



Commissioners [David L. Jaeger, Jr.](#), [Alice McQuaid, Esq.](#)
Chief Executive Officer [Kimberlee A. Morton](#)
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DRAFT MINUTES PENDING APPROVAL
NORWALK TRANSIT DISTRICT COMMISSIONER'S SPECIAL MEETING MINUTES
OCTOBER 26, 2021, AT 1:45 PM – NORWALK TRANSIT DISTRICT
CONDUCTED VIA TEAMS MEETING

ATTENDING

Norwalk Transit District Commissioners:

David Jaeger, Jr., Teams Participant
Alice McQuaid, Esq., Teams Participant

Norwalk Transit District Staff:

Kimberlee Morton, CEO, Teams Participant
Matt Pentz, CFO, Teams Participant
Leslie Grattan, HR Consultant
Jennifer Flores, HR Generalist – Teams Participant
Andrew Gallagher, Manager of Safety and Security
Lori Hammill, Chief Logistics Officer
Volod Zharay, Director Information Technology

Public:

There was no public representation.

The meeting was called to order at 1:45 PM via Microsoft Teams.

PUBLIC COMMENT

Members of the public who wished to address the Commissioners were asked to do so. There were no other public participants in attendance.

APPROVAL OF THE AGENDA FOR THE OCTOBER 26, 2021, SPECIAL MEETING

Ms. Morton requested consideration of the following agenda corrections:

- ✓ Clarification that the meeting is a Special meeting.
- ✓ Approval of the October 26, 2021, special meeting agenda.
- ✓ September Financial Update; and

- ✓ the addition of an executive session for the purpose of confidential new hire terms.

The corrections and additions were unanimously approved by Commissioners McQuaid and Jaeger.

APPROVAL OF MINUTES OF AUGUST 26, 2021

The minutes of the August 26, 2021, meeting of the Commissioners was unanimously approved as presented by Commissioners McQuaid and Jaeger.

COMMISSIONER JAEGER AFFIDAVIT OF RELATIONSHIP WITH KEY CORP AND ITS SUBSIDIARIES – PUBLIC DISCLOSURE OF INTEREST

Commissioner Jaeger presented the affidavit disclosing the relationship with Key Corp and its subsidiaries. He clarified that at this time there is no relationship or conflict with the District and if a conflict arose, he would have to recuse himself from any and all matters and is not able to solicit any business from the District.

FINANCE UPDATE – MATT PENTZ

Audit Update – FY 21

Mr. Pentz mentioned that the NTD year-end audit is near completion with a few minor outstanding items. He stated that the auditor presentation can be expected during either the December or January commissioner meetings.

FY 2022 Budget Update

Pentz mentioned that NTD received the FY22 operating budget from DOT which included a 3% increase for the Norwalk Fixed Route and Norwalk ADA programs. The Stamford ADA funding subsidy was cut by 41%, which has caused concern from management prompting new efforts to address an anticipated shortfall. DOT has been receptive to hearing NTD's concerns with further discussions expected. Mr. Pentz mentioned that the itemized budget will be published in the Norwalk Hour which will include notification of the required public hearing scheduled for November 30th.

September Financial Update

Mr. Pentz stated that the YTD net deficit from operations through the first quarter of FY 22 was \$221k. He mentioned that it was an improvement compared to the \$404k deficit from the same period in the prior year. He highlighted that fares were up \$224k and expenses up \$42k, indicating some recovery from the pandemic. He mentioned that results were in line with expectations.

HUMAN RESOURCES UPDATE

2021 EEO/AA Update

Ms. Flores provided an overview of the EEO Program update and submission which was due on October 25, 2021. She mentioned that the 2019 and 2020 EEO-1 Component has been submitted on time.

The District's current EEO Plan and Affirmative Action Program Update is adopted for Plan years 2020-2024. Ms. Flores stated that to ensure we are working towards our goal we conducted an annual workforce analysis.

