



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
December 13, 2021
Regular Meeting**

In Person/Electronic Meeting

Note: Due to COVID-19 protocols and capacity at Metro’s Boardroom, we highly encourage the public to use the virtual link below to attend the meeting

Note: Those attending in person are requested to fill out Visitor Health Assessment Form and wear a mask during the entire meeting.

Participate through this Zoom Link:
<https://us02web.zoom.us/j/89256682710>

Or by calling: 1-312-626-6799
(See the last page of this packet for more detailed instructions on how to participate)

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, January 10, 2022 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its meeting on Monday, December 13, 2021 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve December 13, 2021 Agenda and CCTA/KCTA Minutes of November 8, 2021*	Roll Call	Roll Call
3.	Comment from Greg Rosine, CCTA/KCTA Board Chair Regarding Shooting Incident of November 27, 2021		
4.	Prayer and Comments from Chaplain Marcus Mays		
5.	Comment from Earl Cox, Sr., ATU Local No. 1093 President		
6.	Public Comment		
7.	Update and Board Discussion on November 27, 2021 Shooting Incident*		
8.	Report from Executive Director*		
	a. Monthly Ridership Reports*		
	b. Monthly Metro Connect Report*		
9.	Subcommittee Reports		
	a. Executive Committee - Joint		



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	1. Nominating Committee for CCTA and KCTA Boards*		
	b. Finance Subcommittee – Joint		
	c. Pension Board		
	d. KATS		
	e. Local Advisory Committee (LAC)		
10.	Chairperson's Report		
11.	Public Comment		
12.	Members' Time		
13.	Adjournment	Roll Call	Roll Call

*Indicates attachments included in agenda packet

The meeting will be held in the Metro Linda Teeter Community Room, 530 N. Rose Street, Kalamazoo, MI. Questions regarding the meeting may be addressed to the Central County Transportation Authority, 530 N. Rose St., Kalamazoo, MI 49007, or by calling (269) 337-8087.

MEETINGS OF THE CENTRAL COUNTY TRANSPORTATION AUTHORITY AND KALAMAZOO COUNTY TRANSPORTATION AUTHORITY ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, SEXUAL ORIENTATION, OR GENDER IDENTITY. CENTRAL COUNTY TRANSPORTATION AUTHORITY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE CCTA/KCTA BY WRITING OR CALLING CENTRAL COUNTY TRANSPORTATION AUTHORITY 530 N. ROSE ST., KALAMAZOO, MICHIGAN 49007 (269) 337-8087; TDD PHONE: (269) 383-6464

7.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine stated the Executive Committee reviewed the current meeting agenda and discussed the Executive Director’s performance review.

Chair Rosine reported to the boardmembers that he had received the majority of responses for Executive Director’s 2021 Performance Evaluation. He shared that in keeping with the contract approved in 2020, the Executive Director McBride would receive a 3% increase retroactive October 1, 2021.

Chair Rosine thanked the Executive Director for his excellent service and work performance over the past year.

Finance Subcommittee (joint with KCTA) – Did not meet.

Pension Board – Did not meet.

KATS Policy Committee – Aardema reported on current road projects including those that were affecting Metro routes.

Millage Subcommittee – Urban reported the November 2, 2021 KCTA millage renewal had passed with a rousing success of 71.81% Yes to 28.9% No. He thanked the boardmembers for their assistance with getting the information out to the local jurisdictions.

Local Advisory Committee (LAC) – Did not meet.

8.) CHAIRPERSON REPORT – Chair Rosine thanked everyone for a great job promoting the KCTA millage election which paid off with a significant win.

9.) PUBLIC COMMENT – Earl Cox Sr. spoke regarding concerns of morale among the employees.

10.) MEMBERS TIME – Boardmembers commented on the success of the KCTA millage election and congratulated Boardmember Britigan on his reelection as the Mayor of Parchment.

11.) ADJOURNMENT

A motion was made by KCTA and CCTA to adjourn the CCTA/KCTA meeting.

