

# **SAUGEEN MOBILITY**

## **and REGIONAL TRANSIT**

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### **SPECIAL BOARD MEETING MINUTES**

Tuesday, March 29, 2022, 9:00 a.m.

**Board Members Present:** Councillor Warren Dickert, Town of Hanover Councillor, Board President  
Councillor Beth Hamilton, Municipality of West Grey, Board Vice-President  
Vice Deputy Mayor Mike Myatt, Town of Saugeen Shores, Board Past President  
Councillor Dave Cuyler, Municipality of Kincardine  
Councillor Doug Bell, Municipality of Arran-Elderslie  
Councillor Jim Frew, Township of Southgate  
Dean Leifso, Municipality of Brockton  
Mayor Scott Mackey, Township of Chatsworth  
Councillor Ed McGugan, Township of Huron-Kinloss

**Board Members Absent:** None

**Others Present:** Catherine McKay, Recording Secretary

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

**1. Call to Order**

President Warren Dickert called the meeting order at 9:00 a.m..

**2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest**

None declared.

**3. Approval of the Agenda**

**Motion #2022-012**

Moved by Dean Leifso; Seconded by Dave Cuyler

That the agenda for March 29, 2022 be amended to move item 4, New Business to follow Direction Coming out of In Camera and that the agenda be accepted as so amended.

**Carried**

**4. In Camera Session**

**Motion #2022-013**

Moved by Dean Leifso; Seconded by Beth Hamilton

That the Board of Directors of SMART move into Closed Session at 9:05 a.m. to discuss personal matters about identifiable individuals.

**Carried**

The Board of Directors of SMART reconvened in open session at 9:50 a.m. and the President confirmed that the Board had gone in closed session and discussed personal matters about an identifiable individual and that no other matters were discussed.

**5. New Business**

The President advised that Ward & Uptigrove will conduct the recruitment for a Manager, including developing a job description to be reviewed by the Board, placing the ad, short listing candidates and participating in interviews. Candidates will be expected to make a presentation to the Board as part of the process. The President asked for Board members willing to sit on the interview panel and Ed McGugan and Mike Myatt offered to help. Ward & Uptigrove will contact them directly. Dave Cuyler said that he will be involved in another recruitment over the next few weeks and would be willing to help after that. Scott Mackey expressed appreciation for Ed McGugan and Mike Myatt's assistance.

The Vice-President noted that discussions had taken place about retaining Catherine McKay to assist with the recruitment of a Scheduler/Dispatcher. Catherine informed the Board that she had done some preliminary work on this, including drafting a job posting and setting up an email address to receive applications. Mike Myatt noted that based on his past experience, two positions at three days each per week can work well in a setting such as SMART and Dave Cuyler noted that it is important to find people who get along. Scott Mackey agreed that two part-time positions might provide work-life balance and raised the question of whether this should be done now or after any reviews that might take place. He added that perhaps any hiring should be for a fixed period of time or on a temporary basis and the President suggested a six month contract. In response to a question from Jim Frew, it was explained that dispatching is done only during SMART's hours of operation. Scott Mackey noted that Home and Community Support Services already does dispatching using the same software as SMART and asked if there might be an opportunity to partner with them on dispatching. The Vice-President noted that these are questions that could be discussed with the HR consultant from Ward & Uptigrove. The President noted that he and the Vice-President will be in touch with the consultant.

**Motion #2022-014**

Moved by Scott Mackey; Seconded by Dave Cuyler

That Mike Myatt and Ed McGugan be appointed as Board representatives on the Recruitment Committee to hire a new Manager.

**Carried**

**Motion #2022-015**

Moved by Scott Mackey; Seconded by Dave Cuyler

That the Board of Directors of SMART retain Catherine McKay at a rate of \$35.00 per hour to recruit a Scheduler/Dispatcher with further direction to be provided in the future.

**Carried**

**6. Adjournment**

SMART Board meetings are scheduled for Friday, April 8 at 1:30 p.m. and Friday, April 22 at 1:30 p.m. It was decided to hold these meetings via Zoom and discuss when to resume in person meetings at a future meeting.

Doug Bell expressed thanks to the President and Vice-President for their work and noted that he has worked with Ward & Uptigrove in the past and their work for SMART is bound to be a success.

**Motion**

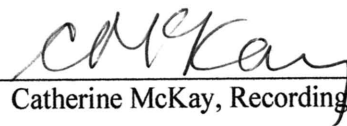
Moved by Dean Leifso; Seconded by Dave Cuyler

That the Board of Directors of SMART adjourn at 10:17 a.m.

**Carried**



Warren Dickert, President



Catherine McKay, Recording Secretary