before the Gary City Council on September 27, 2022.

June, July, August and September Echo draws are currently being worked on in the Finance Department. The April Echo Draw has been drawn down, the money has been received. The main report has been completed and needs further discussion by Board Members and the Finance Director.

The main Echo Draw is ready to be drawn and there are two support trucks that Seventy-Two-hour money will be used for. The goal is for two Echo Draws a month to be completed.

There are approximately twenty quarterly FTA reports due. They are due on Monday, October 31, 2022. Completion will be challenging because there are no previous records to demonstrate how to compile the information needed. The Finance Director will obtain all the information he can on how to properly prepare the reports.

The 2020-2021 Audit has been finalized, approved and accepted by the Federal Clearing House. There was one finding of major concern. The Interim Finance Director and a temporary employee were working off of the same computer. The temporary employee was not provided with a log in until three months after working with the Interim Finance Director on the same computer. The situation has been remedied.

GRANTS & PROCUREMENT

Two new trucks were purchased, a Chevy F250 and a 2500 Silverado. The F250 is already on board, with the 2500 Silverado expected to arrive Friday, October 7, 2022.

Bids for Transit Advertising will also open Friday, October 7, 2022.

Bids for Bus Shelter Removal and Bus Shelter Installation were opened on Friday, September 30, 2022. They are being evaluated to facilitate due diligence. The final report on the bids will be submitted to the Board of Directors in November, 2022.

HR

All open positions for employment are currently posted on the relevant websites.

The MIS position was offered to a qualified candidate who subsequently turned the position down. It will be re-posted as open.

A request was made by Board Member Levels for the job listings to be put in order according to GPTC hierarchy (ex. General Manger should be listed first)

Department Updates

- BLR Scaling for Success: HR Compliance for Now and the Future Webinar – 9/13
- Mineral EEO: Protected Classes and Characteristics Webinar – 9/13
- Guardian Now: Recognize and Respond: Addressing Mental Health Concerns in the Workplace Webinar – 9/14
- SHRM: COBRA Compliance Webinar – 9/22
- Larry Neff Center Job Fair – 9/15
- Portage Veteran Standdown – 9/23

Rehires/Hires

2-Bus Operators

1-A Mechanic

1-MIS Administrator

1-FMLA

- Promotions
 - Shirley Scott, Director of Procurement
 - Michael Brown, Parts Manager

MAINTENANCE

Continuing to work with procurement to update, fill or replace all fire extinguishers in the facility and buses.

Repair of the generators

Tagging surplus

Storm weather prevention: Passed storm water flow inspection

Slip, Trip and Fall completed by entire maintenance staff

Working with HR to fill vacant positions

Working with Maintenance Coordinator to ensure each employee is provided a forty-hour work week

P&M

TrAMS (Transit Award Management System) opens up this month.

All programmed money funds will be put into grants, so it's not exposed. This will in turn help the Finance Director and prevent criticism if any monies are left unused. The revisions will be an open process between the Finance Director, the Grants Manager and the Accountant (if necessary). This will provide transparency for how the funds are being used.

Ridership is mere percentages from not being in the red.

With more service on the street, August ridership continued the July rebound, increasing over the previous month by more than 30% and doubling June's ridership. While still 4% below August 2021, it was still GPTC's highest ridership figure since last August.

- Paratransit ridership is down 4.6% from August 2021.
- Service attainment:
 - Overall: 93%
 - Bmx: 100% (based on only 50% of target service)
 - R3: 72.3%
 Mobile apps constituted about 13.1% of July ridership, and Moovit accounted for about 7.1% of all mobile fare usage.
- GPTC's monthly pandemic-related calls are now combined with a statewide call from Health by Design.
- The Broadway Lofts contract has been signed and executed, and passes are being distributed and used!
- Upon the direction of the Bikeshare Advisory group, GPTC and Health by Design staff will be cementing a design for the bikeshare program by the end of October, with branding, bikes and supplies to be procured over the winter for a spring 2023 launch.

A request is made for the GPTC Board to consider obtaining membership with PTCI (Public Transportation Council of Indiana). More information will be provided at a later date.

TRANSPORTATION

Ridership was covered by the Planning and Marketing Director

2 complaints: Bus shortages. Heavy ridership areas receive more buses when there is a shortage. This will be remedied once the new buses are on the street.

Parts being received and put on the buses are a large part of the increase in ridership and the decrease of missed trips.

Veterans Ride for Free initiative has begun and we are pursuing a way to get more Veterans to sign up for Access 219.

GENERAL MANAGER'S MONTHLY REPORT
August 1, 2022 THRU August 31, 2022
TRANSPORTATION

<u>Active Employees</u>	<u>Inactive Employees</u>	<u>Total Employees</u>	
Union: 39	Union: 0	Union: 39	
Non-Union: 6	Non-Union: 0	Non-Union: 0	
WORK DAYS AVAILABLE: 27		SICK DAYS: 18	
TOTAL EMPLOYEE WORK DAYS: 1053		TOTAL EMPLOYEE WORK DAYS LOST: 18	
ACTUAL WORK DAYS: 1035		ABSENTEEISM RATIO: 1.8	
DISCIPLINE LOST DAYS: Accidents: 6 Procedural: 0 Absenteeism: 0 Other: 0			
FIXED ROUTE	ADA PARATRANSIT	ACCIDENTS	INCIDENTS
Total Trips Weekdays: 6,641	Total Vehicle Miles: 9,498	Total: 2	Total: 0
Total Trips Saturdays: 640	Total Revenue Miles: 8,211	Vehicle Collision: 1	Passenger: 0
Total Missed Trips Weekday: 489 Manpower 0 Vehicle: X	Total Deadhead Miles: 1,237	Passenger: 0	Disturbance: 0
Total Missed Trips Missed: 0 Saturdays: Manpower: X Vehicle:	Monthly Certification: 11	Fixed Objects: 1	Non-Action: 0

PROJECT MANAGER

The architects have formed a joint venture and have been given an entity ID by the IRS. The next step in the process is the system and implementation of the project. There will be an owners requirement document to nail down what the scope is in the RFQ.