Motion: Urban/Britigan

Support: Aardema/Burns

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Britigan, Brown, Burns, Farmer, Janssen, McCormick, Moaiery, Pearson, Rama, Thompson, Urban, Rosine

Nays: None

Absent: Sloan

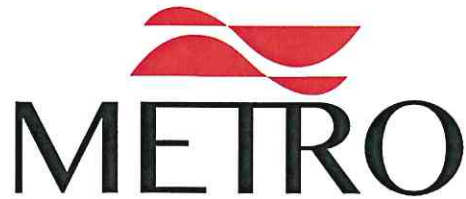
The meeting adjourned at 12:13 P.M.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



Agenda Item # 7
Meeting Date 12/13/21

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
SUBJECT: November 27, 2021 Shooting Incident Discussion
DATE: December 9, 2021

The Executive Director will provide an overview of the November 27, 2021 multi-person shooting at the Kalamazoo Transportation Center. The impact and trauma to the organization has been significant. The main focus areas in responding to the incident have been: 1) helping employees work through the trauma resulting from the incident; and 2) identifying immediate and on-going actions that can provide for the safety and security of Metro employees and passengers.

In working through the trauma of the incident, Metro truly appreciates the action of the Missional Chaplains. Ken Hovenkamp, who is the Chaplain for City of Portage Police and Fire and Marcus Mays who is Metro's Chaplain have been supporting us from the day of the incident. In addition, the Amalgamated Transit Union have been a true partner in mutually working to support the needs of Metro employees. The ATU national organization sent representatives to Kalamazoo to help after the incident. Local No 1093 President Earl Cox has worked non-stop since the incident to support our Metro team and his members.

To successfully make progress on item two above will require the involvement and partnership of other community organizations, in particular the City of Kalamazoo Department of Public Safety. Attached is a copy of the letter that was sent on Friday, December 3, 2021 to City of Kalamazoo Mayor Anderson and City Commissioners, City Manager Ritsema and Public Safety Chief Coakley.

As we move forward as an organization the KCTA and CCTA Boards will serve an important role in effecting change that benefits the safety and security of passengers and employees. The Boards will likely need to consider and approve policies, contracts and budgets which will move this important agenda forward.

Action

This item is for Board discussion and to provide any direction for the Executive Director.

Attachment:

1. Letter to the City of Kalamazoo
2. Metro Action Summary



December 3, 2021

Honorable Mayor David Anderson and Kalamazoo City Commission
City Manager Jim Ritsema
Chief Vernon Coakley
241 West South Street
Kalamazoo, MI 49007

Dear Mayor Anderson, Kalamazoo City Commission, City Manager Ritsema, and Chief Coakley,

On Saturday November 27, 2021 an active shooter incident happened at the Kalamazoo Transportation Center at 459 North Burdick Street. The Kalamazoo Department of Public Safety officers responded within minutes to the 911 calls, and with disregard for their own safety, placed themselves in harm's way to protect others at the Transportation Center. We are grateful for the quick response of all those involved in protecting the public. They are truly heroes of our community.

For the members of the Central County Transportation Authority (CCTA) and the Kalamazoo County Transportation Authority (KCTA), the safety of our drivers and patrons of the Transportation Center has been central to our management of this city-owned facility. Our ongoing attention and concern for the safety at the facility can be seen in our past meeting minutes from the last several years. At one time, we had a contract with the KDPS for the deployment of two officers at the center. We were disappointed when the KDPS withdrew from the contract on February 9, 2020 citing lack of sufficient personnel. We then contracted with the Kalamazoo County Sheriff's Office for similar support, and they too withdrew from the contract citing lack of sufficient personnel. To provide security at the Transportation Center, a contract was put in place with a private security firm to extend their hours on-site on October 11, 2021.

