



DATE: May 15, 2020
TIME: 12:00PM
PLACE: Conference Call
PURPOSE: May Board Meeting

ORDER OF BUSINESS

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - A. Meeting Minutes on March 2, 2020 (Pages 3-6)
 - B. Meeting Minutes on March 20, 2020 (Pages 7-8)
4. Communications
 - A. Title VI Letter (Page 9)
5. Treasurer's Report
6. Old Business
 - A. Resolutions 2006 and 2007 from previous meeting – adjusted to 2009 and 2010
7. New Business
8. Resolutions
 - A. Resolution 2011 – Authorizing the Filing of a State Capital Grant Application and Certification of Local Match (Pages 10-11)
 - B. Resolution 2012 – Honoring Transit Employees for Exceptional Work During the Peak of the COVID-19 Pandemic (Page 12)
 - C. Resolution 2013 – Approving the Award of Contract for the Renovation of the Operations Department (Pages 13-14)
 - D. Resolution 2014 – The FMLA Leave Expansion and Emergency Paid Sick Leave (Pages 15-21)
 - E. Resolution 2015 – Approving the Award of Contracts for Safety Improvements at Market Square Transit Center (To Be Provided)
 - F. Resolution 2016 – Adopting the Management Workplan for 2020/2021 (Pages 22-26)
 - G. Resolution – Awarding Audit Contract (Tabled at this Time)



- H. Resolution 2017 – Approving the Purchase of Used Articulated Buses (Page 27)
 - I. Resolution 2018 – Capital Area Transit Funding Agreement (Pages 28-30)
9. Staff Report
- A. COVID-19 Timeline Communications and Actions (Pages 31-34)
10. Adjournment

Next Meeting: Thursday, May 28, 2020

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101

MINUTES OF BOARD MEETING
MARCH 2, 2020

The regular meeting of the Authority's Board of Directors convened on this date at 1:00pm, of Capital Area Transit held by conference call, Chairman Eric Bugaile presiding. Present were board members: LaToya Bellamy, Bruce Weber, Al Bienstock, Richard Kotz, Chad Saylor and Scott Wyland. Jill Nagy, Counsel, was also present.

Administrative Staff Members present.

ATTENDANCE

All members of the Board of Directors are present.

PUBLIC COMMENT

There was no public comment.

COMMUNICATION

There was no communication.

TREASURERS REPORT

Ray Girouard stated that the PennDOT funds have not come in yet. PennDOT will approve February and March simultaneously. We will be in the line of credit. We hope to be in a position in March to pay off a good share of the line of credit. The advertising contract is on a calendar basis. Settled for calendar 2019, we received a check for \$197,000 that will be seen next month in the financials. Repeat business up to \$150,000, but lost the Comcast account. PTO goes into January and will level off throughout the year. Overtime labor and benefit is averaging \$104,000 over budget – mostly drivers. It is off set by the open position. Average ridership fare for paratransit is about \$20 the first 4 months of the year and averaging \$24 the last three months with the fare increase. Paratransit is moving in the right direction.

Al Bienstock moved to accept the Treasurer's Report, Seconded by Chad Saylor.
Motion Approved

OLD BUSINESS

The modified CAT and CPTA Management Agreement was distributed at the meeting. It was noted that several modifications were requested at the last meeting. The

**CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101**

Chairman called on Scott Wyland to move Resolution 2008 as the majority of the modifications were noted by him. Scott Wyland made the motion to accept Resolution 2008. Seconded by Al Bienstock.

Chad Saylor asked if we were going to have a regularly scheduled meeting to advance consolidation. Chairman Bugaile stated that CAT's committee members have been identified. Meetings will be scheduled.

Chairman called for motion, motion passed unanimously.

Chad Saylor moved Resolution 2004 – Approving the Cumberland-Dauphin-Harrisburg Transit Authority Safety Management Policy. Motion seconded by Scott Wyland.

Rich Farr provided an overview of the Safety Management Policy. He noted that it is a federal requirement and the board will be provided regular updates.

LaToya Bellamy asked if the program effected regular training. Rich stated that it could, based on the data collected. Training will be directed to areas that indicate additional training as needed.

Motion carried unanimously.

Al Bienstock motioned to approve Resolution 2005 – Adopting Social Media Use Policy and Online Social Media Use Policy. Chad Saylor seconded the motion.

Rich Farr provided an overview. Staff had been working to advance CAT into social media and we are ready to launch our Facebook page. Prior to doing so, we need to have some guidelines on how we are going to manage the site. The policy was reviewed by Jill Nagy.

LaToya Bellamy asked if the public will be permitted to add comments. Rich stated that we will allow all post unless it contains profanity or reference an employee negatively, those posts will be hidden. Scott Wyland noted that it could be a great way to communicate to the public. Bruce Weber noted that it is good to have a policy outlining the process.