Phil Johnson (lawyer) will be providing feedback as early as next week.

Continental Electric (electric chargers) started two weeks ago laying out conduit lines from the power supply to where the chargers are going to be located. The power supply initially identified for the source of power was discovered to be inadequate, the Project Manager is conferring with NIPSCO for a (hopefully free) assessment. Capital Electric, Charge Point and NIPSCO will meet on Tuesday, October 11, 2022 with the Project Manager to discuss what can be done to remedy the power situation. It is requested for a BOD Member to also attend the meeting.

HVAC controls are not in place as of yet, the permanent control system is part of the Maintenance Renovation Project.

Scope review is ongoing with joint venture agreement with Johnson and Lee, and Millhouse.

GTPC Project Management Status Report
GTPC Maintenance Facility Renovation & Relief Facility Projects

Project		Status: (Red/Yellow/Green)	
Date:	September 15, 2022	Overall Status:	Yellow (Due to ongoing Johnson & Lee (J&L) negotiations)
Contact:	(219) 558-3795	Explanation:	<ul style="list-style-type: none"> ◆ J&L final proposal for A/E services for the Maintenance Facility Renovation project was presented to the GM. GPTC expressed concern that J&L did not have JV contracts with their partners, as a 'Turnkey' entity, as was initially requested by GPTC. J&L agreed, and is currently establishing JV contracts with their partners (Pending). Their proposal will be considered for contract upon GPTC review of JV contracts. J&L also continuing to prepare a draft proposal for the Relief Facility, tentatively scheduled for GPTC review in mid-October. ◆ Continental Electric (CE) is due to start preliminary electrical installations for the Electric Bus Charger Project this month. GPTC established the placements for each of the chargers and provided CE with placement directives. CE will complete the charger installation after receiving the chargers, due for GPTC delivery in November 2022. ◆ The Maintenance Facility HVAC repairs have been mostly completed by Mechanical Concepts. The contractor is awaiting the availability of their systems controls staff to install the temperature control system that will bypass the existing Johnson Controls system. The HVAC work is due to be completed by the end of this month.
Prepared By:	Rosmond Williams Project Manager		
Key Activities & Accomplishments			

Great appreciation shown for Councilman Dwight Williams, for attending the BOD Meeting.

Administration

The Health and Wellness Committee meets every Monday. This past Monday the finalization of plans for the Health and Wellness Fair to be held on Sunday, September 25, 2022 were postponed due to poor response from vendors, as well as time limitations. The Fair will be rescheduled for next year, which will give the Committee ample time to prepare.

Each employee was given three Chick-fil-A cards as a show of appreciation. A Lunch & Learn will be given in November to cover Lung Cancer Awareness Month.

- “Veteran Ride Free” with GPTC marketing material was disseminated.
- GPTC will be participating in the 2022 NWI Homeless Veteran Stand Down, hosted by the V.A. Homeless Veteran Program. GPTC will provide free bus transportation to veterans from 5 a.m. to 6 p.m. for the event, which will take place from 8 a.m. to 2 p.m. Oct. 7 at the U.S. Steel Yard in Gary.
- Employee Training
 - Leadership- All directors, managers, supervisor have been enrolled in thirteen (13) courses to improve manager core competencies.
 - Staff- employees have been enrolled in four (4) courses for sexual harassment
- Deposition of used transit vehicles
- Deposition of Scrap
 - Audit of surplus cores completed **Status: preparing quotes for vendor credit**
 - Maintenance department is accessing, tagging, labeling surplus scrap to transfer to the procurement department for disposition in October 2022.
- Reviewing GPTC Procurement Policy Manual to make
- Camera System: **Status:** vendors are in the process of completing onsite assessments for system September.
- Metro Center Security stakeholders meeting scheduled for October 2020.

Surplus paper disposal begins in October 2022.

HR files moved from 35th facility to 100 4th Ave.

All employees' emails go by title and not name.
In January GPTCbus.com will be changed to GPTC.gov
MIS position was offered but turned down due to salary issues.
Super Sign has been set up, awaiting software.
Safety plan is being formulated to submit to the FTA.
Security will be enhanced.
Vendor is scheduled to inspect the generator

Board Member Levels made the motion **to approve the GM/Departmental Reports.**
Board Member Tolbert seconded the motion.

Roll Call: Stephanie Hulett, President – yes, Sharon Levels – yes, Willie Miller - yes Benjamin Robinson – yes, and Bill Tolbert – yes

The motion was approved 5-0.

ITEM # 7: OTHER BUSINESS OLD/NEW

Old Business: None

New Business: Member Levels speaks as Chair of the Personnel Committee, that all employees know their jobs and continue to perform their duties.

ITEM # 8: PUBLIC COMMENTS

- Mr. Kevin McKinney: Congratulates GPTC with getting buses back on the road in a timely manner.
- Willie Pritchett would like to speak at a later date to discuss his knowledge of pension plans.

