



**MAX Transportation Authority Board  
Meeting Agenda  
Monday, December 16, 2024**

1. June 2024 Board Meeting Minutes – Action
2. October 2024 Board Meeting – Action
3. September 2024 Board Meeting – Action
4. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less.
5. Marketing Committee
6. Executive Committee
  - a) FY2023-FY2026 TIP Amendment - Action
  - b) FY2025 EEO Annual Program - Information
  - c) Ridership Reports for November 2024 – Information
  - d) Financial Reports for November 2024 – Information
  - e) Expenditure Reports for November 2024 - Information
7. Interim Director’s Report

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**Next meeting is Monday, January 27, 2025 at 3:30 p.m.**

**Macatawa Area Express Transportation Authority**  
**Meeting Minutes**  
**Monday, June 24, 2024**  
**Proposed Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building – 11660 Greenway Dr., Holland, MI 49424

**Members Present:** Chair Russ TeSlaa and Secretary/Treasurer Joe Baumann, Board Members Nathan Bocks, Jan Steggerda, Kristin Myers, Meika Weiss

**Others Present:** Lynn McCammon

**Members Absent:** Board Members Kevin Klynstra, Jason Latham, Al Rios and Abraham Hernandez

**Staff Present:** Elisa Hoekwater, Beth Higgs, Kaitlynn Riegling, Sandra Korhorn

**6.24.1 Approval of the Minutes for May 2024 Board Meeting**

A motion was made by Weiss and supported by Bocks to approve the May 2024 board meeting minutes. Motion carried unanimously.

**6.24.2 Public Comment**

There were no public comments.

**6.24.3a Marketing Committee**

Higgs reported that the Marketing team has been working on an employee appreciation lunch (August 4) and also preparing for the VIA rider App which will launch soon after the new scheduling software.

**6.24.4 Executive Committee**

**6.24.4a Request to Submit Transportation Alternatives Program (TAP) Competitive Grant Program Application**

Riegling explained that TAP is a competitive grant with \$24.5 million dollars available annually to be used on projects to enhance Michigan's intermodal transportation system and provide alternative transportation options. MAX will request funds to install new bus shelters with solar lighting, new system maps and brochures, bus stop signs, and other service change related projects. MAX is requesting up to \$250,000, these funds would support the unfunded costs of the Michigan Shared Streets and Spaces Grant that MAX applied for earlier this month. The TAP funding does require a match at a minimum of 20 percent but most projects match requirements are determined to 35 – 45 percent as MDOT would like to see strong local community support. The Board was requested to approve the submittal of the TAP grant funding. Motion to approve was made by TeSlaa, supported by Latham. Motion passed unanimously.

- 6.24.4b Relocation of Bus Shelter & Approval of Lease Agreement for James Street Center**  
Higgs reported that in March she was contacted by the investment company that owned property at 115 Clover St. in Holland Twp, stating that MAX buses were damaging the blacktop near the bus shelter in their parking lot. The recent MAX Transit Study identified low ridership at that location, so the decision was made to remove that bus shelter. Capstone Companies, the property owner of the James St. Center Plaza agreed to have the bus shelter moved to their location at 285 James Street in Holland Twp. Entering a lease agreement until year 2039.  
Motion to approve the new lease agreement with Capstone Companies was made by Baumann, supported by Bocks. Motion passed unanimously.
- 6.24.4c Proposed Employee Wage Adjustment**  
Hoekwater reported that MAX has seen a significant increase in bus operator applications after wages were increased in November 2023. As the commitment was made to evaluate all remaining pay grades in 2024, we are now proposing a wage increase for all other positions. Adjust wages for all remaining MAX positions to account for cost of living increases and bring them in alignment with the MAX pay grade system for non-exempt and exempt employees. Using June 2024 employment data this would increase wages by \$146,897 (4%). The new total for adjusted wages in FY2024 would then be \$3,718,980. Motion to approve was made by Bocks, supported by Baumann. Motion passed unanimously.
- 6.24.4d Fare Adjustments to Launch VIA Scheduling Software**  
Korhorn requested approval of fare adjustments for fixed route services to decrease the cost of the Reduced Fare weekly pass from \$10.00 to \$5.00. This will allow a reduced fare rider to ride a minimum of 10x to make the pass cost effective for the week or for a month (if a reduced fare rider wanted to purchase four (4) passes), rather than purchasing the Full Fare monthly pass. Board approval was requested to adjust the fares for both the Reduced Daily and Reduced Weekly fixed route passes. Motion to table was made by Myers, supported by Baumann.
- 6.24.4e Update on VIA Scheduling Software Launch**  
Korhorn reported that the new Via scheduling software would launch in four to six weeks. The MAX team continues to provide input and meets weekly with Via to ensure a smooth transition.
- 6.24.4f Update on MAX Transit Route Restoration**
- 6.24.4g Ridership Reports**  
There was no discussion.
- 6.24.4h Financial Reports**  
There was no discussion.
- 6.24.4i Expenditure Reports**  
There was no discussion.

**5.24.5 Director's Report**

**5.24.6 Adjournment**

A motion was made by Baumann and supported by Weiss to adjourn the meeting.  
Motion passed unanimously.



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Tuesday, September 10, 2024  
Proposed Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

**Members Present:** Chair Russ TeSlaa and Secretary/Treasurer Joe Baumann; Board Members Meika Weiss, Kristin Myers, Jason Latham, and Abbe Baas

**Others Present:** N/A

**Members Absent:** Board Members Nathan, Bock, Al Rios, Kevin Klynstra and Jan Steggerda

**Staff Present:** Elisa Hoekwater, Beth Higgs, Kaitlynn Riegling, Sandra Korhorn, Juan Lopez, and Barbara Sonnerville

**9.24.1 Public Hearing on FY2024 and FY2025 Budgets**

A motion was made by Weiss and supported by Latham to open the floor to the public for comment on the FY2024 and FY2025 Budgets. Motion carried unanimously. There was no public present for the discussion. A motion was made by Baumann and supported by Myers to close the floor to the public for comment on the FY2024 and FY2025 Budgets. Motion carried unanimously.

**9.24.2 Public Comment**

There were no public comments.

**9.24.3 August 2024 Board Meeting**

The minutes will be presented at the October meeting.

**Marketing Committee**

**9.23.4** Higgs reported that the implementation of the new scheduling software and mobile application have received good reviews so far. Passengers are excited for the new access to schedule their own ride and for the new mobile payment application.

**9.24.4a** *Call Center Summary*

There was no discussion.

**9.24.5 Executive Committee**

**9.24.5a** *FY2024 Year-End Budget Amendments*

The staff recommended final amendments to the FY 2024 budget were presented to the board for approval. A motion was made by Baumann and supported by Latham to approve the final FY2024 budget amendments. Motion carried unanimously.

**9.24.5b** *FY2025 Proposed Budget*

The proposed FY2025 budget was presented to the board. A motion was made by Weiss and supported by Myers to approve the FY2025 budget as presented. Motion carried unanimously.

**9.24.5c** *FY2025 Annual Budget Resolution*

MAX staff prepared an application for State of Michigan financial assistance totaling \$6,085,165. for FY2025 as required under Act 51 of the Public Acts of 1951, and for federal assistance as required under the federal transit laws. A motion was made by Baumann and supported by Weiss to approve the resolution as presented and to allow Baumann to sign on behalf of MAX. