



Connecting People Throughout  
Kalamazoo County

**NOTICE AND AGENDA  
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)  
February 8, 2021  
Regular Meeting**

<b>Electronic Meeting</b>
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Participate through this Zoom Link:  
<https://us02web.zoom.us/j/82592986002>

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 Annual Meeting will be held on  
Monday, March 8, 2021 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its Regular Meeting on Monday, February 8, 2021 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve Agenda*	Roll Call	Roll Call
3.	Request to Approve CCTA/KCTA Minutes for January 11, 2021*	Roll Call	Roll Call
4.	Update on Kalamazoo Transportation Center Safety and Security*		
5.	Update on Apple Bus*		
6.	Consideration to Approve Change Order with Security Plus for Security Guard Services at the KTC	Roll Call	Roll Call
7.	Consideration to Approve Bronson Bus2Work Program*	Roll Call	Roll Call
8.	CCTA/KCTA Board Policies Update*		
9.	Review Board Calendar for Upcoming Action Items*		
10.	Report from Executive Director*		
	a. Monthly Ridership Reports*		
11.	Subcommittee Reports		
	a. Executive Committee - Joint		
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee – Joint		
	d. Millage Subcommittee - Joint		
	e. Pension Board		
	f. KATS		



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	<b>g. Local Advisory Committee (LAC)</b>		
	1. Consideration to Appoint Community Representative to LAC*	Roll Call	Roll Call
12.	Update Regarding COVID-19*		
13.	Communications		
14.	Old Business		
15.	New Business		
16.	Chairperson's Report		
17.	Public Comment		
18.	Members' Time		
19.	Adjournment	Roll Call	Roll Call

\*Indicates attachments included in agenda packet

The meeting will be conducted through a Zoom link (See instructions above). 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.

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**January 11, 2021**

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Barbara Blissett  
Others Present: Earl Cox, Hunter Dean, Jermaine King

*"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, January 11, 2021 at 11:30 a.m. This meeting was held as an electronic meeting under the authority of Senate Bill 1246 adopted December 15, 2020, Amending the Open Meetings Act for Participation in Public Meetings."*

**1.) KCTA ROLL CALL**

*KCTA Members Present: Curtis Aardema (City of Portage), Jeff Breneman (City of Kalamazoo), Tafari Brown (Comstock Township), Martin Janssen (City of Grand Rapids), Aditya Rama (City of Kalamazoo), Tim Sloan (Village of Bloomingdale), Sam Urban (City Portage)*

*KCTA Members Absent: Greg Rosine, Dusty Farmer*

*A motion was made by KCTA to excuse the absence of Dusty Farmer and Greg Rosine.*

*Motion: Urban Support: Sloan*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Brown, Janssen, Rama, Sloan, Urban*

*Nays: None*

*Absent: Farmer, Rosine*

**1). CCTA ROLL CALL**

*CCTA Members Present: Curtis Aardema (City of Portage), Rob Bricker (Cooper Township), Rob Britigan (Comstock Township), Chris Burns (City of Portage), Martin Janssen (City of Grand Rapids), Garrylee McCormick (City of Kalamazoo), Jim Pearson, (City of Portage), Randy Thompson, (Comstock Township)*

*CCTA Members Absent: Dusty Farmer, Nicolette Leigh, Greg Rosine*

*A motion was made by CCTA to excuse the absence of Dusty Farmer and Greg Rosine.*

*Motion: Britigan Support: Janssen*

*Motion carried by roll call vote.*

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
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*A motion was made by KCTA to excuse the absence of Dusty Farmer and Greg Rosine.*

*Motion: Urban Support: Sloan*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Brown, Janssen, Rama, Sloan, Urban*

*Nays: None*

*Absent: Farmer, Rosine*

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*CCTA Members Absent: Dusty Farmer, Nicolette Leigh, Greg Rosine*

*A motion was made by CCTA to excuse the absence of Dusty Farmer and Greg Rosine.*

*Motion: Britigan Support: Janssen*

*Motion carried by roll call vote.*

**2.) REQUEST FOR APPROVAL OF AGENDA**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for January 11, 2021.*

*Motion: Sloan/Urban*

*Support: Thompson/Breneman*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Janssen, McCormick, Pearson, Rama, Sloan, Thompson, Urban*

*Nays: None*

*Absent: Farmer, Leigh, Rosine*

**3.) REQUEST FOR APPROVAL OF MINUTES**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting minutes for December 14, 2020.*

*Motion: Aardema/Britigan*

*Support: Sloan/Thompson*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Janssen, McCormick, Pearson, Rama, Sloan, Thompson, Urban*

*Nays: None*

*Absent: Farmer, Leigh, Rosine*

**4.) CCTA/KCTA BOARD MEETING REMOTE ATTENDANCE POLICY 2.02.00 AMENDMENT**

Exec. Dir. McBride briefly reviewed for the Boards the process to be followed for the updated and amended CCTA and KCTA Policy 2.02.00 regarding Board Meeting Remote Attendance. He said since the onset of COVID-19 the amended PA 288 has three different reasons and criteria that are allowed for remote attendance:

- I. Military Duty.
- II. A medical condition. "Medical Condition" means an illness, injury, disability, or other health-related condition.
- III. A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor, a local official or local governing body, that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.

Exec. Dir. McBride stated that the Boards had reviewed the policy at the December 14<sup>th</sup> meeting and preliminarily approved its adoption.

Exec. Dir. McBride said that considering the current status of COVID-19, it is recommended that the Boards approve this policy change that allows continued utilization of remote Zoom meetings.

*A motion was made by KCTA and CCTA for final adoption of the amended CCTA/KCTA Policy 2.02.00 Board Meeting Remote Attendance Policy.*

*Motion: Urban/Burns*

*Support: Breneman/Thompson*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Janssen, McCormick, Pearson, Rama, Sloan, Thompson, Urban*

*Nays: None*

*Absent: Farmer, Leigh, Rosine*



Prior to the motion, Bricker inquired that when in person meetings resume, would there still have to be a roll call vote if a boardmember was participating remotely. Exec. Dir. McBride stated he would refer the question to legal counsel for an opinion.

