

Board of Directors' Special Meeting
Thursday, December 19, 2019
Community Transit Board Room
11:00 a.m.

Board Members Present

Council Member Kim Daughtry	City of Lake Stevens
Mayor Dave Earling	City of Edmonds
Mayor Leonard Kelley	City of Stanwood
Mayor Jon Nehring	City of Marysville
Lance Norton	Labor Representative, non-voting
Council Member Jan Schuette	City of Arlington, call-in
Council Member Mike Todd	City of Mill Creek

Board Members Absent

Council Member Joe Neigel	City of Sultan
Council Member Terry Ryan	Snohomish County
Council Member Stephanie Wright	Snohomish County

Others Present

Kelly Bang	CT-Coach Operator
Geri Beardsley	CT-Director of Administration
Chris Beck	CT-HR Program Manager
Roland Behee	CT-Manager of Planning and Development
Makayla Belew	Self
Mike Berman	CT-Technology Infrastructure Manager
Lia Blanchard	CT-Public Information Specialist
Lauren Braun	InjuryFree
Cara Brocx	CT-Assistant Procurement & SBE/DBE
Sara Burnett	CT-Labor Relations Manager
Melissa Cauley	CT-Grants Program Manager
Ryan Chase	CT-Assistant Procurement & SBE/DBE
Kunjan Dayal	CT-Procurement and Contracts Manager
June DeVoll	CT-Manager of Regional Programs & Projects
Paul Felten	CT-Coach Operator
Carla Freeman	CT-Labor Specialist
Darlene Fritts	CT-Risk Management Specialist
Robert Gaines	CT-Coach Operator
Risë Gamble	CT-Coach Operator
Emmett Heath	CT-CEO
Matthew Hendricks	CT-Legal Counsel
Kim Howe	InjuryFree
Stacy Hupp	CT-Procurement and SBE/DBE Supervisor
George Hurst	City of Lynnwood, Board alternate
Dan Jerome	CT-Capital Project Manager
Ginny Justiniano	CT-Procurement and SBE/DBE Specialist
Sandra Kawabata	CT-Coach Operator
Steve Kim	CT-Director of Transportation
Mary Beth Lowell	CT-Director of Comms & Public Affairs

*indicates late arrival

Peter Majkut	CT-Coach Operator
Abbey M.	InjuryFree
Molly Marsicek	CT-Director of Customer Experience
Bruce Meyers	CT-Coach Operator
Kyle Moore	CT-Coach Operator
Kathy Nelson	CT-Coach Operator
Chuck Newcomb	CT-Coach Operator
Cindy Newman	CT-Administrative Assistant II
Kristy Norman	CT-Coach Operator
Rigo Oropeza	CT-Coach Operator
Deb Osborne	CT-Chief of Staff
Taylor Perry	CT- Administrative Assistant II, Risk
Anita Platter	CT-Procurement Support Specialist
Cesar Portillo	CT-HR Manager
Mark Proud	CT-Coach Operator
Dave Richards	CT-Director of Maintenance
John Sacco	CT-Coach Operator
Trent Shuford	InjuryFree
Juanita Shuler	CT-Exec. Support/Records Mgmt. Specialist
Jon Snyder	CT-Coach Operator
Sally Snyder	CT-Environmental Analyst
Richard Stobb	CT-Transit Applications Administrator
David True	CT-Capital Development Program Manager
Rhonda Wahlgren	CT-Procurement and SBE/DBE Specialist
Rachel Woods	CT-Executive Board Administrator
Uriel Ybarra	CT-Government Relations Manager

Call to Order

Chair Earling called to order the December 19, 2019 Board of Directors' special meeting at 11:00 a.m. at the Community Transit Board Room, Everett, Washington.

Roll Call of Members

The Executive Board Administrator called roll. Attendance was as noted above. **A quorum was present.**

Public Comments

The Chair requested public comments be limited to a 2 minute duration.