ITEM # 9: ADJOURNMENT

Board Member Levels made the motion to adjourn the meeting. Board Member Robinson seconded the motion. **Board President Hulett** adjourned the meeting @ **7:46 P.M.**

Respectfully submitted,

Stephanie Hulett, President
GPTC Board of Directors

Attest:

Joi Whiteside, Board Secretary

FINANCE

**GARY PUBLIC TRANSPORTATION CORPORATION
BUDGET TO ACTUAL EXPENSE REPORT
FOR THE MONTH ENDED SEPTEMBER 30, 2022 (Unreconciled)**

Description	Approved Budget		YTD% of Budget Expended	Budget Balance Remaining (Overage)	YTD% of Budget Remaining
	Actual				
E expenses					
009-1000-51000 SALARIES AND WAGES - ADMINISTRATION	482,263.67	538,635.01	89.53%	56,371.34	10.47%
009-2000-51001 SALARIES AND WAGES - ADA	45,146.92	284,033.29	15.89%	238,886.37	84.11%
009-4000-51001 SALARIES AND WAGES - MAINTENANCE	366,897.54	967,619.11	37.92%	600,721.57	62.08%
009-5000-51001 SALARIES AND WAGES - TRANSPORTATION	1,506,539.44	2,334,162.96	64.54%	827,623.52	35.46%
009-6100-51001 SALARIES AND WAGES - CUSTODIAL	108,543.84	177,974.03	60.99%	69,430.19	39.01%
009-7000-51001 SALARIES AND WAGES - PLANNING	107,005.80	248,980.42	42.98%	141,974.62	57.02%
009-1000-52001 FICA - EMPLOYERS SHARE - ADMINISTRATION*	11,133.17	40,397.63	27.56%	29,264.46	72.44%
009-2000-52001 FICA - EMPLOYERS SHARE - ADA*	985.65	21,302.50	4.63%	20,316.85	95.37%
009-4000-52001 FICA - EMPLOYERS SHARE - MAINTENANCE*	11,764.96	72,571.43	16.21%	60,806.47	83.79%
009-5000-52001 FICA - EMPLOYERS SHARE - TRANSPORTATION*	42,498.08	175,062.22	24.28%	132,564.14	75.72%
009-6100-52001 FICA - EMPLOYERS SHARE - CUSTODIAL*	2,696.21	13,348.05	20.20%	10,651.84	79.80%
009-7000-52001 FICA - EMPLOYERS SHARE - PLANNING*	2,808.61	18,673.53	15.04%	15,864.92	84.96%
009-1000-52005 STATE UNEMPLOYMENT - ADMINISTRATION*	464.19	16,159.05	2.87%	15,694.86	97.13%
009-2000-52005 STATE UNEMPLOYMENT - ADA*	94.09	8,521.00	1.10%	8,426.91	98.90%
009-4000-52005 STATE UNEMPLOYMENT - MAINTENANCE*	625.08	29,028.57	2.15%	28,403.49	97.85%
009-5000-52005 STATE UNEMPLOYMENT - TRANSPORTATION*	2,033.18	70,024.89	2.90%	67,991.71	97.10%
009-6100-52005 STATE UNEMPLOYMENT - CUSTODIAL*	503.45	5,339.22	9.43%	4,835.77	90.57%
009-7000-52005 STATE UNEMPLOYMENT - PLANNING*	128.57	7,469.41	1.72%	7,340.84	98.28%
52004 HEALTH & LIFE INSURANCE - ADMINISTRATION	227,722.64	281,092.49	81.01%	53,369.85	18.99%
52004 HEALTH & LIFE INSURANCE - ADA	46,911.94	84,251.40	55.68%	37,339.46	44.32%
52004 HEALTH & LIFE INSURANCE - MAINTENANCE	74,955.30	198,543.70	37.75%	123,588.40	62.25%
52004 HEALTH & LIFE INSURANCE - TRANSPORTATION	275,132.25	285,414.46	96.40%	10,282.21	3.60%
52004 HEALTH & LIFE INSURANCE - CUSTODIAL	19,650.63	26,066.52	75.39%	6,415.89	24.61%
52004 HEALTH & LIFE INSURANCE - PLANNING	30,387.44	53,874.10	56.40%	23,486.66	43.60%
52009 OTHER BENEFITS - ADMINISTRATION	105,307.03	116,040.71	90.75%	10,733.68	9.25%
52009 OTHER BENEFITS - ADA	1,080.60	50,555.49	2.14%	49,474.89	97.86%
52009 OTHER BENEFITS - MAINTENANCE	2,556.08	84,397.01	3.03%	81,840.93	96.97%
52009 OTHER BENEFITS - CUSTODIAL	558.06	33,595.86	1.66%	33,037.80	23.59%
52009 OTHER BENEFITS - TRANSPORTATION	28,270.33	140,056.97	20.18%	111,786.64	332.74%
52009 OTHER BENEFITS - PLANNING	391.09	23,053.95	1.70%	22,662.86	98.30%
52015 EMPLOYEE TRAINING	2,810.00	5,000.00	56.20%	2,190.00	43.80%
52020 UNIFORM/TOOL ALLOWANCE - ADA	-	869.57	0.00%	869.57	100.00%
52020 UNIFORM/TOOL ALLOWANCE - MAINTENANCE	6,610.48	6,173.91	107.07%	(436.57)	-7.07%
52020 UNIFORM/TOOL ALLOWANCE - CUSTODIAL	1,581.22	1,869.57	84.58%	288.35	15.42%
52020 UNIFORM/TOOL ALLOWANCE TRANSPORTATION	-	1,086.96	0.00%	1,086.96	100.00%
52021 CDL REIMBURSEMENT	70.00	1,500.00	4.67%	1,430.00	95.33%
Labor and Benefits	3,516,127.54	6,422,745.00	54.74%	2,906,617.46	-45.26%