## **5. APPOINT NOMINATING COMMITTEE FOR CCTA/KCTA BOARDS**

Vice-Chair Janssen summarized the process for appointing new Board leadership and said the Executive Committee was recommending the appointment of a Nominating Committee to seek individuals for the Boards' Chair and Vice-Chair positions and present them at the March 8<sup>th</sup> Annual meeting.

The Executive Committee recommends the CCTA Nominating Committee shall consist of Curtis Aardema, Chris Burns, Dusty Farmer, Martin Janssen.

The Executive Committee recommends the KCTA Nominating Committee shall consist of: Curtis Aardema, Dusty Farmer, Martin Janssen, Aditya Rama.

*A motion was made by KCTA and CCTA to approve a Nominating Committee for the purpose of recommending Board Chairs and Vice-Chairs.*

*Motion: Urban/Britigan      Support: Sloan/Thompson*  
*Motion carried by roll call vote.*

*Ayes:            Aardema, Breneman, Bricker, Britigan, Brown, Burns, Janssen,  
                     McCormick, Pearson, Rama, Sloan, Thompson, Urban*

*Nays:            None*

*Absent:          Farmer, Leigh, Rosine*

## **6.) KCTA MILLAGE UPDATE**

Exec. Dir. McBride shared the proposed timeline for preparing for finalizing ballot language for the 2021 KCTA millage election to take place on November 2, 2021. He said the current 0.3415 mils KCTA millage is from 2017 through 2021 and has generated approximately \$2.7 million in 2019.

Exec. Dir. McBride indicated the Boards would have to determine three items related to the millage request and provided a timeline of events needed to take place prior to the election:

1. When to conduct the election – November 2, 2021
2. Amount of millage levy to request – To be determined
3. Duration of the millage levy – To be determined

Exec. Dir. McBride noted that as part of the preparation for the millage request, he would be doing cost projections related to COVID-19 and using the Finance, Outreach and Millage Subcommittees. He said boardmember Urban would be chairing the Millage Subcommittee and begin meeting in the near future.

## **7.) EXECUTIVE DIRECTOR REPORT**

Exec. Dir. McBride provided information on the following topics:

- COVID-19 and Service Update
- New Vehicles

- Human Resources
- KTC Security

Attached to the minutes is the summary memo provided to the Boards.

Aardema inquired about the timing to return to having Sunday service since it was a valuable asset to the community. Exec. Dir. McBride shared that it was definitely a priority goal but at the present time it was a staffing issue that doesn't offer enough coverage to handle the extra day. He said interviews were being held and hoped to fill several positions soon that will allow for further expansion of service.

In response to a question from the Board regarding the availability of the COVID-19 vaccine to Metro employees, he said that it was something that is directed by the Kalamazoo County Community Health Department. He said even though the vaccine is produced in Portage the vaccine is first allocated at a State level then at a local level. Exec. Dir. McBride stated he was in constant communication with the Kalamazoo County Community Health Department to keep apprised of the potential dates that Metro employees would be able to receive the vaccine.

Janssen asked how the ridership counts were being conducted. Exec. Dir. McBride stated the buses were equipped with infra-red cameras (Automated Passenger Counters) at the doors that provided passenger counts.

## **8.) SUBCOMMITTEE REPORTS**

Executive Committee – Vice-Chair Janssen reported the committee met to discuss the current agenda,

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – No meeting.

Pension Board – No meeting.

KATS Policy Committee – Aardema reported on various projects.

Local Advisory Committee (LAC) – No meeting.

Millage Subcommittee – No meeting.

## **8.) COMMUNICATIONS** – None

**9.) CHAIRPERSONS REPORT** – Vice-Chair Janssen thanked staff for their service to the community especially during this COVID-19 experience and complimented the publication of Headway as very informational.

**10.) PUBLIC COMMENT** – Hunter Dean commented that he had not been riding the buses lately but was hoping to begin again soon.

Jermaine King thanked Exec. Dir. McBride for his communications with the Amalgamated Transit Union (ATU) and keeping everyone apprised of any COVID-19 updates. He asked about the Family Medical Leave Act (FMLA) and the fact that situations the drivers were experiencing benefits running out and their families still experiencing the need for at least one parent at home.







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Agenda Item # 4 Meeting Date 02/08/21
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** February 1, 2021  
**SUBJECT:** Update on Kalamazoo Transportation Center Safety and Security

Representatives from the Kalamazoo County Sheriff's department will be in attendance to provide an overview of their services at the Kalamazoo Transportation Center and answer any questions from the Boards. The Police Protection Agreement was approved in October of 2020.



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Agenda Item # 5 Meeting Date 02/08/21
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by, Richard Congdon, Program Manager  
**DATE:** February 1, 2021  
**SUBJECT:** Metro Connect Service Update

**BACKGROUND**

Metro Connect has maintained regular days and hours of operation throughout the COVID-19 pandemic. Metro Connect transported fixed-route passengers for essential trips when bus service was suspended from March 31, 2020, through May 18, 2020. Fixed-route passengers continue to be carried from 10:00 pm to 12:00 am and on Sundays when the buses are not running.

Apple Bus Company has been key in keeping public transportation running in Kalamazoo County and adapting to service during COVID-19. All the Metro Connect vehicles are sanitized twice daily, fogged every two weeks and the drivers wipe them down after each passenger. To maintain social distancing there is one passenger per van and three per bus.

While trip numbers are down due to COVID-19, Metro Connect continues to provide essential transportation for employment, medical appointments and trips to the store.

**DISCUSSION**

Metro Connect service statistics:

- January ridership averaged 269/weekday and 53/weekend
- Fixed-route passengers took 3% of trips in January and 12% on Sunday
- Metro Connect provided 94,683 passenger trips in 2020, down 45% from 2019
- Miles were down 52% and hours were down 35%
- Certifications were down by 57%
- Late trips were down 52% and no shows were down 74%

Stephanie Shaw, Regional Director of Operations and Laura Pennell, Operations Manager from Apple Bus will attend the meeting to provide a brief update on Metro Connect services and answer any questions.