Motion Passed.

Motion by Chad Saylor to approve Resolution 2006 – Award of Contract for Scheduling Software. Seconded by Bruce Weber.

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901 N. Cameron Street, Harrisburg, PA 17101**

Rich Farr provided an overview. This was a joint procurement with CPTA. The five-year software contract allows us to manage fixed route service; creating scheduled routes and run bids and title VI analysis in the future. Chairman Bugaile asked how this software is different from Ecolane. Rich explained that it is similar, but Ecolane is for Paratransit. LaToya Bellamy asked if there are any hidden expenses. Rich stated no, it is a turnkey contract, no hidden fees.

Motion Passed.

LaToya Bellamy made a motion to approve Resolution 2007 – Award of Cooperation Agreement with Transit. Motion seconded by Bruce Weber.

Rich Farr provided an overview. This product is at no cost to the Authority. This will provide rider information enhancements – real time bus information, bus tracking and trip planning. It is a well-designed application.

Motion Passed.

STAFF REPORT

Rich Farr reported that the Market Street project is moving forward. Rich asked the Board for a meeting on May 15, 2020. The meeting will be advertised. He also noted that he reviewed some concepts for a new transfer center.

Rich participated in a CDC conference in Atlanta. The Pa Dept. of Heath, PennDOT and CAT were represented. We would like to work on a project to see if improved transit can improve health outcomes.

Following a meeting with the Mayor this morning, we will begin implementing the new transit stops as defined by a study completed by Delta Development.

We are in the midst of pandemic planning and will follow the national organizations' guidance. We started receiving questions.

Reported that work will begin on a recruitment plan and reviewed points on the dashboard.

Meeting adjourned at 1:40 PM.

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101

Respectfully Submitted,

Richard Kotz, Secretary

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101

MINUTES OF BOARD MEETING
MARCH 20, 2020

The regular meeting of the Authority's Board of Directors convened on this date at 2:03pm, of Capital Area Transit held by conference call, Chairman Eric Bugaile presiding. Present were board members, LaToya Bellamy, Bruce Weber, Al Bienstock, Richard Kotz, Chad Saylor and Scott Wyland. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Jenna Reedy, Chris Zdanis and Monica Young.

ATTENDANCE

All members of the Board of Directors are present.

PUBLIC COMMENT

There was no public comment.

RESOLUTIONS

Resolution 2006 – A Resolution of the Board of Directors for Authorizing Emergency Pandemic Measures

Motion to approve was raised by Al Bienstock, seconded by LaToya Bellamy, and passed unanimously.

Richard Farr stated that this resolution is to be able to communicate emergency decisions in a more expedited fashion with the Board as the state and federal government have initiated a notification of a pandemic.

Resolution 2007 – COVID-19 Emergency Action – Modification of the Authority Fare Policy

Motion to approve was raised by Bruce Weber, seconded by Chad Saylor, and passed unanimously.

Richard Farr discussed authorizing a temporary change to the CPTA fare policy to remove fares for the fixed route service during the COVID-19 pandemic. Jill Nagy has reviewed this resolution and the previous resolution. Buses are still being utilized at this time. We are focusing on social distancing and are now encouraging rear boarding for

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101

the safety of the driver. It gives the driver 6 to 8 feet of space. Action will be taken starting Monday.

COMMUNICATION

The Strawberry Square office closed last week.

We received a few media calls and are encouraging the public to stay home.

Donations will be accepted at the Cameron Street office.

There are no route changes as of yet. We will be monitoring going forward.

Meeting adjourned at 2:14PM.

Respectfully Submitted,

Richard Kotz, Secretary



U.S. Department
Of Transportation
**Federal Transit
Administration**

REGION III
Delaware, District of
Columbia, Maryland,
Pennsylvania, Virginia,
West Virginia

1835 Market Street
Suite 1910
Philadelphia, PA 19103-2968
215-656-7100
215-656-7260 (fax)

April 15, 2020

Mr. Miguel Aciri-Rodriguez, Civil Rights Officer
Capital Area Transit
901 N. Cameron Street
Harrisburg, PA 17101

Re: FFY 2019-2022 Triennial Title VI Program Update, Recipient ID: 1427

Dear Mr. Aciri-Rodriguez,

Thank you for submitting a revised Title VI program for Capital Area Transit required by the Federal Transit Administration (FTA) Circular 4702.1B. Your program is for the triennial period of June 1, 2019 through May 31, 2022 and our records show that the most recent program submission was on November 20, 2019. Upon review, we have determined that your program satisfies the Title VI program requirements.