53001 GASOLINE - MAINTENANCE	46,772.92	200,000.00	23.39%	153,227.08	76.61%
53001 GASOLINE - TRANSPORTATION	486.92	50,000.00	0.97%	49,513.08	99.03%
53002 DIESEL - TRANSPORTATION	365,688.18	475,000.00	76.99%	109,311.82	23.01%
53003 MOTOR OIL & OTHER LUBRICANTS	12,740.25	30,000.00	42.47%	17,259.75	57.53%
53004 ANTIFREEZE	8,034.81	10,000.00	80.35%	1,965.19	19.65%
53005 REPAIR PARTS	16,747.55	75,000.00	22.33%	58,252.45	77.67%
53006 MATERIALS AND SUPPLIES	303,072.13	215,500.00	140.64%	(87,572.13)	-40.64%
53007 OFFICE MATERIALS AND SUPPLIES	13,376.82	75,000.00	17.84%	61,623.18	82.16%
53008 TIRES AND TUBES RENTAL	22,392.20	42,000.00	53.31%	19,607.80	46.69%
53009 TIRES AND TUBES PURCHASES	-	14,500.00	0.00%	14,500.00	100.00%
53010 GENERAL SUPPLIES	-	3,000.00	0.00%	3,000.00	100.00%
Materials and Supplies	789,311.78	1,190,000.00	66.33%	400,688.22	-33.67%
54001 TELEPHONE SERVICES	9,865.82	37,500.00	26.31%	27,634.18	73.69%
54002 INTERNET SERVICES	8,799.35	20,000.00	44.00%	11,200.65	56.00%
55010 TRAVEL SERVICES	-	12,500.00	0.00%	12,500.00	100.00%
55011 CONFERENCES & SEMINARS	-	7,500.00	0.00%	7,500.00	100.00%
55023 POSTAGE	-	3,500.00	0.00%	3,500.00	100.00%
55024 FREIGHT, UPS AND FEDEX	511.93	5,000.00	10.24%	4,488.07	89.76%
COMMUNICATIONS AND TRANSPORTATION	19,177.10	86,000.00	22.30%	66,822.90	-77.70%
54003 NATURAL GAS	54,567.68	90,000.00	60.63%	35,432.32	39.37%
54004 ELECTRICITY	47,859.68	145,000.00	33.01%	97,140.32	66.99%
54005 WATER SERVICES	7,467.95	10,000.00	74.68%	2,532.05	25.32%
54006 SEWAGE AND WASTE DISPOSAL UTILITIES	16,435.29	10,000.00	164.35%	(6,435.29)	-64.35%
UTILITIES	126,330.60	255,000.00	49.54%	128,669.40	-50.46%
55015 PUBLIC LIABILITY	55,976.98	225,000.00	24.88%	169,023.02	75.12%
55017 PROPERTY, CASUALTY AND VEHICLE INSURANCES	128,205.39	200,000.00	64.10%	71,794.61	35.90%
INSURANCES	184,182.37	425,000.00	43.34%	240,817.63	-56.66%
55021 CONSULTING SERVICES	3,200.00	61,550.00	5.20%	58,350.00	94.80%
55018 AUDITING SERVICES	61,506.36	60,000.00	102.51%	(1,506.36)	-2.51%
55002 RENTALS AND LEASES	582.84	2,000.00	29.14%	1,417.16	70.86%
55004 ADVERTISING AND PROMOTIONS	6,339.90	7,500.00	84.53%	1,160.10	15.47%
55019 MISCELLANEOUS PURCHASED SERVICES	118,817.78	30,000.00	396.06%	(88,817.78)	-296.06%
55022 LEGAL SERVICES	29,290.00	37,500.00	78.11%	8,210.00	21.89%
55025 SECURITY SERVICES	-	10,000.00	0.00%	10,000.00	100.00%
55029 COMPUTER CONSULTING SERVICES	-	40,000.00	0.00%	40,000.00	100.00%
SERVICES	219,736.88	248,550.00	88.41%	28,813.12	-11.59%
55005 MAINTENANCE AND REPAIRS - BUILDINGS	-	12,500.00	0.00%	12,500.00	100.00%
55006 MAINTENANCE SERVICE	60,628.59	25,000.00	242.51%	(35,628.59)	-142.51%
55007 MAINTENANCE AND REPAIRS - VEHICLES	90.00	75,000.00	0.12%	74,910.00	99.88%
55008 MAINTENANCE AND REPAIRS - OFFICE EQUIPMENT	914.36	10,000.00	9.14%	9,085.64	90.86%
MAINTENANCE AND REPAIRS	61,632.95	122,500.00	50.31%	60,867.05	-49.69%
55009 DUES AND SUBSCRIPTIONS	1,811.00	1,800.00	100.61%	(11.00)	-0.61%
55013 BOARD MEMBERS' COMPENSATION	10,000.00	11,000.00	90.91%	1,000.00	9.09%
55014 BANK SERVICE FEES	6,369.66	26,500.00	24.04%	20,130.34	75.96%
55019 OTHER SERVICES	-	20,000.00	0.00%	20,000.00	100.00%
55021 INTEREST EXPENSE	-	7,500.00	0.00%	7,500.00	100.00%
MISCELLANEOUS EXPENSES	18,180.66	66,800.00	27.22%	48,619.34	72.78%
4010 LAND IMPROVEMENTS	-	1,000.00	0.00%	1,000.00	100.00%
56002 BUILDING IMPROVEMENTS	1,480,458.00	1,602,237.24	92.40%	121,779.24	7.60%
56003 FURNITURE & FIXTURES	872.04	200,000.00	0.44%	199,127.96	99.56%
5604 EQUIPMENT PURCHASES	272,205.00	1,215,199.99	22.40%	942,994.99	77.60%
5600 SOFTWARE PURCHASES	40,171.08	150,000.00	26.78%	109,828.92	73.22%
CAPITAL EXPENDITURES	1,793,706.12	3,168,437.23	56.61%	1,374,731.11	43.39%
TOTAL EXPENSES	6,728,386.00	11,985,032.23	56.14%	5,256,646.23	43.86%