**RECOMMENDATION**

This item is for informational purposes only.



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**TO:** CCTA & KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Greg Vlietstra, Deputy Director of Support Services  
**DATE:** February 2, 2021  
**SUBJECT:** Security Guard Services – Purchase Order Addendum

### **BACKGROUND**

To supplement the Kalamazoo County Sheriff Officers on duty at the Kalamazoo Transportation Center (KTC), Metro contracts with a local private security firm called Security Plus. These private security officers are especially helpful to a safe environment during this time of Covid.

### **DISCUSSION**

The private security service was put out as a sealed bid in partnership with the City of Kalamazoo Purchasing Department back in May of 2018. There were six firms who bid on the service with Security Plus (Kalamazoo, MI) being the lowest responsive and responsible bidder. Security Plus is a local firm on the north side of Kalamazoo and understands our local community and the challenges faced at the KTC. The owner of the company is, Dion Bates, a retired City of Kalamazoo Public Safety officer.

The annual purchase order amount at that time was well under \$50,000 so it did not require approval by the CCTA and KCTA boards. Before the current purchase order of \$49,000 is expended for the contract year of July 1 through June 30, a purchase order addendum is needed. The reason for the significant increase is twofold. First, private security was increased last year from February through October. There were no sworn police onsite at that time during the transition from City of Kalamazoo Public Safety to the Kalamazoo County Sheriff's Office. Second, effective with the January 4, 2021 KTC reopening date, one of the two private security guards on duty has been stationed solely at the KTC main entrance monitoring building access to ensure Covid safety recommendations are being followed inside the building.

With the significant increase of hours, anticipated expenditures are \$78,000 for January through June of 2021. During the contract year, we expect private security guard services to total approximately \$127,000. Sufficient funding is available in the Metro fiscal year 2021 KTC security budget, because there were cost savings from not having Kalamazoo Public Safety or County Sheriff coverage from February to October of 2020. Staff is confident that some of these expended funds are eligible for Federal CARES Act Covid related reimbursement.

The 2018 bid award was for a one-year contract with options to renew for four additional one-year periods upon mutual agreement of both parties. Because there is an option for another contract year extension request, we anticipate recommending to the boards in June another contract year with Security Plus.

### **RECOMMENDATION**

It is recommended that the CCTA and KCTC Boards approve a purchase order addendum with Security Plus for the purchase of security guard services at an amount of \$78,000 for January 1 through June 30 of 2021 and authorize the Executive Director to execute all documents related to the action on behalf of the CCTA.





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Agenda Item #7 Meeting Date 02/08/21
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Kathy Schultz, Planning and Development Manager  
**DATE:** February 2, 2021  
**SUBJECT:** Bronson Employee Bus Pass Program

On the agenda is an agreement between the Central County Transportation Authority and Bronson Healthcare Group for the Bronson Employee Bus Pass Program for the period February 1, 2021 through January 31, 2022.

### **DISCUSSION**

Since June 2016, the Bronson program has been marketed as the Bronson Bus2Work Program to their employees with the following program details:

- Bronson employees receiving a Bus2Work pass that is usable on any fixed-route bus throughout Metro's system seven days a week. Bronson pays an initial \$2.00 per pass issued to employees participating in the program.
- The passes are provided to the employees free of charge upon request.
- Employees show the driver their Bronson ID along with swiping the Bus2Work pass when boarding.
- Trips are tracked using the swipe pass and reported monthly to Bronson for reimbursement to Metro.

Bronson will reimburse Metro on a monthly basis for rides taken by Bronson employees. Bronson will be charged the ticket rate (\$1.50) minus a transfer rate reduction at 27% (\$1.09) with the rate based on the October 2018 through September 2019 calculated transfer rate due to limited data in 2020 to determine transfer rate reduction.

Since the program's start on June 6, 2016, the program has recorded 49,222 total rides by 257 individuals (through April 2020). Frequently used routes continue to be 13-Burdick and 1-Westnedge with most participants using the pass Monday – Thursday from 6:00-8:00 a.m. and 2:00-4:00 p.m.

Ridership for the 2020 contract years was collected February 2020 through March 2020 when Metro was charging fares for the fixed route. Effective March 24, 2020, Metro stopped collecting fares resulting in farebox data being unavailable for Bronson Bus2Work. A plexiglass divider between passengers and the driver prevented the collection of fares or scanning of cards. Once fares return to the fixed route system in 2021, cards will be accepted again, and data collection will continue.

The agreement has a one week termination clause with notice to either party.

### **RECOMMENDATION**

Authorize the Executive Director to execute the agreement between the Central County Transportation Authority and Bronson Healthcare Group for Bronson Employee Bus Pass Program for the period February 1, 2021 through January 31, 2022.



Connecting People Throughout  
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Agenda Item # 8 Meeting Date 02/08/21
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** February 1, 2021  
**SUBJECT:** CCTA/KCTA Board Policies Update

### **BACKGROUND**

The KCTA was incorporated in 2007 and has 36 Board adopted policies. The CCTA was incorporated in 2014 and has 11 Board adopted policies. Since 2015 the CCTA and KCTA have been meeting jointly and have worked hard to function seamlessly. To assist in working seamlessly, a next step is to update the KCTA and CCTA Board policies in order to have one set of joint Board policies.

### **DISCUSSION**

There are many ways to move forward, the following is proposed. Staff has begun to review the policies. Attached is the Table of Contents for the CCTA and KCTA Policies.

As the transit system was transferred from the City of Kalamazoo to the CCTA in 2016 the roles and responsibilities of both boards have significantly evolved. Many of the KCTA policies were developed in 2008, at a time when the KCTA was establishing its role. There are many of the 36 KCTA policies that are currently obsolete. For example, there are several policies discussing the selection of Boardmembers, this is the responsibility of the Kalamazoo County Board of Commissioners.

There are a handful of KCTA policies that have not been adopted by the CCTA that should. Those include items like "Soliciting Public Comment Prior to Fare Increase/Service Decrease," "Record Retention" and a few other areas. These policies will be updated to be adopted by both Boards.

One area that will require further research and Board guidance are policies related to meeting procedures and Boardmember ethics/conflicts of interest.