The Kalamazoo Transportation Center is a vital asset of the City of Kalamazoo. Located at the city center, it provides intercity bus and rail transportation, including Greyhound and Amtrak, as well as the staging for Metro fixed-route bus service. The facility is leased to the CCTA by the City. The center is also located in an area that serves many of our city's most vulnerable citizens. Given the events of November 27 and the important role this city-owned asset plays in our community, as well as the ongoing safety concern of the CCTA and KCTA, we are asking the City to commit in a timely manner to the following:

1. Provide a plan for a highly visible and consistent uniformed police presence for the area adjacent to and including the Transportation Center; and
2. Partner with the CCTA and KCTA in a longer-term discussion with our drivers, staff, and Authority members on providing a safe and secure facility for all who use the Transportation Center.

Security Plan Request to City of Kalamazoo and Kalamazoo Department of Public Safety
December 3, 2021
Page 2

We appreciate your past support of public transportation in our community and look forward to your continuing support as we take steps to ensure the safety of all.

Sincerely,



Greg Rosine, Chair
Central County Transportation Authority
Kalamazoo County Transportation Authority



Sean McBride, Executive Director
Metro



Earl Cox, Sr., President
Amalgamated Transit Union, Local No. 1093

c: Kalamazoo County Board of Commissioners

Metro Action Summary
Shooting at Kalamazoo Transportation Center November 27, 2021

Updated Version – December 8, 2021

The following is an outline of actions, ideas and resources in response to the 11/27/21 shooting at the KTC. Two main focus areas have been identified: 1) helping employees work through the trauma resulting from the incident; and 2) identifying all immediate and on-going actions that can provide for the safety and security of Metro employees and passengers.

Trauma Response

There are a variety of resources available to Metro employees to speak with employees and work through their trauma response.

- HelpNet
 - Available 24-Hours,
 - helpnet.eap.com
 - Employee Assistance Program, part of employee benefits
- Chaplain Marcus Mays
- Janet Gerhard, ATU critical incident responder from national ATU
- Primary Care Physician
- Critical Incident Stress Management Session
 - Held on Friday, December 3, 2021 in Boardroom.
 - Facilitators from the Michigan Crisis Response Association met with employees promoted recovery from the trauma of 11/27/21. Flyer attached.
 - Additional session may be scheduled.
- Community Prayer Event at KTC
 - December 11, 2021 from 5pm to 6 pm
 - Organized by Missional Chaplains

Safety and Security Response

1. Request visible and consistent presence of Kalamazoo Department of Public Safety at the KTC and immediate vicinity.
 - a. Verbal requests sent
 - b. Joint ATU and Management letter sent by 12/3/21
2. Convene Safety and Security Task Force
 - a. Intended Participants may represent:
 - i. Metro Management
 - ii. ATU Local
 - iii. Kalamazoo Department of Public Safety
 - iv. Kalamazoo County Sheriff's Department
 - v. Security Plus, Inc.
 - vi. Integrated Services of Kalamazoo County

- vii. City of Kalamazoo
 - b. The Task Force would be facilitated by a consultant.
 - c. The goal would be to develop immediate and mid-range plans for actions that will address security and safety for Metro employees and passengers.
- 3. Incident Debrief and Internal Review Meeting December 3rd.
 - a. Review and update procedures
 - b. Review and update training



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Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: December 9, 2021
SUBJECT: Executive Director Update

Human Resources

There has been some progress with hiring of new Coach Operators. Three Coach Operators began training on November 29. There are three Coach Operators anticipated to be ready to start the next training class in January. There are 10 additional candidates within the hiring process.

Comprehensive Operational Analysis

Three stakeholder meetings are being held the week of December 13 with social agencies, employers and planning staff to get input on current Metro services and what they would like to see for future improvements for both the fixed route and Metro Connect. Public meetings will take place in January. A community and ridership survey will be distributed starting next week as well. Paper surveys and an online survey link will be made available into January. The online survey is available at https://www.surveymonkey.com/r/metro_coa_survey.

Outreach

Metro participated in the Holiday Parade on November 20th.



Five New Busses

Five new 40' busses arrived from Gillig in late November. The buses are having final onsite installations (air conditioning, radios, cameras, etc.), and will be ready for service the week of December 13.

Intergovernmental Cooperation

Metro assisted the Kalamazoo Township police department on December 2 by providing shelter to residents temporarily displaced after a shooting incident at the Cloisters Condominiums.