PROCUREMENT OVERSITE



PROCUREMENT REPORT

Submitted by: Shirley Scott- Director of Procurement

Significant 2022 Procurement Activities/Projects

Current & Projected

Projects	Description	Comments
1	Diesel Buses Piggyback Acquisition	Completed
2	ADA Scheduling Software Solicitation & Purchase	Completed
3	Diesel Bus Acquisition -35' & 40'	Completed
4	Acquisition Electric Bus Battery Buses -Four (4)	Delivery Pending
5	Service Truck Purchases -Two (2)	Completed
6	Maintenance Facility Renovation Project	Not Started
7	A & E Contract Negotiations	Underway
8	Driver's Relief Facility	Not Started
9	Electric Bus Charger Installation	In Progress
10	Fuel Delivery Services	Completed
11	Disposition of used transit vehicles (14)	Completed
12	Leasing two (2) 35' Transit Buses	In Progress
13	Acquisition of Parking Equipment	In Progress
14	Purchase of four (4) Copiers	In Progress
15	Bus Shelter Removal & Installation	In Progress
16	Transit Advertising	In Progress

Notes:

Purchase two (2) 2022 service trucks from Freeway Ford and Mike Anderson Chevrolet

Issued Purchase Order for Parking Equipment - 6-8 Weeks
Delivery time

Purchase of Four (4) Copier expected delivery date: 11/7/2022
Transit Advertising Proposal opened on 10/6/2022 at Metro Center
Transit proposals evaluated on 10/11/2022-Recommendation Pending
Bus Shelter Removal & Installation -Recommendation Pending

HR

Board of Directors Report

GARY PUBLIC TRANSPORTATION CORPORATION

November
2022

HUMAN RESOURCES DEPARTMENT

LaKeyca Dancy,
Human Resources Assistant

HIGHLIGHTS

Department Updates

- NWI Homeless Veteran Standdown – 10/07

Talent Sourcing

- Portage WorkOne Job Fair – 10/13
- NEO New Vista Job Fair – 10/17/2022
- Senator Melton’s Job Fair – 10/22

Staffing Updates	#
Hires	5
3 - Bus Operators	
2 – Storeroom/Parts Clerk	
Temporary Staff	0
Promotions/Transfers	0
Resignations/Terminations/Retirements/Deaths	0
Area-12	0
Workers Comp Claims Open	0
Medical (STD/FMLA/SICK LEAVE)	0

Open Positions	#	Talent Sourcing
Bus Operator	5	Indeed, Indiana Career Connect, GPTC, Job fairs
Mechanic A	1	Indeed, Indiana Career Connect, GPTC, Job fairs
Mechanic B	2	Pending Interviews
General Manager	1	Indeed, Indiana Career Connect, GPTC, Job fairs
Human Resource Director	1	Indeed, Indiana Career Connect, GPTC, Job fairs
Utility Person	1	Pending Interviews
Bus Cleaner	2	Pending Interviews

MAINTENANCE

GARY PUBLIC TRANSPORTATION CORP.

Director of Maintenance/Monthly Report

Board Meeting **November 03, 2022**

BOARD REPORT FOR THE MONTH OF SEPTEMBER 2022

- Repairs to the facility
 - Fire Extinguisher for the fleet and operations facility has been requisitioned with the Procurement Department for diagnosis, repair, replacement and tagging for October.
 - The emergency generator has been scheduled for diagnostic and repair through the procurement department. Work will begin in September.
 - Hot water tank (gas leak) was diagnosed by Nipsco in September and TCL plumbing was procured to repaired the leak and restored hot water to the facility.
 - Mechanic Bay Area Lighting- LED lights have been ordered to improve employee safety and visibility in the mechanic work area-Status ongoing
 - Boiler - Heating for the Operations facility was tested. Service ordered was submitted to the Procurement Department for diagnosis and repair.
 - Eye Wash- a service requisition was submitted to the procurement department to repair existing eyewash stations, add one (1) facet eye wash station and two (2) onsite portable eye wash stations.
 - Store Room Lighting- Foster Electric has diagnosed the lighting system and are continuing the repair of the storeroom lighting system.
 -
- Repairs to building equipment
 - Bus Exhaust System- became operational in September. A service requisition for general maintenance was submitted to the Procurement Department.
 - Platform and independent lifts- Indiana Automotive Equipment was procurement to repair the lifts. Status- scheduling repair.

GARY PUBLIC TRANSPORTATIO CORP.

Director of Maintenance/Monthly Report

Board Meeting **November 03, 2022**

BOARD REPORT FOR THE MONTH OF September 2022

- Capital project & Special projects
 - Electric Bus Chargers- Continental Electric started the installation of the control box and conduit in the Maintenance Facility-Status- see update from the Project Manager
 - Fleet management System- working with MIS & the Procurement Department to purchase a new software system to improve operations.
 - Purchased two (2) utility vehicles.
 - 2022 Ford
 - 2022 Chevy
- Safety
 - All Maintenance employees have been enrolled in training to become Certified in OSHA 10 or OSHA 30.
 - Osha Inspection- Security & Safety committee members are conducting an OSHA self-inspection for the Maintenance facility. Findings of the OSHA Self-inspection will be reported during the November Security & Safety Meeting.
 - Fork Lift Training- Maintenance staff began on the job training for forklift for forklift operation. Mineral training for Forklift operations is scheduled for October 2022.
- Preventive Maintenance
 - Completed 16 preventive maintenance inspections on buses/vans.
 - Started Winterization of the Fleet
- Maintenance Goals
 - 100% Safety and Fleet Performance

