

INDYGO

Board Report
June 22, 2017

INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION

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INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION –INDYGO
BOARD OF DIRECTORS’ PUBLIC MEETING
AGENDA – JUNE 22, 2017

New Business

RECOGNITIONS

ACTION ITEMS

- A – 1 Consideration of Approval of Minutes from Board Meeting held on May 25, 2017 – *Danny Crenshaw***
- A – 2 Consideration of Vendor and Approval of Contract for Wireless Communication Equipment – *Rich Joseph***
- A – 3 Consideration of Approval of Amendment to Resolution 2017-03 -- Authorization Use of Eminent Domain – *Jill Russell***
- A – 4 Consideration of Vendor and Approval of Contract Occupational Health and Drug & Alcohol Testing, Physical Ability Testing, and Physical Therapy Services– *Phalease Crichlow***

Old Business

INFORMATION ITEMS

- I – 1 Consideration of Receipt of the Finance Report for May 2017 – *Nancy Manley***
- I – 2 Consideration of Receipt of Operations Report for May 2017 – *Roscoe Brown***
- I – 3 Consideration of Receipt of Planning & Capital Projects Report for May 2017 –*Justin Stuehrenberg***
- I – 4 Consideration of Receipt of Public Affairs & Communications Report for May 2017 – *Bryan Luellen***
- I – 5 Consideration of Receipt of Human Resources Report for May 2017 – *Phalease Crichlow***
- I – 6 CEO Update – *Mike Terry***

Executive Session Prior to Board Meeting
[Per IC 5-14- 1.5.6.1(b) (2) (A) and (B) & IC 5-14-1.5.6.1 (b) (9)]

*Our next Board Meeting - **Introduce Budget 2018** will be Monday, July 31, 2017@ 5:00 p.m.*

TO: Board of Directors
FROM: Jill D. Russell, General Counsel

APPROVAL OF MINUTES

ISSUE: Attached for your review and approval are the minutes from the Executive Session and the Board of Directors' Public Board Meeting that were held on Thursday, May 25, 2017.

RECOMMENDATION: Approve the minutes for the above listed meeting.

Jill D. Russell
General Counsel

Attachment

**INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION
EXECUTIVE SESSION
MINUTES**

THURSDAY, May 25, 2017

The Board of Directors of the Indianapolis Public Transportation Corporation held and Executive Session convening at 4:00pm, on Thursday, May 25, 2017 in the office of the President and CEO at 1501 W. Washington Street, Indianapolis, In 46222

Board members present were:

Danny Crenshaw, Chair
Juan Gonzalez, Secretary-Treasurer
Greg Bedan, Board Member
Alan Rowland, Board Member

Discussion was limited to matters enumerated under IC 5-14-1.5.6.1(b)(2)(A) and (B) and IC 5-14-1.5.6.1(b) (9). Session adjourned at 4:50pm.

**INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
MINUTES**

THURSDAY, May 25, 2017

The Board of Directors of the Indianapolis Public Transportation Corporation (IPTC) was called to order at 5:00pm, on Thursday, May 25, 2017, in the IPTC Board Room at 1501 W. Washington Street. Indianapolis, IN 46222.

Board members present at commencement of the meeting and comprising a quorum were:

Danny Crenshaw, Chair
Juan Gonzalez, Secretary-Treasurer
Tommie Jones, Board Member
Alan Rowland, Board Member
Mark Fisher, Board Member
Greg Bedan, Board Member

Board member absent:

Greg Hahn, Vice-Chair

IPTC executive Staff attending:

Michael A. Terry, President/CEO

Jill D. Russell, General Counsel

Nancy Manley, CFO/VP of Finance and Controller

Roscoe Brown, COO/VP of Operations

Phalease Crichlow, VP of Human Resources

Bryan Luellen, VP of Public Affairs

Justin Stuehrenberg, VP of Planning and Capital Projects

ACTION ITEM 1: APPROVAL OF MINUTES

Upon a motion from Juan Gonzalez seconded by Mark Fisher unanimously passed, approval of the Minutes of the April 27, 2017 Board Meeting was given.

ACTION ITEM 2: Consideration of Vendor and Approval of Contract for Workers Compensation & Risk Management

VP of Human Resources Phalease Crichlow presented this item for award of third party administrator contract for Workers Compensation and Risk Management. A detailed break-down of the cost proposals was presented. Approval of selection of CorVel upon motion of Tommie Jones and seconded by Alan Rowland carried unanimously.

ACTION ITEM 3: ACCEPTANCE OF PROPOSED AMENDMENT TO THE MOBILITY ADVISORY BYLAWS

Paula Haskin, Director of Flexible Services and Contract Services presented this item for the addition of language to the Mobility Advisory Committee Bylaws allowing selection of members representing educational entities. Approval of addition upon motion by Tommie Jones and seconded by Greg Bedan carried unanimously.

ACTION ITEM 4: CONSIDERATION AND APPROVAL OF MOBILITY ADVISORY COMMITTEE MEMBERS

Presented by Paula Haskin for the approval of new Mobility Advisory Committee members Bernadine Wilmer and Kathleen Norcutt. Approval of new MAC members upon motion by Juan Gonzalez and seconded by Tommie Jones carried unanimously.

ACTION ITEM 5: CONSIDERATION AND APPROVAL OF PURCHASE OF SEVENTEEN (17) 40' DIESEL BUSES

Roscoe Brown, COO/VP of Operations, presented this item for approval to purchase seventeen 40' buses by an option of the current Gillig contract from RFP14-02-163.

Approval of procurement upon motion by Alan Rowland and seconded by Juan Gonzalez carried unanimously.

ACTION ITEM 6: CONSIDERATION AND APPROVAL OF RESOLUTION 2017-03 T EXERCISE EMINENT DOMAIN AUTHORITY

Presented by General Counsel Jill Russell for IPTC to exercise its eminent domain authority necessary for the construction of the Red Line.

Approval for use of Eminent Domain upon motion by Mark Fisher and seconded by Alan Rowland carried unanimously.

INFORMATION ITEM 1: MOBILITY ADVISORY COMMITTEE (MAC) UPDATE

Jewel Lofton, Chair of the Mobility Advisory Committee presented an update on MAC actions.

The report was accepted.

INFORMATION ITEM 2: FINANCIAL REPORT – APRIL 2017

Nancy Manley, CFO, VP of Finance and Controller presented the financial report for the month of April, 2017.

The report was accepted.

INFORMATION ITEM 3: OPERATIONS DIVISION REPORT-APRIL 2017

Item was presented by Roscoe Brown, COO/VP.

The report was accepted.

INFORMATION ITEM 4: PLANNING AND CAPITAL PROJECTS UPDATE

VP of Planning and Capital Projects Justin Stuehrenberg presented the report.

The report was accepted.

INFORMATION ITEM 5: CONSIDERATION OF PUBLIC AFFAIRS AND COMMUNICATIONS REPORT APRIL 2017

VP of Public Affairs Bryan Luellen provided the report.

The report was accepted.

INFORMATION ITEM 6: CONSIDERATION OF HUMAN RESOURCES FOR APRIL 2017

VP of Human Resources Phalease Crichlow delivered the report.

The report was accepted.

INFORMATION ITEM 7: CONSIDERATION OF CEO REPORT:

Michael Terry, President/CEO, acknowledged and thanked Jewel Lofton for her work with the MAC and welcomed new MAC members Bernadine Wilmer and Kathleen Norcutt. Mr. Terry acknowledged the recent promotions of Justin Stuehrenberg and Bryan Luellen. The Board was advised of management's plan to update the Corporations Strategic Plan and Mission Statement, and advised the Board of the recent Triennial Review results. The Board was advised that at the June meeting, there would be special recognition of coach operator Sam Garrison for his length of service, and Lelia Watts for her accomplishment at the American Public Transportation Association's Roadeo competition.

The Board accepted the report.

ADJOURNMENT:

Danny Crenshaw adjourned the meeting at approximately 6:10 p.m.

Jill D. Russell
General Counsel

TO: Chair and Board of Directors

FROM: Richard Joseph, Vice President of Technology/CIO
Pamela White, Director of Procurement

SUBJECT: **RFP 17-03-254 Wireless Vehicle Communications**

BACKGROUND:

The Indianapolis Public Transportation Corporation requires enhanced mobile data communication capabilities (bandwidth and speed) to meet data transmission requirements for transportation platforms used by IPTC in the areas of Dispatch, Telematics, Real Time data solutions for passenger information and Safety and Security for its Fixed Route, Paratransit, and Bus Rapid Transit fleets.

Improved data communications with IPTC's mobile fleets will allow for enhanced data collection, more accurate location, schedule/headway adherence, performance metrics and where available, wireless internet access for our passengers.

IndyGo utilizes the City of Indianapolis' public data radio network which is nearing the end of its useful life as it applies to transportation related data transmission.

Due to the following limitations of existing data communication methods and requirements for improved data communication for on-board technologies, IPTC issued RFP 17-03-254 Wireless Vehicle Communications to determine the best provider for enhanced mobile data communication capabilities to meet data transmission requirements for transportation platforms used by IPTC in the areas of dispatch, telematics, real time data solutions for passenger information and safety and security for its fixed route, paratransit, and BRT fleets.

PROCUREMENT PROCESS:

- On April 5, IPTC released RFP 17-03-254 Wireless Vehicle Communications with a posting on the IPTC website. Advertisements were placed in The Indianapolis Star, The Court and Commercial Recorder, the Indianapolis Business Journal, La Voz De Indiana, and Mass Transit Magazine. Ads ran beginning April 3, 2017 and April 10, 2017;
- On April 19, 2017 IPTC received fifty-nine (59) written questions regarding RFP 17-03-254 Wireless Vehicle Communications.

- On April 27th, 2017 IPTC release Addendum #1 answering written questions received and providing clarification of the project scope.
- On May 4, 2017 IPTC received nine (9) proposals in response to RFP 17-03-254 Wireless Vehicle Communications.

The Evaluation team evaluated written proposals based on the ability to meet the technical requirements of the matrix provided in the solicitation and the cost as a best value.

AWARD SUMMARY:

As this is a highly important opportunity for IPTC, it is imperative to find the best solution. IPTC received 9 responsive and responsible proposals. The Evaluation team scored all proposals closely for the ability to meet the technical requirements. It was the cost evaluation criteria and implementation approach that set one organization apart from the others. IPTC was seeking a vendor that would provide a better more efficient overall solution for the best value. From these findings, the team determined that WAAV, Inc. proposed a more economical and highly attentive proposal for Wireless Vehicle Communications.

WAAV currently provides this same solution to Bay Transit Authority in Boston, Massachusetts as well as provides mobile internet capability to Greyhound Lines, BoltBus, Washington Deluxe, and Peter Pan Bus Lines.