KTC Security Reports

Attached is the November Security Report from Terecita Potts, Senior Operations Supervisor.

Attachments

1. Metro's KTC November Security Report

November 2021 KTC Security Report
Prepared by Terecita Potts
Title Senior Operations Supervisor

Overview:

During the month of November, we stayed with the reduced service on Saturdays from 8:00am-4:30pm. Additional Security continued during the high traffic hours through the week. We continued enforcing the mask policy on the busses as well as in the facility. Security Plus presented a presence with continuous monitoring throughout the day in the bus bays and the facility.

Activity Summary for November:

KPS Calls-8- customers requesting, a few fights and drivers requesting removal of passenger off buses for mask and failing to pay a fare.

EMS Calls -12 calls, various calls for customers with health-related issues requesting ems.

Other Activities

Walked around the administration building and checked that all doors are secure also checked for loiterers, open intoxicants, marijuana use or individuals using drugs, sleepers and individuals trespassing. November was filled with more customers with health-related issues requiring assistance at the KTC, some are the same individual each day. We continued to monitor customers with or without business accessing the building.

Directing passengers to the proper smoking areas and to follow the rules of conduct is a daily activity to keep the balance at the Transit Center.



Connecting People Throughout
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Agenda Item: # 8a
Meeting Date: 12/13/21

TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Kathy Schultz, Planning and Development Manager
DATE: December 9, 2021
SUBJECT: October, 2021 Information Summary Report

The following is being provided to the Central County Transportation Authority and Kalamazoo County Transportation Authority boards as an information item.

BACKGROUND

Monthly Ridership				
	Bus	Metro Connect	Metro Share	System Total
FY22	111,081	9,202	1,486	121,769
FY21	116,340	7,651	237	124,228
Difference	-5,259	+1,551	+2,800	-2,459
% Change	-4.52%	20.27%	527%	-1.98%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 21-Sept 22 System Total
FY22	111,081	9,202	1,486	121,769
FY21	116,340	7,651	237	124,228
Difference	-5,259	+1,551	+2,800	-2,459
% Change	-4.52%	20.27%	527%	-1.98%

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – October 2021

Passengers in mobility devices for the month of October 2021 were 450. There were no incidents that involved a ramp/lift during this month.

WMU STUDENT RIDERSHIP REPORT – October 2021

For the month of October 2021 there were 30,701 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – October 2021

For the month of October 2021 there were 9,202 passenger trips on Metro Connect. This is a total of 9,202 passenger trips for fiscal year 2022.