PLANNING & MARKETING



SEPTEMBER/OCTOBER 2022 BOARD REPORT – Presented November 3, 2022
GPTC PLANNING AND MARKETING DEPARTMENT

GHTS AND ACCOMPLISHMENTS

- 1. Continued tracking ridership and service information**
- 2. Continued Tactical Urbanism safety installations**
- 3. Continued implementation of Mobility Hubs project**
- 4. Began pre-planning for micro-transit grant application**
- 5. Launched GPTC Perks outreach campaign**
- 6. Monitored ridership increases**
- 7. Coordinated with Project Manager for charger installs**
- 8. Coordinated with Procurement, Maintenance for shelter project**
- 9. Coordinated with AARP on Election Day promotion**
- 10. Updated final artwork for GPTC’s electric buses**
- 11. Prepared Third Quarter service information for state reporting**

RIDERSHIP MONTHLY REPORT (Attachments A)

The ridership report has been moved to Attachment A. This report includes a comparison map of transit activity between September 2021 and 2022.

ADVERTISING:PROMOTION:OUTREACH

Advertising Outsourcing: New campaigns were launched by the ACLU and Indiana Civil Rights Commission

Marketing and Outreach:

- Via Marketing launched the GPTC Perks program which will fête promotional campaigns, fare discounts and the Rolling Fall Summit onboard GPTC’s Route L5.
- Via helped facilitate GPTC’s Tactical Urbanism installations.
- Via designed surveys for route expansion studies have been designed and prepared for launch



Advertising Revenue: Revenue for the last three months: July: \$9,054; August: \$8,949; September: \$9,264

GPTC's RESPONSE TO THE CORONAVIRUS PANDEMIC

- GPTC's monthly pandemic-related calls are now combined with a statewide call from Health by Design.

BROADWAY LOFTS/MOBILITY HUB PROJECT

- Health by Design is nearing completion of its report and recommendation for bikeshare.
- Planning Staff and HbD have interviewed bikeshare facilitators in Valparaiso, Omaha and Indianapolis to discuss experiences and best practices.
- A public bikeshare survey will be launched at the end of October.

ROUTE EXPANSION PLANNING

- GPTC will launch surveying for Lakeshore route adjustments in mid-October.
- Planning and Transportation have begun preliminary planning for the resumption of rapid service to the Broadway Metro Express.
- Surveying and planning work for Grant Street expansion will launch in mid-November.

STATION IMPROVEMENTS/TACTICAL URBANISM

- Crosswalks have been installed at 7th, 9th and 10th Avenues, linking to Bmx stops for 6th Avenue and Downtown South.
- The Downtown Gary Art and History fitness trail is being installed at this time, with completion and unveiling scheduled for October 26th.
- Student-designed crosswalks will be installed near the Steel Yard in late October/early November.
- Additional tactical urbanism work will continue:
 - Crosswalks at 6th Avenue will be installed once utility companies restore pavement at 6th Avenue east and west of Broadway
 - Crosswalks near the Metro Center will be installed in spring 2023.



- Ridership: Boardings on the Bmx is at its highest levels since before the pandemic, with ridership per hour at 19.7.
- Electric Bus Delivery: GPTC's electric buses are expected to be on the assembly line in February or March. Charger installation has begun.
- Station Improvements
 - Crosswalks: See above.
 - Landscaping will be scheduled for early 2023.
- GPTC is expected to resume increased service on the Bmx this fall for several reasons:
 - Emergency route reductions can only last six months without expanded civil rights processes

- Ridership is approaching pre-pandemic levels and per-trip ridership has triggered capacity increasing requirements
- GPTC expects to have vehicle capacity for this adjustment

EVENTS CALENDAR (to be discussed at Board Meeting)

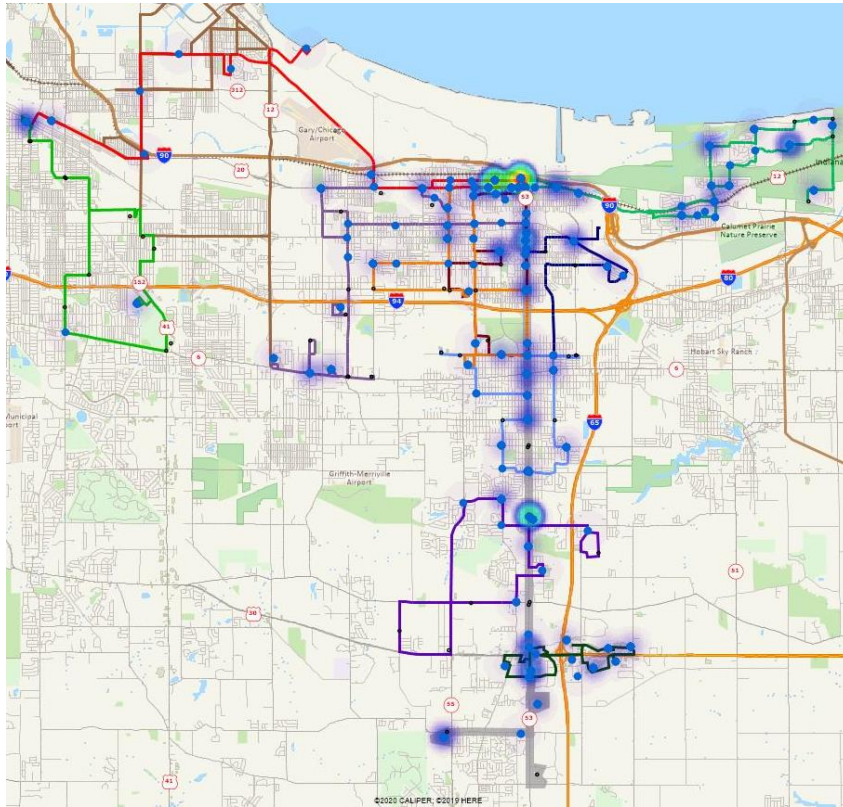
ATTACHMENT A
Ridership thru September 2022

