

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226

# SMART Board Meeting

July 25, 2024

 SMART



MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: July 25, 2024

SUBJECT: Call to Order





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: July 25, 2024

SUBJECT: Pledge of Allegiance



I pledge allegiance to the flag of the United States of America and to The Republic for which it stands: one nation under God, indivisible with liberty and justice for all.





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*Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100*

## **Board of Directors Meeting**

**Date: July 25, 2024**

CHAIRPERSON, MR. ABDUL HAIDOUS

VICE-CHAIRPERSON, MR. JOHN PAUL REA

MS. HILARIE CHAMBERS

MS. SHEILA COTE

DR. CURTIS IVERY

MR. ROYCE MANIKO

MR. BRET RASEGAN



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## **PUBLIC NOTICE**

SMART will hold the July 25, 2024, Board of Directors meeting at 2:00 PM in the Buhl Building, located on 535 Griswold St. Suite 600, Detroit, MI 48226.

**Public Participation will only be available for members of the public attending in person or those who email comments per the process outlined below.**

All physically present at the meeting must adhere to the following:

- Please respect anyone needing or choosing to wear a mask.
- People with symptoms of COVID-19 or exposure to someone with COVID-19 should wear a mask.
- People who are positive for COVID-19 may not attend the Meeting in person and should access the recording at the YouTube link below.

The agenda can be found on SMART's website: <http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule>

Members of the public may attend in person. The Meeting will be livestreamed on YouTube and available at the following URL: <https://www.youtube.com/@MySMARTBus>.

Members of the public may also submit a written comment to be read during the Public Comment period by emailing [SMARTBoard@smartbus.org](mailto:SMARTBoard@smartbus.org) by 1:15 p.m. on the day of the meeting.

Public Comment will proceed as follows:

- All comments: 3-minute limit per member of the public. Kindly state your name and city of residence.
- Public comments will be received in the following order:
  - Members of the public who attend in person.
  - Written comments via email. The Board Administrator will read any submitted comments.



## SMART Board Meeting Agenda

July 25, 2024

2:00 PM

ITEM	ACTION	PRESENTED BY
1. Call to Order		Abdul Haidous
2. Pledge of Allegiance		Abdul Haidous
3. Roll Call		Abdul Haidous
4. Adoption of Agenda	Approval	Abdul Haidous
5. Certification of Public Notice	Information	Tiffany Martin
6. Minutes	Approval	Abdul Haidous
A. Board Meeting Minutes for July 8, 2024		
7. Public Participation	Discussion	Abdul Haidous
8. Chairman's Report	Information	Abdul Haidous
9. General Manager's Report	Information	Dwight Ferrell
10. Board Briefings	Information	
A. HR Hiring Update	Information	Tianna Leapheart, <i>Interim VP of HR</i>
B. Quarterly Ridership Update	Information	
• Paratransit		Danny Whitehouse, <i>VP Paratransit &amp; On Demand</i>
• Fixed Route		Jordan VonZynda <i>Manager of Planning</i>
11. New Business		
A. Resolution: August, September & October 2024 Board Meeting Locations ( <i>This will be provided under separate cover.</i> )	Information	Laura Bieniek
B. Resolution: Audit Committee Appointments for Fiscal Year 2024	Approval	Ryan Byrne <i>VP of Finance/CFO</i>
C. Resolution: SMART FY 2024 5310 Program of Projects	Approval	Ian Holme <i>TAManagement and Capital Planning Manager</i>
D. Resolution: Authorization to Award a Contract for Domain Name Service (DNS) Management Software Subscriptions	Approval	Mel Evans, <i>VP of Information Technology</i>

E. Resolution: Authorization to Award a Contract for Firewall Software Protection 3-year Renewal Subscriptions	Approval	Mel Evans, <i>VP of Information Technology</i>
F. Resolution: Award a Revenue Contract Amendment with STC Five LLC for the Cellular Tower Site at Wayne Terminal	Approval	Mel Evans, <i>VP of Information Technology</i>
<del>G. Resolution: Authorization to Award a Contract for Bus and Floor Wash Soap</del>	<del>Approval</del>	<del>Le Juan Burt <i>VP Maintenance</i></del>
H. Ratification: Contract for Digital Sign Licensing and Support	Approval	Le Juan Burt <i>VP Maintenance</i>
I. Correction: Ratification of Clerical Error for Towing Services Authorization	Approval	Le Juan Burt <i>VP Maintenance</i>
J. Ratification: Payment for Purchases with W. W. Grainger for Small Tools, Maintenance Repair and Operations (MRO) Supplies & Fasteners	Approval	Le Juan Burt <i>VP Maintenance</i>
K. Ratification: Payment for Services Rendered to StrataGen for ADEPT-6 Software Maintenance	Approval	Danny Whitehouse <i>VP Paratransit &amp; On Demand</i>
K. Ratification: Approval of SMART Equal Employment Opportunity (EEO) Policy	Approval	Candace Fowler <i>External Drug and Alcohol Compliance Assistant</i>
12. Closed Session: <i>TBD</i>	Discussion	Abdul Haidous
13. Board Member Business	Discussion	Abdul Haidous
14. Adjournment	Discussion	Abdul Haidous

# SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

## SPECIAL BOARD OF DIRECTORS MEETING

### PROPOSED MINUTES – July 8, 2024

The Special Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) held a special Board of Directors Meeting on Monday, July 8, 2024, at 2:00 PM in the Buhl Building, located at 535 Griswold, Suite 600, Detroit, MI 48226.

#### ATTENDANCE

<b>SMART Board of Directors:</b>	Chairperson	Mr. Abdul Haidous
	Vice-Chairperson	Mr. John Paul Rea
		Ms. Hilarie Chambers
		Mr. Royce Maniko
<b>Absent Board Members:</b>		Dr. Curtis Ivery
		Ms. Sheila Cote
		Mr. Bret Rasegan
<b>SMART General Manager:</b>		Mr. Dwight Ferrell
<b>SMART Deputy GM &amp; COO:</b>		Ms. Tiffany J. Gunter
<b>SMART Board Administrator:</b>		Ms. Tiffany Martin-Patterson
<b>SMART Staff Present:</b>		Ms. Truvae Adams
		Mr. Ron Beier
		Ms. Laura Bieniek
		Ms. De'Shalon Brownlee
		Mr. Le Juan Burt
		Mr. Ryan Byrne
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Ms. Harmony Lloyd
		Mr. Bernard Parker
	Mr. Sean Riopelle	
	Mr. D'Andrae Whitley	
	Mr. Danny Whitehouse	



**Public Registered:**

Ms. Alyssa  
Mr. Joel Batterman  
Mr. Bobby Bamase  
Ms. Laura Bleaieje  
Mr. D. Duyck  
Ms. Patty Fedewa  
Mx. Steven Hammontree  
Mr. Steven Haring  
Mr. Steven Hawig  
Mr. Jim Henderson  
Mr. Wyatt Johnson  
Mr. Drew Kennerly  
Mx. Lukas Lasecki  
Mr. Robert Pawlowski  
Mr. Alexander Selsley  
Mr. Thomas Yazbeck

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**Present:** Chairperson Mr. Abdul Haidous, Vice-Chairperson Mr. John Paul Rea, Ms. Hilarie Chambers, Mr. Royce Maniko,

**Absent:** Dr. Curtis Ivery, Ms. Sheila Cote, Mr. Bret Rasegan

**A quorum was present.**

**4. Adoption of Agenda**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to approve the Agenda for the July 8, 2024 Special Board meeting.

**DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

**5. Certification of Public Notice**

The Board Administrator read the Public Notice and Rules of Order into the record.

## 6. Minutes

### A. Board Meeting Minutes for March 28, 2024

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to approve the Board meeting minutes for May 23, 2024.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

### B. Executive Session Meeting Minutes for May 28, 2024

**MOTION:** Moved by Ms. Hilarie Chambers, seconded by Mr. John Paul Rea, to approve the Executive Session meeting minutes for May 23, 2024.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 7. Public Participation

Chairperson Mr. Abdul Haidous declared the meeting open for Public Participation.

The following participants voiced their concerns and made comments:

- Mr. Kevin Colon
- Brother Cunningham
- Claudette Delahe
- Mx. Steven Hammontree
- Mr. Troy Mosley
- Mr. Robert Pawlowski

## 8. Chairperson's Report

**DISCUSSION:**

None

## 9. General Manager's Report

**DISCUSSION:**

None

## 10. New Business

### A. Resolution: FY2025 Board of Directors Meeting Schedule and Standing Resolution Setting Regular Board Meetings

**MOTION:** Moved by Ms. Hilarie Chambers, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation That the Board adopt the attached resolution designating the time and place for meetings as per the Open Meetings Act, MCLA 15.261 et seq and Article II, Section 3 of the SMART Board's By-Laws.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

### B. Resolution: Approval of the United Auto Workers Local 771 Contract

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation (SMART) Board of Directors approves the Agreement between the International Union for United Automobile and Aerospace Workers of America Local 771 and the Suburban Mobility Authority for Regional Transportation, effective June 23, 2024, through December 31, 2025, and hereby authorizes the General Manager to enter into and execute said agreement.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 11. Board Member Business

**DISCUSSION:**

None

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 2:55 PM upon a motion made by Mr. John Paul Rea, seconded by Ms. Hilarie Chambers, and unanimously carried.

Respectfully submitted,

*Tiffany Martin-Patterson*

Tiffany Martin-Patterson  
Board Administrator

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DATE:	July 25, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	VP of Finance
FROM:	Finance Department	APPROVED BY:	General Manager

SUBJECT: SMART Board of Directors Audit Committee Appointments for Fiscal Year 2024

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## **RECOMMENDATION**

In accordance with the SMART Board By-Laws, Article V Section 1, the SMART Board of Directors are to annually appoint Committee members to the Authority's sole permanent, standing committee, the Audit Committee.

## **DISCUSSION:**

The SMART Board By-Laws establish a standing Audit Committee in Article V Section 1, who's members serve for a term of one year. Pursuant to Article IV Section 1, the committee is responsible for the oversight of the work of the accounting firm employed (including resolution of disagreements between management and the auditor), as well as retention of the audit firm itself.

As set forth in the By-Laws, committees are to be composed of at least three members of the Board, and the Board Chairperson is an *ex officio* member as well. As such, the Board should appoint at least three members to this permanent committee.

## **ATTACHMENT**

- Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of SMART Board of Directors Audit Committee Appointments for Fiscal Year 2024

Whereas, Article V Section 1(A)(1) of the SMART Board of Directors By-Laws require the appointment of an Audit Committee; and

Whereas, The Audit Committee is to be composed of at least three members of the Board with the Board Chairperson as an ex officio member; and

Whereas, The committee members serve for a term of one year and are responsible for the oversight of the work of the accounting firm employed (including resolution of disagreements between management and the auditor), as well as retention of the audit firm itself; and

Whereas, The SMART Board Chairman has appointed

\_\_\_\_\_ (Chair) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ; now, therefore be it

Resolved, That the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby approves the appointment of the named individuals above to the Audit Committee for the Fiscal Year 2024 term.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation on July 25, 2024.

\_\_\_\_\_ Date

\_\_\_\_\_ Board Secretary

No. \_\_\_\_\_

DATE: July 25, 2024  
TO: SMART Board of Directors  
FROM: Capital and Grant Programs

DISPOSITION SOUGHT: Board Approval  
SUBMITTED BY: Deputy GM  
APPROVED BY: General Manager

SUBJECT: SMART FY 2024 5310 Program of Projects

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## RECOMMENDATION

That the Board adopt the attached resolution authorizing the Program of Projects to Federal Transit Administration (FTA):

- for the grant application under provisions of 49 U.S.C. Section 5310, as amended for 5310 funds
- to SMART and it's Subrecipients
- for FY 2024
- for the grant amount of \$2,516,605.00

## DISCUSSION

In 2023, the Regional Transit Authority of Southeast Michigan (RTA) conducted a regional call for projects for Section 5310 formula funds for FY 2024 in the Detroit Urbanized Area (UZA). Multiple projects from SMART's partners in Wayne, Oakland and Macomb Counties were approved for funding during the RTA call for projects. Separately, the Toledo Area Regional Transit Authority (TARTA) allocated FY 2024 5310 funding for Bedford in Monroe County as part of the Toledo UZA process.

