

# OAKLAND COUNTY PUBLIC TRANSPORTATION AUTHORITY

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Megan Owens  
Vice Chairperson

*Melanie Piana, Chairperson*

David Harrell  
Rashon Byrd

Marie Donigan  
Secretary

April 16, 2019

Chairperson Piana called the meeting to order at 9:06 a.m. in the Pernick-Aaron Conference Room of the Courthouse Auditorium Wing, County Service Center, in Pontiac, Michigan.

## **MEMBERS PRESENT:**

Melanie Piana, Megan Owens, Marie Donigan, Rashon Byrd, David Dillingham (Minority Alternate)

## **MEMBERS ABSENT WITH NOTICE:**

David Harrell

## **APPROVAL OF AGENDA**

Owens moved approval of the agenda, as presented. Seconded by Dillingham.

Motion carried.

## **PUBLIC COMMENT**

The following people spoke during public comment: Ross Gavin, Deputy Treasurer and Amy Carter, Junior Accountant, Treasurer's Office.

## **REGULAR AGENDA**

### **1. VALIDATION OF OCPTA OFFICERS**

The following Oakland County Public Transportation Authority (OCPTA) officers were validated in their new positions: Melanie Piana, Chairperson; Megan Owens, Vice Chairperson; Marie Donigan, Secretary.

Donigan moved validation of the OCPTA Officers. Seconded by Owens.

Motion carried unanimously on a roll call vote.

### **2. TRANSITION UPDATE**

Oakland County Board of Commissioners (BOC) staff provided an update on the transfer of OCPTA files from Mark Adams, Attorney, Hall Render. Chairperson Piana inquired about the record retention policy for Oakland County.

### **3. OCPTA BYLAWS**

Megan Owens provided an update on the Bylaws review assessment she and Marie Donigan performed. A set of questions was developed and submitted for feedback from BOC staff. Ms. Donigan accepted the responsibility of point person for reviewing and modernizing the Bylaws.

#### **4. RECOMMENDATION ON LEGAL COUNSEL**

Chris Ward, Chief of Staff, BOC, introduced Joellen Shortley, Corporation Counsel, Oakland County. Consulting input will be provided during the transition as the OCPTA works to secure legal counsel. The Oakland County Purchasing Department will provide assistance with drafting a Request for Proposal (RFP) for legal services for the OCPTA. Ms. Donigan suggested that the RFP draft reflect that the OCPTA seeks legal counsel knowledgeable in public transportation. Ms. Piana requested that a draft RFP for scope of services be provided to the OCPTA for review at the next meeting. The OCPTA will continue using the same auditing firm that the County is contracted with.

#### **5. OCPTA ARTICLES OF INCORPORATION**

The OCPTA briefly discussed the need to ensure that the Articles of Incorporation and Bylaws coincide with one another and whether Bylaws were even needed for the OCPTA. Mr. Ward offered to investigate this.

#### **6. GOALS AND OBJECTIVES**

Members discussed the goals and objectives of the OCPTA and its direction for 2019. The Authority will work with the Suburban Mobility Authority for Regional Transit (SMART) to coordinate and establish regular communications to the Board of Commissioners. Ms. Piana expressed that the Authority is committed to transparency, ensuring that the public has access to informational materials and understands the purpose of this Authority as it relates to public transportation.

#### **COMMUNICATIONS**

None.

#### **OTHER BUSINESS/ADJOURNMENT**

Amy Carter, Junior Accountant, Treasurer's Office, provided a brief update on the OCPTA budget and shared that a check was mailed to SMART.

The next OCPTA meeting will be held on Tuesday, May 21, 2019, at 9:00 a.m.

There being no further business to come before the Authority, the meeting was adjourned at 10:06 a.m.

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Megan C. Sellers, Committee Coordinator

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Marie Donigan, Secretary

**NOTE:** The foregoing minutes are subject to Authority approval.