METRO
RIDERSHIP ANALYSIS
October 2021

Route #	Route	Month to Date						Year to Date					
		# of Rides		Increase / decrease	Rides per hour		Increase / decrease	# of Rides		Increase / decrease	Rides per hour		Increase / decrease
		FY22	FY21		FY22	FY21		FY22	FY21		FY22	FY21	
01	Westmedge	12,036	15,580	-22.75%	23.71	45.50	-47.89%	12,036	15,580	-22.75%	23.71	45.50	-47.89%
02	Portage	4,257	7,653	-44.37%	11.40	33.75	-66.23%	4,257	7,653	-44.37%	11.40	33.75	-66.23%
03	West Michigan	4,718	4,263	10.67%	12.63	14.10	-10.43%	4,718	4,263	10.67%	12.63	14.10	-10.43%
04	Oakland	3,743	3,583	4.77%	10.00	15.82	-36.80%	3,743	3,583	4.77%	10.00	15.82	-36.80%
05	East Main	3,745	4,974	-24.71%	19.92	43.63	-54.34%	3,745	4,974	-24.71%	19.92	43.63	-54.34%
06	Parchment	5,598	6,147	-8.93%	15.07	27.15	-44.49%	5,598	6,147	-8.93%	15.07	27.15	-44.49%
07	Alamo	6,517	7,277	-10.44%	17.45	32.14	-45.70%	6,517	7,277	-10.44%	17.45	32.14	-45.70%
08	Eggleston	3,664	4,636	-20.97%	9.84	20.48	-51.97%	3,664	4,636	-20.97%	9.84	20.48	-51.97%
09	Gull Road	8,041	11,859	-32.19%	21.49	35.89	-40.14%	8,041	11,859	-32.19%	21.49	35.89	-40.14%
10	Comstock	2,756	4,778	-42.32%	7.36	21.10	-65.10%	2,756	4,778	-42.32%	7.36	21.10	-65.10%
11	Stadium Drive	6,886	6,909	-0.33%	18.43	30.51	-39.61%	6,886	6,909	-0.33%	18.43	30.51	-39.61%
12	Duke	746	173	331.21%	6.00	0.00	0.00%	746	173	331.21%	6.00	0.00	0.00%
13	South Burdick	6,477	7,624	-15.04%	17.31	33.67	-48.58%	6,477	7,624	-15.04%	17.31	33.67	-48.58%
14	West Main	8,585	9,163	-6.31%	22.96	35.27	-34.90%	8,585	9,163	-6.31%	22.96	35.27	-34.90%
15	Paterson	2,063	3,648	-43.45%	11.08	32.45	-65.87%	2,063	3,648	-43.45%	11.08	32.45	-65.87%
16	Lovell	11,293	7,531	49.95%	30.20	30.61	-1.37%	11,293	7,531	49.95%	30.20	30.61	-1.37%
19	Ring	3,201	1,356	136.06%	13.34	6.89	93.52%	3,201	1,356	136.06%	13.34	6.89	93.52%
21	Solon/Kendall/Lafayette	3,562	2,126	67.54%	9.98	12.88	-22.51%	3,562	2,126	67.54%	9.98	12.88	-22.51%
26	West Centre	2,756	2,737	0.69%	7.64	12.92	-40.88%	2,756	2,737	0.69%	7.64	12.92	-40.88%
27	East Romence	2,279	2,197	3.73%	6.33	10.20	-37.95%	2,279	2,197	3.73%	6.33	10.20	-37.95%
25	Parkview	8,158	2,126	283.73%	18.97	9.95	90.71%	8,158	2,126	283.73%	18.97	9.95	90.71%
30/31	WMU Shuttle	2,727	0	0.00%	0.00	0.00	0.00%	2,727	-	0.00%	31.17	0.00	0.00%
	Total Fixed Route	111,081	116,340	-4.52%	16.51	27.97	-40.96%	111,081	116,340	-4.52%	16.51	27.97	-40.96%

Metro County Connect		Month to Date		Year to Date	
Demand-Response	9,202	7,651	20.27%	1.53	1.87
ADA Trips	3,796	2,383	59.30%	1.50	1.87
Specialized Service	1,486	237	527.00%	8.70	8.67
Charters	0	0	N/A	0	0
Total Services	121,769	124,228	-1.98%	10.30	13.51