Per 49 U.S.C. Section 5310, as amended, eligible transportation authorities are required to annually submit a Program of Projects to the FTA. A program of projects has been created to apply for a Federal amount of \$2,516,605 for FY 2024 Section 5310 Funding. SMART has prepared a final Program of Projects for FY 2024 5310 funds for Board approval that includes the identification of each subrecipient, the number of subrecipients, a description of each project, the total project cost and the federal share

## ATTACHMENTS

- Resolution
- FY 2024 5310 Program of Projects



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of SMART FY 2024 Section 5310 Program of Projects  
Consistent with FTA Regulations

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- Whereas, Under Federal Transit Administration (FTA) guidelines, the Authority must make known, by formal resolution, its intent to submit a Program of Projects to the FTA under provisions of 49 U.S.C. Section 5310, as amended; and
- Whereas, 49 U.S.C. Section 5310, as amended, requires that the Authority prepare and submit a Program of Projects for each fiscal year; and
- Whereas, The Program of Projects for FY 2024 includes a list of approved projects to be funded by Federal capital financial assistance; and
- Whereas, The Regional Transit Authority (RTA) and Toledo Area Regional Transit Authority (TARTA) approved the funding levels proposed for this Program of Projects; and
- Whereas, In its Master Agreement with Public Transportation Providers of July 9, 2013, the RTA provided approval for SMART to make a direct application to the FTA based on approved funding levels; now, therefore be it
- Resolved, That the Board of Directors of SMART authorizes the General Manager of the Suburban Mobility Authority for Regional Transportation to submit the Program of Projects for FY 2024 for \$2,516,605.00 to FTA in compliance with the requirements of 49 U.S.C. Section 5310, as amended.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on July 25, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_



**FY 2024 - 5310**  
**Program of Projects**  
*As of July 9, 2024*

*Additional details of the applications, evaluation criteria, and awarded projects can be found on file with SMART by request.*

Project Description	FY Funding	Recipient	Recipient Status	Adoption Date	Coordinated Plan Page(s)	Category	FTA Amount	STATE Amount	Local Recipient	Total Project Cost
<b>Traditional Capital</b>										
	2024	Brandon	Public		61	A	96,000	24,000		120,000
	2024	Independence	Public		61	A	256,000	64,000		320,000
	2024	JFS	Non-Profit		61	A	96,000	24,000		120,000
	2024	Livonia	Public		61	A	480,000	120,000		600,000
	2024	MCA	Public		61	A	128,000	32,000		160,000
	2024	Nankin	Public		61	A	128,000	32,000		160,000
	2024	NOTA	Public		61	A	384,000	96,000		480,000
	2024	PAATS	Public		61	A	128,000	32,000		160,000
	2024	Richmond Lenox EMS	Public		61	A	128,000	32,000		160,000
	2024	OPC	Public		61	A	192,000	48,000		240,000
	2024	STAR	Public		61	A	192,000	48,000		240,000
	2024	WOTA	Public		61	A	96,000	24,000		120,000
<b>Total 2024 Traditional Capital</b>							<b>\$2,304,000</b>	<b>\$576,000</b>	<b>\$0</b>	<b>\$2,880,000</b>
<b>Mobility Management</b>										
	2024	PEAC	Non-Profit		65	A	170,438	42,610		213,048
<b>Total 2024 Mobility Management</b>							<b>\$170,438</b>	<b>\$42,610</b>	<b>\$0</b>	<b>\$213,048</b>
<b>GRAND TOTAL</b>							<b>\$2,474,438</b>	<b>\$618,610</b>	<b>\$0</b>	<b>\$3,093,048</b>
<b>Toledo UZA</b>										
Project Description	FY Funding	Recipient	Recipient Status	Adoption Date	Coordinated Plan Page(s)	Category	FTA Amount	STATE Amount	Local Recipient	Total Project Cost
Operating	2024	Bedford	Public			A	\$42,167	\$0	\$42,167	\$84,334
<b>Bedford GRAND TOTAL</b>							<b>\$42,167</b>	<b>\$0</b>	<b>\$42,167</b>	<b>\$84,334</b>
<b>SMART/Bedford FY 2024 Totals</b>							<b>\$2,516,605</b>	<b>\$618,610</b>	<b>\$42,167</b>	<b>\$3,177,382</b>
<i>Subrecipient Codes:</i>										
	JFS	Jewish Family Service of Metropolitan Detroit		PEAC	Program to Educate All Cyclists					
	MCA	Macomb Community Action		RLEMS	Richmond Lenox EMS Ambulatory Authority Community Transit					
	NOTA	North Oakland Transportation Authority		STAR	Senior Transportation Through Advance Registration					
	OPC	Older Persons' Commission		WOTA	Western Oakland Transportation Authority					
	PAATS	Pointe Area Assisted Transportation Service								

DATE: July 25, 2024  
TO: SMART Board of Directors  
FROM: VP of Information Technology

DISPOSITION SOUGHT: Board Approval  
SUBMITTED BY: General Manager  
APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for Domain Name Service (DNS) Management Software Subscriptions

## **RECOMMENDATION**

That the Board adopt the attached resolution authorizing the award of a contract:

- for Domain Name Service (DNS) Management Software Subscriptions
- to AmeriNet of Michigan, Inc. located at 1241 S Maple Road, Ann Arbor, MI 48103
- for a three-year contract beginning August 12, 2024, through August 11, 2027, with no renewal options
- At a cost not to exceed \$176,547.60

## **DISCUSSION**

The SMART IT department needs reliable Domain Name Service (DNS) software that can efficiently provide IP address resolutions to website URL names. The DNS software includes robust tools and applications to safeguard our network and is a critical component of our overall network security infrastructure.

## **PROCUREMENT PROCESS**

Procurement Method:  Sealed Bid  Proposal  Quotes  Sole Source  
Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network (MITN)  
Number of downloads: 21  
Number of Responses: 2 quotes were received.  
Rationale for Award: SMART received two (2) quotes. AmeriNet of Michigan, Inc. was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable.

## **FUNDING & COSTS**

This project is funded via: Operating Funds

## **ATTACHMENTS**

- Resolution

/MB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Domain Name Service Management Software Subscriptions

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) needs Domain Name Service (DNS) Management Software Subscriptions; and
- Whereas, A request for Quotes (RFQ) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received two (2) quotes; and
- Whereas, AmeriNet of Michigan, Inc. was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, Funding for DNS Management Software Subscriptions for three (3) years at a not-to-exceed amount of \$176,547.60 is available using operating funds for a three-year contract beginning August 12, 2024, through August 11, 2027, with no renewal options; and
- Whereas, The Vice President of Finance is satisfied that Amerinet of Michigan, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Amerinet of Michigan, Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award Amerinet of Michigan, Inc. a contract for DNS management software subscription for three years, beginning August 12, 2024, through August 11, 2027, at a cost not to exceed \$176,547.60.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on July 25, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Administrator

No. \_\_\_\_\_

DATE: July 25, 2024                                      DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors                      SUBMITTED BY: Deputy GM  
FROM: VP of Information Technology              APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for Firewall Software Protection 3-year Renewal Subscriptions

## **RECOMMENDATION**

That the Board adopt the attached resolution authorizing the award of a contract:

- for Firewall Software Protection 3-year Renewal Subscriptions
- to AmeriNet of Michigan, Inc. located at 1241 S Maple Road, Ann Arbor, MI 48103
- for various 3-year subscription start dates with the earliest start date being August 25, 2024, and the last start date being January 20, 2025
- at a cost not to exceed \$316,700.90

## **DISCUSSION**

The SMART IT department requires firewall software to safeguard its network from cyber threats including malicious applications, websites, and attacks. This software will offer tools for identifying, investigating, mitigating these threats, and monitoring and managing the network's performance.

## **PROCUREMENT PROCESS**

Procurement Method:     Sealed Bid     Proposal     Quotes     Sole Source  
Advertising:              Michigan Chronicle and Michigan Inter-governmental Trade Network  
Number of downloads:    25  
Number of responses:    3 quotes were received.  
Rationale for award:    AmeriNet of Michigan, Inc. was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable.

## **FUNDING & COSTS**

The project is funded via: Operating funds

The contract costs are summarized as follows:

Description	Cost
Firewall Software Protection 3-year Renewal Subscriptions	\$316,700.90
<b>Total Not-to-Exceed Amount</b>	<b>\$316,700.90</b>

## **ATTACHMENTS**

- Resolution

/AB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Firewall Software Protection 3-year Renewal Subscriptions

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a need for firewall software protection subscription renewals; and
- Whereas, A Request for Quotes (RFQ) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received three (3) quotes; and
- Whereas, AmeriNet of Michigan, Inc. was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied that AmeriNet of Michigan, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that AmeriNet of Michigan, Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for a total amount not to exceed \$316,700.90, with no renewal options to AmeriNet of Michigan, Inc. for Firewall Software Protection 3-year Renewal Subscriptions with various subscription start dates, with the earliest start date being August 25, 2024, and the last start date being January 20, 2025.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on July 25, 2024.

\_\_\_\_\_ Date

\_\_\_\_\_ Board Administrator

No. \_\_\_\_\_

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DATE:	July 25, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	VP of Information Technology	APPROVED BY:	Legal

SUBJECT: Authorizing Approval of a Revenue Contract Amendment with STC Five LLC for Cellular Tower Site at Wayne Terminal

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## **RECOMMENDATION**

That the Board adopt the attached resolution authorizing approval of a revenue contract amendment entitled “Fourth Amendment to Lease Agreement”:

- To extend the term and modify other provisions of a property lease in which SMART is the landlord and pursuant to which tenant STC Five LLC, a Delaware limited liability company and an affiliate of the Sprint network, has erected and maintained an antenna since execution on October 29, 1998.
- This will generate \$2,400.00 monthly, subject to inflation adjustments, in addition to a one-time \$6,000.00 payment to SMART within 60 days of execution of the amendment.
- This will also generate \$1,000 monthly from revenue received from Co-Locators renting space on the antenna, as long as the Co-Locator remains on the tower.
- This will also generate revenue in the amount of 50% of the amount received by STC Five LLC from any future Co-Locator that uses the tower for its antennae.

## **DISCUSSION**

This is a revenue contract. SMART and the predecessor of STC Five LLC entered into this lease (“Lease”) on October 29, 1998. Crown Castle, Inc manages the Lease. The leasehold is a 6,390-square-foot space on the north end of the Wayne Terminal, on which STC Five LLC maintains a tower for cellular communications antennae. The tower currently houses Sprint antennae and the antennae of a “Co-Locator” tenant linked to T-Mobile. This is one of two leases at the terminal, as entities related to Verizon Wireless and AT&T Mobile both maintain antennae on a tower east of this leasehold.

Under its current terms, the Lease would end on July 31, 2024. This Fourth Amendment to Lease Agreement would extend the term of the lease through October 28, 2028, and provide STC Five LLC the ability to renew in five-year terms until October 28, 2048. SMART would have the ability to terminate the lease if federal regulations or rolling stock requirements necessitate changes to the terminal that can no longer accommodate the lease.

Under the Third-Party Contracting Guidance of the Federal Transit Administration, FTA C 4220.1F, SMART has latitude in determining the extent and type of competition appropriate for a particular revenue contract. We believe that this revenue opportunity would be an “Open Contract Opportunity” for which competition is not necessary. The reasons for this position include but are not limited to, the fact that SMART would be able to provide space for the site antenna by referring potential Co-Locators to STC Five LLC for Co-Location arrangements on the site’s antenna.

