

## ALTRAN MINUTES

March 20, 2020

11:00 a.m.

Altran Office

Munising, MI

### Call to Order

The meeting was called to order by Dan Malone at approximately 11:04 a.m.

### Roll Call

Members Present:

Victoria Petruske-Conference call

Dan Malone

Marianne Laskay-Conference call

Steve Webber

Staff:

Paige Eaton

Jen Heyrman

### Approval of Agenda

**MOTION**-Laskay made the motion to support the agenda as presented, supported by Webber. Ayes-Malone, Laskay, Petruske, Webber. Nays-None.

### Public Comments

There was no public comment.

### Approval of Minutes-February

**MOTION**-Petruske made the motion to table the minutes until next month's board meeting, supported by Laskay. Ayes-Malone, Laskay, Petruske, Webber. Nays-None.

### Approval of Expenditures-February

**MOTION**-Petruske made the motion to table the expenditures until next month's board meeting, supported by Laskay. Ayes-Malone, Laskay, Petruske, Webber. Nays-None.

### Approval of Financial Report-February

**MOTION**-Petruske made the motion to table the financial reports until next month's board meeting, supported by Laskay. Ayes-Malone, Laskay, Petruske, Webber. Nays-None.

### Director's Report

Jen was on vacation. All relevant information concerning COVID-19 was shared under new business.

### Correspondence

None.

### Committee Reports

None.

### **Old Business**

Board members requested additional time to review the investigative report prepared by ALTRAN's law firm. After all members have had adequate time to review the material a special board meeting may be scheduled to go over the findings. **MOTION**-Webber made the motion to table discussion and a decision until a later date, supported by Petruske. Ayes-Malone, Petruske, Laskay, Webber. Nays-None.

### **New Business**

#### **A. COVID-19/Effects on Revenue/Expenses**

1. Change in cleaning/disinfecting procedures and protocols since the COVID-19 outbreak. Paige informed the board how the staff was working to make sure ALTRAN's fleet was sanitized and disinfected for all riders in our county.
2. Layoffs/Pay/Insurance- The board agreed to pay each employee a two-week stipend prior to filing for unemployment wages. **MOTION**-Laskay made the motion to approve the two-week stipend, supported by Webber. Ayes-Malone, Webber, Petruske, Laskay. Nays-None.
3. Change in hours of operation-Board was informed of reduction of service hours. Evening on-call services were cancelled, along with Sunday service.
4. Consideration of complete closure-Discussion took place regarding COVID-19 and its impact on our community and how that pertained to ALTRAN. Public safety and ALTRAN's role in reducing the spread of the virus was foremost. The board decided to suspend all services beginning March 28, 2020 for one week. Re-evaluation to resume services April 6, 2020 will take place during the suspended time period. **MOTION**-Laskay made the motion to suspend all services until further notice, supported by Webber. Ayes-Malone, Webber, Petruske, Laskay. Nays-None.

### **Public Comments**

None.

### **Board Comments**

Laskay prompted comments, joined by the rest of the board to reach a decision regarding the former grievance as quickly as possible

### **Next Meeting Date-April 21, 2020 at 11:00 a.m.**

### **Adjournment**

**MOTION**-Webber made the motion to adjourn, supported by Petruske. Ayes-Malone, Laskay, Petruske, Webber. Nays-None.

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Secretary/Treasurer

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Date

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