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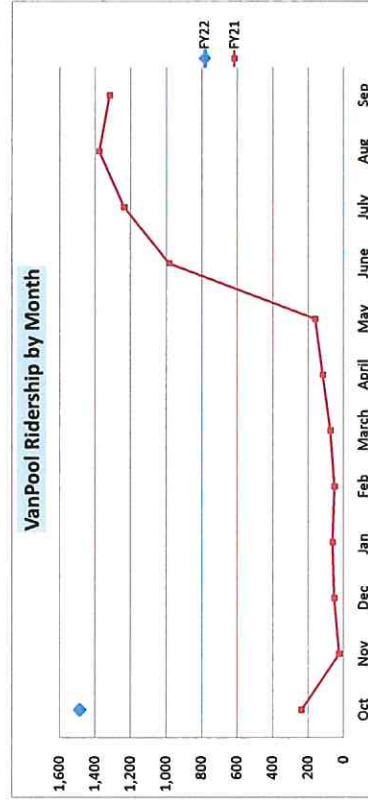
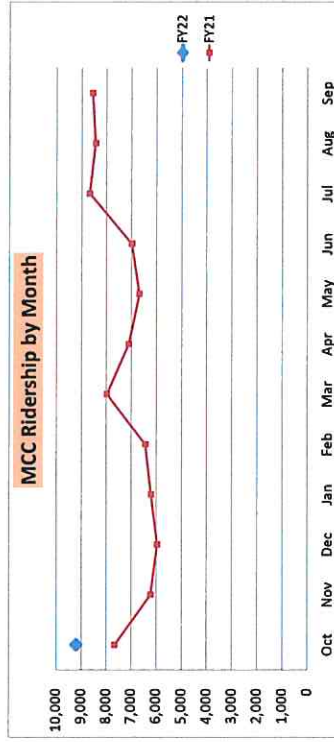
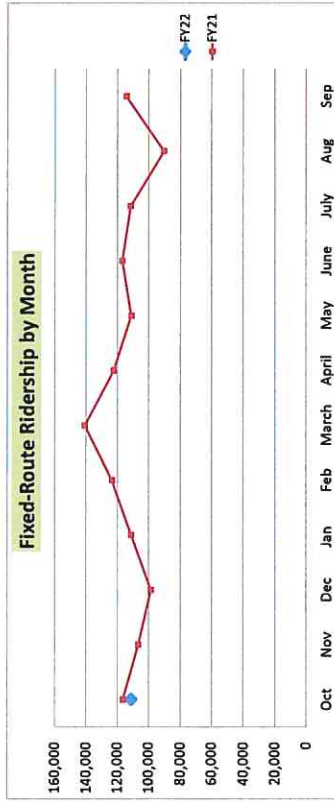
Other Data	Month to Date						Year to Date					
	# of Rides		Increase / decrease	# of Rides		Increase / decrease	# of Rides		Increase / decrease	# of Rides		Increase / decrease
	FY22	FY21		FY22	FY21		FY22	FY21		FY22	FY21	
WMU	30,701	-	0.00%	30,701	-	0.00%	30,701	-	0.00%	30,701	-	0.00%
KVCC	803	-	0.00%	803	-	0.00%	803	-	0.00%	803	-	0.00%
Transfers	57,199	-	0.00%	57,199	-	0.00%	57,199	-	0.00%	57,199	-	0.00%
Wheelchair	450	-	0.00%	450	1,378	-67.34%	450	1,378	-67.34%	450	1,378	-67.34%
Bikes	1,924	1,720	11.86%	1,924	14,747	-86.95%	1,924	14,747	-86.95%	1,924	14,747	-86.95%
Youth Mobility	219	-	0.00%	219	-	0.00%	219	-	0.00%	219	-	0.00%

**OCTOBER 2021
APC COUNTS DUE TO COVID-19**

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY22	111,081											
FY21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	110,950	116,725	111,485	90,114	114,200

MCC	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
FY22	9,202											
FY21	7,651	6,217	5,951	6,197	6,430	7,970	7,093	6,678	6,976	8,669	8,433	8,557

VanPool	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY22	1,486											
FY21	237	22	50	59	49	72	115	159	982	1,235	1,376	1,317