The solicitation included the desire for IPTC IT staff to perform installation and maintenance of purchased hardware. The included requirements were for initial installation support and training on installation procedures. Licensing of Software platforms would be listed separately. Many of the bidder's proposals included full installation efforts performed by the bidder's personnel. Further, it is IPTC's desire to support and maintain the hardware through IPTC IT staff.

After considering IPTC's direction to install, maintain, and support the hardware internally, the proposals were evaluated where possible, by considering only the components of the proposed solution IPTC would like to implement through this solicitation. In some instances, the bidder's proposal and costs may have been contingent upon IPTC's procurement of additional services or requirements which were out of scope for this solicitation. WAAV was considered to have provided the most responsive and effective solution.

The terms of the contract are as follows; the purchase of wireless cellular communication hardware not to exceed three hundred fifty-four (354) devices over the contracted period of five (5) years. The total amount of the contract shall not exceed \$929,931.60

FUNDING:

Funding for this project will be provided through Federal grant 1202-2016-3 with a local match of 20% provided through the IndyGo Capital Cumulative Fund.

DIVERSITY PARTICIPATION:

The solicitation did not state a required a DBE participation goal. However, it is the policy of the IPTC to commit to the success of minority, women, veteran, and disability-owned (MBE, WBE, VBE, DOBE) businesses in Indianapolis by promoting contracting opportunities for vendors certified by the City of Indianapolis Division of Minority-Owned and Women Owned Business Department (DMWBD).

RECOMMENDATION:

In a manner, consistent with IndyGo contract award standards, it is requested that the Board authorize the President/CEO to enter contract negotiations with WAAV, Inc. and upon successful negotiations enter into a contract for wireless cellular communication hardware not to exceed three hundred fifty-four (354) over the contracted period of five (5) years. The total amount of the contract shall not exceed \$929,931.60.

Richard Joseph
Vice President of Technology/ CIO

Pamela White
Director of Procurement

TO: Chair and Board of Directors

FROM: Jill D. Russell, General Counsel

RESOLUTION 2017-03 – AMENDED AUTHORIZATION FOR USE OF EMINENT DOMAIN

Background: On May 25, 2017, the Indianapolis Public Transportation Corporation Board of Directors formally adopted Resolution 2017-03, Authorization for Use of Eminent Domain.

While that Resolution included the majority of the properties determined to be necessary for the completion of the Red Line, certain other properties were omitted. The omitted properties require a temporary taking only for use during the construction phase of the Red Line. Those properties are hereby included in proposed Amended Resolution 2017-03 beginning with the property listed at number 15.

Construction of the Red Line is scheduled to begin later this year, and will require the acquisition of certain properties along its corridor. None of the property being acquired consists of buildings or residences. The owners of five (5) of the properties listed have already accepted our offer or are donating the necessary property. While IPTC anticipates many of the remaining properties will be acquired either through donation or purchase, we anticipate some owners will not agree to the acquisition, or a mutually agreed upon the price.

Indiana Code 36-9-4-32 grants the directors of a public transportation corporation the power of eminent domain for the condemnation of any interest in real or personal property for use within the taxing district of the corporation. In order to exercise that power, the board must adopt a resolution generally describing the property to be acquired, state that the public interest and necessity that require the acquisition of the property and that its acquisition is necessary for the establishment, development, extension or improvement of the system.

The exercise of eminent domain through condemnation proceedings can only occur after the IPTC has had the property appraised, made the property owner an offer based upon that appraisal and conducted a good faith negotiation with them. The property owner has a minimum of 30 days to respond. In the event a property owner refuses the offer or fails to respond after 30 days, only then may IPTC initiate legal proceedings.

Recommendation: Authorize the President and CEO, on behalf of the Indianapolis Public Transportation Corporation, to execute and attest all such pleadings, documents, instruments, certificates and closing papers and do all such things as they, upon advice of counsel, determine necessary or desirable to carry out the intent and purpose of this resolution.

Jill D. Russell
General Counsel

Attachment

AMENDED RESOLUTION NO. 2017- 03

INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION

PROPOSAL FOR A RESOLUTION approving the use of eminent domain as authorized under Indiana Code 36-9-4-32 for the development and expansion of service as planned under the Marion County Transit Plan.

WHEREAS, the Indianapolis Public Transportation Corporation (IPTC), pursuant to the Marion County Transit Plan is developing a Bus Rapid Transit Line named the “Red Line” and;

WHEREAS, the development of the Red Line is necessary for the increase in service frequency and extension of operational hours for the benefit of the public good, and;

WHEREAS, the development of the Red Line requires the acquisition of certain privately held real property along the route, specifically:

- 1) 0.013 acre located at 2165 and 2159 Shelby St., Indianapolis IN 46203
- 2) 0.025 acre located at 1731 N. Capitol Ave., Indianapolis IN 46202
- 3) 0.044 acre located at 3777 N. Meridian St., Indianapolis IN 46208
- 4) 0.065 acre located at 3787 N. Meridian St., Indianapolis IN 46208
- 5) 0.004 acre located at 4573 N. College Ave., Indianapolis IN 46205
- 6) 0.002 acre located at 5167 N. College Ave., Indianapolis IN 46205
- 7) 0.005 acre located at 5363 N. College Ave., Indianapolis IN 46220
- 8) 0.015 acre located at 3778 N. Meridian St., Indianapolis IN 46208
- 9) 0.009 acre located at 3762 N. Meridian St., Indianapolis IN 46208
- 10) 0.001 acre located at 3774 N. Meridian St., Indianapolis IN 46208
- 11) 0.003 acre located at 5202 N. College Ave., Indianapolis IN 46220
- 12) 0.083 acre located at 3000 N. Meridian St., Indianapolis IN 46208

- 13) 0.020 acre located at 2951 and 3001 Shelby St., Indianapolis IN 46227
- 14) 0.014 acre located at 1055 E. Raymond St., Indianapolis IN 46203
- 15) 0.004 acre located at 4195 N. College Ave., Indianapolis IN 46205
- 16) 0.021 acre located at 5201 N. College Ave., Indianapolis IN 46220
- 17) 0.002 acre located at 5382 N. College Ave., Indianapolis IN 46220
- 18) 0.006 acre located at 5873 N. College Ave., Indianapolis IN 46220
- 19) 0.018 acre located at 5897 N. College Ave., Indianapolis IN 46220
- 20) 0.009 acre located at 3762 N. Meridian St., Indianapolis IN 46208
- 21) 0.003 acre locates at 3774 N. Meridian St., Indianapolis IN 46208
- 22) 0.127 acre located at 433 N. Capitol Ave., Indianapolis IN 46204

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION:

Section 1. (a) The Board finds it necessary to exercise its authority for the use of Eminent Domain under Indiana Code 36-9-4-32 for the acquisition of real property in the development and construction of the Red Line necessary for increased service frequency and extended operational hours pursuant to the Marion County Transit Plan and benefiting the public good.

Section 2. The Board hereby authorizes and directs the President and CEO, on behalf of the Indianapolis Public Transportation Corporation, to execute and attest all such pleadings, documents, instruments, certificates, and closing papers and do all such things as they, upon advice of counsel, determine necessary or desirable to carry out the intent and purpose of this resolution, and such determination will be conclusively evidenced by their execution,

Section 3. This Resolution shall be in full force and effect from and after its adoption and compliance with all laws pertaining thereto.

Section 4. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of any such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

Amended and Adopted this 22 day of June, 2017.

BOARD OF DIRECTORS
INDIANAPOLIS PUBLIC TRANSPORTATION
CORPORATION

Danny M. Crenshaw
Chairman of the Board of Directors

Attest:

Jill D. Russell
Secretary to the Board of Directors

TO: Chair and Board of Directors
FROM: Phalease M. Crichlow, Vice President of Human Resources

SUBJECT: **RFP 17-05-260 OCCUPATIONAL HEALTH & TESTING SERVICES**

BACKGROUND:

In accordance with state statute, Indiana Employers are required to cover employees for work-related injuries (whether through a fully-insured or self-insured program). In order to provide treatment for injured workers IndyGo must seek the services of an additional third party to provide medical services.

Also, per Department of Transportation and the Federal Transit Administration Regulations CFR Part 40 and 655, IPTC is required comply with Drug and Alcohol Testing Programming.

IPTC is currently self-insured for workers' compensation and risk with a Third-Party Administrator (TPA). The TPA acts on behalf of IPTC to administer, adjust and adjudicate claims which include work-related injuries. The TPA works directly with the occupational health services provider and Benefits Manager to ensure prompt treatment of injuries and illnesses for IPTC employees.

The occupational health services provider is responsible for the on-site drug and alcohol testing protocol, physical ability testing, and physical therapy. Other services provided by occupational health include, ergonomic consultations, respirator wear, audiogram, and some return to work evaluations. All of these services are currently provided by one firm with a lead Occupational Health Physician, an expert certified DOT Medical Review Officer (MRO) and lab testing services; and one account representative.

PROCUREMENT PROCESS:

On May 17, 2017 IPTC released RFP 17-05-260 with a posting on the IPTC website. Advertisements were placed in The Indianapolis Star, The Court and Commercial Recorder, the Indianapolis Business Journal, La Voz De Indiana, and Mass Transit Magazine. Ads ran beginning May 19, 2017 and May 24, 2017;

On May 26, 2017 IPTC received two (2) written questions regarding RFP 17-05-260 Occupational Health & Testing Services;

On May 30, 2017 IPTC release Addendum #1 answering written questions received and providing clarification of the project scope;

On June 5, 2017 IPTC received two (2) proposals in response to RFP 17-05-260 Occupational Health & Testing Services.

The evaluation team evaluated written proposals based on claims experience & approach, experience & qualifications of staff, total cost of services, facility locations, hours and availability of services, and reporting capabilities.

Two (2) firms: US HealthWorks and Concentra provided comprehensive proposals based on the scope of work, however due to the Drug and Alcohol testing requirements only the incumbent could meet these requirements.

US HealthWorks has a minimum of two (2) locations (one open 24/7) that are less than 5.0 miles away from IPTC's main location, 1501 West Washington Street. As many as eight (8) other facilities around the Indianapolis area are available to accommodate our employees for occupational injuries, physical therapy, and support the drug and alcohol testing program.

FUNDING:

Funding for RFP 17-05-260 Occupational Health & Testing Services will come directly from the IPTC operating budget.

The average number of tests and costs over the past 3 years:

Year	Drug Tests	Alcohol Tests	Physical Ability Tests	Costs
2014	429	348	187	\$50,323
2015	374	294	172	\$47,791
2016	427	342	192	\$50,553
Total	1230	674	551	\$148,667

DIVERSITY PARTICIPATION:

The solicitation did not state a required a DBE participation goal. However, it is the policy of the IPTC to commit to the success of minority, women, veteran, and disability-owned (MBE, WBE, VBE, DOBE) businesses in Indianapolis by promoting contracting opportunities for vendors certified by the City of Indianapolis Division of Minority-Owned and Women Owned Business Department (DMWBD).