Thank you for your ongoing cooperation meeting all of the FTA civil rights program requirements. Please note that FTA concurrence with your program does not relieve you from the obligation to implement Title VI requirements per the guidance issued in the Circular. Your next triennial Title VI program update is due to FTA on April 1, 2022. Please submit an update to the Title VI program page in FTA's TrAMS system by that date. A copy of this letter will be attached to your recipient profile for your reference.

FTA is committed to providing technical assistance to help correct your program. Please check our website at http://www.fta.dot.gov/civil_rights.html for resources and training opportunities. If you have any questions or would like to discuss these areas in more detail, please do not hesitate to contact me directly at (215) 656-7121 or via email (Lynn.Bailey@dot.gov).

Sincerely,

Lynn A. Bailey
Regional Civil Rights Officer, Region TRO-3

cc: Recipient TrAMS profile 1427

RESOLUTION NO. 2011

AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND CERTIFICATION OF LOCAL MATCH

The Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority resolves and certifies that the requested state amount of \$3,667,264 of Section 1514 state discretionary trust funds are requested for Fiscal Year 2019-2020 to help pay for projected capital costs, excluding asset maintenance, and that these funds will only be used for this purpose since these funds are ineligible to be used for operating costs. Any of these funds not used this Fiscal Year will be used only for capital assistance in a subsequent year.

Further, the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority resolves and certifies that in Fiscal Year 2019-2020 that the local cash matching funds of no less than \$122,217 will be provided to match the requested amount of Section 1514 state discretionary trust funds.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on May 15, 2020.

Richard Kotz
Secretary
Cumberland-Dauphin-Harrisburg Transit Authority

attest: _____
Eric Bugaile
Chairman
Cumberland-Dauphin-Harrisburg Transit Authority

AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND CERTIFICATION OF LOCAL MATCH

Fact Sheet

- Annual certification of State capital funding request and associated matching local funds.
- This is based off of requested projects. PA DOT has noted approval for each of the following projects listed below.
- Capital Projects applied for are:

<u>Capital Project</u>	<u>Total Amount</u>	<u>Federal Funds</u>	<u>State Funds</u>	<u>Local Funds</u>
Associated Transit Improvements	\$ 56,240.00	\$ 44,992.00	\$ 10,885.00	363.00
Bus Purchase	\$ 5,015,516.00	\$ 4,012,413.00	\$ 970,753.00	32,350.00
Communications Equipment	\$ 776,546.00	\$ 313,853.00	\$ 447,769.00	14,924.00
Office Equipment	\$ 312,500.00	\$ 250,000.00	\$ 60,484.00	2,016.00
HVAC Units	\$ 34,000.00	\$ 27,200.00	\$ 6,580.00	220.00
Shop Equipment	\$ 175,000.00	\$ 140,000.00	\$ 33,871.00	1,129.00
Pre/Post Trip Log	\$ 200,000.00	\$ -	\$ 193,550.00	6,450.00
Service Vehicles	\$ 112,500.00	\$ -	\$ 108,872.00	3,628.00
Financial ERP System	\$ 1,887,525.00	\$ -	\$ 1,826,652.00	60,873.00
Security Cameras	\$ 40,548.00	\$ 32,436.00	\$ 7,848.00	264.00
	<u>\$ 8,610,375.00</u>	<u>\$ 4,820,894.00</u>	<u>\$ 3,667,264.00</u>	<u>\$ 122,217.00</u>

RESOLUTION NO 2012

**HONORING TRANSIT EMPLOYEES FOR EXCEPTIONAL WORK DURING
THE PEAK OF THE COVID-19 PANDEMIC**

WHEREAS, the Governor of Pennsylvania made the first announcement of statewide COVID-19 mitigation efforts on March 16, 2020, and

WHEREAS, the Governor declares a Stay-At-Home order to Dauphin and Cumberland County on March 30, 2020, and

WHEREAS, transit was designated an essential business to ensure the community has access to life-sustaining needs which included employment, medical and access to food trips, and

WHEREAS, CAT employees assisted in the implementation of numerous preventative and sanitation procedures to ensure service would be maintained, and

WHEREAS, during this unprecedented time of fear and unknown, the Authority employees rose to the occasion and delivered exceptional transportation service to the community, and

WHEREAS, due to this exceptional performance, CAT was able to provide employment access to community members whose essential jobs allowed our community to maintain services and provide supplies during the pandemic,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors that it formally recognizes the outstanding performance of all its employees during a most difficult time, and

NOW BE IT FURTHER RESOLVED by the Board of Directors that a \$3.00 per hour employment appreciation bonus be awarded for all hours worked from March 16, 2020 to May 2, 2020.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on May 15, 2020.