OCTOBER 2021
APC COUNTS DUE TO COVID-19

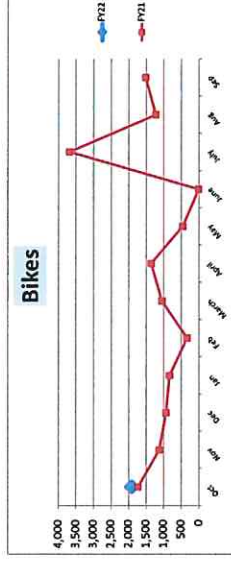
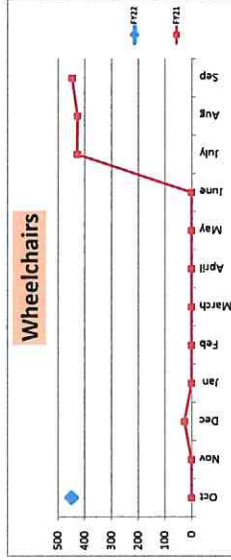
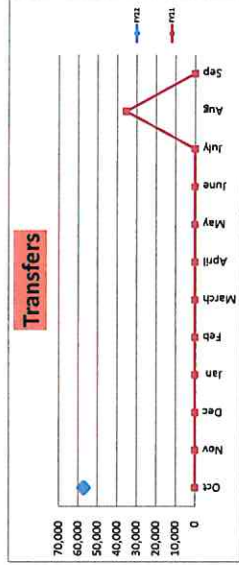
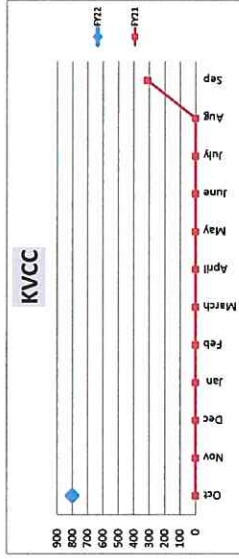
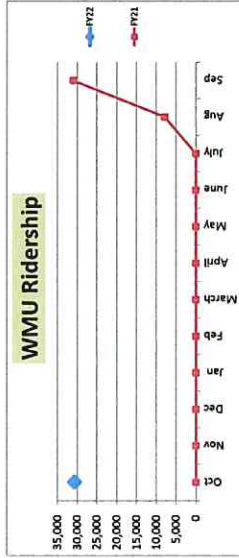
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
WMU FY22	30,701											
FY21	0	0	0	0	0	0	0	0	0	0	7,884	31,015

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
KVCC FY22	803											
FY21	0	0	0	0	0	0	0	0	0	0	0	311

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Transfers FY22	57,199											
FY21	0	0	0	0	0	0	0	0	0	0	35,215	0

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Wheelchairs FY22	450											
FY21	0	0	26	0	0	0	0	0	0	428	427	447

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Bikes FY22	1,824											
FY21	1,727	1,117	923	826	327	1,045	1,352	450	0	3,682	1,217	1,510

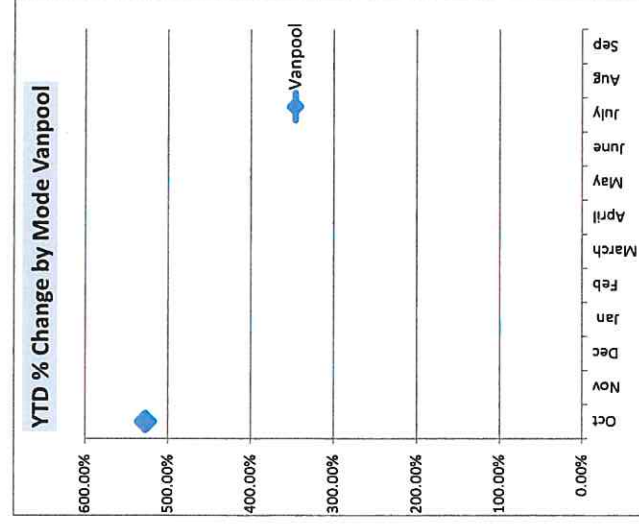
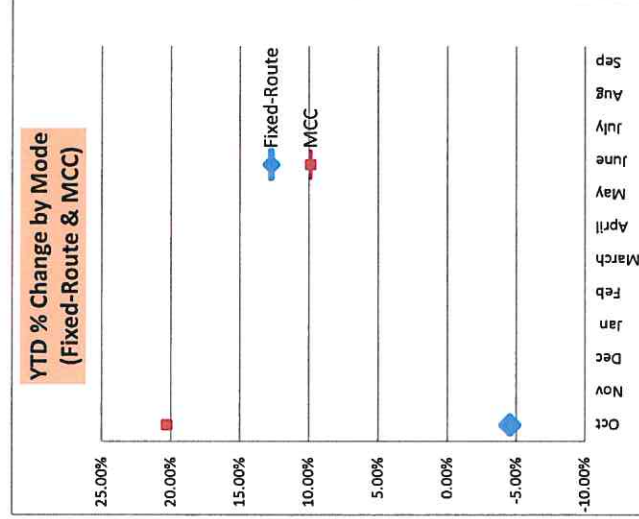
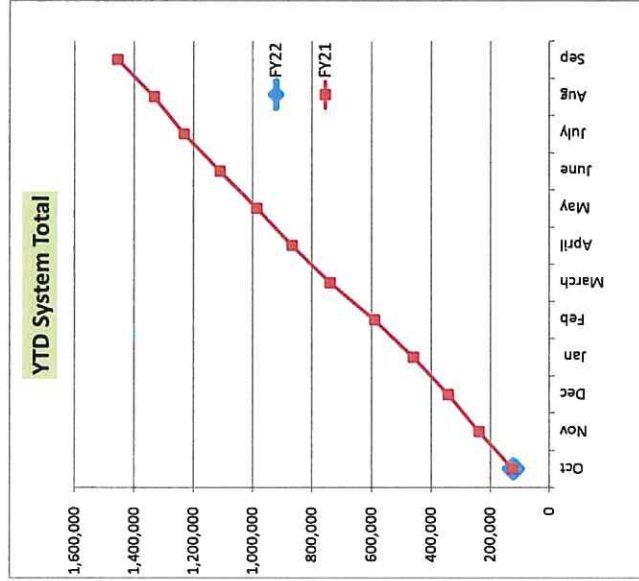