RIDERSHIP COMPARISON: 2019-2022						
MONTH	2019	2020	2021	2022	%age change 2020-2021	%age change 2021-2022
January	57,051	61,114	34,390	28,576	(43.73)	(16.91)
February	59,813	61,018	31,071	28,789	(49.08)	(7.35)
March	63,616	48,370	42,264	35,969	(12.62)	(14.89)
April	73,225	30,784	39,224	32,093	27.42	(18.18)
May	73,752	31,948	34,763	30,328	8.81	(12.76)
June	62,476	37,208	36,969	18,752	(0.64)	(49.28)
July	63,714	38,088	36,162	28,744	(5.06)	(20.51)
August	72,082	38,089	38,970	37,449	2.32	(3.90)
September	67,254	38,460	37,317	37,153	(2.97)	(0.44)
October	74,768	42,916	36,271	0	(15.48)	(100.00)
November	63,749	38,237	34,808	0	(8.97)	(100.00)
December	62,080	39,562	36,595	0	(7.50)	(100.00)
Totals	793,580	505,793	438,804	277,852	(13.24)	(16.09)

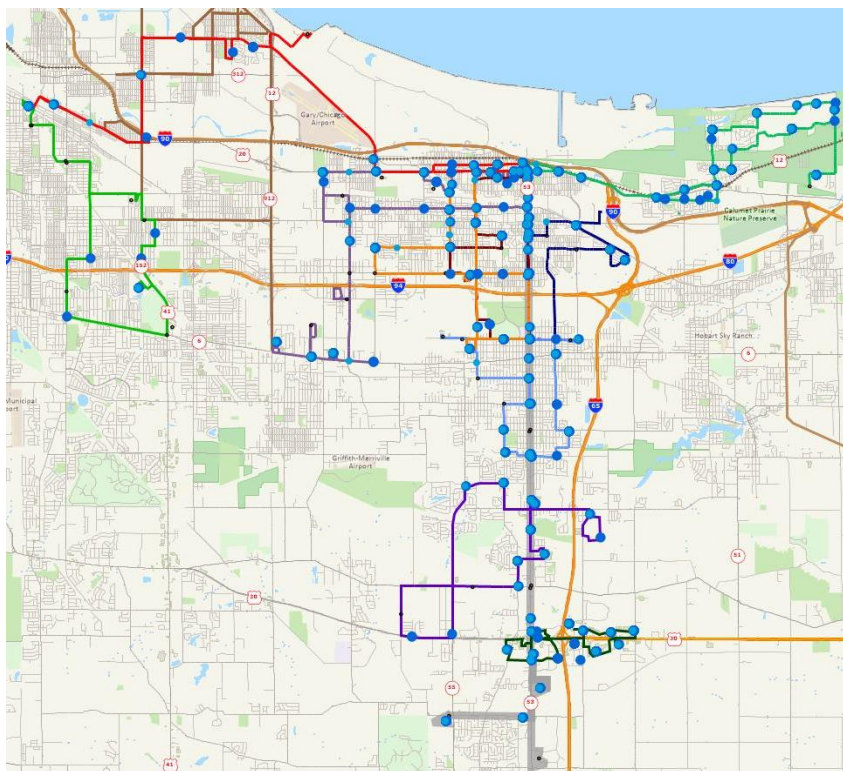
Note: Totals include fixed route and paratransit services

September ridership was just under August 2022 but with fewer days, showing a 7% month-to-month increase in daily ridership.

- Paratransit ridership is down 6% from September 2021.
- While five routes (Bmx, L2, L3, R2, R4) have regained 65% of pre-Covid ridership, four (L1, L4, L5, R5) have not reached 50% of pre-pandemic ridership due to extreme service disruption.
- Service attainment:
 - Overall: 96% (up from 93%)
 - Bmx: 99.7% (down from 100%; based on only 50% of target service)
 - R3: 83.3%
 Mobile apps constituted about 13.4% of July ridership, and Moovit accounted for about 7.8% of all mobile fare usage.



September's transit activity map, based on mobile fare activations, is below. It shows continued strong ridership on the Broadway corridor and increasing activity in Lake Ridge, Miller Beach and Pulaski (eastern Gary)



In addition to ridership patterns, below is a map comparing stops with mobile pass activations from September 2021 (dark blue) to September 2022. Though there was similar ridership, the activity in 2021 is much more distributed. While there are eight stops from September 2022 with no activations in 2021, there were about 40 stops from September 2021 with no activations in 2022. This reflects the gap in overall confidence in service as well as opportunities for targeted marketing by neighborhood, particularly South Hammond, Tolleston, Aetna and Merrillville.

