



# February Board of Directors Minutes

IndyGo

Feb 23, 2023 at 5:00 PM EST

@ Virtual & 1501 W. Washington St - IndyGo HQ

## **ACTION ITEM A – 1**

### **Attendance**

#### **Present:**

Members: Sarah Stentz (remote), Bart Brown, Marcus Burnside (remote), Charlie Carlino, Inez Evans, Adairius Gardner, Richard Wilson, Jr., Lise Pace, Jill Russell, Taylor Schaffer, LaTeeka Washington (remote), Ryan Wilhite (remote)

Staff: Cesar Bermudez (remote), Justin Burcope (remote), Justin Fulford (remote), Greg Garrett (remote), Lesley Gordon (remote), Latosha Higgins (remote), Denise Jenkins-Agurs (remote), Cheryl Purefoy (remote), Jennifer Pyrz (remote), Cam Radford (remote), Mike Roth (remote), Brooke Thomas (remote), Aaron Vogel

#### **Absent:**

Members: Hydre Abdullah, Mary Ann Fagan, Greg Hahn

#### **1. Call to Order and Roll Call (Presenters: Adairius Gardner, Jill Russell)**

 [board cover 2023 Feb23.docx](#)

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 [A AGENDA for February 23, 2023 Board Meeting.docx](#)

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Vice Chairman Adairius Gardner called the meeting to order at 5:00pm. Chief Legal Officer Jill Russell called the roll. 4 members present in person. There was a quorum.

#### **2. Awards and Commendation (Presenters: Inez Evans)**

 [A1 Awards & Commendation February.docx](#)

 [A1 Board report Safe Drivers Jan 2023 .docx](#)

President/CEO Inez Evans gave an update on the Awards and Commendations for January 2023. Recognized were safe drivers for January 2023, one employee for 33 years of safe driving, the January Operations Employee of the month, one employee promotion, one employee retiring after 22 years of service, and new Board Member appointment.

#### **3. Committee Chairperson Reports (Presenters: Richard Wilson, Adairius Gardner)**

Finance Committee - Richard Wilson

Service Committee - Adairius Gardner

 [A Finance Committee Chair Report February.docx](#)

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 [A Service Committee Chair Report February.docx](#)

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The reports were received and entered into the record.

#### **4. Consent Agenda (Presenters: Adairius Gardner)**

1. A-1: Consideration and approval of minutes from Board meeting held on January 26, 2023

 [A-1 January Board of Directors & Annual Board of Finance Meeting Minutes.docx](#)

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2. A-3: Consideration and approval of East Campus Master Plan (Presenters: LaTeeka Washington)  
 [A-3 East Campus Master Plan & Design.docx](#)
3. A-5: Consideration and approval of Section 5310 CFP vehicle approval – updated (Presenters: Ryan Wilhite)  
 [A-5 5310 BoardActionItem Amended2021CFP V1.docx](#)
4. A-6: Consideration and approval of Microsoft licensing renewal (Presenters: Marcus Burnside)  
 [A-6 Consideration and Approval of Microsoft Licensing Renewal.docx](#)
5. A-7: Consideration and approval of license renewal for construction program and project management software e-Builder (APS, BRT, Contraflow) (Presenters: Sarah Stentz)  
 [A-7 e-Builder Construction Management Software.docx](#)

**Motion:**

Approval of Consent Agenda

Motion moved by Richard Wilson, Jr. and motion seconded by Lise Pace. Adairius Gardner - AYE; Rick Wilson - AYE; Lise Pace - AYE; Taylor Schaffer - AYE; Motion passed 4-0; Greg Hahn, Hydre Abdullah, Mary Ann Fagan – absent

**5. Regular Agenda (Presenters: Adairius Gardner)**

1. A-2: Consideration and approval of 2023 Board of Directors Officer elections (Presenters: Jill Russell)  
 [A-2 Consideration of Board Officer Elections.docx](#)

On an annual basis, the Board of Directors conducts an election for the offices of Chair, Vice-Chair, Secretary and Treasurer. These elections will serve from the February 2023 Board meeting through the January 2024 Board meeting. The nomination and selection of the Board Officers was completed via survey through our Board governance software, OnBoard. After receiving the results from the survey, the following officers were selected: Chair – Greg Hahn, Vice Chair – Adairius Gardner, Secretary – Lise Pace, Treasurer – Rick Wilson.