Richard Kotz
Secretary
Cumberland-Dauphin-Harrisburg Transit Authority

attest: _____
Eric Bugaile
Chairman
Cumberland-Dauphin-Harrisburg Transit Authority

RESOLUTION NO. 2013

**APPROVING THE AWARD OF CONTRACT FOR THE RENOVATION
OF THE OPERATIONS DEPARTMENT**

WHEREAS, the first floor operations department was flooded in 2017, and

WHEREAS, it has been decades since any work has been done to the operations department,
and

WHEREAS, the department functionality needs have changed over the years and current
layout isn't conducive to current operating needs, and

WHEREAS, based on current safety standards related to pandemic planning, the space will
not work for social distancing, and

WHEREAS, CAT management approached PennDOT regarding the condition of the
department, and

WHEREAS, PennDOT assigned engineer consultants from their open-ended contract to
develop a scope of work and assist the Authority in the bidding process, and

WHEREAS, the Authority has applied and been awarded a grant from PennDOT in the amount
of \$550,000 (\$532,262 State and \$17,738 Local), and

WHEREAS, the staff, with the assistance of Michael Baker International, recommends
contracts be awarded to the lowest, responsive bidders of:

East Coast Contracting, Inc	-	\$243,700
Shannon A. Smith, Inc	-	\$144,951
ElecTech Contracting, Inc	-	\$ 82,850

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-
Dauphin-Harrisburg Transit Authority that it approves the Executive Director to award contracts to
East Coast Contracting, Shannon A. Smith and ElecTech Contracting in the amount which totals
\$471,501.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened
meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on May 15,
2020.

Rich Kotz
Secretary
Cumberland-Dauphin-Harrisburg Transit Authority

attest: _____
Eric Bugaile
Chairman
Cumberland-Dauphin-Harrisburg Transit Authority

FACT SHEET

RESOLUTION 2013

APPROVING THE AWARD OF CONTRACT FOR THE RENOVATION
OF THE OPERATIONS DEPARTMENT

CAT Operations Facility					
BID COMPARISON					
			Percentage Difference From Low Bid	Design Professional Estimate	
GENERAL CONTRACTOR		\$ 243,700.00			
	East Coast Contracting, Inc.	\$ 243,700.00	0.0%	\$ 180,299.16	26.0%
	Balton Construction, Inc.	\$ 273,588.00	12.3%	\$ 180,299.16	34.1%
	Horst Construction	\$ 349,564.00	43.4%	\$ 180,299.16	48.4%
HVAC CONTRACTOR		\$ 144,951.00			
	Shannon A. Smith, Inc.	\$ 53,951.00	-	\$ 30,131.22	44.2%
	Includes Change Order	\$ 91,000.00			
PLUMBING CONTRACTOR		No Bids Received		\$ 90,561.69	
ELECTRICAL CONTRACTOR		\$ 82,850.00			
	ElecTech Contracting, Inc.	\$ 82,850.00	-	\$ 77,414.93	6.6%
	Total GC, HVAC, Elec.	\$ 471,501.00	Actual Bids	\$ 378,407.00	19.7%

RESOLUTION NO. 2014

**THE FMLA LEAVE EXPANSION AND
EMERGENCY PAID SICK LEAVE POLICY**

WHEREAS, On March 18, 2020, the United States Congress passed HR 6201, Families First Coronavirus Response Act (FFCRA) and the President signed into law, and

WHEREAS, The FFCRA seeks to assist employees impacted by novel coronavirus ("COVID-19") and applies to employers with fewer than 500 employees, and

WHEREAS, The FFCRA temporarily expands the Family and Medical Leave Act of 1993, and

WHEREAS, The policy ensures CAT offers its employees the benefits and protections as required by law, and

WHEREAS, The Executive Director, under the Authority of Resolution 2009, enacted the policy on March 30, 2020 to begin on April 1, 2020 and expires on December 31, 2020,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority that it affirms the enactment of the FMLA Leave Expansion and Emergency Paid Sick Leave Policy effective April 1, 2020.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on May 15, 2020.

Richard Kotz
Secretary
Cumberland-Dauphin-Harrisburg Transit Authority

attest: _____
Eric Bugaile
Chairman
Cumberland-Dauphin-Harrisburg Transit Authority

To: All Employees
From: Jamie Leonard, HR Director
Date: March 30, 2020
RE: COVID-19 & Families First Coronavirus Response Act (FFCRA)

We realize COVID-19 has impacted and disrupted many things in our lives – from our daily activities to affecting some employees’ ability to come to work due to school and daycare closures. We will gladly accommodate schedules, offer different shifts, etc. where applicable if it works for both parties to ease that burden. Please visit with your supervisor if you would like to explore those options. For those that may not be able to adjust or are unable to work because the employee is caring for their child because school or a childcare provider is closed due to COVID-19, or may have symptoms and/or the need to quarantine, the Families First Coronavirus Response Act may provide support.

