



**Topeka Metro
Board of Director's Minutes
March 24, 2020**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Jim Ogle, Chair	Topeka Metro	Present via phone
Rodd Miller, Vice-Chair	Topeka Metro	Present via phone
Jim Daniel	Topeka Metro	Present via phone
Beverly Hall	Topeka Metro	Present via phone
Scott Tummons	Topeka Metro	Present via phone
Dr. Alan Bearman	Topeka Metro	Present via phone
Joseph Ledbetter	Topeka Metro	Present via phone

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present via phone
Denise Ensley, Chief Operating Officer	Topeka Metro	Present via phone
Chip Falldine, CFO	Topeka Metro	Present via phone
John Cassidy, General Counsel	Topeka Metro	Present via phone
Edwin Rothrock, Director of Planning	Topeka Metro	Present via phone
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present via phone
Jared Culbertson, Director of Information Technology	Topeka Metro	Present QSS
Terri Miller, Director of Human Resources	Topeka Metro	Present via phone
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via phone
Mike Spadafore, Director of Mobility Management	Topeka Metro	Present via phone
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via phone
Tom Baumgartner, Safety & Security Supervisor	Topeka Metro	Present QSS
Jeremy Holloway, Bus Operator	Topeka Metro	Present QSS
Chris Guerrero, Bus Operator	Topeka Metro	Present QSS
David Adams, Bus Operator	Topeka Metro	Present QSS
Efren Mazas, Union President	Topeka Metro	Present QSS

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Ogle called the meeting to order at 4:00 pm.		Jim Ogle
Legal Counsel Report	<p>Mr. Cassidy discussed the changes in the Emergency Paid Sick Leave Act and Emergency FMLA Expansion Act (H.R. 6201) based on the COVID-19 pandemic effective April 1, 2020:</p> <ul style="list-style-type: none"> • employers providing additional paid sick leave for employees, and • FMLA adding an additional category to include employees without childcare available. 		John Cassidy
Free Fare Rear Door Boarding Passengers	<p>Going to free fares will help minimize exposure between the bus operator and passenger and improve social distancing. Those requiring mobility assistance will still load from the front to access the kneeler and ramp. There is concern the free fare will increase idle riding.</p> <p>Topeka Metro is exempt from gatherings of no more than ten. We are using a 'comb' bus to relieve the regular bus of the number of passengers which leaves 5 minutes earlier than the scheduled bus on California and N. Kansas routes. This includes the Rescue Mission which requires residents to leave by 9:00 am.</p> <p>The April 30 date will be re-evaluated as time nears.</p>	<p>Motion: Jim Ogle moved and Joseph Ledbetter seconded the motion for Topeka Metro to provide free fare with rear door bus loading until April 30, 2020 on the fixed bus routes. The motion was unanimously approved.</p>	Jim Ogle

ParaTransit Buses	Paratransit buses are not included in the free fare. Lift call-takers screen passengers for COVID-19. To space passengers apart operators are utilizing the 1-hour allowance to transport only three passengers at a time. Capital City's Taxi service is also being utilized for transport to help with passenger overflow.		Denise Ensley
Quincy Street Station (QSS) and 201 N. Kansas Safeguards	<p>Ms. Ensley presented information on the safeguards being put into effect at the QSS lobby, QSS break room, and 201 Administration building including:</p> <ul style="list-style-type: none"> • Limiting QSS lobby capacity to ten, lobby only available to those using the TVM, restrooms, and purchasing media at the window. • Removing chairs/tables from QSS breakroom, no personnel congregating in breakroom. • Removing chairs/tables from 201 breakroom, limit time ten minutes, one operator in computer room. • Conduct meetings via phone or web, in-person meetings limited to ten. 		Denise Ensley
Continuing Business	Mr. Tummons asked for a report back regarding barrier options between bus passengers and operator ex: plexiglass. Mr. Daniel asked at the next meeting for Topeka Metro to address what if a shutdown is issued.		Scott Tummons Jim Daniel
Adjourn	Chair Ogle adjourned the meeting at 5:30 pm.		Jim Ogle

Respectfully Submitted,

Terri Miller, Board Secretary

Brenda Wilson, Executive Assistant