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| Date: | April 12, 2022 |
| Current Meeting: | May 19, 2022 |
| Board Meeting: | May 26, 2022 |

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors

THROUGH: President/CEO Inez P. Evans

FROM: Deputy Director of Governance & Audit Brian Atkinson

SUBJECT: Consideration and approval of Training Review

ACTION ITEM A – 2

RECOMMENDATION:

Review and receive Governance & Audit Report 2022-01
Training Review

BACKGROUND:

The FY 2022 Internal Audit Work Plan approved by the Governance and Audit Committee included a review of IPTC's Training Department and supporting processes.

DISCUSSION:

The primary objective in performing this process review was to evaluate the overall effectiveness of IPTC's training processes and protocols.

The scope included reviewing:

- Relevant training policies and procedures
- Budgeting, including per person and/or per department and budget prioritization
- Progression, e.g., how one moves on from basic trainings to more complex
- Incentivization around additional capabilities and certifications
- Feedback and improvement of IPTC-developed training
- Compliance monitoring and management oversight, focused mostly on Operators but also universal requirements such as harassment, D&I, cybersecurity, etc.
- IPTC's Learning Management System (LMS)

ALTERNATIVES:

N/A

FISCAL IMPACT:

No Fiscal Impact

DBE/XBE DECLARATION:

N/A

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Governance & Audit Committee on May 17, 2022.