The general conclusions that were made during the workforce analysis are as follows:

- Black persons represent 62% of the Transit District's labor force. As a group, they exceed EEO employment goals.
- Hispanic persons represent 15% of the Transit District's labor force. As a group, they are slightly underrepresented at the District.
- Other minorities including American Indians, Alaskan Natives, Asian and Pacific Islanders represent 2% of the Transit District's labor force. As a group, they are underrepresented at the District.
- Females represent 22% of the Transit District's labor force. As a group, females are slightly underrepresented at the District however, their numbers improve in more senior positions.

When considering underutilization at the Norwalk Transit District:

- Officials and administrator positions have minority representation higher than the State rate, and only slightly lower in female representation.
- The administration support workers surpass the minority rates for Fairfield County and fall slightly short in female representation.
- Minorities are well represented as skilled craftsmen at the Norwalk Transit District, but female representation is nonexistent in these historically male roles.
- Minority operators are plentiful, although would benefit from slightly more female participation.

The Norwalk Transit District will continue to make every good faith effort to recruit and promote minorities, females, and persons with disabilities when job vacancies occur.

- Some of our efforts include utilizing the Handshake recruiting platform at over 15 colleges and universities in the area. This platform is targeted to attract students and young alumni for vacant professional positions.
- We have also contacted Vocational/Tech Community Colleges to recruit technical and skilled labor positions.

COVID Update

Ms. Grattan provided the following COVID-19 Update:

- 77% of the NTD workforce is fully vaccinated, and 2% has one dose completed. 21% of the workforce remains unvaccinated.
- There has been 1 positive case since the August 26th meeting. However, the employee has been out on leave therefore no quarantine was necessary, and workplace spread was not a concern.
- Management has extended the \$100 stipend and approval of 8 hours of PTO to be awarded to vaccinated employees through October 31st.
- The District did not reach the 80% vaccination goal by September 30th therefore the prize drawing was not held. Nonetheless, employees were recognized and thanked for their efforts to practice safe protocols during the pandemic, and a catered lunch was provided to celebrate our appreciation.
- Management has been considering a vaccine mandate for new hires however due to hiring challenges and the expectation that OSHA will present guidance soon, NTD is holding off.

Staffing Update

Ms. Grattan provided the following Staffing Update:

- Procurement Specialist has been filled and she started on September 20th.
- Transit supervisor has been filled from within with a start date of November 1st.
- Operations Dispatcher has been filled from within with a start date of November 1st.
- A third driver trainee class will begin November 1st with 2 FT drivers and 2 more potential FT drivers. To date, there has been a total of six full-time drivers and three part-time drivers hired since the summer. Although the driver shortage continues, NTD is working to fill the remaining 2 vacancies.
- One ADA Driver was promoted to full-time Fixed Wheels Driver.
- The Director of Fleet Maintenance and Facilities resigned with a last day of November 19, 2021.
- Ms. Morton noted that the discussion regarding the hiring terms of the COO would be discussed in executive session

Salary Study

Ms. Morton requested consideration to engage the professional services of a consultant specializing in compensation benchmarking for our industry. She explained that it has been extremely difficult to bring in new employees within our current ranges. The study would evaluate the current marketplace for our area as well as taking into consideration our specific industry. The review would also take an objective look at our overall organizational structure. She added the consultant would be procured through the

competitive RFP process. The Commissioners unanimously agreed to move forward with the study.

PROCUREMENT

Ms. Hammill reported the following:

Award Recommendation for Tennant M20 Ride-On Scrubber Sweeper

The item was tabled.

Award Recommendation for Routematch Annual Software Agreement for Core System for period 10.1.21 – 9.30.22.

Requested concurrence in awarding a sole source procurement in the amount of \$20,500.00 to Routematch-Uber for the Annual Software Agreement for Core System for period October 1, 2021, through September 30, 2022.

Award Recommendation for Radio System Upgrade Project

Request concurrence in awarding a large procurement using State Bond monies in the total amount of \$1,377,700.84 to Motorola Solutions and Norcom for a Radio System Upgrade Project. The project will upgrade mission critical communications equipment and services allowing NTD assets to seamlessly communicate with emergency responders as part of the State's emergency plan.