## **FUNDING & COSTS**

- Generate revenue of \$6,000.00 within 60 days of execution.
- Generate \$2,400.00 monthly from August 31, 2024, through October 28, 2048, adjusted by 2-4% based on inflation.
- Generate revenue of \$1,000 monthly for an indeterminate amount of time, representing revenues received by STC Five LLC from the Co-Locator siting antenna on the tower. This amount is also adjusted by 2-4% annually based on inflation.

Generate revenue of an indeterminate amount representing 50% of future revenues received by STC Five LLC from potential future Co-Locators using the tower on the leasehold.



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing Approval of a Revenue Contract Amendment with STC Five LLC for Cellular Tower Site at Wayne Terminal

- Whereas, SMART entered into a revenue contract on October 29, 1998, which leases space to STC Five LLC residing on the north side of the Wayne Terminal. Crown Castle, Inc. manages STC Five LLC's lease. A tower has been constructed on the site; and
Whereas, STC Five LLC maintains antennae on the leasehold for the Sprint Network and leases tower space to a "Co-Locator," which maintains antennae for the T-Mobile cellular communications network on the tower; and
Whereas, On October 28, 2023, the lease was extended. Under the terms of the current extension, STC Five LLC, through Crown Castle, pays a rental amount of \$2,011.36 monthly and pays an additional \$524.70 monthly for each Co-Locator using the tower. The extension runs through July 31, 2024; and
Whereas, Crown Castle has proposed a new, Fourth Amendment to Lease Agreement. The amendment will extend the term through October 28, 2048, and will generate \$2,400.00 monthly in base rent and \$1,000.00 monthly for Co-Locator rent, as long as a Co-Locator remains, with the amounts adjusted annually by 2 to 4 percent based on the inflation rate indicated by the Consumer Price Index; and
Whereas, The Fourth Amendment to Lease Agreement permits SMART to terminate with notice in the event the leasehold must be ended due to required changes to the terminal if those changes are necessitated by changes to regulations or design requirements with respect to storing, parking, or staging SMART's rolling stock; and
Whereas, The Fourth Amendment to Lease Agreement will provide SMART with the ability to refer additional tenants who wish to Co-Locate on the tower and will provide SMART with revenue of 50% of the amount of the Co-Locator's payments; now, therefore be it
Resolved, That the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve the Fourth Amendment to Lease Agreement extending the term of the lease with Crown Castle through October 28, 2028, with extensions as identified in the Fourth Amendment to Lease Agreement.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on July 25, 2024.

Date

Board Secretary

No. \_\_\_\_\_







SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Ratification of a Contract for Digital Sign Licensing and Support

- Whereas, In 2018, SMART purchased new enhanced bus shelters for FAST stops which included 32-inch digital signs manufactured by Connectpoint, Inc.; and
- Whereas, The digital display screens require Connectpoint proprietary software to communicate remotely keeping SMART customers informed and providing realtime arrival information, and various communications about service changes, events, and other related information; and
- Whereas, Connectpoint, Inc. has provided these services to SMART since installation and is the only provider of digital sign licensing and support due to the proprietary nature of the software; and
- Whereas, Connectpoint digital sign licensing and support is a justifiable sole source purchase because it is only available from a single source and, therefore, is allowed by the FTA; and
- Whereas, Operating funds will be utilized in the amount not to exceed \$76,720.00; and
- Whereas, Price has been determined to be fair and reasonable; and
- Whereas, The Vice President of Finance is satisfied that Connectpoint, Inc. has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Connectpoint, Inc. is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to Connectpoint, Inc. for digital sign licensing and support for two years, beginning July 1, 2024, through June 30, 2026, with no renewal options in the amount not to exceed \$76,720.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on July 25, 2024.

\_\_\_\_\_
Date

\_\_\_\_\_
Board Secretary

No. \_\_\_\_\_

---

DATE:	July 25, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	VP of Maintenance	APPROVED BY:	Certification Committee

SUBJECT: Ratification of Clerical Error for Towing Services Authorization

---

### **RECOMMENDATION**

That the Board adopts the attached resolution to correct a clerical error made in the March 23, 2023, Board Resolution:

- to increase the project authorization amount for primary towing services
- with Boulevard and Trumbull Towing located at 2411 Vinewood Detroit, MI 48216
- for Option Years 1 (April 1, 2023 – March 31, 2024) and 2 (April 1, 2024 – March 31, 2025)
- to the corrected total amount not to exceed \$222,000.00 for each option year

### **DISCUSSION**

On March 20, 2020, the SMART Board approved a contract with Boulevard and Trumbull Towing, Inc. for Primary Towing Services for a three-year base term at an amount not to exceed \$546,750 with two one-year renewal options at an amount not to exceed \$182,250 for each of the option years. The total amount of the contract is not to exceed \$911,250 for the five years.

On April 22, 2022, the Board approved an increase in towing rates by 21-22% and a \$35,000 increase in the amount not to exceed through the end of the contract base years. At the March 23, 2023 meeting, the Board approved increasing the towing rates and project authorization amounts for Option Year 1 and Option Year 2, however, the amount requested was the original authorized amount of \$182,250 rather than the increased amount of \$222,000.00. To correct the clerical error, SMART staff is requesting the board to approve the increased not to exceed amount of \$222,000 for Option Year 1 (retroactively) and \$222,000 for Option Year 2.

### **FUNDING & COSTS**

Funding for this project is via Operating Funds. The contract costs are summarized as follows:

<b>Agenda Timeline</b>	<b>Base</b>	<b>Option Year 1</b>	<b>Option Year 2</b>
March 2020 (original)	546,750.00	\$182,250	\$182,250
April 2022 (increase)	35,000	n/a	n/a
March 2023 (approved)	n/a	\$182,500	\$182,500
July 2024 (corrected amount)	n/a	\$222,000	\$222,000

### **ATTACHMENTS**

- Resolution
- March 2020 Resolution
- April 2022 Resolution
- March 2023 Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Ratification of Clerical Error for Towing Services Authorization

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Board approved the attached March 20, 2020 Resolution authorizing the award of a Contract to Boulevard and Trumbull Towing, Inc. for Primary Towing Services for three years with two one-year renewal options at an amount not to exceed \$546,750 for the three-year base term and amount not to exceed \$911,250 for the five-year total; and
- Whereas, The Board approved the attached April 22, 2022 Resolution increasing the towing rates by 21-22% through the end of the base year of the Contract and increasing the project authorization by \$35,000 through the end of the three-year base years contract (ending March 31, 2023); and
- Whereas, The Board approved the attached March 23, 2023 Resolution increasing the towing rates for Option Year 1 and Option Year 2 of the Contract and a corresponding increase in the project authorization for Option Years 1 and 2; and
- Whereas, Rather than indicating an increased authorized amount of \$222,000 to reflect the 21-22% increase in towing rates for Option Year 1 and an increased authorized amount of \$222,000 to reflect the 21-22% increase in towing rates for Option Year 2, the original amount approved in the March 20, 2020 Board Resolution (\$182,250 for Option Year 1 and \$182,250 for Option Year 2) was inadvertently submitted in the Board Resolution; and
- Whereas, SMART exercised Option Year 1 for the original Board authorized amount of \$182,250 beginning April 1, 2023, through March 31, 2024, and subsequently Option Year 2 for the original Board authorized amount of \$182,250; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to make the clerical corrections to the authorized amount for Option Year 1 (retroactively) and Option Year 2, increasing the authorized amount for each Option Year to \$222,000, respectively.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on July 25, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Primary and Secondary Contract for Towing Services

---

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) requires towing services; and
- Whereas, A Request for Proposals was advertised and competitive bids were received; and
- Whereas, Multiple contracts are necessary to insure adequate response time; and
- Whereas, An RFP for towing services was advertised and published on Michigan Inter-governmental Trade Network (MITN). Competitive bids were received; and
- Whereas, Upon evaluation, proposals submitted by Boulevard & Trumbull and Official Towing was determined to be responsive, responsible and the most advantageous to SMART with price and other factors considered; and
- Whereas, Adequate funding for this project is available in the Authority's general fund; and
- Whereas, The Director of Finance is satisfied that Boulevard & Trumbull Towing and Official Towing have the potential to perform under the terms and conditions of the contract; and
- Whereas, The General Manager is satisfied that Boulevard & Trumbull Towing and Official Towing are in compliance with the equal opportunity and affirmative action laws and policies of the federal and state governments and SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award contracts for towing services to Boulevard & Trumbull as the primary contractor and Official Towing as the secondary contractor. The contracts are for three-year terms with two renewal options of one year each. The primary contract base three year total is estimated to be \$546,750. The five year total is estimated to be \$911,250. The secondary contract base three year total is estimated to be \$128,250. The five year total is estimated to be \$208,250.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on March 26, 2020.

MARCH 26, 2020

Date

No. F120-51

[Signature]  
Board Secretary



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of Contract Amendment and Increased Project Authorization  
to Increase Towing Rates for Boulevard & Trumbull

---

- Whereas, The SMART Board of Directors approved contracting with Boulevard & Trumbull for towing services needed periodically for fixed route and connector buses and other SMART vehicles; and
- Whereas, Boulevard & Trumbull has provided a request and rationale for extraordinary circumstances leading to significant increase in costs to provide towing services, especially including fuel costs and seeks a fee increase to help offset those costs; and
- Whereas, SMART staff has analyzed the request and factors, negotiated a contract amendment that includes an increase to the three rates of 21-22%, for a new towing rate of \$250/fixed route tow, \$154/connector bus tow, and \$122 per other vehicle tow; and
- Whereas, The adopted price increase requires an increase in the project authorization of up to \$35,000 for the remaining eleven months of the base term, and will not impact the pricing or authorization for either of the two potential option years; and
- Whereas, Additional funding to cover the increase will need to be included in the FY 2023 budget; now, therefore be it
- Resolved: That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve the contract amendment for increased towing rates with Boulevard & Trumbull, Inc., with an increased project authorization not to exceed an additional \$35,000 for the remainder of the base term ending March 31, 2023.

**CERTIFICATE**

The undersigned duly qualified Board Secretary of the Suburban Mobility for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on April 28, 2022.

April 28, 2022  
\_\_\_\_\_  
Date

*Tiffany Martin Patterson*  
\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
No.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of Second Contract Amendment and Increased Project Authorization  
to Increase Towing Rates for Boulevard & Trumbull for both Option Years

---

- Whereas, The SMART Board of Directors approved contracting with Boulevard & Trumbull For towing services needed periodically for fixed route and connector buses and other SMART vehicles; and
- Whereas, Boulevard & Trumbull has provided a request and rationale for extraordinary circumstances leading to significant increase in costs to provide towing services, especially including fuel costs and seeks a fee increase to help offset those costs; and
- Whereas, SMART staff has analyzed the request and factors, negotiated a contract amendment that includes an increase to the three rates of 21-22%, for a new towing rate of \$250/fixed route tow, \$154/connector bus tow, and \$122 per other vehicle tow for Option Year 1 and 2; and
- Whereas, The adopted price increase requires an increase in the project authorization of up to \$182,250 for Option Year 1 which will begin April 1, 2023 and end March 31, 2024, and \$182,250 for Option Year 2 which will be exercise at the sole discretion of SMART; and
- Whereas, Additional funding to cover the increase will need to be included in the FY 2023 budget; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve the second contract amendment for increased towing rates with Boulevard & Trumbull, Inc., with an increased project authorization not to exceed \$364,500 for both Option Years if exercised by SMART.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on March 23, 2023.

