

**TWIN CITIES AREA TRANSPORTATION  
AUTHORITY BOARD MEETING (MINUTES)**

February 15<sup>th</sup>, 2024


**Call to Order**

A Board Meeting of the Twin Cities Area Transportation Authority was held on February 15th, 2024, at the City Hall Chambers in Benton Harbor, MI. The meeting started at 5:30 pm and was presided over by Board Member Ron Singleton.

**Roll Call/Attendees**

Board Members Present:        Mr. Ron Singleton- Board Member  
   Mr. Spencer Nesbitt- Board  
   Member  
   Mr. Daryl Jackson- Board  
   Member  
   Mrs. Cora Robinson- Board  
   Member

Board Members Absent:        Mr. Virgil Hatcher

Staff Present:         Mr. Rufus Adams- Executive Director  
   Mrs. Toranita Meridy-Brooks- Human  
   Resources

Staff Absent:                        Nick Fort  
   Richard Lee

Public:                                Nidra Singleton  
   Lorilei Purnell  
   Joann Rayford

**The board meeting was called to order by Ron Singleton at 5:31p. Dayrl Jackson took row call of Board Members.**

Meeting was called to order at 6:27pm again by Ron Singleton

Chairperson Ron Singleton added the grievance hearings for Nidra Singleton and Lorelei Jones Purnell. Ron Singleton made a motion to approve the amended agenda. Cora Robinson made a motion to approve, and Spencer Nesbitt seconded the motion. **MOTION CARRIED!**

Secretary's Report: Daryl Jackson made the announcement to resign as Secretary due to not having the experience and he is busy with other things. Daryl Jackson stated he would like to nominate Cora Robinson for the position because she has more experience and can benefit the Board and Dial A Ride than he can.

Ron Singleton made a motion to accept the resignation for Dayrl Jackson from the Secretary position. Cora Jackson approves the motion to accept the resignation and Spencer Nesbitt seconded the motion. **MOTION CARRIED!**

Ron Singleton made a motion to appoint Cora Robinson as Secretary of the Board. Dayrl Jackson approved the motion and Spencer Nesbitt seconded the motion. **MOTION CARRIED!**

Chairperson's Report: NONE

General Information: NONE

**EXECUTIVE DIRECTOR'S REPORT- RUFUS ADAMS**

**DIRECTOR'S UPDATES:** Finance update: December net profit was positive again by \$102K, and January net profit was \$200K profit.

Ron Singleton asked about the new Purchase Order policy and template. Executive Director Adams explained the purchase order process and policy. Cora Robinson asked who created the Purchase Order? Executive Adams explained who creates the purchase orders such as HR, the receptionist, the maintenance coordinator, and Operations.

Director also advised front desk ticket sales are up.

Uniforms are in and will be distributed next week.

**OPERATIONS UPDATES- NONE**

**CUSTOMER SERVICE UPDATES: NONE**

**HUMAN RESOURCES UPDATES- NONE.**

**OLD BUSINESS:** Union steward Joann Rayford regarding employee Nidra Singleton.

It was agreed that any negative documents should be removed from employees' personnel file.

In regard to job duties and pay. Also, all job openings should be posted if it is a union position.

It was also agreed that Yvette Wooden will receive phone answering pay when she's doing the phones And the driver pay rate when she's driving.

It was also determined that regarding Lorilei Purnell she will be reinstated and will receive backpay Retroactive.

**NEW BUSINESS:** None

**PUBLIC COMMENTS:** NONE

**ADJOURMENT**

**The meeting ended at 7:37 pm on February 15<sup>th</sup>,  
2024**