The Macatawa Area Express Transportation Authority Board met at 3:30 pm at the Padnos Transportation Center.

**Members Present:** Chair Russ TeSlaa, Vice-Chair Joe Baumann, and Secretary/Treasurer Mike Trethewey; Board Members, Meika Weiss, Al Rios, James Gerard, Kevin Klynstra, and Reilly Shuff

**Members Absent:** Kristin Myers

**Staff Present:** Elisa Hoekwater, Beth Higgs, Charlie Veldhoff, Brian VanderHulst, and Barbara Sonnerville

**Others Present:** Tim Vagle

11.19.1 **Approval of the October 28, 2019 Board Meeting Minutes**
A motion was made by Baumann and supported by Weiss to approve the October 28, 2019 board meeting minutes. Motion carried unanimously.

11.19.2 **Public Comment**
There was no public comment.

11.19.3 **Marketing Committee**

11.19.3a **Call Center Summary**
There was no discussion.

11.19.4 **Executive Committee**

11.19.4a **Park Township Transit Service Contract**
The MAX Board reviewed the proposed contract and as there are still some questions from both parties, the discussion has been tabled until a later date.

11.19.4b **Bus Shelter Construction Contracts**
Two new bus shelters have been proposed for bus stops located at the Family Fare on Butternut Drive and the other at the Greenbriar Apartments on Waverly. Land Use Contracts have been drawn up for each location that require board approval and signatures. A motion was made by Baumann and supported by Trethewey to approve the bus shelter contracts as written. Motion carried unanimously.
11.19.4c  **FY2020-2022 Title VI Program**  
Every three years, MAX must submit to the Federal Transit Administration (FTA) a copy of its updated Title VI Program. The newly updated Title VI Program was presented to the Authority Board for review and approval. A motion was made by Trethewey and supported by Baumann to approve the FY2020-2022 Title VI Program as written. Motion carried unanimously.

11.19.4d  **Succession Plan Policy**  
During the recent Triennial Review, it was suggested that MAX should have a Succession Plan Policy in place in case of a sudden or planned departure of any key management personnel. The Succession Plan Policy is a risk management strategy to ensure the long-term sustainability of the organization, and places MAX in a better position for future success. The newly developed Succession Plan Policy was presented to the board for approval. A motion was made by Baumann and supported by Weiss to approve the Succession Plan Policy as written. Motion carried unanimously.

11.19.4e  **Drug & Alcohol Maintenance Contractor Drug Testing Procedures**  
The City of Holland’s vehicle maintenance department provides services to MAX Transit. The FTA requires procedures for Drug & Alcohol testing of safety sensitive contractor employees to ensure that MAX has proper oversight of all testing and data reporting. City safety-sensitive employees will be added to MAX Transit’s random testing pool and added to the MDOT reporting module.

11.19.4f  **Ridership Reports for October 2019**  
There was no discussion.

11.19.4g  **Financial Reports for October 2019**  
There was no discussion.

11.19.4h  **Expenditure Reports for October 2019**  
There was no discussion.

11.19.4i  **LAC Meeting Minutes for November 2019**  
There was no discussion.

11.19.5  **MAX Director’s Report**  
Hoekwater reported that the new Operations Manager, Sue Gorby, has been settling into her new position and has already implemented changes that will hopefully improve procedures in the operations department. Hoekwater also reported that RouteMatch has assigned a Project Manager to MAX to address issues pertaining to the implementation of the new scheduling software.

11.19.6  **Adjournment**  
A motion was made by Baumann and supported by Weiss to adjourn the meeting. Motion carried unanimously.