The Families First Coronavirus Response Act, which will be effective April 1 until Dec 31, 2020 provides 80 hours of paid sick time for fulltime employees and a prorated amount for parttime employees to use in certain situations related to COVID-19. It also provides up to 10 additional weeks of pay at two-thirds the employee’s regular rate of pay (up to \$200 per day) for employees who are not able to work due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

One thing to note is there are 2 portions regarding the sick pay depending on the circumstances, either:

- Full pay up to \$511 if an employee is subject to a federal, state or local quarantine, has been advised to self-quarantine by a health care provider, or is experiencing symptoms of COVID–19 and seeking a medical diagnosis; or
- Two-thirds their regular rate of pay up to \$200 per day for those caring for someone above or for his or her child if the school or place of care of the child has been closed.

Attached is a policy that outlines the specifics.

We encourage you to call us regarding any questions or concerns you may have.

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020 until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

Disclaimer: This is subject to change without notice based upon state and federal updates.

Expanded FMLA Leave

Employee Eligibility

All employees who have been employed with CPTA for at least 30 days.

Reason for Leave

Eligible employees who are unable to work due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person who has assumed parental status, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020 through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid time (available paid time off, such as vacation, personal or sick) off during this time. The employee may also elect to use the paid sick leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

Procedure for Requesting Leave

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to HR as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, HR will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Emergency Paid Sick Leave

Eligibility

All full and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person has assumed parental status, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

[Note: A definition for “individual” should be provided as soon as more guidance is available.]

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their manager or if not available, Human Resources of the need and specific reason for leave under this policy. A form will be provided to all employees in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Qualifying Reason	FFCRA 100% Rate	FFCRA 2/3 Rate	Additional 10 Wks
1. Employee is subject to a Federal, State, or local quarantine order related to COVID-19	X		
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19	X		
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis	X		
4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)		X	
5. Employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19		X	X
6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health & Human Services, in consultation with the Secretaries of Labor and Treasury		X	

Examples of Pay	
<p>1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID - 19</p> <p>2. Employee has been advised by a health care provider to self-quarantine related to COVID - 19</p> <p>3. Employee is experiencing COVID - 19 symptoms and is seeking a medical diagnosis</p>	<p style="text-align: center;">This applies for examples 1, 2 & 3</p> <p>Paid at 100% up to \$511 per day for TWO WEEKS only.</p> <p>100% pay only applies if COVID - 19 affects YOU.</p>
<p>4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)</p> <p>5. Employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID - 19</p> <p>6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury</p>	<p style="text-align: center;">This applies for examples 4, 5 & 6</p> <p>EXAMPLE: This will be paid at 2/3 your rate up to \$200.00 per day</p> <p style="text-align: center;">$\\$16 \times 8 \text{ hrs} = \\$128.00 \times 2/3 = \\$85.33$</p> <p style="text-align: center;">$\\$16 \times 10 \text{ hrs} = \\$160 \times 2/3 = \\$106.66$</p> <p style="text-align: center;">$\\$16 \times 12 \text{ hrs} = \\$192 \times 2/3 = \\$127.99$</p>

RESOLUTION NO. 2016

ADOPTING THE MANAGEMENT WORK PLAN FOR FISCAL YEAR 2020/2021

WHEREAS, the Management Work Plan for FY2020-2021, which includes the proposed operating budget, and management objectives, was reviewed with the Cumberland-Dauphin-Harrisburg Transit Authority Board of Directors as a whole at the May 15, 2020, Board of Directors meeting; and,

WHEREAS, the proposed Management Work Plan for FY2020-2021 presents reasonable assumptions regarding the operation, investment in Authority assets and the marketing of the Authority, in the midst of responding to and trying to recover from the COVID-19 pandemic;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority that it adopts the Management Work Plan for FY2020/2021.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-HARRISBURG-DAUPHIN TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on May 15, 2020.