The project breakdown as follows:

Motorolla – Radio Equipment	\$1,306,700.80
Norcom – Installation of Motorola Radio Equipment	47,300.93
Norcom-Logging Recording Equipment	23,699.11

Award Recommendation for Routematch Data Migration to the Cloud –

The item was tabled.

A motion to approve the presented procurement related transactions was made by Commissioner McQuaid and seconded by Commissioner Jaeger, passes unanimously.

SAFETY AND SECURITY

3rd Quarter Accident/Workers' Compensation Review

Mr. Gallagher reported there was one new Workers Compensation claim handled in the quarter under Berkshire Hathaway. This resolved without incident or complaint by the employee and Union.

There were two accidents in the month of July. No injuries, both were preventable and resulted in Written Warnings to our drivers.

There were three accidents in August. An ADA passenger fell on the lift at Norwalk Hospital and was treated. Driver received Written Warning for moving the lift while passenger was unsecured.

There were two accidents in the month of September. One injury of passenger who fell on bus upon bus starting. One accident caused by other driver striking our stopped bus.

Public Transportation Agency Safety Plan (PTASP) Annual Recertification

Discussed the FTA Public Transportation Agency Safety Plan's annual review. Plan was initially approved November 19, 2020. Following review with the Chief Executive Officer, Director of Maintenance & Facilities, Manager of Planning and Marketing, and Manager of Safety & Security there were no changes recommended to the plan at this time. There is currently one Safety Event that is being followed. Commissioners approved the adoption of the plan as presented on a motion made by Commissioner McQuaid and seconded by Commissioner Jaeger.

CEO UPDATE

Ms. Morton reported the following:

Union Contract

The final contract is in the hands of the Union for execution.

Arbitration

The pending arbitration involving an employee that refused to perform Utility work as directed is scheduled for December 12, 2021.

Maintenance Department Schedule Change

Changes regarding the practice of hiring part-time employees in the maintenance department remains problematic at times when we need overtime coverage for weather related events. Often these employees work full-time in positions that compete with our needs and a result it places a heavy burden on our workforce. We will begin to convert the part-time positions to full-time where it makes sense to do so.

Adoption of the FY 2022 Commissioner Meeting Schedule

A motion to adopt the meeting schedule as presented was made by Commissioner Jaeger, seconded by Commissioner McQuaid, passes unanimously.

Miscellaneous Items

Ms. Morton reminded the Commissioners that she and the CFO and CLO would be attending the APTA annual conference commencing on November 7th. At this meeting the District would receive the 2020 APTA Ad Wheel Award which was postponed due to COVID. She reported that everyone would be on call for the few days of the conference. She and the Director of Maintenance of Facilities would be on-site leading the effort during our absence. Ms. Morton additionally advised that she would be on vacation the week prior to the conference. :

EXECUTIVE SESSION FOR THE PURPOSE OF HEARING NEW HIRE TERMS

Commissioner McQuaid made a motion to move to executive session. Seconded by Commissioner Jaeger. Passes unanimously. The time is 2:43 PM. At 3:05 PM. Executive session concluded, and the regular public session resumed. No action was taken in or because of the executive session.

ANY OTHER BUSINESS PROPERLY BROUGHT BEFORE THE BOARD

No other business was noted.

NEXT MEETING NOVEMBER 18, 2021, AT 1:45 PM

The next regularly scheduled meeting is scheduled for Thursday, November 18, 2021, at 1:45 PM. The Commissioners' cancelled this meeting and rescheduled it for November 30, 2021, at 1:45 PM. This will stand as a regular meeting as it will be posted with 30 days advance notice.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner McQuaid. Seconded by Commissioner Jaeger. Passes unanimously. The meeting adjourned at 3:05 PM.

Respectfully submitted,

Kimberlee A. Morton
CEO