RECOMMENDATION:

In a manner, consistent with IndyGo contract award standards, it is requested that the Board authorize the President/CEO to enter into a three (3) year agreement with U.S. HealthWorks for occupational health, drug and alcohol testing, and physical ability testing services for an amount not to exceed \$255,600.

Phalease Crichlow
Vice President of Human Resources

Pamela White
Director of Procurement

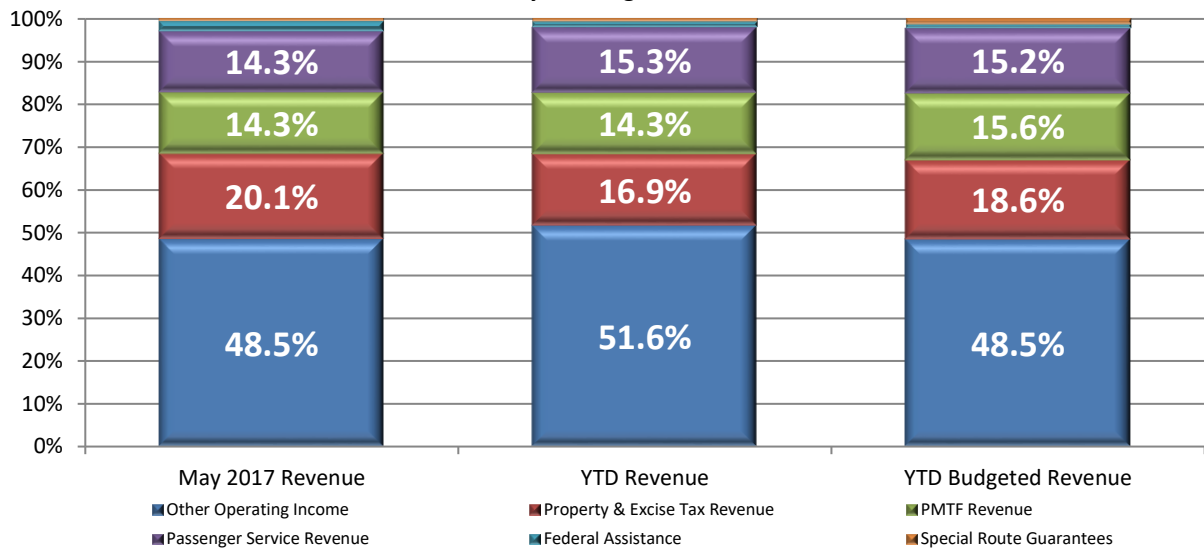
To: Chair and Board of Directors

From: Nancy Manley- Controller

FINANCIAL REPORT – MAY 2017
Notes to the Comparative Statement of Activities – General Fund
For the month ending May 31, 2017

Revenue Comparison

By Funding Source



FTA Assistance

FTA Revenue includes ADA, CMAQ, and Preventative Maintenance (PM)/Operating Funds. Revenue from FTA assistance is over budget by 14.7%. PM makes up about 80% of Federal Operating Revenues. The variance in eligible PM expenses is a result of the predictive maintenance model utilized by Operations.

Other Operating Income

Other operating income was over revenue expectation by 129% in May. This is due to the true up of recycling credits received in May.

Passenger Service Revenue

Passenger service revenue was under budget by 2% for the month and overall YTD by 8.5%.

Special Route Guarantee

This revenue remains 46% under revenue projections. A mid-year true up will be completed once the financials for June are formally closed and a notation will be made in the June narrative.

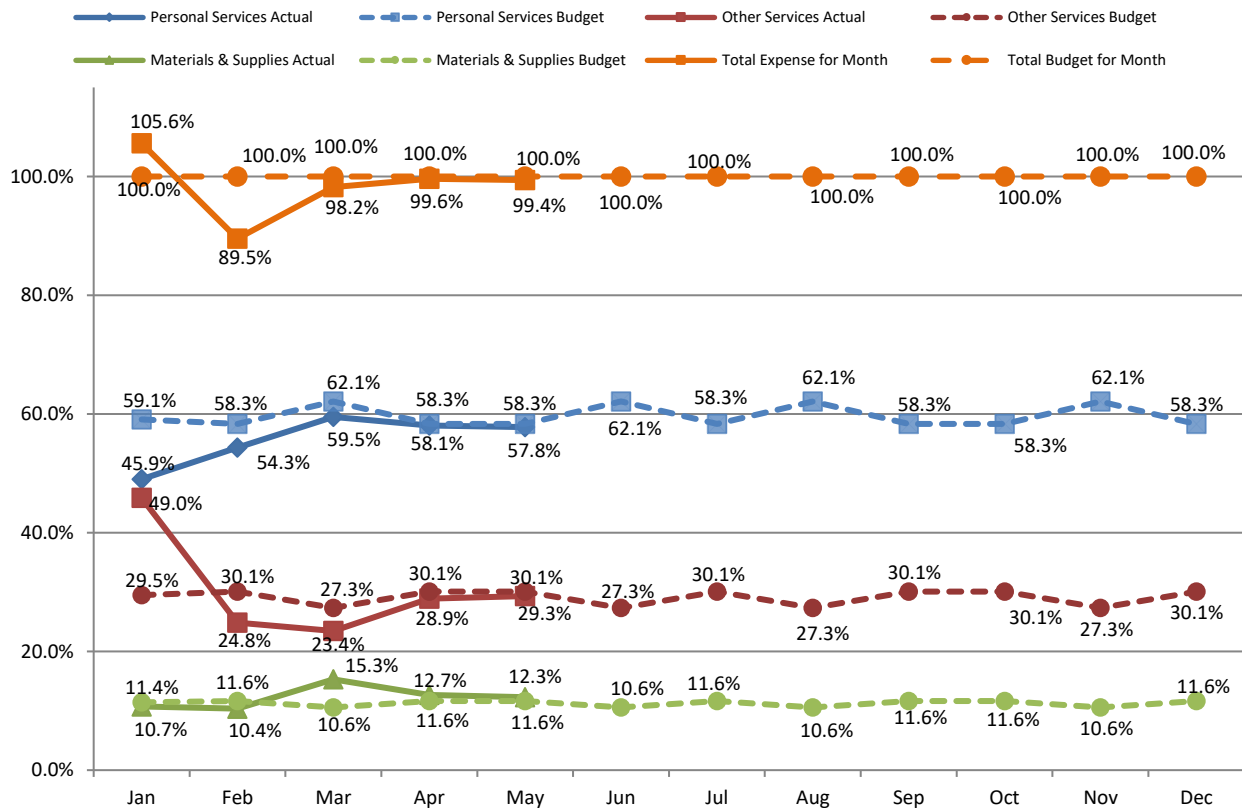
Total Revenue

As of May 31, 2017, the total revenue recognized was 6% above projections.

Expenditures

Actual Monthly Expense versus Monthly Budget

(by Category)



Personal Services

Overall, Personal Services were 1% under budget as of May 31, 2017 and 9% under year-to-date. Overtime continues to run over budgeted levels but is offset by lower expenses in salaries for the same period.

Other services & Charges

This expense category was under budget projections by 1% for the month and 5% under YTD.

Materials and Supplies

For the month of May, this expense category was collectively 39% over budget however, year-to-date the category was collectively under budget expectation by 34%.

Total Expenses

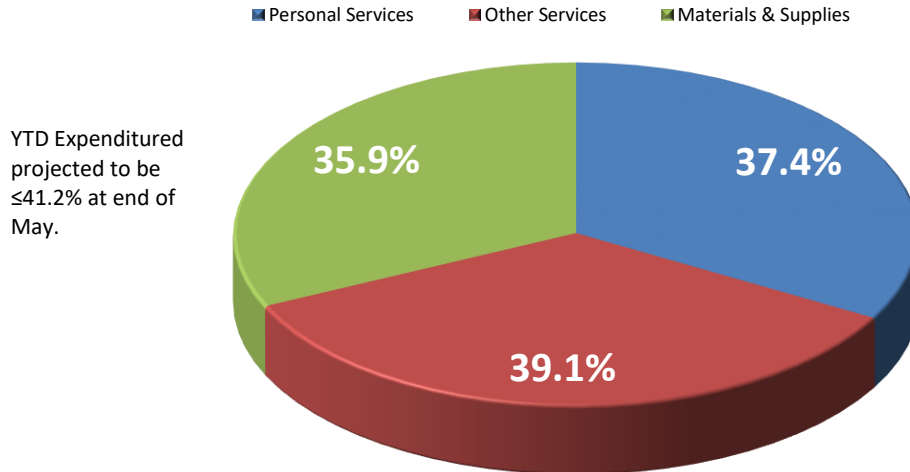
Total expenses in May were 2% under the monthly allocated budget.

Summary

Year-to-date spending was lower than the allocated budget for the same period. Finance will work closely with all departments to insure they have updated monthly expenditure information and develop a plan to stay within the 2017 approved budget.

The cumulative YTD expenditure goal set through the end of May was $\leq 25.1\%$. All three major expense categories came in under the established goal for the first quarter of 2017.

**YTD Expenditures as a Percentage of Total Allocated Budget
by Major Category**



Nancy E. Manley
Vice President/CFO/Controller

To: Chair and Board of Directors

From: Roscoe Brown, Chief Operating Officer/VP of Operations

CONSIDERATION OF OPERATIONS DIVISION REPORT FOR MAY 2017

ISSUE:

A report of IndyGo Operations Division will be presented at the board meeting.

RECOMMENDATION:

Receive the report.

Roscoe Brown

Chief Operating Officer/VP of Operations

Attachments

Contributing Staff includes:

Victoria Learn, Director of Maintenance

Dwight Benjamin, Director of Transportation

Mark Emmons, Director of Safety, Training, & Security

Paula Haskin, Director of Flexible & Contracted Services

Ed Parsley, Director of Facilities

Lisa Evans, Administrative Assistant

Operations Division Report- May 2017

TRANSPORTATION

EMPLOYEE RECOGNITION

The May Employee of the Month was Jeffrey Howard.

COMMENDATIONS

The following Transportation employees were recognized for their extraordinary customer service during the month of May:

Compliments:

Rodney Davis, Baba Diop, Otha Dugan, Teresa Franklin, Victoria Hardrick, Jessica Hoffman, Darrel Jones, Kevin Mallory, Jowanna McGhee, Christine McLaughlin, John Pribik, Janelle Smith, Lisa Solorio, Tanika Stewart, Ethel Stockdale, and Eleanor Wilson.

The following operators achieved an on-time performance rating of 90% or better during the month of May. A random drawing is held each month from this group of operators, and the winner receives an extra personal day. The winner for the month of May was Beth Murray.