Risë Gamble, Coach Operator, shared her concern regarding the equipment comparison between Atlas and InjuryFree equipment.

Peter Majkut, Coach Operator, commented that the current wellness program worked and should not change. He commented that the agency wanted to so save costs, but should look at the additional benefits and the big picture.

Lance Norton, Labor Representative, shared his concern that the Board Chair limited the public comment duration to two minutes and recognized employees for their professional public comments.

Kyle Moore, Coach Operator, thanked the agency for providing the wellness benefit. InjuryFree's machines worked well for his injury and helped to keep him working.

Trent Shuford, CEO of InjuryFree, shared his concerns about the award and appeal process. He cited investments made by InjuryFree were in technology specifically to help coach operators. He shared his belief and concern that his ideas were provided to a competitor. He requested his protest and his rights be reviewed.

Rigo Oropeza, Coach Operator, thanked the Board for listening and emphasized that the program with the current vendor worked well.

Bruce Meyers, Coach Operator, commented that InjuryFree treats its patients and their injuries and educates them at the same time. InjuryFree helped him greatly.

John Sacco, Coach Operator, shared that InjuryFree helped numerous people and provided easy access for employee visits.

Presentation

Emmett Heath, CEO, thanked employees for their conversation. Community Transit supported programs that promoted wellness, enhanced health, and desired to build on that going forward. He reviewed the history of onboarding InjuryFree and the concerns that were raised at that time. The program began as a pilot that grew into a program with 82% staff participation and 65,000 visits over the last five years.

Agency Procurement Process

Geri Beardsley, Director of Administration, presented and Chris Beck, HR Program Manager, and Cara Brox, Procurement Specialist, answered questions. The agency was committed to the success of this program. The procurement process was reviewed. Matt Hendricks, Legal Counsel, explained the requirements of awarding public funds and the corresponding procurement process used.

Scope and Evaluation of RFP No. 2019-020 Injury Prevention, Wellness, Health & Safety

Geri Beardsley reviewed the program objectives, weighted evaluation criteria, and the vendor selection process. The background and benefits of the proposed vendor, Atlas, were presented.

Questions raised by the Board at their December 5, 2019 regular meeting were answered by staff.

Action Item

Discussion and Possible Award of RFP 2019-020, Injury Prevention, Wellness, Health & Safety

Board members asked questions about the process and details of the proposed vendor contract. Options were laid out, which included starting a new RFP process.

It was noted that InjuryFree submitted an appeal, however it was outside of the required 5-day required timeline and therefore was denied.

Motion made by Council Member Mike Todd to authorize the Chief Executive Officer to negotiate and award contract RFP 2019-020, Injury Prevention, Wellness, Health & Safety Programs to Atlas Injury Solutions in the amount of \$3,315,167 for the initial five-year contract item. The motion was seconded by Council Member Kim Daughtry.

A Board discussion was held.

The Chair requested the vote be taken by roll call. A vote was taken and passed with a vote of 5 to 1 with Council Member Kim Daughtry, Mayor Dave Earling, Mayor Leonard Kelley, Council Member Jan Schuette, and Council Member Mike Todd voting yes and Mayor Jon Nehring voting no.

Chair's Report

Chair Earling appreciated the process used on the action item and thanked the Board for the opportunity to serve as Chair.

Chief Executive Officer's Report

Emmett Heath provided the agency's draft proposed legislative agenda for Board members to review. The document would be finalized at the January 2, 2020 Board meeting.

Board Communication

Mayor Jon Nehring commended staff for their dedicated work, responsible budget, and accomplishments in 2019. He thanked Chair Earling for his service to the Board.

Mayor Leonard Kelley wished everyone happy holidays.

Council Member Mike Todd thanked Chair Earling for his years of service to the community and to Community Transit.

Adjourn

The meeting adjourned at 12:26 p.m.



Rachel Woods,
Executive Board Administrator