March 23, 2023  
Date \_\_\_\_\_

*Tiffany C. Martin-Patterson*  
Board Secretary

No. \_\_\_\_\_



# agenda item

DATE: July 25, 2024  
 TO: SMART Board of Directors  
 FROM: VP of Maintenance

DISPOSITION SOUGHT: Board Approval  
 SUBMITTED BY: General Manager  
 APPROVED BY: Certification Committee

SUBJECT: Ratification of Payment for Purchases with W. W. Grainger for Small Tools, Maintenance Repair and Operations (MRO) Supplies & Fasteners

**RECOMMENDATION**

That the Board adopt the attached resolution ratifying payment for purchases with W. W. Grainger:

- for small tools, Maintenance Repair and Operations (MRO) supplies & fasteners
- with W.W. Grainger Inc. located at 25940 Groesbeck, Warren, MI 48089
- for an additional amount not to exceed \$65,000.00 through June 30, 2024

**DISCUSSION**

On November 1, 2018, SMART entered into a contract with W.W. Grainger to supply SMART with small tools, supplies, and fasteners utilizing the State of Michigan MiDeal Contract #180000000689. On June 22, 2023, the SMART board approved a one-year extension from July 1, 2023 – June 30, 2024. With the growth of staff and expanding duties within the maintenance department and material control department, this contract has exceeded the not-to-exceed amount. New internal controls and measures have been created to procure these types of items in the future and prevent overspending. However, board approval is sought to increase the not-to-exceed amount by an additional \$65,000 to cover any unpaid invoices and minor purchases through June 30, 2024.

**FUNDING & COSTS**

The project is funded via: Operating Funds

Initial Contract Term: November 1, 2018 – June 30, 2019	\$95,000.00
Option Year 1: July 1, 2019 – June 30, 2020	\$95,000.00
Option Year 2: July 1, 2020 – June 30, 2021	\$95,000.00
Option Year 3: July 1, 2021 – June 30, 2022	\$95,000.00
Option Year 4: July 1, 2022 – June 30, 2023	\$95,000.00
Contract Extension Period: July 1, 2023 – June 30, 2024	\$95,000.00
Ratification of Payment for Purchases with W. W. Grainger for Small Tools, MRO supplies & Fasteners during the Contract Extension Period ending June 30, 2024	\$65,000.00
<b>Total Cost Not to Exceed</b>	<b>\$635,000.00</b>

**ATTACHMENTS**

- Resolution

/CB





SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Ratification of Payment for Purchases with W. W. Grainger for Small Tools, Maintenance Repair and Operations (MRO) Supplies & Fasteners

- Whereas, On November 1, 2018, The Suburban Mobility Authority for Regional Transportation (SMART) Board of Directors approved entering into a contract with W.W. Grainger to supply SMART with small tools, supplies, and fasteners utilizing the State of Michigan MiDeal Contract #180000000689; and
- Whereas, The Board of Directors approved a contract extension on June 22, 2023, for small tools, MRO supplies, and fasteners from July 1, 2023 – June 30, 2024; and
- Whereas, Ratification of payment with W. W. Grainger for small tools, maintenance repair, and operations (MRO) supplies & fasteners in an additional amount not to exceed \$65,000.00 for invoices and purchases is necessary through June 30, 2024; and
- Whereas, All other terms and conditions of the contract shall remain unchanged. Pricing has been determined to be fair and reasonable; and
- Whereas, This project is paid for using Operating funds; and
- Whereas, The Vice President of Finance is satisfied that W. W. Grainger Inc. has performed under the contract terms and conditions of the agreement; and
- Whereas, The EEO Department is satisfied that W. W. Grainger Inc. is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to make payment for invoices and purchases with W. W. Grainger for small tools, maintenance repair, and operations (MRO) supplies & fasteners in an additional amount not to exceed \$65,000.00 through June 30, 2024.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on July 25, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Administrator

No. \_\_\_\_\_

---

DATE:	July 25, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	VP of Paratransit & On Demand	APPROVED BY:	Certification Committee

SUBJECT: Ratification of Payment to StrataGen for ADEPT-6 Software Maintenance Services Rendered

---

## **RECOMMENDATION**

That the Board adopt the attached resolution ratifying payment:

- for ADEPT-6 software maintenance services rendered
- with StrataGen Systems, Inc., located at 8345 154<sup>th</sup> Ave NE, Suite 160, Redmond, WA 98085
- for the period beginning July 1, 2023, through February 29, 2024
- at a total cost not to exceed \$66,633.33

## **DISCUSSION**

SMART has been using the ADEPT-6 paratransit software platform since 2013. In June 2023, SMART awarded StrataGen Systems, Inc. a contract to replace ADEPT-6 with its newer, updated paratransit scheduling software, ADEPT-IQ. Implementation of the new ADEPT-IQ software began after July 1, 2023. During the implementation phase of the new ADEPT-IQ system, SMART continued to use the old ADEPT-6 software. However, the ongoing maintenance cost for ADEPT-6 software was not included in the original ADEPT-6 or the new ADEPT-IQ contract. Payment for services rendered for ADEPT-6 maintenance is needed in the amount of \$66,633.33 for July 1, 2023, through February 29, 2024, covering the eight months leading up to the launch of the ADEPT-IQ software system. The total cost for this project shall not exceed \$66,633.33.

## **FUNDING**

The project is funded via: Operating Funds

## **ATTACHMENTS**

- Resolution

/CB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Ratification of Payment to StrataGen for ADEPT-6 Software Maintenance Services Rendered

- Whereas, SMART has been using its current StrataGen ADEPT-6 system since 2013. In June 2023, StrataGen Systems, Inc. was awarded a new contract for the ADEPT-IQ, a newer, updated paratransit software system to replace the ADEPT-6 system; and
- Whereas, During the implementation of the ADEPT-IQ, the ADEPT-6 continued to be used to maintain paratransit operations; and
- Whereas, The ongoing maintenance costs for the continued use of ADEPT-6 were not included in the original ADEPT-6 or new ADEPT-IQ contract; and
- Whereas, Payment for services rendered for ADPET-6 software maintenance is needed in the amount not to exceed \$66,633.33 for July 1, 2023, through February 29, 2024, covering the eight months leading up to the launch of the ADEPT-IQ software system; and
- Whereas, The project is funded via Operating Funds; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to make payment to StrataGen Systems, Inc. for ADEPT-6 Software Maintenance Services rendered from July 1, 2023, through February 29, 2024, in the amount not to exceed \$66,633.33.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on July 25, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_





**Equal Employment Opportunity Policy Statement**

It is the policy of the Suburban Mobility Authority for Regional Transportation (SMART) to fully comply with all applicable Provisions of the Civil Rights Act of 1964, The Americans with Disabilities Act (ADA) of June 26, 1990, Elliott-Larsen Civil Rights Act of 1976 (PA. 453), the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains to the responsibility of SMART relating to employment practices including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

SMART is committed to prohibiting discrimination against employees and applicants based on their religion, race, color, national origin, age, sex, height, weight, sexual orientation, familial/marital status, veteran status, or physical or mental disability. SMART shall be proactive in its pursuit of a successful affirmative action program; this process shall include the use of diagnostic techniques such as goals and timetables to guarantee positive results. SMART recognizes that the successful implementation of an Equal Employment Opportunity program shall be beneficial to SMART by providing fuller utilization and development of previously underutilized human resources. SMART is committed to the development of processes and policies designed to overcome any effects of past discriminatory practices on minorities, women and the disabled.

To uphold this commitment, SMART has established an EEO program to be implemented and monitored by Tiffany Gunter, Deputy General Manager and Equal Opportunity Compliance Officer. All applicants and employees have the right to file complaints alleging discrimination. These complaints shall be made to the Equal Opportunity Compliance Officer who shall be committed to ensuring the fair and equitable treatment of such allegations.

Furthermore, all SMART management personnel shall share in the responsibility of Equal Employment Opportunity compliance. Performance by managers and supervisors will be evaluated on the success of the Equal Employment Opportunity Program in the same way as their performance on other SMART goals.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

\_\_\_\_\_  
Chairman, Board of Directors

\_\_\_\_\_  
Dwight Ferrell, General Manager

Board Approval Date: \_\_\_\_\_



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval and Endorsement of SMART's Revised Equal Employment Opportunity  
Affirmative Action (EEO/AA) Policy

---

- Whereas, SMART is committed to prohibiting discrimination against employees and applicants based on their religion, race, color, national origin, age, sex, height, weight, sexual orientation, familial/marital status, veteran status, or physical or mental disability; and
- Whereas, The U.S. Department of Transportation and the Federal Transit Administration require the development of an EEO/AA Program; and
- Whereas, SMART has amended its present EEO/AA Policy to reflect Tiffany Gunter has been assigned the duties of the Equal Employment Opportunity Compliance Officer; now therefore be it.
- Whereas, The Board of Directors of Suburban Mobility Authority for Regional Transportation approves the SMART EEO/AA Program Policy.


CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation on July 25, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_



# **Equal Employment Opportunity (EEO) and Affirmative Action Plan 2024**

**August 1, 2024**



**Suburban Mobility Authority for Regional  
Transportation**

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## Introduction

This document has been prepared by the EEO Compliance Office in consultation with the Authority's Human Resources Department and General Counsel. Its objective is to comply with all Equal Employment Opportunity regulations set forth in FTA Circular 4704.1

SMART may change and/or delete portions of this program. In the event of a policy change, employees will be notified.

The following document establishes the Suburban Mobility Authority for Regional Transportation's (SMART) commitment to an Equal Employment Opportunity program. As required by Federal law, this EEO Plan is an update of the March 2022 plan and defines the Authority's obligation to eliminate discrimination based on race, color, sex, age, handicap, religion, ancestry, marital status, national origin, place of birth, sexual orientation or other non-merit factors within the Authority's hiring process and employment policies.

This document outlines specific policies and procedures to be used by the Authority's Vice Presidents, Assistant Vice Presidents, managers, supervisory employees, and union representatives to maintain a discrimination-free workplace. The Authority's Human Resources department shall develop, implement, and monitor a hiring process which ensures that all prospective employees will be given fair and equitable consideration in all employment opportunities.

The EEO Compliance Officer shall have direct access to the Deputy General Manager regarding all aspects of the Authority's EEO Program. Vice Presidents, Assistant Vice Presidents, managers and supervisory personnel shall be advised of the Authority's EEO policy through official correspondence, meetings and training sessions. All EEO guidance will emphasize an individual's responsibilities for implementation of the Authority's EEO policy.

Once approved, these documents shall be made available to all employees. The Authority's EEO policy shall also be made available to the public, applicants and organizations outside the Authority through postings at SMART's business offices, terminals, and the Authority's Internet website.

## Equal Employment Opportunity Policy Statement

It is the policy of the Suburban Mobility Authority for Regional Transportation (SMART) to fully comply with all applicable Provisions of the Civil Rights Act of 1964, The Americans with Disabilities Act (ADA) of June 26, 1990, Elliott-Larsen Civil Rights Act of 1976 (PA. 453), the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains to the responsibility of SMART relating to employment practices including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment. SMART is committed to prohibiting discrimination against employees and applicants based on their religion, race, color, national origin, age, sex, height, weight, sexual orientation, familial/marital status, veteran status, or physical or mental disability. SMART shall be proactive in its pursuit of a successful affirmative action program; this process shall include the use of diagnostic techniques such as goals and timetables to guarantee positive results. SMART recognizes that the successful implementation of an Equal Employment Opportunity program shall be beneficial to SMART by providing fuller utilization and development of previously underutilized human resources. SMART is committed to the development of processes and policies designed to overcome any effects of past discriminatory practices on minorities, women and the disabled.

To uphold this commitment, SMART has established an EEO program to be implemented and monitored by Tiffany Gunter, Deputy General Manager and Equal Opportunity Compliance Officer. All applicants and employees have the right to file complaints alleging discrimination. These complaints shall be made to the Equal Opportunity Compliance Officer who shall be committed to ensuring the fair and equitable treatment of such allegations.