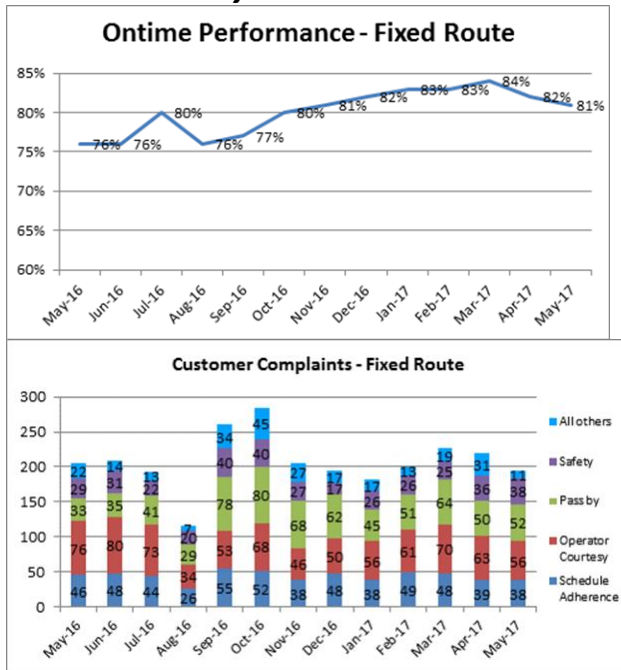
1. MICHAEL HALE	99%
2. RON BURTON	97%
3. TAWANA CLAYPOOL	97%
4. RAY WRIGHT	96%
5. ANTHONY COX	96%
6. STEPHEN THEIN	96%
7. MARY WILLIAMS	96%
8. BURT GARCIA	95%
9. DILEXI GONZALEZ	95%
10. BETH MURRAY	94%
11. RICHARD BOYSEN	94%
12. JEROME NORRIS	94%
13. ROGER BOBBITT	94%
14. CORENE WELLINGTON	94%
15. MATTHEW ERVIN	93%
16. EFRAIN AMAYA	93%
18. SCOTT DUNCAN	93%
19. CALVIN JACKSON	93%
20. CHRISTOPHER MIHAY	93%

21. TERRY LAGRONE	92%
22. LINDA HARRIS	92%
23. MARILYN HUGHES	92%
24. MICHAEL RICKS	92%
25. LAVELLE TEALER	91%
26. OTHA DUGAN	91%
27. KOURTNEY RUSSELL	91%
28. LAKISHA WILLIAMS	91%
29. PATRICK GRAY	91%
30. JOYCE LEDELL	91%
31. ROCHELLE MARTIN	91%
32. TENISHA BAINE	91%
33. DEWAYNE SIMS	91%
34. BRYANT REED	91%
35. DAVID JOY	91%
36. CRYSTAL GREEN	91%
37. JONATHAN JACKSON	90%
38. ALBERT REDD	90%
39. DEBORAH NEWELL	90%
40. MARK WILLS	90%
41. MICHAEL PARRISH	90%
42. ADRIAN LEWIS	90%
43. ANTHONY LOVE	90%
44. MISTI EL SHABAZZ	90%
45. RICARDO OXLEY	90%

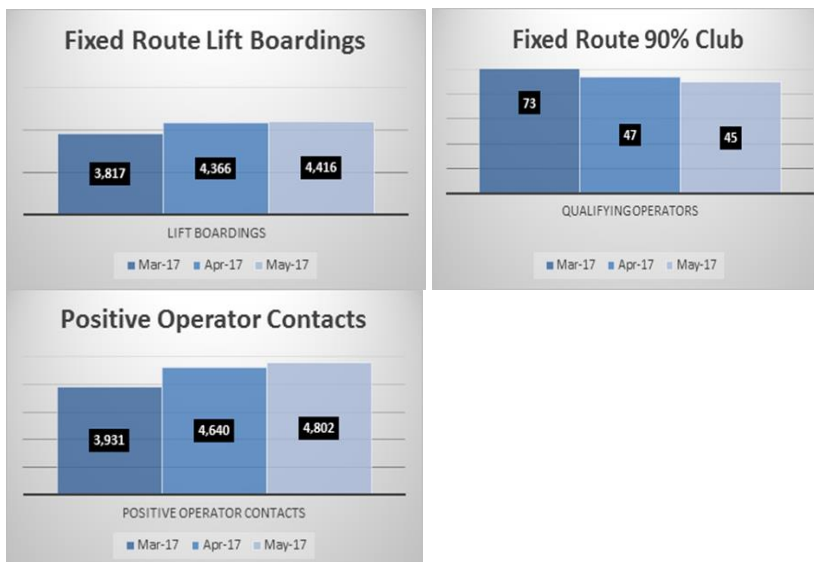
Fixed Route Update:

During this reporting period, the Transportation Department personnel provided support for the Department of Homeland Security and IMPD. The team placed cooling stations and Hard Barricades at both the 500 Parade and 500 Race.

Service Delivery Data:



Key Performance Indicators



Positive Operator Contacts represent every time a Transportation Supervisor engages a Professional Coach Operator whether it be on site at IndyGo or by visiting their coach.

Community Outreach

Operations had representatives attend the following community stakeholder meetings:

- IMPD Monthly Downtown District Community Task Force Meetings
- Event Advisory Board Meeting
- Speedway monthly meeting
- Operations continue to work with law enforcement and other agencies in regards to special events in Indianapolis

MAINTENANCE

Former Maintenance General Laborer and current Professional Coach Operator Kenneth Davis Sr.'s son was nominated for a college scholarship through Tamika Catching's "Catch the Stars Foundation." Maintenance Director Vicki Learn and several Operations staff attended the event in May in support of Kenneth Davis Jr.



Operations staff with the Kenneth Davis family



Tamika Catchings with the Davis family

As the bus fleet continues to get newer and more updated, and with the successes of the predictive maintenance program, IPTC realizes increased mileage between road call, as illustrated below.

	Mean Distance Major System Failures				
	Mean Distance Between All Systems Failures				
	2017/01	2017/02	2017/03	2017/04	2017/05
Major	5,834	9,585	6,907	5,745	5,269
All	4,805	7,465	5,708	5,359	4,615
	2016/01	2016/02	2016/03	2016/04	2016/05
Major	5,587	4,823	4,661	4,617	3,633
All	4,429	4,129	4,014	4,068	3,343

An update of the IPTC Fleet Replacement status will be provided at the June Board Meeting.

FLEXIBLE & CONTRACTED SERVICES

Service Delivery Data:

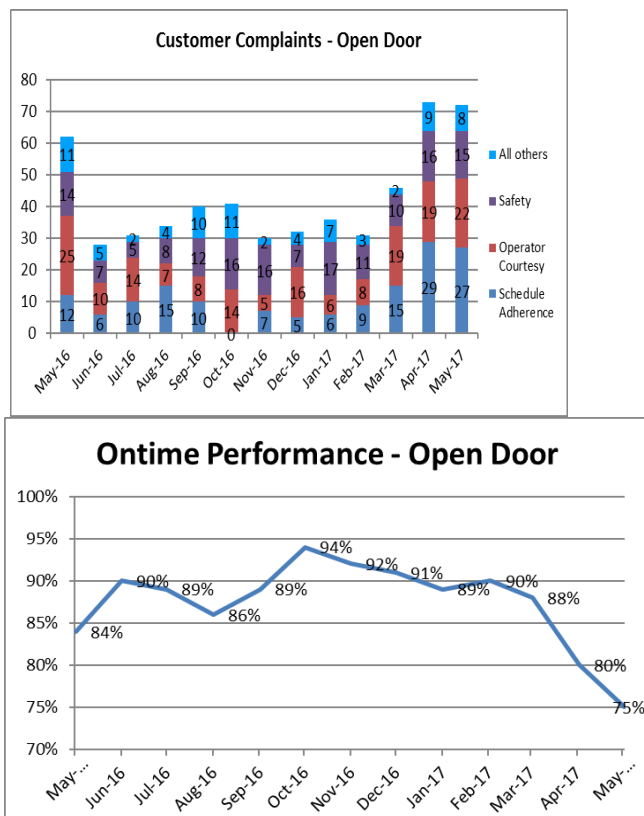
In the May board report, the balance between productivity and on-time performance was discussed. During May, increased productivity continued through the early part of the month. As previously reported, paratransit service productivity increased in the last month, however, this increase continued to contribute to a negative impact on on-time performance. In addition, other issues attributed to this month's decrease in on-time performance including fleet vehicle issues. Seven (7) paratransit vehicles were pulled from service in May due to cracked frames, this lead to late pickups for passengers, negatively impacting on-time performance.

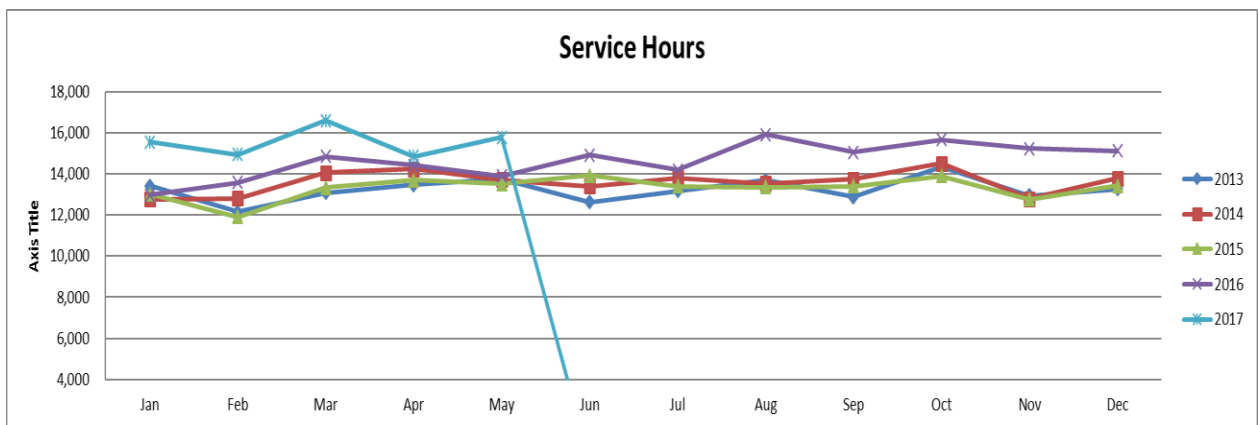
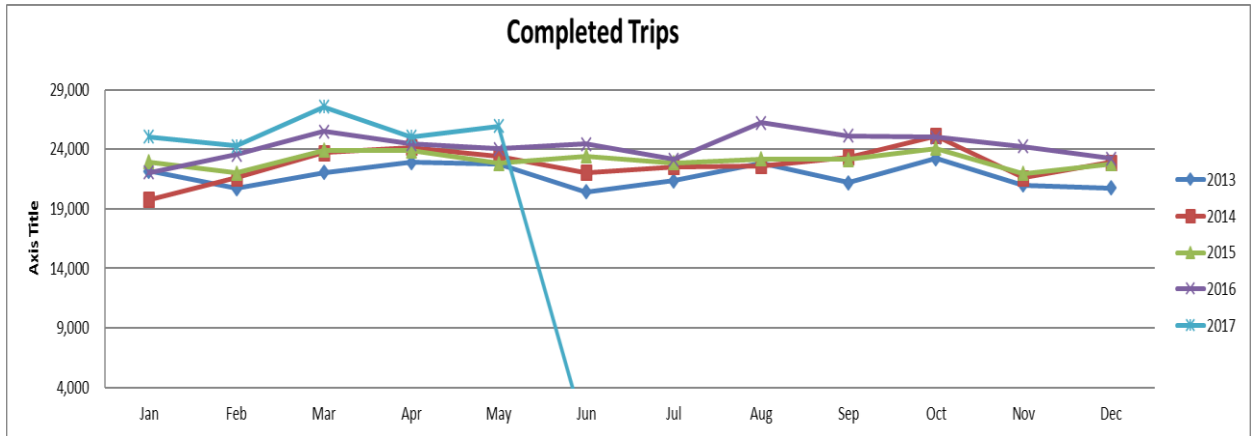
Also, Open Door continues to experience periodic outages with our Trapeze scheduling/dispatching system. These issues have resulted in an on-time performance decline to 75% for the month of May, and have impacted the levels of customer comments and call volumes.

IndyGo staff have worked with the contractor MV Transportation, who will deliver ten (10) of its own vehicles to assist (temporarily) in providing timely service to Open Door passengers. These vehicles will be transported by MV staff from Chicago to Indianapolis and set up in the system to be used as Open Door vehicles.

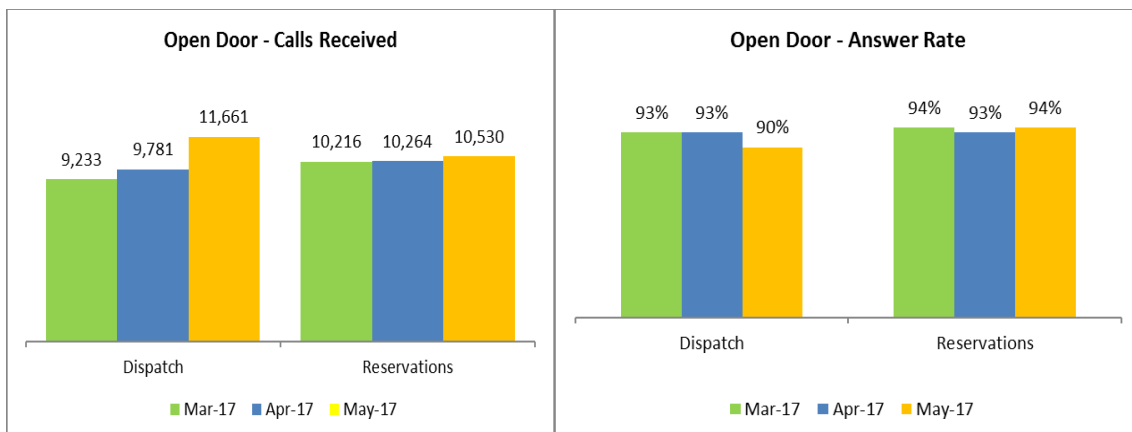
IndyGo Open Door was awarded sixteen (16) vehicles from 2016 Section 5310 grant funds, and those vehicles will begin arriving by mid-June. The new vehicles will replace those with frame damage as well as others which have reached their useful life, and should be put into revenue service starting in July.

Flexible and Contracted Service Director Paula Haskin, continues to meet with the Paratransit Review committee bi-weekly to examine service opportunities and prepare for a new paratransit contract providing more efficiencies and enhanced service delivery beyond current services.





Open Door reservations and dispatch call comparison chart: Telephone response performance for both reservations and dispatch in Open Door is shown in the following charts



Grant Activity:

Because of the 2017 Section 5310 grant program Call for Projects, IndyGo received three (3) applications for eligible activities totaling \$248,000 in funding requests. The CIRT County Connect team (serving as the local Transportation Advisory Committee for the Indianapolis area) met and reviewed the three applications and endorsed full funding for all three grant applicants. The eligible applicants include Central Indiana Council on Aging, Tangram, and Gateway Services/Johnson County. All three applicants will be notified of their awards in June 2017.

FACILITIES

The month of May was extremely busy at the Julia M. Carson Transit Center with increased tourism in Indianapolis for the Mini Marathon, Grand Prix, and Indy 500 Races.

Warranty replacement of over 300 new landscape plants was completed during May as many plants did not survive the initial planting last year.

Eskenazi Hospital continued hosting of multiple public outreach wellness events inside the Transit Center during May.

Three additional Electric Bus Battery Chargers were ordered and scheduled for installation in the garage area. These chargers are custom made and projected delivery and installation should be end of June. These additional chargers will allow for electric buses to be charged simultaneously as needed repairs are made and reduce turn-around time returning the bus to operation.

During the month of May IndyGo replaced 22 bus stop signs, also replaced 10 glass shelter panels due to vandalism and removed 1 – shelter destroyed in a vehicle accident, and over a dozen repairs to shelters because of graffiti vandalism with anything from spray painting to etching in the glass, and performed extra shelter and bus stop maintenance because of excessive crowds throughout the month of May for the Indy 500.

RISK & SECURITY

IndyGo was invited to the 2nd Annual TSA Multi Agency K9 Training that was held at Plainfield High School in Plainfield, IN. The event was sponsored and conducted by the Indianapolis TSA office and there were over 80 participants that came from Indiana,

Ohio, Illinois, and Kentucky. The event allowed K9 teams to work on scenarios such as explosives, narcotics, building searches, and search and rescue. IndyGo provided one bus that was used in the vehicle explosive scenarios and was one of the more participated sections. TSA looks forward to working with IndyGo each year on this event.

SAFETY & TRAINING

SAFE DRIVERS:

The following Operators were recognized for their safe driving:

Bryan Gray -	20 Years
Dexter Davis -	15 Years
Rochelle Martin -	11 Years
LaVelle Tealer -	11 Years
Albert Weathers -	10 Years
Maurice Bowen -	9 Years
Christopher Mihay -	9 Years
Byron Reed -	9 Years
Dennis Clark -	7 Years
Margaret Callahan -	6 Years
Tomecca Hamilton -	6 Years
Michael Melvin -	6 Years
Lisa Walker -	6 Years
Mamadou Goudiaby -	5 Years
Ethel Stockdale -	5 Years
Anthony Mance -	4 Years
Daniel Hicks -	3 Years
Angela Hicks -	1 Year
Clyde Jordan -	1 Year
Yawana Robinson -	1 Year
Gregory Scott -	1 Year

IndyGo conducted a Severe Storm Weather Drill on the evening of May 25, 2017. This test was conducted to test if the employees on 3rd shift knew what to do and where to report in case of severe weather after normal business hours. The drill was a success and the few findings will be address in the "hot wash" to be completed later the next week.

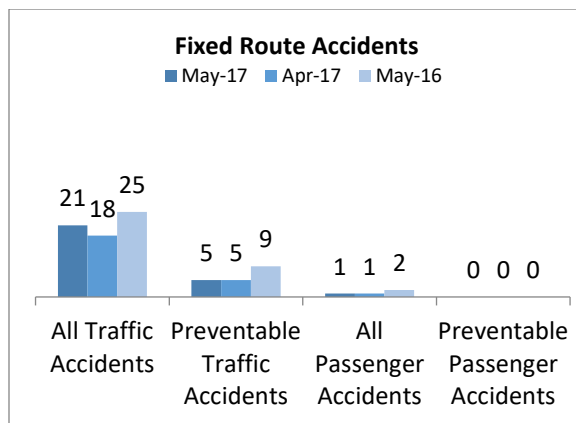
IndyGo Class #17-02 which started on March 13, 2017, with 11 students, have completed all portions of the training program. They were released to the Operations Department on May 14,2017.

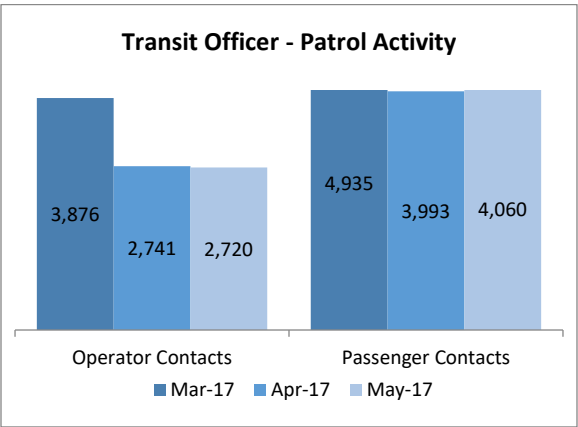
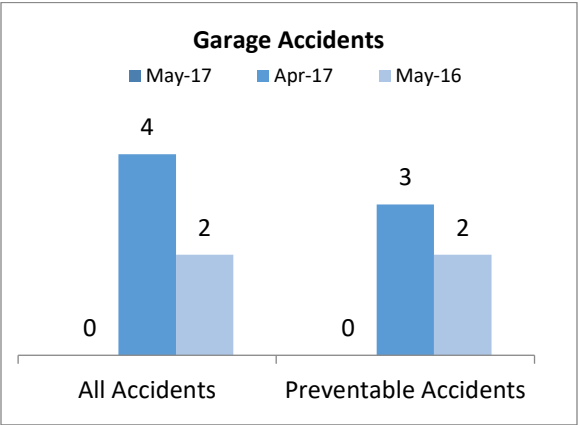
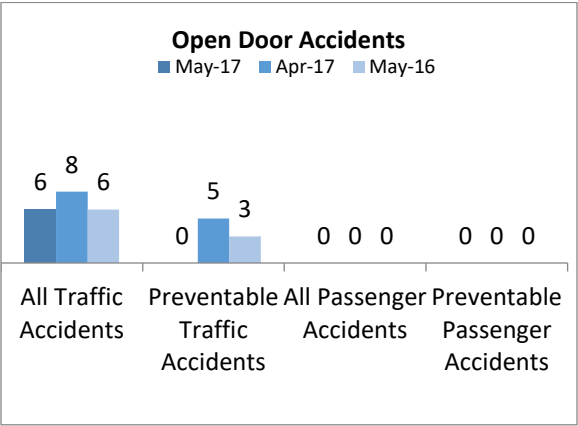
IndyGo Class #17-03 started on April 24, 2017 with eight (8) students and one (1) Transportation Supervisor. They have completed classroom portion and route familiarization of the training program have started the "subbing-in" portion of the training. They should be complete with all portions of the training and release to Operations by late June.

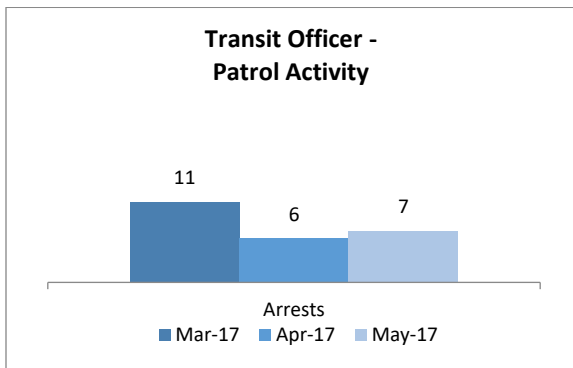
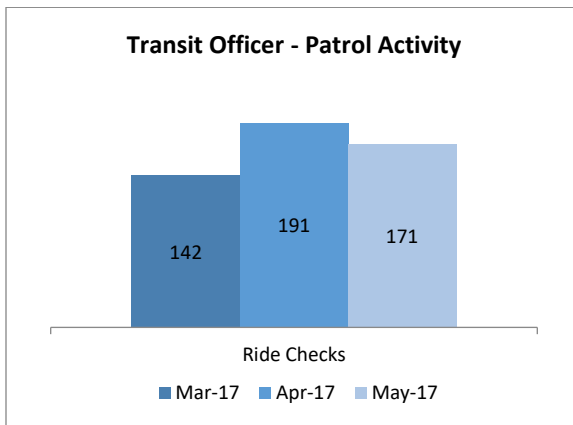
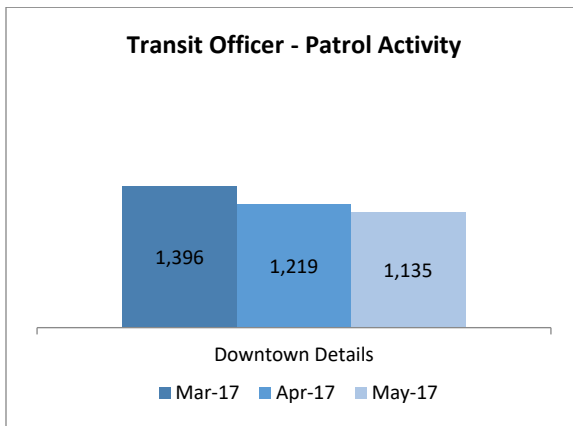
IndyGo Class #17-04 began on May 22, 2017 with four (4) fixed route students and one (1) general laborer. The general laborer was release to the maintenance department later that week. The fixed route class should complete all portions of the class and be release to Operations by mid to late July.

The following training sessions were conducted in May:

- Four (4) operators for retraining due to preventable accidents.
- One (1) mechanic for retraining due to a preventable accident.
- One (1) operator returned for retraining on route familiarization.







PLANNING AND CAPITAL PROJECTS REPORT

6/22/17

Item I – 3

TO: Chair and Board of Directors

FROM: Justin Stuehrenberg, Vice President of Planning and Capital Projects

PLANNING & CAPITAL PROJECTS UPDATE

Issue Planning & Capital Projects Report will be presented at the board meeting.

Recommendation:

Receive the report.

Justin Stuehrenberg

Vice President of Planning & Capital Projects

SERVICE PLANNING

Staff is working on putting the Marion County Transit Plan bus network into the Hastus scheduling system. All route and schedule scenarios have been built for the 2021 system build out. The full system build-out in the Hastus scheduling software will enable IndyGo to further refine forecasted staffing and vehicles levels required to provide improved service. This is an iterative process as we continue through the public comment period in 2017 to determine how to roll out changes prior to, and in conjunction with, the Red Line. Staff is currently working on possible service increases for 2018 once the tax revenues are received.

The Pedestrian Safety Action Plan committee has continued monthly meetings. Through research and analysis of current pedestrian infrastructure conditions and various relevant factors we are in the process of identifying areas to target within Marion County to make the most optimal improvements to policy, educational opportunities/community outreach, and physical improvements. Through our partnership with DPW, and various public/private entities, we continue to work together to improve access to transit through appropriate bus stop amenities and fully ADA compliant sidewalks. Areas that have been improved recently are Intech Blvd. (Park 100), 38th St. & Eagle Creek Pkwy, and Central Ave. & 16th St. Plans are moving forward on sidewalk improvements along 82nd St. between Allisonville Rd. and the I-69 overpass which will allow us to improve accessibility along Routes 19 & 86 and W. Michigan St. between White River Pkwy. and Indiana Ave. which will impact Routes 3, 10, & 37.

Planning is continuing to work with Red Line staff to ensure that service is rolled out smoothly in 2019. And work is underway to coordinate all bus stop and sign changes that will coincide with service alterations when the Marion County Transit Plan improvements are put into service.

RIDERSHIP

Current Month			IndyGo	Year to Date		
May-16	May-17	% Change	Fixed Route Ridership	2016	2017	% Change
14,928	15,025	0.6%	2 E. 34th St.	77,414	74,639	-3.6%
24,915	24,325	-2.4%	3 Michigan St.	120,891	121,245	0.3%
16,422	12,573	-23.4%	4 Fort Harrison	82,992	64,191	-22.7%
28,223	17,858	-36.7%	5 E. 25th	139,457	87,751	-37.1%
	11,510		6 N. Harding		58,908	
120,035	120,590	0.5%	8 Washington St.	590,128	590,374	0.0%
91,517	90,886	-0.7%	10 10th St.	456,949	447,785	-2.0%
3,973	3,563	-10.3%	11 E. 16th St.	19,506	16,891	-13.4%
5,905	4,939	-16.4%	12 Minnesota	29,060	24,272	-16.5%
3,183	3,043	-4.4%	13 Raymond	15,362	15,845	3.1%
9,905	9,062	-8.5%	14 Prospect	46,320	46,693	0.8%
20,160	19,785	-1.9%	15 Riverside	99,278	93,495	-5.8%
11,500	10,216	-11.2%	16 Beech Grove	54,365	50,559	-7.0%
23,314	20,961	-10.1%	17 College	114,365	104,534	-8.6%
15,907	11,329	-28.8%	18 Nora	80,521	58,310	-27.6%
28,641	37,793	32.0%	19 Castleton	138,225	186,287	34.8%
13,481	13,622	1.0%	21 East 21st St.	69,204	66,156	-4.4%
9,973	11,155	11.9%	22 Shelby	49,770	52,116	4.7%
10,747	10,244	-4.7%	24 Mars Hill	51,406	47,824	-7.0%
14,980	14,667	-2.1%	25 W. 16th St.	71,168	69,324	-2.6%
15,210	14,710	-3.3%	26 Keystone	73,205	71,888	-1.8%
14,715	12,820	-12.9%	28 St. Vincent	73,003	65,584	-10.2%
8,466	6,544	-22.7%	30 30th St.	43,150	33,904	-21.4%
23,760	24,265	2.1%	31 Greenwood	115,092	118,549	3.0%
27,246	26,885	-1.3%	34 Michigan Rd.	130,071	124,690	-4.1%
37,823	39,223	3.7%	37 Park 100	187,776	186,750	-0.5%
31,678	32,275	1.9%	38 Lafayette Square	157,383	158,768	0.9%
98,141	95,488	-2.7%	39 E. 38th St.	494,259	474,883	-3.9%
3,393			50 Red Line	24,608		
4,446	3,935	-11.5%	55 English	22,159	19,870	-10.3%
10,458	12,007	14.8%	86 86th Street Crosstown	52,220	59,689	14.3%
10,153	11,095	9.3%	87 Eastside Circulator	52,304	56,109	7.3%
560	522		Others	1,341	1,893	
753,758	742,915	-1.4%	Total	3,732,952	3,649,776	-2.2%

The "others" category represents a compilation of unallocated trips reported on the monthly GFI Fare Box report. These trips count as ridership, but are not allocated to a specific route.

May-16	May-17	% Change	Flexible and Contracted Services	2016	2017	% Change
26,255	29,504	12.4%	Open Door Riders on Fixed Route	123,227	134,665	9.3%
24,866	27,644	11.2%	Open Door	123,562	132,918	7.6%
738	804	8.9%	Open Door Taxi Vouchers	3,919	3,909	-0.3%
21,694	17,470	-19.5%	31 Day S-Pass	136,416	105,664	-22.5%

STRATEGIC PLANNING

This month, John Marron assumed the title of Director of Strategic Planning and will begin working to develop the Strategic Planning department. The department will be responsible for data and analytics to support IndyGo's current and future operations, planning, and capital projects, with a focus on identifying innovative opportunities to increase ridership, reduce costs, secure efficiencies, and maintain long-range organizational plans. The department will also be responsible for conducting research and analysis as it relates to planning and/or implementing capital projects and other special transit projects.

CAPITAL PROJECTS

RED LINE

90% Construction Drawings were delivered from CDM Smith on May 22, and final documents are expected by the end of July in preparation of the bidding process starting in August. Reviews are underway to execute the Small Starts grant - the construction documents, project management plan, and other related materials were submitted to the FTA on June 1, 2017, and the process is expected to take up to 5 months.

PURPLE LINE

WSP has produced several alternative designs for the Purple Line project, which are being vetted by stakeholders through the month of June. Public meetings have also been set for July. Initial project cost estimates are in line with preliminary planning-level budgets, between \$130-140M.

BLUE LINE

The Blue Line is anticipated to kick off with a design consultant selection near the end of 2017.

FACILITY PROJECTS

Etica Group is now under contract, and initial task orders for feasibility of office and maintenance area expansions, as well as a new paratransit facility are being negotiated. Those task orders will likely be coming to the board in July.

Justin Stuehrenberg

Vice President of Planning & Capital Projects

To: Chair and Board of Directors
From: Bryan Luellen, Vice President of Public Affairs

CONSIDERATION OF PUBLIC AFFAIRS & COMMUNICATIONS REPORT FOR MAY 2017

ISSUE:

A report of IndyGo Business Development will be presented at the board meeting.

RECOMMENDATION:

Receive the report.

Bryan Luellen
Vice President of Public Affairs and Communications

Attachments

Contributing Staff includes:

Chauncyia Coleman, Manager of Customer Service

Lauren Day, Manager of Marketing and Communications

Allison Potteiger, Communications Specialist

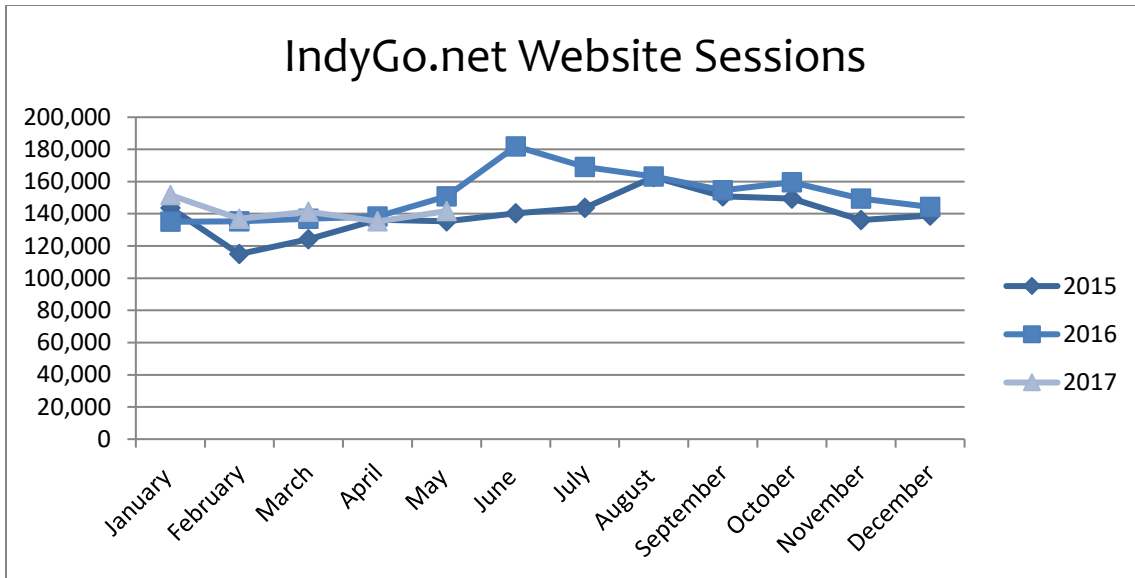
Betsy Sattler, Graphic Specialist

Ellen Forthofer, Communications and Outreach Coordinator

Jerome Horne, Special Projects Coordinator

INDYGO.NET MONTHLY SESSIONS 5/1/17 – 5/31/17:

Page Views	337,340
New /Returning Visitors	35,340/106,300
Total Sessions	141,640



Month	Mobile	Desktop	Tablet	New	Returning
January	81.3%	14.04%	4.66%	22.3%	77.7%
February	80.98%	14.07%	4.95%	22.7%	77.3%
March	82.66%	15.09%	2.26%	25.20%	74.80%
April	83.56%	14.37%	2.07%	25.5%	74.5%
May	83.33%	14.62%	2.05%	24.95%	75.05%

MAY NEWS RECAP:

“Red Line gets \$50 million in congressional spending deal” – Indy Star, The Star Press, Associated Press, Pal-Item

“Hamilton County gets \$19M in fed grants for roundabouts, trails” – Indy Star

“IndyGo bus routes to be affected during OneAmerica 500 Festival Mini-Marathon” – FOX59, CBS 4

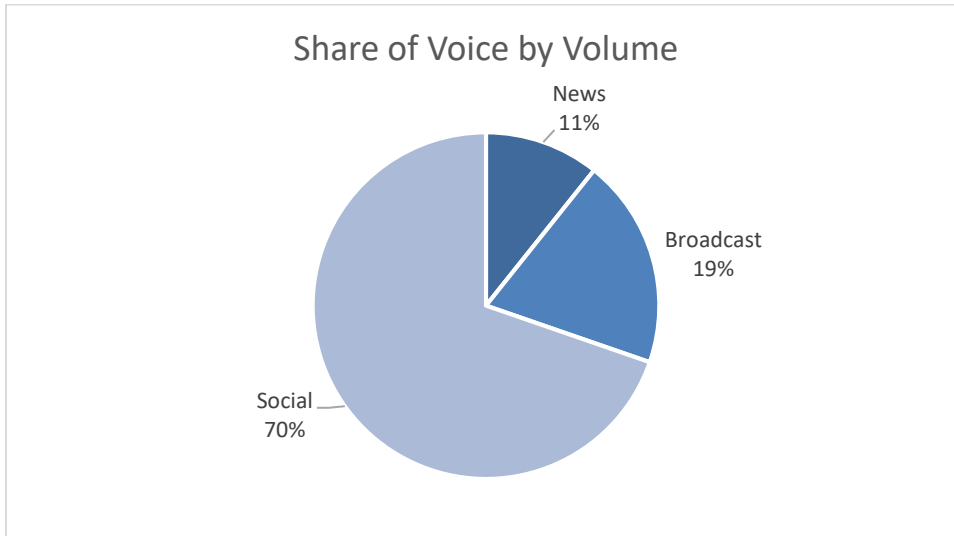
“Indy’s Red Line transit system gets \$50 million in federal funds” – FOX59

“Red Line supporters, opponents react to Congressional budget funding” – FOX59, CBS 4

“Businesses write letter to mayor to voice opposition to IndyGo’s Red Line plans for College Avenue” – FOX59, WISH-TV, CBS 4

“IndyGo bus routes to be affected by Memorial weekend events” – FOX59, CBS 4

Topics Include: Mentions in early May focus on service impacts during the OneAmerica 500 Festival Mini-Marathon and the implications of a federal spending bill which allocated \$50M towards the Red Line. Mentions throughout mid-May include coverage of a letter sent to Mayor Joe Hogsett by businesses along College Avenue expressing concern for Red Line plans in that corridor. Late-May mentions focus on service impacts during Memorial Day weekend.



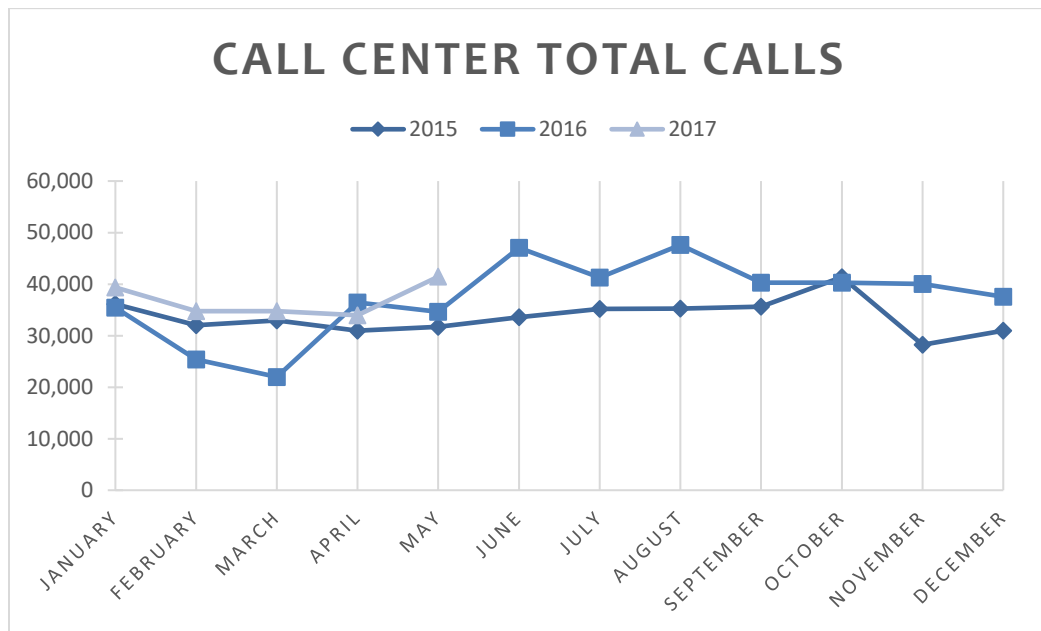
Broadcast mentions: 73
News mentions: 40
Social Media mentions: 260

MAY CALL CENTER REPORT:

41,445 total calls

1.95% calls abandoned in queue

35.37% Interactive Voice Response (IVR) calls

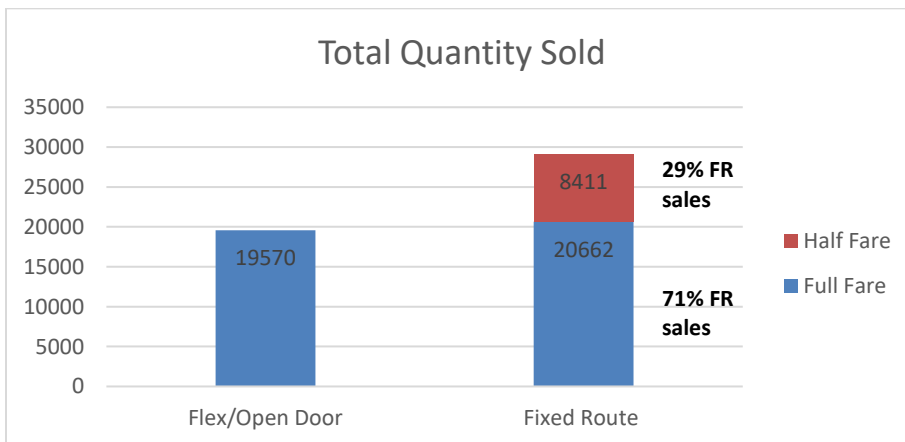
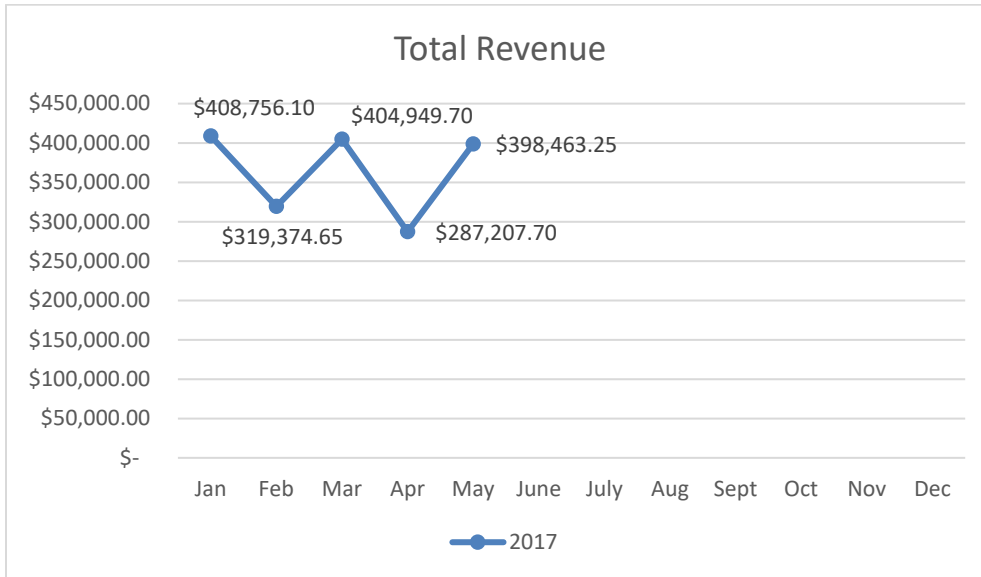