Tentative Update Timeline:

- April Meeting – Present draft updated CCTA and KCTA Board policies. Identify areas that need further research, discussion and Board direction.
- May Meeting – First Reading
- June Meeting – Second Reading and Adoption

### **RECOMMENDATION**

This item is for information, discussion and direction to the Executive Director.

Attachments

1. CCTA Policies Table of Contents
2. KCTA Policies Table of Contents



# CCTA POLICY TABLE OF CONTENTS

I.	<b>Governance</b>		
	<b>Fixed-Route Bus Service to Areas</b>	<b>1.00.00</b>	adopted 12/09/2014 updated 02/11/2019
II.	<b>Board of Directors</b>		
	<b>Attendance Policy</b>	<b>2.00.00</b>	adopted 09/23/2015
	<b>Formulation of CCTA Board Policies</b>	<b>2.01.00</b>	adopted 03/14/2016
	<b>CCTA/KCTA Board Meeting Remote Attendance</b>	<b>2.02.00</b>	adopted 06/08/2020 amended 01/14/21
III.	<b>General Administration</b>		
	<b>Freedom of Information Policy</b>	<b>3.00.00</b>	adopted 02/08/2016
IV.	<b>Financial Management</b>		
	<b>Purchasing Policy</b>	<b>4.00.00</b>	adopted 07/11/2016
	<b>Working Capital Policy (Fund Balance)</b>	<b>4.01.00</b>	adopted 08/08/2016
	<b>Investment Policy</b>	<b>4.02.00</b>	adopted 03/17/2017
	<b>Grant Administration Policy</b>	<b>4.03.00</b>	adopted 06/12/2017
	<b>Clearing House Policy</b>	<b>4.04.00</b>	adopted 07/10/2017
V.	<b>Personnel</b>		
	<b>Employee Handbook</b>	<b>5.00.00</b>	adopted 08/08/2016

## TABLE OF CONTENTS

<b>I.</b>	<b>Governance</b>		
	KCTA Mission and Vision Statements	1.00.00	<i>Updated 11/25/2013</i>
	Quality Improvement	1.01.00	<i>Adopted 02/25/08</i>
	Role of the KCTA Board	1.02.00	<i>Adopted 02/25/08</i>
	Transparency	1.03.00	<i>Adopted 02/25/08</i>
	Public Input on Service	1.04.00	<i>Adopted 02/25/08</i>
	Soliciting Public Comment Prior to Fare Increase/Service Decrease	1.05.00	<i>Adopted 02/25/08</i>
<b>II.</b>	<b>Board of Directors</b>		
	Formulation of KCTA Board Policies	2.00.00	<i>Updated 01/14/2013</i>
	Board Agenda/Minutes/Packet	2.01.00	<i>Adopted 02/25/08</i>
	CCTA/KCTA Board Meeting Remote Attendance	2.02.00	<i>Adopted 06/08/20 Amended 01/14/21</i>
	Executive Committee	2.02.01	<i>Adopted 11/22/10</i>
	Budget Review Committee	2.02.02	<i>Adopted 07/29/09</i>
	Reimbursement of Board Member Expenses	2.03.00	<i>Adopted 04/14/08</i>
	Board Member Qualifications	2.04.00	<i>Adopted 11/22/10</i>
	Board Member Job Description	2.05.00	<i>Adopted 11/22/10</i>
	Board Member Orientation	2.06.00	<i>Adopted 11/22/10</i>
	Filling Vacancies on the Board	2.07.00	<i>Adopted 11/22/10</i>
	Board Attendance	2.08.00	<i>Updated 3/11/2013</i>
<b>III.</b>	<b>General Administration</b>		
	Freedom of Information Act (FOIA)	3.01.00	<i>Updated 2/08/2016</i>
	Legal Counsel	3.02.00	<i>Adopted 09/14/08</i>
	Disadvantaged Business Enterprises	3.03.01	<i>Adopted 11/24/08</i>
	Record Retention	3.04.00	<i>Adopted 02/25/08</i>
	External Audit	3.05.00	<i>Adopted 02/25/08</i>
	Communications with the Media	3.06.00	<i>Adopted 02/25/08</i>
	Contract Mgt. & Development	3.07.00	<i>Adopted 02/25/08</i>
<b>IV.</b>	<b>Financial Management</b>		
	Administrative & Financial Oversight	4.01.01	<i>Adopted 11/22/10</i>
	Budget Approval	4.02.02	<i>Adopted 02/25/08</i>
	Budget Adjustment	4.02.01	<i>Adopted 09/14/09</i>
	Fiscal Year & Annual Reports	4.03.00	<i>Adopted 09/14/09</i>
	Investment of KCTA Funds	4.04.01	<i>Adopted 02/25/08</i>
	Procurement & Bidding	4.05.00	<i>Adopted 02/25/08</i>
	System Reserves (Fund Balance)	4.06.00	<i>Adopted 10/01/08</i>
	Expense Report	4.07.00	<i>Adopted 11/22/10</i>
	Petty Cash	4.08.00	<i>Adopted 01/11/11</i>
	Cellular/Wireless Device	4.09.00	<i>Adopted 04/23/12</i>

**V. Personnel**

**Equal Employment Opportunity**  
**Social Security Number Privacy**  
**Employee Handbook**

**5.01.00**  
**5.02.00**  
**5.03.00**

*Adopted 02/25/08*  
*Adopted 05/09/13*  
*Adopted 01/13/14*



Connecting People Throughout  
Kalamazoo County

Agenda Item # 9  
Meeting Date 02/08/21

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** February 1, 2021  
**SUBJECT:** CCTA/KCTA Board Calendar for Upcoming Action Items

**DISCUSSION**

Attached is a 2021 Calendar for CCTA and KCTA Upcoming Action items. The purpose of this document is to give the Boards an idea of future workload and to assist in proactive preparation for board action items. There will be additional items added to agendas as we need to address other purchases, policy items and service developments. We plan to update this calendar annually at the beginning of each Fiscal Year in October.

**RECOMMENDATION**

This item is for information only.