Furthermore, all SMART management personnel shall share in the responsibility of Equal Employment Opportunity compliance. Performance by managers and supervisors will be evaluated on the success of the Equal Employment Opportunity Program in the same way as their performance on other SMART goals.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

## **Discrimination & Harassment Complaint Procedures**

SMART must ensure that no person shall be excluded from or otherwise denied employment, prevented from advancement or terminated based on the grounds of race, color, religion, national origin, sex, age, marital status, sexual preference, or disability. All applicants and employees have the right to register a complaint of discrimination in employment with the Authority's EEO Compliance Officer.

### **Filing a Complaint**

Call the complaint hotline at (313) 223-2198. If after business hours, leave a message briefly describing the nature of the complaint, phone number where the complainant can be reached and best time to return your call. All complaints will be followed up within (3) business days upon receipt of the complaint.

File complaint at [www.smartbus.org/About/Our-Organization/Civil-Rights-Programs/File-a-CivilRights-Complaint](http://www.smartbus.org/About/Our-Organization/Civil-Rights-Programs/File-a-CivilRights-Complaint).

- Mail a detailed letter describing the nature of complaint and address with phone number where the complainant can be reached to:

SMART  
EEO Compliance Officer  
535 Griswold Street, Suite 600  
Detroit, MI 48226

The Authority will ensure that any employee or applicant who makes a complaint of discrimination or any witnesses identified by the complainant will be free from restraint, intimidation, interference, coercion or reprisal at all stages within the process. All people named as alleged discriminating staff will be adequately informed of the charges made against them and will be afforded the opportunity to respond to those charges.

The primary purpose of the discrimination and harassment complaint procedure is to determine whether discrimination as defined by FTA Circular 4704.1 has occurred and, if confirmed, appropriate action is taken to correct the situation. For complaints other than discrimination and harassment, bargaining unit employees should follow the grievance procedures outlined in their union contract.

A key component of this program is the right of the employee or applicant to report instances of discrimination in the employment process. A complaint must

be submitted within 180 days of the time of occurrence. After a complaint is submitted, the EEO Compliance Officer has the specific responsibility of investigating all employees or applicants' complaints of discrimination during the employment process or while on the job. The EEO Compliance Coordinator will be available for informal consultation should an employee and/or managers have any questions regarding discrimination or harassment concerns in the workplace. Upon receipt of a complaint the EEO Compliance Officer shall assign an investigator to each complaint.

### **Investigation of Complaints**

**Phase I Initial investigation:** is a basic gathering of the facts specified in the complaint by the investigator to assess the nature of the complaint. The investigator shall meet with a complaint to confidentially review the allegations, clarify the issues, and obtain names of witnesses, if applicable. The investigator shall seek to determine if a violation of the complainants Civil Rights occurred based on race, color, religion, national origin, sex, age, or disability. The investigator shall also establish if the complaint is strictly an EEO-based complaint that is associated with the application or employment process, or Title VII violation based on the actions of an individual against the complainant.

A Report of Findings (ROF) will be forwarded to the EEO Compliance Officer within 15 days. The EEO Compliance Officer will have 15 days to review the information gathered by the investigator and may seek additional information from the complainant. Based on all the information received by the EEO Compliance Officer, a decision will be made to formally investigate the complaint further, refer the case to the Authority's General Counsel for issues relating to Title VII, or dismiss the case. The EEO Compliance Officer shall, in writing, inform the complainant of the findings of the initial investigation and any pending action to include case dismissal. If the complainant disagrees with the findings, they may file a complaint with the FTA's Civil Rights Officer.

**Phase II formal Investigation** is a targeted inquiry into the original concern identified by the initial investigation and seeks additional supporting information. The investigator shall conduct interviews with managers, supervisor and employees, and review all Authority policies and procedures that may be associated with the complaint. The objective of this investigation shall be to prove or disprove the allegation of discrimination based on the information gathered from the course of the inquiry.

If the claim of discrimination is validated, A Summary of Findings (SOF) and a Corrective Action Plan (CAP) will be forwarded by the investigator to the EEO Compliance Officer within 30 days. This CAP supported by the SOF shall outline the nature of the violation, if any disciplinary actions, if warranted, and the CAP may amend Authority policy, if needed, to prevent any future occurrences. EEO Compliance Officer will have 30 days to either concur with the investigator's SOF and CAP or recommend an alternate CAP. The EEO Compliance Officer shall forward the investigator's SOF and CAP with the EEO Compliance Officer's endorsement to the General Manager.

### **Resolution of Complaint**

The EEO Compliance Officer may seek to resolve the issue at the lowest level through mediation with the complainant, their department head, and Human Resources, if necessary. Should the findings, if any, show that a violation occurred; the EEO Compliance Officer may recommend disciplinary action, if warranted. If the complainant is represented and is not satisfied by the outcome of the mediation, he/she may also file a grievance through their respective union. Employees unsatisfied by the outcome of mediation may file a complaint with the U.S. Department of Transportation. A written notice can be sent directly to the U.S. Department of Transportation Office of Civil Rights at the address below.

Department of Transportation  
U.S Department of Transportation  
Attention: Office Of Civil Rights 1200  
New Jersey Avenue, S.E.  
Washington, D.C. 20590

The complainant will receive a written notice of findings from the Office of General Counsel upon completion of the investigation. If the complainant disagrees with the response or decision, a written notice can be sent directly to the U.S. Department of Transportation.

### **Americans with Disability Act (ADA) Policy**

SMART forbids discrimination against individuals with disabilities in all aspects of employment, including the application process, testing, hiring, promotion, compensation, training and benefits. In general, SMART will provide reasonable accommodation for any otherwise qualified employee or applicant with a disability as defined above. Reasonable accommodation will allow qualified employees to perform essential functions of a particular position. However, the

nature of the position must meet the requirements of applicable Federal law when considering such a request. Should the nature of the position lawfully preclude SMART from providing reasonable accommodation, SMART shall preclude assistance in seeking an alternate solution for the employee.

### **Definitions**

The following terms shall have meanings as defined pursuant to the Americans with Disabilities Act:

#### **DISABILITY**

The term “disability” means with respect to an individual who has:

- A physical or mental impairment that substantially limits one or more major life activities of such individual or
- A record of such impairment

#### **MAJOR LIFE ACTIVITIES**

In general, major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions are major life activity and can include the operation of a major bodily function including but not limited to function of the immune system, normal cell growth, digestive, bowel, bladder, neurological, respiratory, circulatory, endocrine and reproductive functions.

#### **REASONABLE ACCOMMODATION**

Adjustments and changes an employer must make in the work schedule or work environment to meet the needs of his employees. These changes could be made to allow a worker with a disability to perform his or her job. Widening doorways, installing access ramps, and lowering worktables are all considered reasonable accommodations for workers with disabilities. Schedule changes that allow employees time off for religious observances are also reasonable accommodations. Adjustments or changes are considered reasonable, if they do not have a bad effect on workflow or production.

**THE DEFINITION OF “DISABILITY” SHALL BE CONSTRUED IN ACCORDANCE WITH THE FOLLOWING:**

The definition of disability shall be construed in favor of broad coverage of individuals to the maximum extent permitted by the terms of Federal law. The term “substantially limits” shall be interpreted consistently with the findings and purposes of the ADA Amendments Act of 2008. An impairment that substantially limits one major life activity needs not limit other major life activities to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of whether impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:

- ✚ Medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies, or
- ✚ Use of assistive technology.
- ✚ Reasonable accommodations or auxiliary aids or services; or
- ✚ ☐ Learned behavioral or adaptive neurological modifications.

The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether impairment substantially limits a major life activity. The term “ordinary eyeglasses or contact lenses” means lenses that are intended to fully correct visual acuity or eliminate refractive error and the term “low-vision devices” means devices that magnify enhance or otherwise augment a visual image

Auxiliary aids and services. The term “auxiliary aids and services” includes:

- ✚ Qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments.
- ✚ Qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments.
- ✚ Acquisition or modification of equipment or devices; and other similar services and actions.

## **ADA Reasonable Accommodations Request Process**

**For Applicants:**

- ✚ Provide applications in Braille, with appropriate type or the ability to request a hard copy of an application to complete.
- ✚ Provide personal assistance by filling out an employment application.
- ✚ Provide access to an appropriate computer workstation for completing an electronic application.

During the employment process, the applicant may make a request for reasonable accommodation at any time.

- ✚ Provide applications in Braille, with appropriate type or the ability to request a hard copy of an application to complete. Provide personal assistance by filling out an employment application. Provide access to an appropriate computer workstation for completing an electronic application.
- ✚ Requests can also be submitted via an online version of the Reasonable Accommodation form or written and mailed in narrative format to SMART's EEO Coordinator at the address below. In addition to obtaining a Reasonable Accommodation form from SMART's website an employee can request a form directly from SMART's EEO Coordinator. Requests using these formats should be mailed to the address below:

SMART  
535 Griswold  
Suite 600  
Detroit, MI 48226  
Attn: EEO Coordinator

- ✚ Applicants should submit a request for Reasonable Accommodation to SMART no later than two business days prior to the job posting's deadline.
- ✚ If an applicant needs accommodation during their job interview, the request must be submitted two business days prior to their interview date.

### **For Employees:**

At any time during their employment at SMART, a qualified employee with a disability may seek "reasonable accommodation" for the following:

- ✚ The employee has been recently diagnosed with a qualifying disability, or An existing disability has progressed to the point of qualification.

Current employees shall complete the following procedure for submitting a request:



- ✚ The employee should complete a Reasonable Accommodation Request form located on SMART’s website ([www.smartbus.org](http://www.smartbus.org)) in the Civil Rights section under ADA. The request can be completed on behalf of the employee by a third party such as a; family member, friend, health professional or other representative.
- ✚ Requests can also be submitted via an online version of the Reasonable Accommodation form or written and submitted in narrative format to SMART’s EEO Coordinator. In addition to obtaining a Reasonable Accommodation form from SMART’s website an employee can request a form directly from SMART’s EEO Coordinator. Requests using these formats should be mailed to the address below:

SMART  
535 Griswold  
Suite 600  
Detroit, MI 48226  
Attn: EEO Coordinator

- ✚ If an accommodation is requested for an employee to participate in a SMART sponsored “Special Event” or an “Employee Benefit Activity”, then the accommodation request needs to be submitted 10 business days before the SMART sponsored “Special Event”.
- ✚ In cases where the nature of the disability and the need for accommodation are not obvious, the employee may need to provide a limited medical release form and medical documentation to support the accommodation request.

If the request for reasonable accommodation cannot be approved, the employee will be referred to the Human Resources department for assistance. The Employee Benefit Specialist shall assist the employee in determining whether the employee qualifies for benefits such as disability or FLMA leave

## Internal Dissemination

This Equal Employment Opportunity Plan shall be communicated to all SMART employees.

Internal policy dissemination shall take place through the following means:

- ✚ The EEO Compliance Office shall conduct meetings with department Vice Presidents, Assistant Vice Presidents, managers and supervisors on semiannually basis. These meetings shall consist of a thirty (30) minute briefing on the status of SMART’s EEO Program and any issues concerning employment practices. Each briefing shall include a thirty (30) minute question and answer session at the end of the briefing.
- ✚ Posting official EEO posters and the policy statement on bulletin boards, near the time clocks, employees’ cafeteria and snack bars, and in the employment/personnel office.
- ✚ Including the EEO policy in employee handbooks, reports, manuals, and union contracts.