Richard Kotz
Secretary
Cumberland-Dauphin-Harrisburg Transit Authority

attest: _____
Eric Bugaile
Chairman
Cumberland-Dauphin-Harrisburg Transit Authority



**MANAGEMENT WORK PLAN
2020-2021**



Management Work Plan 2020-2021

Section 1: Workforce Continuity

- Workforce Capacity Assessment
 - Impact of FFCRA & expanded FMLA
 - Monitoring Wellness
- Social Distancing Plans
 - Physical Infrastructure
- Testing Policy/Procedures
- PPE Plans
- Evaluating Operating Group Separation: Team A/B
- Teleworking Expansion/Parameters
- Labor Relation Implications
- Employee Communications
- Mitigating Anxiety
- Prepare for “2nd Wave”



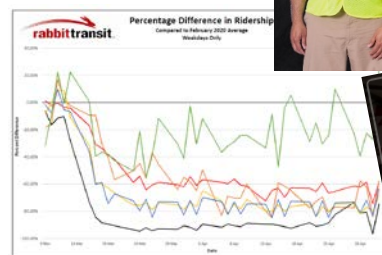
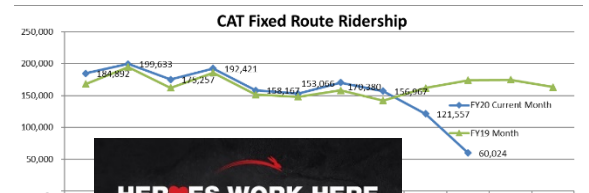
Section 2: Customer-Centric Focus

- Vehicle/Facility Sanitation Plans
- Rider Protection
 - Social Distancing
 - Mask Requirements
- “Transit is Safe” Campaign
 - Public Messaging
- Crowding Stigma Challenge



Section 3: Service Restoration

- Gradual Reintroduction of Service Levels
- Timing/levels depend on:
 - Labor Availability/Willingness
 - Customer Demand
- Restore Fare Collection
- Emerging Markets
- Potential Shift to Micromobility
- Monitor Supply Chain Disruptors



Section 4: Community Engagement

- 3P Ride Donation Opportunities
- Opportunity for Employer Connections
- Healthcare Partnerships
 - Expanded 4-Ride - Geisinger
- York Economic Action Plan Steering Committee
- GSV United Way partnership to address Access to Work
- Hanover to Gettysburg Renewed Interest
- Salvation Army Partnership (CAT)
- Harrisburg Regional Chamber CAT 2020 Updates
- Workforce Development & Sustainable Wages Task Force



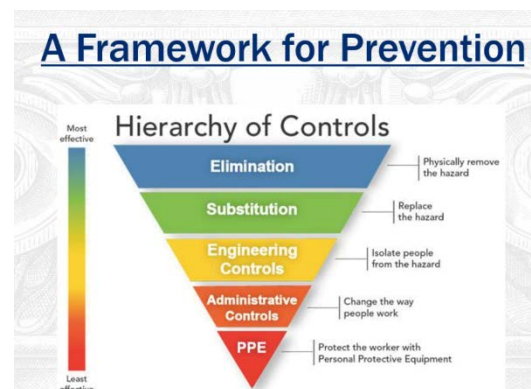
Section 5: Financial Viability Considerations

- CARES ACT Spending Priority and Procurement Plan
- Local Match Implications
- Reduced Tax Revenues
- Turnpike Challenge/Capital Funding Unknown
- Shared Ride Losses
- Reduction in Farebox Revenue
- Create a Reserve
- Pay back County MATP (CAT)
- Pension – if allowable (CAT)



Section 6: Safety

- Update Emergency Pandemic Plans
 - National Model
 - Industry Standard
- Security – CARES ACT Requirement
 - \$120,000 Investment
- SAFTI Implications
 - Worker's Compensation
- Framework of Prevention
 - Apply Hierarchy of Controls



RESOLUTION NO. 2017

APPROVING THE PURCHASE OF USED ARTICULATED BUSES

WHEREAS, Capital Area Transit (CAT) had routes that passenger boarding exceeded the capacity of existing buses, and

WHEREAS, CAT is planning a service redesign (CAT 20/20), which may result in a reduction of service causing the remaining routes to experience overcrowding, and

WHEREAS, the business community and customers are inquiring regarding the Authority's plans to enhance social distancing related to COVID-19, and

WHEREAS, CAT received Federal and State funds to purchase refurbished Articulated Buses:

Federal 5307 CMAQ (PA-2020-012-01) = \$520,000

State 1514 (CAT-CCA-19-20) = \$125,808

Local Match = \$4,193

WHEREAS, we received a formal quote from Complete Coach Works in the amount of \$650,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve and authorize the Executive Director to procure two (2) Articulated Buses in the amount not to exceed \$650,000.

DULY RESOLVED, this 15th day of May 2020, by the Board of Directors in a lawful session duly assembled.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY (dba CAPITAL AREA TRANSIT)

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Capital Area Transit Board Members held on May 15, 2020.