Attachments

1. CCTA and KCTA Calendar for Upcoming Action Items

# KCTA/CCTA Anticipated Agenda Items for 2021

## March

1. KCTA/CCTA Annual Meeting/Annual Report
2. KCTA/CCTA 2020 Audit Presentation
3. Apply for FY 2022 Grant Funding FY 2021 from MDOT
4. Elect KCTA/CCTA Officers

## April

1. Adopt KCTA/CCTA Resolutions Levying Millages for 2021

## May

1. Appoint KCTA/CCTA Subcommittees
2. Review Finances to Develop KCTA Millage Rate

## June

1. Texas Township/KVCC Service Agreement
2. Review Draft KCTA Millage Ballot Language

## July

1. Approve Ballot Language for KCTA Millage

## August

1. Present CCTA FY 2022-2023 Budget and Schedule Public Hearing
2. Renew Property, Auto, General Liability Ins./MMRMA

## September

1. Adopt CCTA FY 2022-2023 Budget
2. Review Executive Director Performance
3. Renew Workers Comp Insurance/Accident Fund Ins. Co.

## October

1. KCTA/CCTA Proposed Agenda Items for FY2021-2022

## November

1. 2022 Calendar Meeting Dates

## Other Board Items

1. Title VI Program (Estimated May)
2. WMU Service Contract (Estimated June).
3. Security Plus Contract (Estimated June)





Agenda Item: # 10  
Meeting Date: 02/08/21

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** February 1, 2021  
**SUBJECT:** Executive Director Update

### **COVID-19 and Service Update**

- Access to the Kalamazoo Transportation Center (KTC) that would allow some access for individuals waiting for Amtrak, Inter-city buses or Metro buses commenced on Monday, January 4th. The KTC is opening on Sundays beginning February 14<sup>th</sup>. Staff has recently met several times with MDOT, Indian Trails and Greyhound to discuss KTC operations and access during COVID-19.
- There are no plans to remove the barriers between the Coach Operators and the passengers at this point. With the barriers still being in place, we will continue to not collect fares.
- Metro employees, working through the Kalamazoo County Health Department, were offered vaccinations beginning January 30, 2021. Metro will continue to work with the County to assist in getting all employees that want to, to get vaccinated.
- The new Federal regulations requiring masks on public transit do have some impact on Metro operations. Specifically, the regulation is much more prescriptive on the type of mask and how the mask should be worn. Informational materials are being distributed on the buses and social media, along with appropriate education for Coach Operators and passengers.

### **Human Resources**

One of the ongoing staffing challenges has been the filling the Operations Supervisor position. This position are the frontline managers for the fixed-route bus system. There have been some positive developments over the past few weeks. Manuel Oviedo was started working with Metro on January 25, 2021. Naomi Jones was promoted from Coach Operator and starts February 8, 2021. In addition, there are several interviews that have been conducted.

**KALAMAZOO COUNTY SHERIFFS OFFICE  
JANUARY 2021 MONTHLY KTC REPORT  
DEPUTY MICHAEL STADEL**

**CASES:**

1-KTC VIOLATION (SMOKING INSIDE OF BUILDING)

**BANS:**

1 INDIVIDUAL WAS BANNED FROM FACILITY FOR SMOKING IN BUILDING

**NOTABLE CASES:**

On Friday, January 22, 2021 approximately 1900 hrs, I was told by security that an individual was smoking inside the male bathroom. As I walked to the bathroom I made contact with a male who appeared to be homeless with disheveled clothing coming out of a stall. The air was heavily saturated with cigarette smoke. The male suspect could barely keep his balance due to being intoxicated. I asked the male what he was doing in the bathroom but due to his intoxication would not respond. I asked the male what his name is and he continued to not respond. At this time I could see that my questioning was aggravating him as he began to look at me aggressively. To avoid a physical altercation inside the small bathroom I deemed it wasn't warranted to further my investigation and order the male out of the building and trespassed from the property for 30 days. I do occasionally see this male walking around metro but rarely. I will be attentive and making sure the individual keeps off metro property.

**ADDITIONAL INFORMATION:**

Again as previous stated in the past monthly report, I will have an occasional verbal argument while on foot patrol. Due to my routinely foot patrol, I can diffuse the situation quickly. I do have the occasional patron who is intoxicated and fell asleep on the metro bus and has to be removed without incident. The metro building opening has been very successful with no noticeable problems. I have reminded security several times that individuals that are intoxicated or under the influence will not be allowed in. The daytime security officers know the local residents in the area and do a great job of venting people into the building. Along with my presence of walking around inside, people have been orderly.

**DEPUTY MICHAEL STADEL**

**3951**



Connecting People Throughout  
Kalamazoo County

Agenda Item # 10a  
Meeting Date 02/08/21

**TO:** Central County Transportation Authority and Kalamazoo County Transportation Authority  
**FROM:** Sean McBride, Executive Director  
 Prepared By: Cheryl Pesti, Budget and Accounting Manager  
 Kathy Schultz, Planning and Development Manager  
**DATE:** February 1, 2021  
**SUBJECT:** December 2020 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**

<b>Monthly Ridership</b>				
	<b>Bus</b>	<b>Metro Connect</b>	<b>Metro Share</b>	<b>System Total</b>
<b>FY21</b>	98,448	5,951	50	104,449
<b>FY20</b>	206,618	12,941	2,686	222,245
<b>Difference</b>	(108,170)	(6,990)	(2,636)	(117,796)
<b>% Change</b>	(52%)	(54%)	(98%)	(53%)

<b>Year-to-Date Ridership</b>				
	<b>Bus</b>	<b>Metro Connect</b>	<b>Metro Share</b>	<b>Oct 20-Sept 21 System Total</b>
<b>FY21</b>	315,945	19,819	309	338,017
<b>FY20</b>	711,959	44,984	10,067	767,010
<b>Difference</b>	(396,014)	(25,165)	(9,758)	(428,993)
<b>% Change</b>	(56%)	(56%)	(97%)	(56%)

**WHEELCHAIR LIFT/RAMP INCIDENT REPORT** – December 2020

No data for December

**WMU STUDENT RIDERSHIP REPORT** – December 2020

No data for December

**DEMAND/RESPONSE MONTHLY SUMMARY REPORT** – December 2020

For the month of December 2020, there were 5,951 passenger trips on Metro Connect. This is a total of 19,819 passenger trips for fiscal year 2021.