TRANSPORTATION

GENERAL MANAGER'S MONTHLY REPORT

September 1, 2022 THRU September 30, 2022

TRANSPORTATION

Active Employees

Inactive Employees

Total Employees

Union: 39

Union: 0

Union: 39

Non-Union: 6

Non-Union: 0

Non-Union: 0

WORK DAYS AVAILABLE: 25		SICK DAYS: 13	
TOTAL EMPLOYEE WORK DAYS: 975		TOTAL EMPLOYEE WORK DAYS LOST: 13	
ACTUAL WORK DAYS: 962		ABSENTEEISM RATIO: 1.3	
DISCIPLINE LOST DAYS: Accidents: 0 Procedural: 23 Absenteeism: 0 Other: 0			
FIXED ROUTE	ADA PARATRANSIT	ACCIDENTS	INCIDENTS
Total Trips Weekdays: 6,230	Total Vehicle Miles: 8,767	Total: 0	Total: 0
Total Trips Saturdays: 640	Total Revenue Miles: 7,713	Vehicle Collision: 0	Passenger: 0
Total Missed Trips Weekday: 280 Manpower X Vehicle: X	Total Deadhead Miles: 1,054	Passenger: 0	Disturbance: 0
Total Missed Trips Missed: 0 Saturdays: Manpower: X Vehicle:	Monthly Certification: 6	Fixed Objects: 0	Non-Action: 0

ON TIME PERFORMANCE PERCENTAGES BY ROUTE

L- E35TH MARSHALLTOWN: 100%	L-3 W6 TARRYTOWN/TOLLESTON: 97.3%
R-1 LAKESHORE CONNECTION: 99.1%	R-2 US 30 SHUTTLE: 98.2%
	L-4 UNIVERSITY PARK: 100 %
L-2 OAK & COUNTY LINE: 98.2%	L-5 HORRACE MANN: 99.1%
R-BMX BROADWAY METRO EXPRESS: 99.1%	R-3 BURR/LAKE RIDGE: 100 %
R-6 IVY TECH SHUTTLE:	R-4 LAKESHORE SOUTH: 100 %
R-5 MERRILLVILLE SHUTTLE: 98.2%	8 ADA PARATRANSIT 99.0 %

ROUTE RIDERSHIP 2022

(Refer to Planning & Marketing Report for Ridership Information)

COMPLAINTS

ROUTE	SERVICE	PERSONNEL	ACTION TAKEN	COMMENDATION
FIXED	4	0	4	0
ADA PARATRANSIT	0	1	1	0

SUBMITTED BY: DIRECTOR OF TRANSPORTATION (RILEY STEWART)

ADMINISTRATION



Deputy General Manager-Administration Report- November 2022

- **Human Resources**
 - **ADP software-** Time & Attendance Goes live October 23, 2022. Additional module for Human Resource automation includes Enhanced HR, Benefits, Time Off, Onboarding, Total rewards and Document Live Cloud.
 - Health & Wellness Committee Meeting- Scheduled for November 2022.
 - Employee Lunch & Learn- Scheduled for November 2022.
 - Employee Training
- **Veterans Transportation Services**
 - Monthly meetings began in March 2022 with community stakeholders to discuss the potential need to provide new transportation services to the veteran population.
 - Access 219 Paratransit application given to community stakeholder for veteran enrollment.
 - “Veteran Ride Free” with GPTC marketing material was disseminated.
 - GPTC participated in the 2022 NWI Homeless Veteran Stand Down, hosted by the V.A. Homeless Veteran Program. GPTC will provided free bus transportation to veterans from 5 a.m. to 6 p.m. for the event, which took place from 8 a.m. to 2 p.m. Oct. 7 at the U.S. Steel Yard in Gary.
- **Finance**
 - Staff training for ADP General Ledger for finance department October-November
 - The Finance Team agreed on a new financial software solution
- **Procurement** – The Procurement department is fully staffed
 - New Hires
 - Niya Williams-Scott Parts Clerk
 - Carla Barnes Parts Clerk
 - Training: Preparing management training on procurement procedures to realign centralized purchasing processes for all GPTC departments.
 - Storeroom
 - CFA data entry- **status:** up to date:
 - Disposition of Surplus Paper: **Status:** Ongoing October-November 2022
 - Deposition of Scrap



- Audit of surplus cores completed **Status:** *preparing quotes for vendor credit* by Parts Manager
 - Maintenance department is accessing, tagging, labeling surplus scrap to transfer to the procurement department for disposition in October-November 2022.
 - Reviewing GPTC Procurement Policy Manual to make recommendations for revision to General Manager **Status:** *In Progress*
- **MIS**
 - Microsoft 365 migration project – **Status-** Project begins to retire the exchange server and migrate to the cloud-based Microsoft 365 solution in October-November.
 - Software Assessment. **Status** -*Accessing Maintenance Department, Procurement and Finance software needs for upgrades before the close of 2022.*
 - Phones Systems Upgrade Project: migrating to one VOIP phone system for the Operations Facility and the Metro center.
- **Planning & Marketing**
 - David Wright has been task with the responsibility for regularly updates for the two (2) Super Sign Monitors on the first and second floors of the Metro Center.
 - David has been tasked with updating Metro Center Marque
- **Equal Employment Opportunity Officer**
 - EEO program is under review for updates and recommended revisions to the General Manager.
- **Safety**
 - GPTC Safety & Security Committee - The members of the S & S Committee have been charged with the revision of GPTC Safety plan and to submitted it to the FTA by December 31, 2022.
 - All members of the GPTC Safety Committee and the entire Maintenance Department are in training for OSHA 30 Certification and/or OSHA 10 Certification training. Twenty-five (25) GPTC employees will receive
 - Next monthly Safety & Security Committee- October
- **Metro Center**
 - City of Gary Department of Public Works accessed the entire Metro Center for Building repairs.
 - The Escalator is under review for repair by the City of Gary
 - Total Parking Solutions was selected as vendor to provide touchscreen terminal to update Metro Center Parking system. **Status:** Coordinating the scheduling of Installation.
 - The Metro Fire System is under repair. The City of Gary Fire Department has staff located on the second-floor suite working 12 hour shifts for fire watch.
 - Annual Fire Extinguisher & sprinkler system Inspection- **Status-** *under review*

- Camera System: **Status:** vendors are in the process of completing onsite assessments for system September.
- Metro Center Security stakeholders meeting scheduled for November 2020.