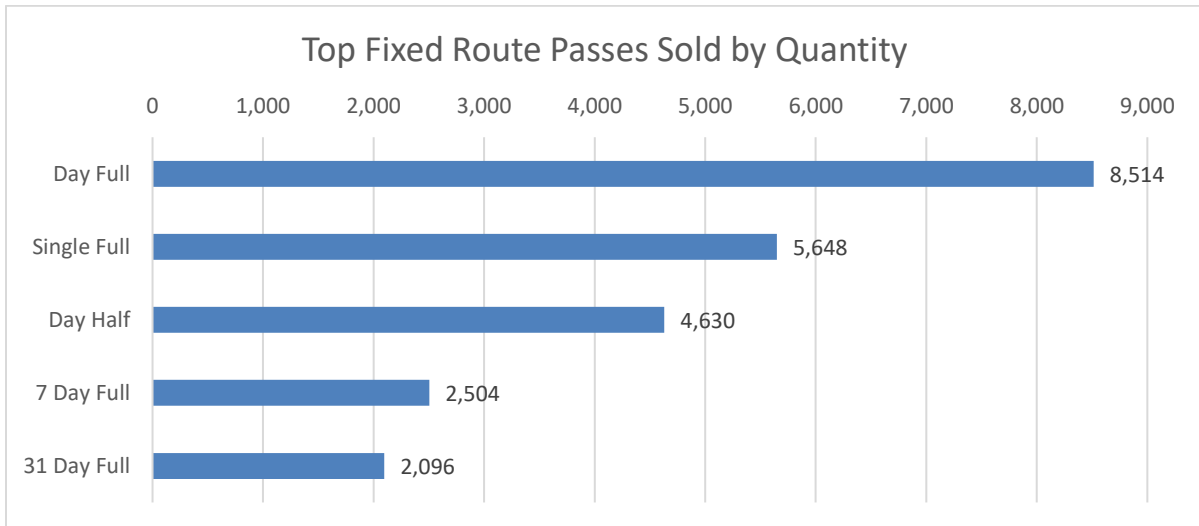
CUSTOMER COMMENTS: 423

ADA	3	PASS BY	53
BUS STOP	0	REAL TIME ARRIVALS	0
CIVIL	0	RED LINE	4
COMPLIMENT	17	REQUEST	36
COURTESY	83	ROUTE	7
CUSTOMER SERVICE CENTER	6	ROUTE DETOUR	4
DENIAL	3	RULES	5
DISCRIMINATION – TITLE VI	1	SAFETY	67
FACILITY MAINTENANCE	19	SCHEDULE ADHERENCE	66
FARES	8	SUGGESTION	11
MCTP	2	VEHICLE MAINTENANCE	14
MARKETING	4	WRONG INFORMATION	0
OTHER	10		

MAY PASS SALES REPORT:

Total Quantity of Passes: 48,695





Additional Revenue Figures:

Fixed Route Cash Farebox \$463,308.73

Open Door Cash Farebox: \$28,759.50

Retail Desk & Online Purchases: \$235,145.00

Cash: \$68,916.25

Checks: \$23,395.95

Credit Cards: \$142,832.80

OUTREACH SUMMARY FOR MAY:

Outreach in May consisted of several stakeholder and community meetings providing updates on the Marion County Transit Plan and the status of the Red Line after receiving \$50 in federal funding.

MAY OUTREACH EVENTS:

5/1/17	Far Eastside transit planning stakeholder meeting
5/2/17	ULI Indiana Indy Gateway Technical Assistance Panel
5/4/17	Mayor's Neighborhood Advocates update
5/4/17	Community Advisory Team – Village Centers Near North
5/9/17	Indianapolis Chapter of Junior Chamber International transit update
5/15/17	IndyCog Red Line stakeholder meeting
5/18/17	Purdue Polytechnic High School travel training
5/20/17 – 5/21/17	Broad Ripple Art Fair MCTP + Red Line outreach
5/22/17	NNVC transit update & business engagement
5/23/17	CIRTA Board meeting
5/23/17	Greenwood leadership stakeholder meeting – Red Line extension

SPECIAL PROJECTS:

- Mr. Sam Garrison retired on June 2, 2017 after providing 50 years of service to IndyGo. The Public Affairs Department worked with videographers to create a congratulatory video to honor Sam. It can be found online at https://www.youtube.com/watch?v=5-3LDWf_dzg.
- Purdue Polytechnic High School and IndyGo have come together in a partnership to provide transportation services for nearly 150 students. Outreach has been conducted at the school to help inform parents and students of the services available in advance of their July 31 start date.

To: Chair and Board of Directors

From: Phalease M. Crichlow, Vice President of Human Resources

CONSIDERATION OF HUMAN RESOURCES MAY 2017

ISSUE:

A written report of Human Resources information will be presented at the board meeting.

RECOMMENDATION:

Receive Human Resources report.

Phalease M. Crichlow

Vice President of Human Resources

Contributing Staff:

Teresa Boone, Director of Employee Services

Brandon Jackson, Human Resources Program Manager

Lillian Motton, Benefits Manager

Oreanna Crain, Human Resources Generalist

Romona Camarata, Manager of Learning and Development

May 2017
Human Resources Department Board Report

Staffing and Recruitment

Active Employees (as of 05/31/2017)

Represented: 457

Non-Represented: 105

Total Employees: 562

May Separations

Represented: 4

Non-Represented: 1

Total Employees: 5

Active Employees		
<i>MONTH</i>	<i>2016</i>	<i>2017</i>
JAN	514	542
FEB	531	550
MAR	527	554
APR	534	562
MAY		562

May New-Hire Employees

Represented: 5

Non-Represented: 0

Total Employees: 5

May Employee Turnover Rate:

0.89%

Staffing Capacity (as of 05/31/2017)

590 FTE Budget

562 FTE Actual

4.75 % Below Maximum Capacity

Drug and Alcohol Compliance

DOT/FTA regulations require IndyGo to determine which of its employees are considered safety-sensitive employees. When determining, who is a safety-sensitive employee, the drug and alcohol team does not rely upon the position

titles and considers the full list of tasks (functions) within the position description that the employee performs each day. The following are “safety-sensitive” functions, as defined by the FTA:

- Operating a revenue service vehicle, including when not in revenue service
- Operating a non-revenue service vehicle that requires drivers to hold CDLs
- Controlling dispatch or movement of a revenue service vehicle.

Test Type	Number of Tests
Pre-Employment	26
Random	14
Post-Accident	0
Reasonable Suspicion	0
Return-to-Duty	0
Follow-Up	2
Total Tests	42

- Maintaining revenue service vehicles or equipment used in revenue service including repairs, component overhaul, and rebuilding
- Providing security or carrying a firearm on transit vehicles, at transfer points, and in transfer facilities open to the public

https://www.transportation.gov/odapc/employees_covered_under_DOT_testing_regulation_49_CFR_Part_40

Learning and Development

IndyGo was recently the host site for the National Transit Institute – for ***Risk Assessment for Transit Capital Projects*** – Thursday, June 8 and Friday, June 9, 2017.

There were 18 IndyGo employees that participated in the training and 10 attendees from outside agencies.

National Transit Institute (NTI) will be on-site conducting additional training for the IndyGo team:

Building Diversity Skills in the Transit Workplace – Monday, June 26, 2017 (9:00 – 4:00)

Crisis Communication for Employees – Tuesday, June 27, 2017 (9:00 – 4:00)

Wellness and Employee Engagement

IndyGo's Employee Appreciation and Health & Safety Fair took place on May 18, 2017.

There were 14 vendors who participated in the event. Included were benefit providers such as Delta Dental, Anthem, US Healthworks, Life Services, Corvel, YMCA, Spire Wellness, ABATE, and others. Vendors discussed current programs offered and summer safety tips. IndyGo staff took advantage of the opportunity to play basketball, ride adult tricycles, throw darts, and dance. There were over 150 employees in attendance and in addition, 250 employees enjoyed a healthy lunch and the 3rd shift employees enjoyed their healthy dinner on May 17, 2017.

Activate Clinic Utilization	
Appointments	
Acute Care	40
Physicals	37
Lab Draw	9
Other	66
Coaching	153
Total Visits	305
Participation	
Total Employee Encounters	294
Total Spouse Encounters	8
Total Dependent Encounters	3
Total Encounters	305

The IndyGo Wellness Committee/Team received thanks and kudos from staff in recognition of their hard work in preparation of the event.

IndyGo's first garden was planted by the Garden Club planted. Employee volunteers planted seven (7) different vegetables and five (5) different herbs. As the vegetables are ready for harvest, the garden club members will share the produce for a nominal fee to employees to continue to support and cultivate the garden.

The Wellness Team is preparing for our first walk/run club, which will commence in August with an IndyGo sponsored 5k event for all employees and their dependents to participate in. Other target programs are under review that can help with individuals with diabetes. Many upcoming programs will be open to spouses who participate in the IndyGo health insurance plan.

Activate Clinic Stats for May 2017

Appointments	Acute Care/ Physicals	Lab Draw	Other visits (includes coaching)	Total
	77	9	219	305
Participation	Employee Encounters	Spouse Encounters	Dependent Encounters	Total
	294	8	3	305

Activate Clinic Stats for May 2016

Appointments	Acute Care/ Physicals	Lab Draw	Other visits (includes coaching)	Total
	72	13	178	263
Participation	Employee Encounters	Spouse Encounters	Dependent Encounters	Total
	212	9	6	227

Workers' Compensation

There were seven (7) "incidents" for the month of May. Of these seven (7) incidents, four (4) were reportable (became worker's compensation claims) and three (3) were non-reportable. There were zero denied claims and a total of one (1) temporary total disability (TTD) claimant for the month. There was one (1) new light duty assignment for the month.

There was a total of 66 hours of lost time from regular work assignments due to work-related injuries (this does not include light duty hours). IndyGo ends the month with thirty-one (31) closed claims and thirty- seven (37) open claims.

MONTH	REPORTABLE	NON-REPORTABLE	LIGHT DUTY	TTD	DENIED	TOTAL	LOST TIME	CUMULATIVE OPEN CLAIMS
JAN	3	1	2	3	0	4	93 Days	8
FEB	6	4	4	3	2	10	68 days	7
MAR	5	1	6	5	0	6	124 days	9
APR	2	1	5	4	0	3	96 days	5
MAY	4	3	2	1	0	7	66 days	8
YTD	20	10	19	16	2	30	447 days	37

To: Chair and Board of Directors
From: Michael A. Terry, President/CEO

CONSIDERATION OF CEO REPORT

ISSUE:

An oral report of IndyGo business and information will be presented at the board meeting.

RECOMMENDATION:

Receive CEO report.

Michael A. Terry
President/CEO