Richard Kotz, Secretary

Attest: _____
Eric Bugaile, Chairman

RESOLUTION 2018

**APPROVING THE CAPITAL AREA TRANSIT FUNDING AGREEMENT
WITH ITS FUNDING PARTNERS**

WHEREAS, CAT had a funding agreement with its funding partners; Cumberland County, Dauphin County and the City of Harrisburg, and

WHEREAS, the previous agreement expired on December 31, 2019, and

WHEREAS, CAT has prepared an agreement that could be executed by our funding partners that would be renewed on an annual basis, and

WHEREAS, the basic principles of the original agreement are maintained in the proposed annual agreement, and

WHEREAS, the proposed agreement takes into account the regional concerns indicated by its partners,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority that it approves executing the local funding agreement and to then seek approval from the local funding partners.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on May 15, 2020.

Richard Kotz
Secretary

attest: _____
Eric Bugaile
Chairman

CAPITAL AREA TRANSIT FUNDING AGREEMENT

This _____ day of _____, 2020, comes Dauphin County, Cumberland County, the City of Harrisburg and Capital Area Transit and agree to the renewal of funding sources as follows:

WHEREAS, the partners of Capital Area Transit, including Dauphin County, Cumberland County and the City of Harrisburg entered into a 2014 Funding Agreement (Agreement) that promises certain funding obligations by the partner and obligations by the Authority through December 31, 2019; and

WHEREAS, as of the date of this resolution, the Authority has received a funding commitment of the obligations set forth in the Agreement from Dauphin County, Cumberland County and the City of Harrisburg for Fiscal Year 2019; and

WHEREAS, the parties seek to extend the said Agreement on the same terms through the fiscal year 2021.

NOW THEREFORE, the parties hereto agree as follows:

1. The parties incorporate the above recitals as if more fully set forth below.
2. The parties renew their funding obligations for local match purposes for state funding for Capital Area Transit's local match requirement on the same terms as in the Agreement; specifically Attachment A: Vehicle Miles Calculation Process for Required Local Funding Contributions from Participating Jurisdictions.
3. The above funding request based upon local match is predicated on the total needs of CAT but does not represent or assure monies from funding partners other than Dauphin County, Cumberland County and the City of Harrisburg.
4. Such request is predicated on the terms of the Capital Area Transit Management Agreement and ongoing negotiations concerning a regional model for transportation.
5. Such request is also predicated on the ongoing service to the areas of each of the funding partners by Capital Area Transit.
6. All other terms of the Agreement are incorporated herein as if more fully set forth below.

ATTEST:

(FUNDING PARTNER NAME)

ATTEST:

CAPITAL AREA TRANSIT

ATTACHMENT A

**VEHICLE MILES CALCULATION PROCESS
FOR
REQUIRED LOCAL FUNDING CONTRIBUTIONS
FROM PARTICIPATING JURISDICTIONS**

To provide a methodology for the appropriate and fair distribution of cost associated with the Required Local Funding Contributions from Jurisdictions, the following process shall be followed on an annual basis:

1. Total annual vehicle milesⁱ are calculated for weekday and weekend service for all routes in the CAT service area, excluding special service that is separately funded by one or more of the partners.
2. Each route is evaluated to determine the number of vehicle miles traveled in each of the Partners’ jurisdictions using the following criteria:
 - a. From trips that cross into multiple jurisdictions, the miles will be split to that jurisdiction based on the City/County line.
 - b. Each trip that crosses multiple jurisdictions will be assessed for “incidental”ⁱⁱ travel miles to determine if the “incidental” miles should be shared by multiple jurisdictions.
 - c. Commuter express routes will be designated to the proper local Partner based on major origin of ridership.
3. The proportionate share of total annual vehicle miles for each Partner is determined by dividing the number of vehicle miles traveled in each of the Partners’ jurisdictions by the total annual vehicle miles of the entire CAT service area, expressed as a percentage.
4. The proportionate share of total annual vehicle miles is multiplied by the required local funding contribution to determine the Subsidy Payment for each Partner.
5. Required local funding contribution request are to be presented to the Parties on or before October 1st of each year.

ⁱ Vehicle miles is defined as the number of miles a transit travels in a given jurisdiction.

ⁱⁱ Incidental is defined as travel to/from a pick-up or drop off location without designated stops for local service.