**SUNDAY RIDERSHIP REPORT**

Month	FY 2020 # of Sundays	FY 2020 Rides	Avg. Rides/ Sunday	FY 2021 # of Sundays	FY 2021 Rides	Avg. Rides/ Sunday	% Change
October	4	10,673	2,668	4****	1440	360	-86.50%
November	4	10,480	2,096	5*****	0	0	-100%
December	5	12,126	2,425	4*****	0	0	-100%
January	4	9,789	2,447				
February	4	10,686	2,672				
March	5*	9,955	1,991				
April	4*	0	0				
May	5*	0	0				
June	4**	4,142	1,380				
July	4***	2,501	625				
August	5***	5,950	1,190				
September	4***	6,082	1,520				
<b>Total</b>	<b>52</b>	<b>82,384</b>	<b>19,014</b>				

\* COVID-19 Service Adjustments Started March including no Sunday service.

\*\* Bus Service did not operate on 6/7/2020. There was Bus Service on 6/14/2020, 6/21/2020 and 6/28/2020.

\*\*\* Bus Service is operating on Sundays with COVID-19 service adjustments.

\*\*\*\* Bus service only operated on 10/4/2020 before reduced service was put into place.

\*\*\*\*\*No Sunday Bus Service due to COVID-19 service reductions





KALAMAZOO METRO SYSTEM  
RIDERSHIP ANALYSIS  
December 2020

Route #	Route	Month to Date				Year to Date										
		# of Rides		Rides per hour		Increase / decrease		# of Rides		Rides per hour		Increase / decrease				
		FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20			
01	Westnedge	13,518	29,422	16.13	34.12	-54.05%	-52.72%	44,154	96,418	31.21	38.58	-54.21%	-54.21%	31.21	38.58	-19.11%
02	Portage	6,235	13,451	9.93	20.71	-53.65%	-52.05%	20,650	43,939	23.53	23.49	-53.00%	-53.00%	23.53	23.49	0.16%
03	West Michigan	3,902	5,382	7.80	10.52	-27.50%	-25.91%	12,112	20,794	12.68	14.00	-41.75%	-41.75%	12.68	14.00	-9.39%
04	Oakland	3,377	6,062	6.98	12.34	-44.29%	-43.42%	9,970	19,852	11.34	13.86	-49.78%	-49.78%	11.34	13.86	-18.16%
05	East Main	5,422	9,221	11.75	19.47	-41.20%	-39.66%	15,689	30,050	20.48	21.86	-47.79%	-47.79%	20.48	21.86	-6.28%
06	Parchment	4,747	8,142	10.11	16.95	-41.70%	-40.33%	15,508	25,052	17.67	17.99	-38.10%	-38.10%	17.67	17.99	-1.81%
07	Alamo	5,638	16,138	7.46	20.44	-65.06%	-63.50%	19,797	55,884	22.55	28.47	-64.57%	-64.57%	22.55	28.47	-20.78%
08	Egleston	4,926	8,016	8.77	13.93	-38.55%	-37.03%	13,990	25,894	15.92	15.52	-45.97%	-45.97%	15.92	15.52	2.54%
09	Gull Road	11,488	17,932	13.74	20.85	-35.94%	-34.10%	34,450	57,138	24.62	22.93	-39.71%	-39.71%	24.62	22.93	7.36%
10	Comstock	4,358	7,259	9.09	14.92	-39.96%	-39.07%	13,541	22,561	15.41	15.90	-39.98%	-39.98%	15.41	15.90	-3.12%
11	Stadium Drive	4,781	13,758	6.51	17.95	-65.25%	-63.72%	17,860	46,985	20.32	21.39	-61.99%	-61.99%	20.32	21.39	-5.01%
12	Duke	0	1,940	0.00	10.94	-100.00%	-100.00%	173	7,976	0.00	16.04	-97.83%	-97.83%	0.00	16.04	-100.00%
13	South Burdick	6,484	14,065	8.22	17.36	-53.90%	-52.65%	21,240	46,009	24.20	19.60	-53.84%	-53.84%	24.20	19.60	23.46%
14	West Main	7,514	15,170	9.22	18.12	-50.47%	-49.14%	24,400	49,941	26.75	20.57	-51.14%	-51.14%	26.75	20.57	30.04%
15	Paterson	6,419	9,590	14.00	20.32	-33.07%	-31.09%	15,715	31,560	20.55	23.07	-50.21%	-50.21%	20.55	23.07	-10.94%
16	Lowell	5,008	19,091	5.37	19.91	-73.77%	-73.02%	19,261	80,644	21.44	29.02	-76.12%	-76.12%	21.44	29.02	-26.12%
20	East Comstock	0	140	0.00	0.77	-100.00%	-100.00%	-	432	0.00	0.00	-100.00%	-100.00%	0.00	0.00	0.00%
26	West Centre	2,865	3,508	6.25	7.53	-18.33%	-16.98%	8,004	10,703	9.70	7.88	-25.22%	-25.22%	9.70	7.88	23.11%
27	East Romance	1,766	2,688	3.89	5.82	-34.30%	-33.15%	5,867	8,578	6.96	6.38	-31.60%	-31.60%	6.96	6.38	9.21%
21	Solom/Kendall/Lafayette	0	5,643	0.00	16.03	-100.00%	-100.00%	3,564	31,549	10.33	37.35	-88.70%	-88.70%	10.33	37.35	-72.34%
19	Ring	0	0	0.00	0.00	0.00%	0.00%	-	-	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00%
25	Parkview	0	0	0.00	0.00	0.00%	0.00%	-	-	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00%
	<b>Total Fixed Route</b>	<b>98,448</b>	<b>206,618</b>	<b>15.46</b>	<b>18.53</b>	<b>-52.35%</b>	<b>-16.55%</b>	<b>315,945</b>	<b>711,959</b>	<b>18.45</b>	<b>21.40</b>	<b>-55.62%</b>	<b>-55.62%</b>	<b>18.45</b>	<b>21.40</b>	<b>-13.78%</b>