- ✦ Communicate with minority and female employees via bulletin board notices and suggestion boxes to obtain their suggestions in implementing and refining the EEO program.
- ✦ Presentation and discussion of the EEO program as part of employee orientation and in all training programs.
- ✦ A copy of the EEO/AA Policy for each department and each union steward to be readily available to any employee requesting to see it.
- ✦ Reference copies of the program are available through the EEO Compliance Office, as well as in the Human Resources department.
- ✦ EEO Policy and Complaint Procedure listed on the Authority's website.
- ✦ The EEO Compliance Officer and Human Resources staff shall always be available to answer questions from individual employees.
- ✦ The EEO Compliance Officer has direct access and communication to the General Manager on all aspects of the EEO Program at SMART.

## External Dissemination

Provide the following with a copy of the Authority's EEO Policy:

- Employment agencies; hiring halls; unions; educational institutions; minority, handicapped, and women's organizations; civil rights organizations; community action groups; training organizations (e.g., Opportunities Industrialization Centers of America, Inc.); and others who refer applicants.
- Public media sources, especially radio and television stations, newspapers, magazines, and other journals (especially those oriented to the handicapped and minority populations). All advertisement for personnel should include a statement that the recipient is an "EEO employer."
- Explanatory letters shall be sent to potential recruiting sources in the community indicating that the Authority is an Equal Opportunity Employer.
- The EEO Compliance Officer or designate and Human Resources department's staff members shall attend Community Career and Job Fairs.
- Contractors, sub-contractors, and vendors will be notified in writing of our Equal Employment Policy requesting appropriate supportive action on their part.

**All recruitment ads (e.g., newspapers, magazines, websites, and social media) states that "SMART is an equal employment opportunity employer.**

## Training

SMART employees receive training that complies with applicable statutory requirements within 90 days of hire and yearly thereafter.

## Designation of personnel responsibilities

The General Manager has the ultimate responsibility for the implementation of SMART's EEO program and has delegated responsibility for its implementation to the following individuals and departments

### **EEO Compliance Officer**

This position resides in the DBE & EEO Compliance Office. The individual assigned to this position shall implement and oversee SMART's EEO Compliance Program.

- ✚ Develop and recommend EEO policy, EEO program, and internal and external communication procedures.
- ✚ Direct the collection and analysis of employment data that includes separations, discipline, promotions, hires, underutilization, wage & salary administration, and benefits. Assure the identification of any problem areas, the setting of goals/timetables and the development and implementation of corrective action programs.
- ✚ Design and implement an internal auditing and reporting system to measure program effectiveness. An emphasis will be made to determine where progress has been made and where further action is needed.
- ✚ Have direct access to the General Manager on all aspects of the EEO/AA program and shall report periodically on each department's progress in relation to the Authority's goals.
- ✚ Serve as SMART's liaison with Federal, State, and local governments.
- ✚ Create associations with local minority and women's groups, organizations representing the handicapped or other community-based groups.
- ✚ Assure that current legal information affecting affirmative action is disseminated to responsible officials.
- ✚ Assist in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials.
- ✚ Concur in all hires and promotions.
- ✚ Process employment discrimination complaints.

### **EEO Compliance Coordinator**

The EEO Compliance Coordinator shall assist the EEO Compliance Officer with the administration of the EEO program

#### **The EEO Compliance Coordinator shall:**

- ✚ Coordinate the Authority's Equal Employment Opportunity policy and program; communicates EEO policy and procedures both internally and externally.
- ✚ Interface with Federal and State agencies to ensure the authority is current with EEO requirements and revision of those programs.
- ✚ Recommend updates and changes to the EEO policy and procedures to the EEO/DBE Officer as needed.

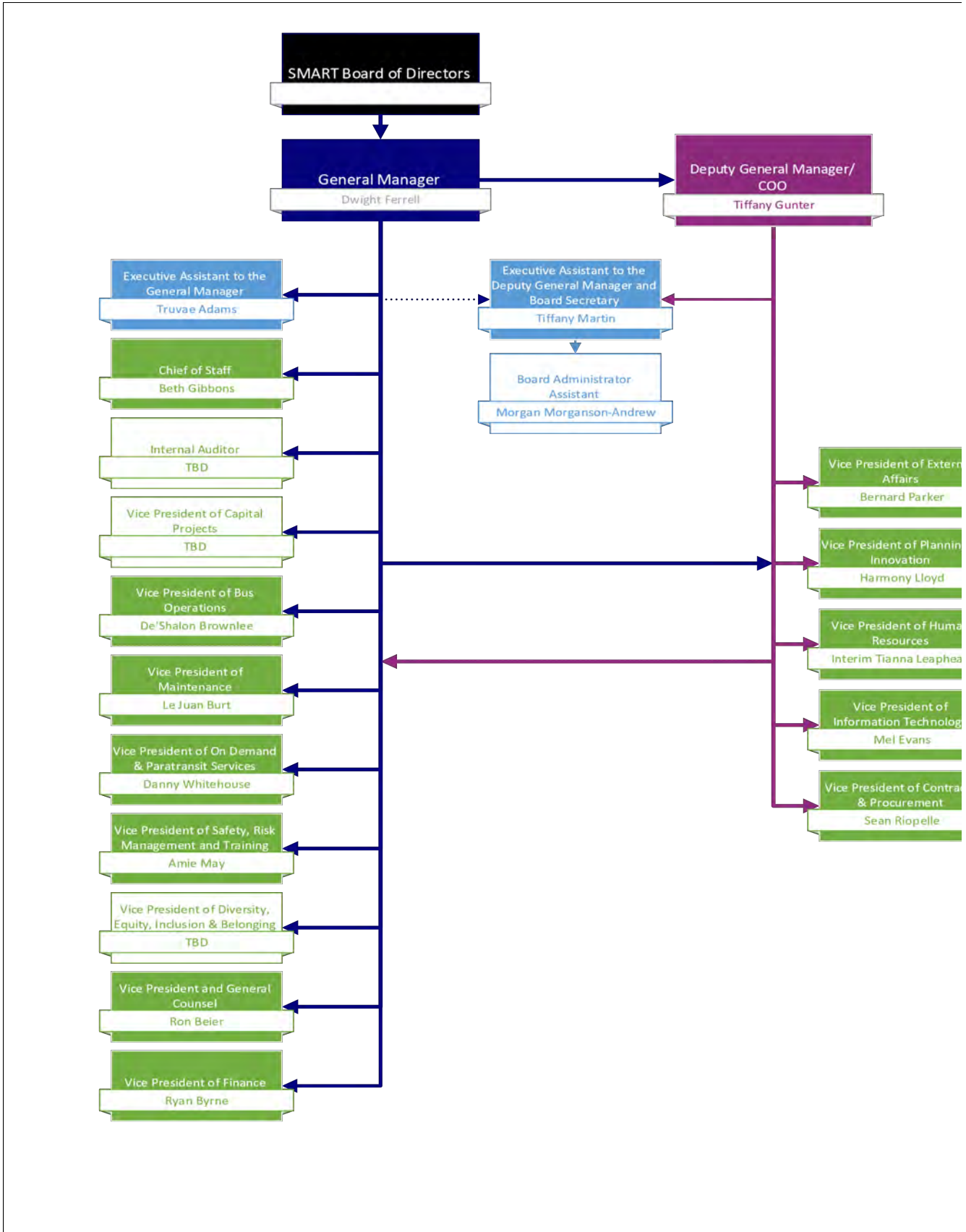
- ✦ Monitor EEO compliance with the Authority and its contractors and consultants and report to the EEO Officer.
- ✦ Collect and analyze employment data to develop programs that identify problem areas. Sets goals and creates timetables to achieve goals as required by Federal regulation.
- ✦ Design and implement auditing and reporting systems to measure EEO program effectiveness.
- ✦ Monitor regulatory information that may affect affirmative action and disseminate any changes to responsible officials.
- ✦ Assist the Human Resources Department in recruiting minority, disabled and women applicants and establishing outreach sources for use in the hiring process.
- ✦ Review all contracts bid proposals to ensure prospective contractors and consultants are compliant with EEO regulations.
- ✦ Monitor the Authority's Complaint Hotline for any claims of discrimination relating to EEO and/or Title VII regulations.
- ✦ When directed, investigate claims of discrimination to determine the nature of the allegation and to recommend possible corrective actions.

#### **Vice Presidents, Assistant Vice Presidents, Managers and Supervisors**

Vice Presidents, Assistant Vice Presidents, Managers and Supervisors shall bear the responsibility of ensuring that SMART's EEO policy and programs are carried out. Vice Presidents, Assistance Vice Presidents, Managers and Supervisors are expected to carry out the following responsibilities as part of their job in implementing SMART's EEO program:





- ✦ Participating actively in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives.
- ✦ Holding regular discussions with direct reports to assure SMART's policies and procedures are being followed.
- ✦ Reviewing the qualifications of all employees to assure that minorities, people with disabilities, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation.
- ✦ Participating in the review and/or investigation of complaints alleging discrimination.
- ✦ Research and support career counseling for all employees.

# ORGANIZATIONAL CHART



Employees at SMART are divided into two classifications: Represented and Non-Represented




**Represented Employees** are paid an hourly wage rate determined by a negotiated contract with the following Labor Unions: ATU Local 1564, AFSCME Local 1786, TEAMSTERS Local 247, and UAW Local 771. Negotiations are conducted every two to four years to determine factors such as wages, benefits, compensation, terms and conditions of employment. All negotiated contract provisions apply equally to all represented employees regarding the implementation of the Authority's EEO policy. Represented employees are defined under the following EEO classifications:

-  Technicians
-  Administrative Support
-  Skilled Craft Workers
-  Service Workers

**Non-Represented** employees below Assistance Vice President are compensated with a fixed annual salary based on an hourly rate over a set 40-hour week. Each employment position at this level is assigned a job classification and placed in an annual graduated salary scale. Each salary grade is comprised of a starting rate and is increased annually in five steps which will take the employee to the maximum salary level for that position. Placement of the employees at any step within the salary range is determined by the following factors: prior experience, education, training, and performance seniority.

Compensation for these employees is similar to that of the represented employees and is applied equally with regards to the implementation of the Authority's EEO policy.

Non-Represented employees at this level are defined under the following EEO classifications:

-  Professional
-  Technician
-  Administrative Support

Non-Represented employees at or above the position of Assistant Vice President are compensated with a fixed annual salary based on an hourly rate over a set 40-hour week. Compensation above the level of Assistant Vice President at this level is fixed and not graduated in steps and is administered equally regarding the implementation of the Authority's EEO policy. Non-Represented employees at this level are defined under the following EEO classification.

-  Officials and Administrators

## **Underutilization Analysis and Goals**

This section includes data gathered by SMART's EEO office and reported in internal reports beginning on January 1, 2023, through June 30, 2024. The Authority has not encountered an underutilization problem with the African American population sector. However, the Authority needs to address

underutilization of Hispanic, Asian, and White female population sectors. During this period 8.1% of female applicants were hired compared to 8.2% of male applicants receiving an offer of employment.

The goals for each EEO category are determined by using census data for the region to identify the available workers in each EEO job category, by EEO sub-group, and comparing them to the demographics of current employees by EEO job categories in the authority. SMART tracks each EEO category that is considered underutilized by FTA standards.

A main barrier to meeting EEO utilization goals is a lack of applications received from underutilized subgroups. While the main overall underutilization at the Authority is female employees, the variance is by far the highest in the White Female sub-group (underutilized in five of the six EEO job categories), followed by Hispanic Female and Asian Female (both underutilized in Service Maintenance category).

Asian females and males were found to both be underutilized in the Service Maintenance Worker and Technician job categories. During this period Asian males submitted only 0 employment applications for open positions in the Service Maintenance Worker job category. While Asian females submitted one employment application for the same job category. Employment applications submitted by both Asian females and males accounted for less than 0.5% of total employment applications submitted for open positions in the Service Maintenance Worker job category. Asian males submitted 2 employment applications for open positions in the Technician job category. While Asian females did not submit any employment applications to be considered for open Technician positions.