**Motion:**

Approval of 2023 Board of Directors Officer elections

Motion moved by Richard Wilson, Jr. and motion seconded by Lise Pace. Adairius Gardner - AYE; Rick Wilson - AYE; Lise Pace - AYE; Taylor Schaffer - AYE; Motion passed 4-0; Greg Hahn, Hydre Abdullah, Mary Ann Fagan – absent

2. A-4: Consideration and approval of Resolution 2023-02 Title VI program update (Presenters: Ryan Wilhite)  
 [A-4 2023 TVI PU BoardAction v1.docx](#)  
 [A-4 2023 TitleVI ProgramUpdate v3 1\(compressed\).pdf](#)  
 [A-4 Resolution 2023 TitleVIProgramUpdate v1.docx](#)  
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An updated Title VI Program is due to the FTA. Under the FTA guidelines, IPTC is required to seek review and approval of its Title VI Program Update. Some Title VI required documents do require approval outside the Title VI Program Update. Those documents include, but are not limited to, the service and fare equity analyses and adoption of the Service Standards.

The Title VI Program Update outlines our agency's processes and procedures for fulfilling the federal requirements for Title VI of the Civil Rights Act of 1964. We document our compliance for a variety of topics, including:

- Title VI notice
- Instructions on how to file a Title VI complaint
- List of Title VI investigations
- Public participation plan
- Language assistance plan
- Documentation of composition of voluntary boards
- Subrecipient compliance
- Facility (or Site) equity analyses
- Service standards
- Demographic maps
- On-board survey results
- Results of service monitoring
- Major Service Change policy
- Service or Fare equity analyses

Two items to highlight – service monitoring report and the site equity analyses. The service monitoring report is completed at the same time as the Title VI Program Update. The analysis is a comparison of the performance of the system over a period of time to ensure that no disparate impact (DI) or disproportionate burden (DB) is occurring as a result of the service delivered. This analysis differs from a service equity analysis because the monitoring report considers actual service provided whereas the service equity analysis is comparing existing scheduled service and proposed scheduled service. After analyzing our service over the length of a single pick (period of four months), we found no major issues; one metric was considered a disproportionate burden (vehicle assignment) but our overall average age of vehicles is low, so we consider this DB to not be a considerable concern.

Site equity analyses are conducted prior to the purchase of a facility/site that is not being purchased using federal funds; those sites are analyzed through a planned process known as NEPA – National Environmental Policy Act. We completed a number of site equity analyses since the end of 2019 and those are included, in full, in the report. In conducting these analyses, staff examines alternative sites, analyzes site-specific metrics, including demographics, and determines the impact to the community of IPTC’s project purpose. None of the site equity analyses found any concern with the chosen sites.

**Motion:**

Approval of Resolution 2023-02 Title VI program update

Motion moved by Richard Wilson, Jr. and motion seconded by Taylor Schaffer. Adairius Gardner - AYE; Rick Wilson - AYE; Lise Pace - AYE; Taylor Schaffer - AYE; Motion passed 4-0; Greg Hahn, Hydre Abdullah, Mary Ann Fagan – absent

**6. Information Items (Presenters: Adairius Gardner)**

1. I-1: Mobility Advisory Committee (MAC) update (Presenters: Eddie Rickenbach)  
 [I-1 MAC.Meeting.Jan.2023.pdf](#)  
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The Board received a Mobility Advisory Committee (MAC) update.

2. I-2: Receipt of the Finance Report for January 2023 (Presenters: Bart Brown)  
 [I-2 January 2023 Financials Summary.pdf](#)  
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The Board heard a financial update for January 2023 from Chief Financial Officer Bart Brown.

3. I-3: CEO Report (Presenters: Inez Evans)

 [I-3 CEO Report.docx](#)

The Board heard an update from President/CEO Inez Evans.

4. I-4: Task Orders executed under contracts during FY2022 (Presenters: Brooke Thomas)

 [I-4 Task Order Executions February 2023.docx](#)

The Board received a Task Orders executed under contracts during FY2022 update.

5. I-5: Department Reports

 [I-5a Board Report, Risk and Safety, Jan 2023.docx](#)

 [I-5b PLANNING AND CAPITAL PROJECTS REPORT for 2023-02.docx](#)

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 [I-5c Jan Board Report.pdf](#)

 [I-5d Jan OPERATIONS DIV BOARD REPORT -1.2023.docx](#)

 [I-5e Feb Board Report.docx](#)

 [I-5f Supplier Diversity - February 2023.docx](#)

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The Board received Department Reports for Risk & Safety, Capital Projects, Public Affairs, Operations, Department of People and Teammate Experience, and Supplier Diversity.

7. **Adjourn (Presenters: Adairius Gardner)**

On order of Vice Chairman Adairius Gardner and there being no objection, the meeting was adjourned at 5:29pm.

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Jill D. Russell  
Chief Legal Officer