OCTOBER 2021 APC COUNTS DUE TO COVID-19

YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY22	121,769											
FY21	124,228	237,050	341,499	458,799	588,630	737,351	866,812	984,875	1,109,558	1,230,947	1,330,870	1,454,944

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Fixed-Route	-4.52%											
MCC	20.27%											

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Vanpool	527.00%											





Connecting People Throughout
Kalamazoo County

Agenda Item # 8a1 Meeting Date 12/13/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
SUBJECT: CCTA and KCTA Nominating Committee
DATE: December 1, 2021

DISCUSSION

The CCTA and KCTA Boards appoint leadership positions in March of each year as part of the Annual Meeting. Below are items contained in the CCTA and KCTA Bylaws regarding Officers:

Section 3.1 – Officers. The board must appoint a chairperson, vice-chairperson and clerk. The chairperson and vice-chairperson must each be a director. The board may appoint other officers. Officers have the authority described in these bylaws and as prescribed by the board.

Section 3.2 - Appointment and Term of Office. The board must appoint officers (by majority vote of the entire board) at each annual meeting.

Section 3.4 - Vacancies. The board may fill an office vacancy for the unexpired term.

Section 3.5 – Chairperson. The chairperson is the principal executive officer of the Authority and shall in general supervise the Authority’s business. The chairperson may delegate duties to the vice-chairperson, executive director, or otherwise. The chairperson presides at all board meetings and is an ex-officio member of all committees.

Section 3.6 – Vice Chairperson. In the chairperson’s absence, or if the chairperson is unable or unwilling to act, the vice-chairperson performs the chairperson’s duties.

Current CCTA and KCTA Officers are:

CCTA: Chair – Greg Rosine and Vice-Chair – Garrylee McCormick
KCTA: Chair – Greg Rosine and Vice-Chair – Martin Janssen

Since the KCTA and CCTA meet in a joint meeting it is recommended that the Nominating Committees of the KCTA and CCTA meet and work together to identify to recommend the KCTA and CCTA Chair and Vice-Chair. Members of the nominating Committee may be nominated for leadership positions.

RECOMMENDATION

The CCTA/KCTA Executive Committee is seeking to appoint a Nominating Committee at the January 10, 2022 meeting.

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://us02web.zoom.us/j/89256682710) on any browser and entering this **Meeting ID**: <https://us02web.zoom.us/j/89256682710>

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the toll-free teleconferencing number: **1-312-626-6799**
2. When prompted using your touch-tone (DTMF) keypad, enter the Meeting
3. ID number: **89256682710**

Participant controls in the lower-left corner of the Zoom screen:



Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.