Hispanic females submitted 3 employment applications for open positions in the Service Maintenance Worker job category, which accounted for 0.17% of the total number of employment applications submitted for consideration. Hispanic males submitted no employment applications for open positions in the Technician job category.

The Service Maintenance Workers job category was the primary category for underutilization for the sub-groups, this job category contained 32% of the total deficiencies because of underutilization.

Underutilization 2024						
EEO Category	Job Category	Underutilization	New Hires to Meet Parity	New Hires	Applications Received	Hiring Goal 2024
Asian Female	Service Maintenance	1%	6	0	2	1
Asian Female	Technicians	3%	1	0	0	1
Asian Male	Service Maintenance	1%	7	0	5	1
Asian Male	Technicians	2%	1	0	1	1

Hispanic Female	Service Maintenance	2%	11	0	2	1
Hispanic Male	Service Maintenance	3%	14	0	0	1
Hispanic Male	Skilled Craft	4%	3	0	0	1
White Female	Officials & Administrators	30%	2	0	0	1
White Female	Administrative Support	28%	15	5	47	3
White Female	Professionals	9%	5	2	43	3
White Female	Service Maintenance	25%	142	5	42	4
White Female	Skilled Craft	4%	3	0	0	1
White Female	Technicians	40%	25	0	1	1

The Authority began 2023 with a hiring goal of 2 White females on the Professional job category. Throughout the year SMART was able to hire an Attorney and Manager of Strategic Development, to meet the goal of hiring 2 White females into open positions within the Authority’s Professional job category. Underutilization of White females decreased in the Professional job category from 33% to 27% underutilized.

SMART set a hiring goal for White females in the Administrative Support job category of 2 new hires throughout the year. The annual goal was surpassed with the Authority hiring 5 White females into open positions advertised for the Administrative Support job category. Throughout 2023 the Authority hired a White female into an open Data Clerk Tech position and hired three White females into vacant Customer Service Operator positions. This decreased the underutilization of White females in the Administrative Support job category from 31% to 28%.

The Authority set a hiring goal of 30 new hires of White females in the Service Maintenance Workers job category for 2023 through 2024. The hiring goal may not have been reached but the Authority hired 18 Fixed-Route Coach Operator and 10 Connector Coach Operators into the Service Maintenance Workers job category. These new hires decreased White females’ underutilization within the Service Maintenance Workers job category from 26% to 13%.

The Authority received 5,071 employment applications during 2024. Of the total employment applications received 61% were for open positions within the Service Maintenance Workers job category. Of the five EEO categories identified as underutilized within the Service Maintenance Workers job category as a collection they only submitted 5% of the total employment applications for positions within the job category.



Asian females submitted no employment applications within the Service Maintenance Workers category.

Hispanic males submitted 58 employment application within the Service Maintenance Workers category. White females submitted the most employment applications for open positions within the Service Maintenance Worker category out of all underutilized EEO groups with a total of 142.

## Conclusion

A major barrier to increasing employment utilizations of female sub-groups is the lack of applications from White, Hispanic, and Asian females. Over the past three years, SMART has taken steps to increase the number of applications. The main focus was to outreach to female training and empowerment groups to increase awareness of female employment opportunities for the underutilized categories. Three groups, Starfish, L.I.F.T. and a local county trade school, were engaged with a series of presentations, meetings, and information exchanges. Underutilization will continue in these groups for females until more qualified applications can be received for consideration. SMART will continue efforts to increase awareness and coordinate job postings with female employment organizations.

## Employment Practices and Procedures

The Authority gives first consideration for job openings to existing employees. This is accomplished through internal job postings for a minimum of five (5) business days before external distribution. During this phase only current employees are eligible for consideration.

Open positions are emailed to administrative staff and to each of the Authorities facilities for posting on various bulletin boards. The postings contain the job title, a brief description, minimum qualifications and the dates on which internal application will be accepted. Basic information about job postings and potential job openings is available through the Human Resources department.

After the internal posting period expires, only qualified internal candidates are tested and/or interviewed, should no internal candidate be chosen for the open position, the decision is made to post the position externally. External postings are placed on SMART's website and advertisements may be placed in local newspapers, and job search internet sites, if warranted.

## Comprehensive posting and recruitment procedures

To ensure that SMART reaches a greater number of qualified people in previously overlooked communities. Specific procedures have been designed to achieve this goal. They include the following:

- ✚ Participating in local job fairs.
- ✚ Posting job openings in local minority oriented professional journals and other publications.

- ✚ Establishment of liaison with college/university work study programs, high school co-op programs, various community and civic organizations and placement services to cultivate a continuing source of potential qualified minority and female applicants.

### **Recent Hiring Events**

February 6, 2023, Ford Community & Performing Arts Center, Dearborn

February 7, 2023, Northwest Activity Center, Detroit

April 26, 2023, Novi Civic Center, Novi

April 27, 2023, Southfield Parks & Recreation Department, Southfield

June 13, 2023, M1 Concourse, Pontiac

June 27, 2023, Focus Hope, Detroit

August 11, 2023, Focus Hope, Detroit

September 7, 2023, Detroit at Work, Detroit

September 27, 2023, Chaldean Community Foundation, Sterling Heights

October 18, 2023, Collision Repair Foundation (Maintenance)

Oakland Community College, Auburn Hills

October 20, 2023, Macomb Community College, Warren

### **Applicants were able to walk in, complete applications and have onsite job interviews:**

November 9, 2023, at Macomb, Oakland & Wayne

November 14, 2023, MI Career Quest, Novi

November 16, 2023, at Macomb, Oakland & Wayne

November 30, 2023, at Macomb, Oakland & Wayne

December 7, 2023, at Macomb, Oakland & Wayne

December 14, 2023, at Macomb, Oakland & Wayne

December 21, 2023, at Macomb, Oakland & Wayne

December 28, 2023, at Macomb, Oakland & Wayne

**The above comprehensive posting and recruitment procedures will be an ongoing practice to obtain qualified candidates.**

### **Interviewing process**

The interview is typically a face-to-face inquiry to determine the applicant suitability for the position. The interview is based on the prospective applicant's job-related experiences and qualifications. The interviews are typically conducted by a Human Resources staff member and the hiring manager. Human Resources reviews the interviewers and hiring managers' recommendations based on their analysis of the interview. The Authority will then make the decision to extend or not extend an offer of employment.

Once hired, additional mechanisms such as probationary periods may be used to further examine the suitability of the employee. Probationary periods are clearly defined in employment offer letter, labor contracts and are applied equally to all employees assigned to positions requiring them.

Individuals with handicaps are hired and promoted on merit factors alone and not by arbitrary generalizations, stereotypes, or preconceived notions about handicapped or temporarily disabled individuals.

### **Selection Procedures**

All hiring procedures have been developed to increase the pool of prospective applicants and to ensure that all potential employees meet the basic requirements for the available positions. SMART selection process is designed to avoid discriminatory practices in hiring, transfers and promotions. They are specifically concerned with preventing selection based on derogatory stereotypical characterization of individuals based on religion, race, color, national origin, age, sex, height, weight, sexual orientation or disability.

Nepotism is used in the selection of employment opportunities. The applicant most suitable and available to perform in the position should without exception receive the offer of employment. No restrictions are placed on the hiring of people related through affinity or consanguinity. However, to avoid possible conflicts of interest, an employee related to potential applicants must not participate either formally or informally in decisions to hire, retain, promote or determine the salary of the kindred employee; nor may any individual of the family. Relatives will not work for the same immediate supervisor without prior written approval from the General Manager. The responsibility for approving the hiring of related people will rest with the Authority's Human Resources department.

This policy applies to all situations in which relatives are employed by the Authority. It will not be applied retroactively to reverse personnel actions or other actions which would have been contrary to the guidelines. Evidence should be available demonstrating that a reasonably thorough search was made for a well-qualified candidate and that the most suitable candidate was selected.

Employees must abstain themselves from meetings devoted to discussing matters as they relate to the hiring, retention, promotion, discipline or salary setting of a relative and must not vote on such decisions. This will take place at any level in the decision-making process and will constitute not participating 'formally' in the decision. Avoiding 'informal' participation means that kindred personnel must not discuss such matters with the Authority staff outside of such meetings nor use their Authority position to influence such decisions. Avoiding informal participation does not preclude referring a decision about a kindred person to a department head or to the Vice President of Human Resources for consideration.

Instances of violation of this policy are determined after investigation by the Office of EEO and the Human Resources department. Responsibility for violation lies, as in other matters with the person(s) whose position is acted upon.

The application for the Authority asks whether the individual has a relative working for the Authority. If the answer to this question is "yes", the Manager of Employment and Training will ask whether the related person is within the division wherein the applicant is seeking employment. If not, no further inquiry will be made. If so, the Manager of Employment and Training programs will consult the Vice President of Human Resources for guidance concerning any possible conflict of interest.

### **Administering Tests**

Internal applicants may be tested on job-relevant skills and knowledge such as their proficiency with computer programs (if job relevant) such as Word/Excel, writing and typing and in the working knowledge of the open position.

External applicants may be tested on job-relevant skills and knowledge such as their proficiency with computer programs such as Word, Excel, writing and typing. Potential coach operators are given a public relations exam to assess their ability to interact with the general public. Special care is taken to evaluate the ability of the applicant to deal with the public by evaluating the people skills of the candidate, specifically as they are related to the job responsibilities of a coach operator.

### **Promotions**

Union contracts provide for a specific promotion eligibility sequence. With non-represented employees there are potential lines of progression which are intended only as a guide for reasonable and possible promotional sequences. They in no way limit the Authority's ability to promote individuals demonstrating skills and capabilities to a job classification outside of the written lines of progression. In nearly every position there are three factors which enhance promotion and advancement.

- ✚ Lateral moves: An employee may have to move horizontally across the organizational chart to a position of equal standing to obtain a well-rounded background to move up vertically.
- ✚ Education: Any employee who fulfills the educational requirements for any open position can enter a higher-level job in their present department or move to a different division.

- ✚ Experience/Familiarity: May be sufficient to qualify for a lateral move or advancement. This experience may have been gained while working for SMART or in jobs outside the Authority.

## Discipline

Discipline will be administered as consistently and equitably as possible with the objective of correcting an employee's deficiencies. All disciplinary actions for represented personnel shall be administered as directed by Collective Bargaining Agreements (CBA), and non-represent employees shall be governed by procedures defined in SMART's Personnel Manual. The circumstances surrounding a violation or performance deficiency shall be thoroughly investigated. The level of discipline is based on the totality of the circumstances surrounding the issue.

In such cases, corrective procedures may be administered based on the severity of the violation or performance deficiency. Depending on the nature of the infraction or performance deficiency as determined by investigation, the following actions may be taken:

- ✚ Verbal Warning
- ✚ Written Warning
- ✚ Disciplinary Suspension - Prior to suspending an employee, Vice President, Assistant Vice President and manager should contact the Office of Human Resources to obtain assistance in determining if this action is warranted and consistent with the Authority's policies.

An employee who receives disciplinary action prior to termination and feels they have been subjected to discrimination in the workplace, may utilize the complaint procedures outlined in Section 6. The process for administering disciplinary action for represented employees is conducted in accordance with Collective Bargaining Agreements. Each union has its own requirements. Discipline is tracked by unions to ensure that proper analysis of the data is correct.

The Authority established a tracking system for violations and resulting discipline in July 2011, revised and refined it in October 2011. Disciplinary data by EEO category is tracked in SMART's EEO reports.

Data is analyzed on a monthly or quarterly basis to identify any trends or patterns that may signal inconsistent implementation of the Authority's EEO program.