Metro County Connect		Month to Date		Year to Date	
		Increase / decrease	# of Rides	Increase / decrease	# of Rides
Demand-Response	5,951	-54.01%	0.85	-40.49%	19,819
ADA Trips	1,802	-66.08%	0.63	-61.62%	6,064

Specialized Service		Month to Date		Year to Date	
		Increase / decrease	# of Rides	Increase / decrease	# of Rides
	50	-98.14%	0.16	-98.05%	309
Charters	0	N/A	0	N/A	0

Total Services		Month to Date		Year to Date	
		Increase / decrease	# of Rides	Increase / decrease	# of Rides
	104,449	-53.00%	9.60	-19.97%	338,017

Other Data		Month to Date		Year to Date	
		Increase / decrease	# of Rides	Increase / decrease	# of Rides
WMU	-	-100.00%	-	-100.00%	-
KVCC	2,112	-100.00%	8,110	-100.00%	136,085
Transfers	58,174	-100.00%	-	-100.00%	-
Wheelchair	474	-94.51%	26	-98.33%	1,554
Bikes	923	-35.36%	3,767	-40.08%	6,287
Youth Mobility	-	0.00%	71,450	0.00%	-

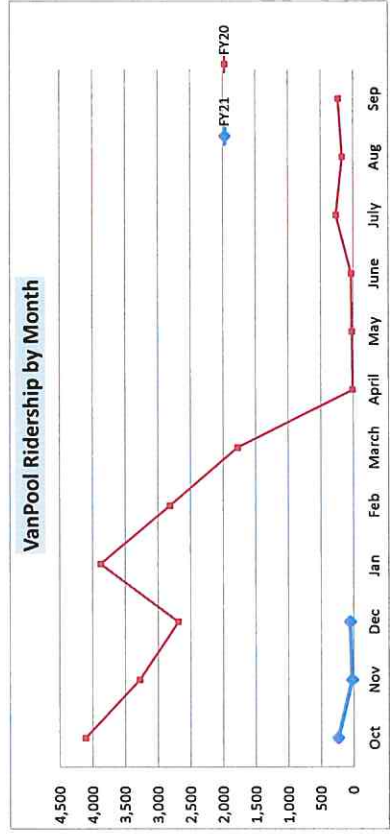
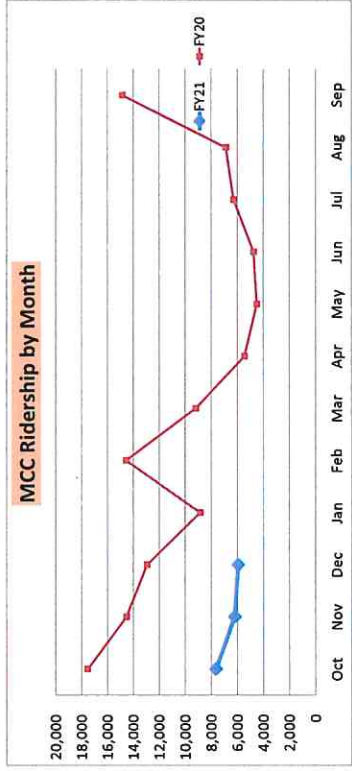
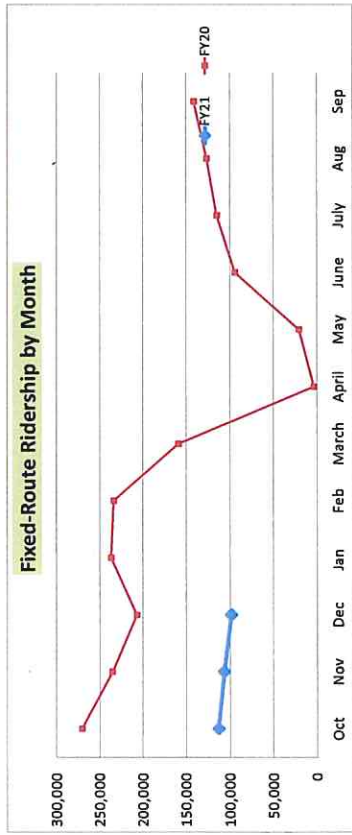


December 2020  
 APC COUNTS DUE TO COVID-19

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	112,858	106,583	98,448	236,803	233,960	159,855	3,053	20,235	94,104	114,359	126,171	140,709
FY20	270,270	235,071	206,618	236,803	233,960	159,855	3,053	20,235	94,104	114,359	126,171	140,709

MCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	7,651	6,217	5,951	8,841	14,536	9,168	5,456	4,495	4,736	6,277	6,851	14,837
FY20	17,529	14,514	12,941	8,841	14,536	9,168	5,456	4,495	4,736	6,277	6,851	14,837

VanPool	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	237	22	50	3,875	2,813	1,774	6	18	27	260	167	226
FY20	4,106	3,275	2,686	3,875	2,813	1,774	6	18	27	260	167	226