COVID-19 Timeline Communications and Actions

March 16, 2020	Board update via email.
Month 17, 2020	Pass Exchange Program. Anyone who purchased a pass between March 2 and March 16 may be eligible for an 11 Ride exchange.
March 16, 2020	Memo to Employees – Glove Usage, training video.
March 18, 2020	Memo to FR Operators – Social Distancing. Creating a social distance, blocking off the front seats.
March 19, 2020	Employee Memo – Information what COVID-19 is, symptoms, general information.
March 20, 2020	Free Fare and Fast Boarding Memo - Outlining the process and expectations related to the topic.
March 23, 2020	Memo to employees – permission to clock in on Mobile Devices.
March 23, 2020	Memo to employees – Requesting temperatures to be taken prior to leaving for work. Evaluation overall health. Report any change. Outlining general quarantine protocols.
March 24, 2020	Remote work assignments sign off.
March 24, 2020	Issued essential employee memo – permitting travel to and from work.
March 25, 2020	Memo to Employees: Temporary Voluntary Reduction Program (layoffs).
March 26, 2020	Memo to Employees: COVID Attendance – “If you don’t feel well” do the following. Introduced EAP.
March 27, 2020	Memo to Employees: Notification of Governor’s Stay at Home Order.
March 27, 2020	Memo to Employees: Re-issue Glove Usage Protocol.
March 27, 2020	Memo to Employees: Unemployment Compensation Benefits for reduced work schedules.
March 30, 2020	Memo to Employees: FFCRA.
March 31, 2020	Memo to Employees: COVID Testing & Customers.
March 31, 2020	Memo to Para: Seating Arrangements.
April 1, 2020	Memo to Operations: Face Mask Usage & Protocol.
April 3, 2020	Memo to Employees: Best Practices – Laundering Clothing.

April 3, 2020	Memo to Employees: Transfer Center Procedures.
April 3, 2020	Memo to Employees: Face Mask Update – All employees must wear masks.
April 9, 2020	Memo to Employees: Reminders focusing on Cross-Contamination.
April 9, 2020	Memo to the Board: Free Fare and Rear Boarding Extension, Sunday Service, Face Coverings.
April 9, 2020	Press Release – Passenger Must Wear Masks.
April 10, 2020	Memo to Operations: Requiring Passenger Face Coverings.
April 14, 2020	Notification to public: If you need transportation to a testing site, please call us.
April 14, 2020	Customer Service Scripting on COVID questions and rider eligibility.
April 17, 2020	Memo to Employees: Potential Workplace Exposure.
April 17, 2020	Memo to Employees: Masks and Other Best Practices.
April 21, 2020	Press Release call for Mask Donations.
April 22, 2020	Memo to Employees: Community Spread – monitor your health and report.
May 7, 2020	Memo to Employees: Cares Act and COVID-19

Facebook Postings:

March 4 – Wash your hands (with handwashing image)

March 16 – Introducing how the latest developments with the Governor affected riding transit (with cleaning bus image)

- Social distancing
- If you don't have to travel, please stay home
- Cleaning the vehicles explanation

March 16 – Repost from PA dept of Health (image of "This Pennsylvanian is doing their part to stop the spread of COVID-19)

- Announce shut down of non-essential businesses
- Asked riders to ride for essential needs only

March 18 – Transit driver appreciation post

March 19 – Maintain safe distance (with image)

-Announced the roping off of priority seating (with exception of ADA, etc)

March 19 – Operating for life sustaining needs only reminder (no place like home image)

March 20 – rabbitEXPRESS running on reduced schedule starting 3/23

March 20 – Announced reduced Customer Service hours starting 3/23

March 20 – Announced free fare starting 3/23, asked for donations, encouraged everyone to stay home if possible

March 20 – Announced rear boarding starting 3/23

March 23 – Recap of precautionary measures (with image)

March 24 – APTA article & video repost about keeping transit running

March 25 – Sign up for Rider Alerts reminder

March 25 – 31 day pass reconciliation explanation & instructions

March 27 – Announced modified schedules of fixed route to begin 3/29

March 30 – Reminder about modified schedules

March 30 – Requesting donations (with image)

March 31 - Thank you post to staff and team members

April 3 – Reminder to only ride for life sustaining needs with modified schedule link

April 3- Asked all passengers to wear a nose/mouth covering (with image)

April 7 – Wear a nose/mouth covering (video)

April 8 – Stay home reminder (stop motion video)

April 9 – Reducing Fixed Route again starting 4/13

April 10 – Must wear a nose/mouth covering to ride the bus beginning 4/13 (with image showing examples)

April 14 – Google doodle thank public transit workers

April 14 – Announced masks are available, and also taking mask donations (with image of Beth & masks)

April 14 – Riders needing transportation to COVID testing sites please call for help

April 16 – Wear a nose/mouth covering reminder, masks available reminder (video)

April 20 – Thank you to essential workers video included text reminder about modified schedules

April 24 – Must wear a nose/mouth covering reminder, please travel for life sustaining needs only (image)

April 24 – “Good Job” to everyone with Alicia Keys song/video

April 27 – How to clean and sterilize cloth masks (with image and article)

April 28 – Crisis text line info

April 29 – Thank you for all masks donated, reminder they are available for riders (image of masks)

May 7 – Ongoing precautionary measures reminder until further notice (image)

- Wear a nose/mouth covering
- Rear boarding
- Free fare