## Wage and Salary Administration

The Authority's Wage and Salary Compensation Plan is designed to allow for the administration of a fair and equitable compensation system. Its goals are to:

- ✚ Match job descriptions with actual job requirements.
- ✚ Determine compensation parity between jobs of equal responsibility requiring comparable skills.
- ✚ Prepare in depth job descriptions coverings:
  - Purpose and scope of work
  - Duties and responsibilities

- Supervision duties assigned
- Supervision received
- Minimum qualifications (education, experience and other skills)
- ✚ Quantify job descriptions by a standardized process as a foundation for determining rank and compensation.
- ✚ Assure that the practices of compensation are fair and equitable and conform to SMART's EEO policy and any applicable state or Federal Law

## Benefits

All SMART employees have access to health, dental and optical benefits. As part of indoctrination, employees select one of three health plans and have dental and optical care. SMART employees are enrolled into MERS as part of the state of Michigan governmental workers pension plan. All plans conform to all state and Federal laws and are compliant with regards to all governing EEO/AA regulations and are available to all employees beginning on their hire date.

Sick leave is granted to employees in accordance with the Authority's sick leave policy for salaried (non-represented) employees. Represented employees are granted sick leave under the terms of their respective bargaining unit negotiated agreements.

No medical condition requires mandatory leave unless proper medical authorities indicate it would have a negative impact on job performance and evaluation indicates an inability to perform the duties of the position.

The Authority administers a fair and equitable retirement program in conformance with applicable state and Federal Laws.

## Monitoring and reporting

- ✚ The EEO compliance officer and EEO compliance Coordinator will meet with the General Manager semiannually to provide a status update on the Authority's EEO program
- ✚ The semiannual meetings will be conducted following the first six months of the fiscal year and at the end of each fiscal year.
- ✚ An agenda will be developed for each meeting and kept on file to document the topics presented and discussed.
- ✚ EEO program status reports should be provided monthly and quarterly to the General Manager
- ✚ The General Manager will be provided with PowerPoint slides from the semiannual presentation that was presented to Vice Presidents, Assistant Vice Presidents, Manager and Supervisors.
- ✚ During each semiannual meeting the General Manager, EEO compliance officer and EEO compliance coordinator will review each monthly and quarterly report produced during the previous six-month period.

- ✚ The General Manager will provide input on strategies to overcome underutilization identified within specific EEO protected classes.
- ✚ The monthly and quarterly reports will include the components stated above in the Internal Monitoring and Reporting system

EEO compliance office has established an internal monitoring and reporting system. The purpose of this reporting system is to:

- ✚ Assess accomplishments and establish and enforce a system of accountability.
- ✚ Evaluate the EEO/AA Program and take necessary corrective action.
- ✚ Identify areas in which EEO/AA goals or the implementation of affirmative steps have been accomplished.
- ✚ Provide a precise and factual database for future projections and FTA compliance reviews.
- ✚ Data will be collected on a monthly and quarterly basis for reports to be made to the General Manager. To assess progress toward attainment of the goals of this EEO/AA Program, the following quantitative and qualitative measures shall be made by using statistical reports.
  - ✚ Number of new hires, by each EEO protected class.
  - ✚ Number of employment applications received for each job classification, by each EEO protected class.
  - ✚ Number of promotions or transfers, by each EEO protected class.
  - ✚ Number of employees recalled, by each EEO protected class.
  - ✚ Number of employees who are separated from the Authority either voluntarily or non-voluntarily, by each EEO protected class.
  - ✚ Number and type of infractions, by each EEO protected class.
  - ✚ Number and type of disciplinary actions, by each EEO protected class.
  - ✚ Employee utilization/underutilization, by each EEO protected class.
  - ✚ Charges of discrimination/harassment filed against the Authority.

## JOB TITLES BY EEO CLASSIFICATION

### EXECUTIVE

GENERAL MANAGER  
 DEPUTY GENERAL MANAGER  
 CHIEF OF STAFF  
 GENERAL COUNSEL/LEGAL  
 VICE PRESIDENT OF FINANCE  
 VICE PRESIDENT OF HUMAN RESOURCES  
 VICE PRESIDENT OF MAINTENANCE  
 VICE PRESIDENT OF BUS OPERATIONS  
 ACTING VP OF INFORMATION TECHNOLOGY  
 VICE PRESIDENT OF SAFETY  
 VICE PRESIDENT OF PROCUREMENT  
 VICE PRESIDENT OF MARKETING AND EXTERNAL AFFAIRS  
 VICE PRESIDENT OF PARATRANSIT & ON-DEMAND SERVICES  
 VICE PRESIDENT OF PARATRANSIT & ON-DEMAND SERVICES

### PROFESSIONAL

ASST. VP OF SERVICE DELIVERY  
 ASST. VP OF PAYROLL  
 ATTORNEY I  
 BOARD ADMINISTRATIVE ASSISTANT  
 BUDGET ANALYST  
 CAPITAL & GENL LEDGER ACCOUNTANT  
 CBSP MAINT COORD AND TRAINER  
 CIVIL RGTS PROGRAMS MGR  
 COMMUNICATION COORDINATOR  
 COMMUNITY OMBUDSMAN  
 CONNECTOR PLANNER  
 DATABASE ADMIN & WEB ADMIN  
 DATABASE ADMINISTRATOR II

### PROFESSIONAL

EMPLOYEE BENEFIT SPECIALIST  
 EMPLOYMENT SPECIALIST  
 ENTERPRISE ADMINISTRATOR  
 EXECUTIVE ASSISTANT  
 EXECUTIVE SECRETARY  
 EXTERNAL DRUG & ALC COMP ASST  
 FACILITIES PROJECT MANAGER  
 FINANCIAL ANALYST  
 GOVERNMENTAL ACCOUNTANT  
 GRANT ANALYST  
 GRAPHICS PRODUCTION SPECIALIST  
 HEALTH AND SAFETY MANAGER  
 HUMAN RESOURCES & OFFICE SUPERVISOR  
 HR RECRUITER  
 HUMAN RESOURCES ASSISTANT  
 LABOR & EMPL REL SPEC  
 LAW CLERK  
 MANAGER OF FINANCIAL ANALYSIS  
 MANAGER OF PLANNING  
 MANAGER OF SERVICE DEVELOPMENT  
 MARKETING COORDINATOR



MATERIAL CONTROL ADMINISTRATOR  
 MGR FIN REPORTING AND BUDGET  
 MGR GOVT ACCTG AND ACCTS PAY  
 MGR OF CAPITAL & GRANT PRGRAMS  
 MGR OF COMP AND BENEFITS  
 MGR OF CONNECTOR SERVICES DIRECTOR OF TRANSPORTATION  
 MGR OF TALENT AQUISION  
 MGR OF CUSTOMER CARE  
 MGR OF FAREBOX & SECURITY ADMI  
 MGR OF FIXED ROUTE CUSTOMER INFO  
 MGR OF IT & TELECOMMUNICATIONS  
 MGR OF LABOR & EMPL RELATIONS  
 MGR OF MKTG, COMMUNICATIONS & EDUCATION  
 MGR OF CAPTIAL & GRANTS PROGRAMS  
 MGR OF STRATEGIC DEVELOPMENT  
 MGR OF TAM & CAPITAL PLANNING  
 NETWORK ANALYST  
 ORIENTATION AND MOBILITY SPEC  
 OSHA SPECIALIST  
 PAYROLL SPECIALIST  
 PLANNER  
 PURCHASING AGENT  
 QUALITY ASSURANCE SUPERVISOR  
 REQUISTION SPECIALIST  
 REVENUE ACCOUNTANT  
 RISK MANAGER  
 SCHEDULE WRITER  
 SECRETARY TO DEPUTY GM & BOARD OF DIRECTORS  
 SENIOR FINANCIAL ANALYST  
 SENIOR SCHEDULE WRITER  
 SENIOR SYSTEMS ANALYST  
 SUPT. OF MAINTENANCE  
 SUPT OF TRANS OAK & RD SUPV  
 SUPV OF CONNECTOR SERVICES  
 SUPV. OF MOBILITY MANAGEMENT  
 TERMINAL MANAGER  
 TRAINING & DEVELMT SPECIALIST  
 TRAINING & DEVELOPMENT COORD  
 SENIOR PURCHASING AGENT

**TECHNICIAN**

ACCOUNTANT I  
 AVL COORDINATOR  
 BUS VIDEO & TELECOM COORD  
 CENTRAL RADIO DISPATCHER  
 DISPATCHER A.M.  
 DISPATCHER P.M.

GRAPHICS PROD SPECIALIST  
 MAINTENANCE SUPERVISOR  
 PAYABLES SPECIALIST  
 ROAD SUPERVISOR  
 SERVICE LANE SUPERVISOR  
 SUPPORT ANALYST

**ADMINISTRATIVE SUPPORT**

ADA CLEARK  
 COMMUNICATIONS ASSISTANT  
 CSO I  
 CSO I - Parttime  
 CSO II  
 DATA CLERK TECHNICIAN  
 DATA MMIS TECHNICIAN  
 DATA PAYROLL TECHNICIAN  
 EXECUTIVE ASSISTANT  
 EXECUTIVE SECRETARY

HUMAN RESOURCES ASSISTANT  
 HUMAN RESOURCES GENERALIST  
 INFO OPERATOR  
 LEAD INFO OPERATOR  
 RECEPTIONIST/OFFICE CLERK  
 REQUISITION SPECIALIST  
 SECRETARY TO GM/BOARD OF DIRECTORS  
 SUPPORT COORDINATOR  
 TRANSIT CENTER SALES REP  
 TRANSIT CENTER SALES REP (PT)

**SKILLED CRAFT WORKER**

ELECTRICE EQUIPMENT REPAIR  
 MECHANIC

**SERVICE MAINTENANCE**

COACH OPERATOR - Fulltime  
 COACH OPERATOR - Trainee  
 COACH SERVICE ATTENDANT  
 COACH SERVICE & SHELTER ATTND (FT)  
 COACH SERVICE & SHELTER ATTND (PT)

CONNECTOR BUS OPERATOR  
 CONNECTOR BUS OPERATOR - Trainee  
 STOCKPERSON  
 VAULT PULLER (PT)



## Equal Employment Opportunity Policy Statement

It is the policy of the Suburban Mobility Authority for Regional Transportation (SMART) to fully comply with all applicable Provisions of the Civil Rights Act of 1964, The Americans with Disabilities Act (ADA) of June 26, 1990, Elliott-Larsen Civil Rights Act of 1976 (PA. 453), the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains to the responsibility of SMART relating to employment practices including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

SMART is committed to prohibiting discrimination against employees and applicants based on their religion, race, color, national origin, age, sex, height, weight, sexual orientation, familial/marital status, veteran status, or physical or mental disability. SMART shall be proactive in its pursuit of a successful affirmative action program; this process will include the use of diagnostic techniques such as goals and timetables to guarantee positive results. SMART recognizes that the successful implementation of an Equal Employment Opportunity program shall be beneficial to SMART by providing fuller utilization and development of previously underutilized human resources. SMART is committed to the development of processes and policies designed to overcome any effects of past discriminatory practices on minorities, women and the disabled.

To uphold this commitment, SMART has established an EEO program to be implemented and monitored by Tiffany Gunter, Deputy General Manager and Equal Opportunity Compliance Officer. All applicants and employees have the right to file complaints alleging discrimination. These complaints shall be made to the Equal Opportunity Compliance Officer who shall be committed to ensuring the fair and equitable treatment of such allegations.

Furthermore, all SMART management personnel shall share in the responsibility of Equal Employment Opportunity compliance. Performance by managers and supervisors will be evaluated on the success of the Equal Employment Opportunity Program in the same way as their performance on other SMART goals.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

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Chairman, Board of Directors

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Dwight Ferrell, General Manager

Board Approval Date:



MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: July 25, 2024

SUBJECT: Closed Session





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: July 25, 2024

SUBJECT: Board Member Business





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: July 25, 2024

SUBJECT: Adjournment