December 2020  
APC COUNTS DUE TO COVID-19

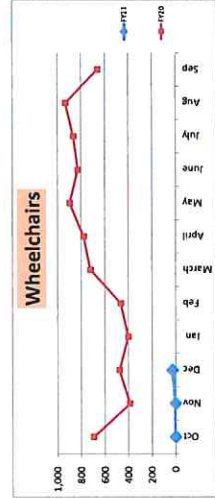
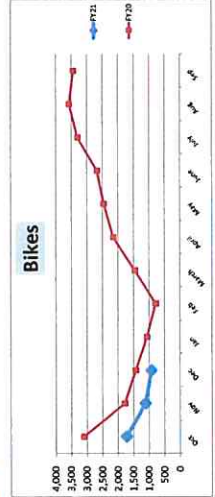
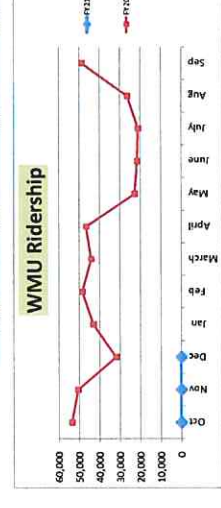
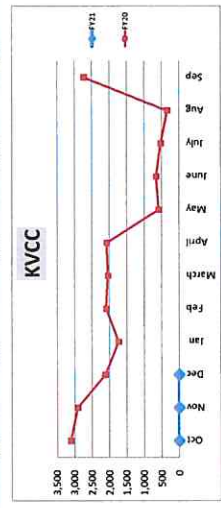
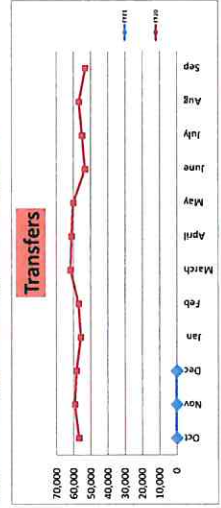
WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0									
FY20	53,611	50,544	31,930	43,036	48,461	44,029	46,574	22,710	21,372	21,016	26,213	48,558

KVCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0									
FY20	3,098	2,900	2,112	1,729	2,080	2,033	2,070	577	649	519	354	2,722

Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0									
FY20	56,803	59,137	58,174	55,735	56,924	61,623	61,009	60,027	53,216	54,874	56,769	53,125

Wheelchairs	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	26									
FY20	694	386	474	389	463	719	776	894	825	862	929	659

Bikes	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	1,727	1,117	923									
FY20	3,085	1,774	1,428	1,058	770	1,446	2,142	2,454	2,064	3,288	3,564	3,429



# December 2020 APC COUNTS DUE TO COVID-19

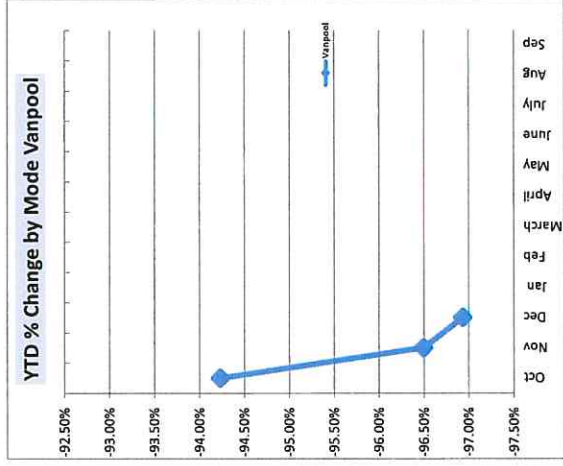
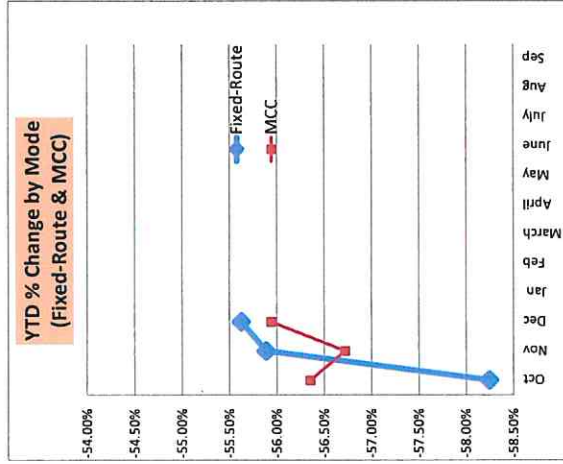
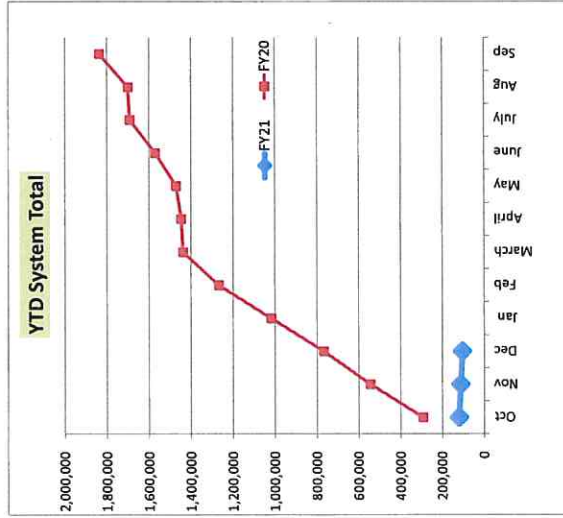
YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	120,746	112,822	104,449									
FY20	291,905	544,765	767,010	1,016,529	1,267,838	1,437,635	1,446,150	1,470,898	1,569,765	1,690,661	1,699,489	1,836,247

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Fixed-Route	-58.24%	-55.89%	-55.62%									
MCC	-56.35%	-56.72%	-55.94%									

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Vanpool	-94.23%	-96.49%	-96.93%									





Connecting People Throughout  
Kalamazoo County

Agenda Item # 11g Meeting Date 02/08/21
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by, Richard Congdon, Program Manager  
**DATE:** February 1, 2021  
**SUBJECT:** Local Advisory Committee Reappointment

### **BACKGROUND**

The three-year term on the Local Advisory Committee (LAC) has expired for Sharon DeHaan. Ms. DeHaan is eligible for reappointment for another three-year term. The Local Advisory Committee unanimously recommended at their January 20, 2021, meeting that her reappointment be sent to the Central County Transportation Authority (CCTA) and Kalamazoo County Transportation Authority (KCTA) for approval.

### **DISCUSSION**

Ms. DeHaan has served on the Local Advisory Committee since December 11, 2017. She is eligible for an additional two terms. She currently serves as Vice Chairperson and is a member of the Nominating Subcommittee. Ms. DeHaan has also served several other terms on the LAC beginning with its formation in 1994.

### **RECOMMENDATION**

The Local Advisory Committee recommends that the CCTA and KCTA reappoint Ms. DeHaan to another three-year term on the Local Advisory Committee.



## 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/82592986002) on any browser and entering this **Meeting ID**: <https://us02web.zoom.us/j/82592986002>

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 ID number: **8259296002**

### 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.**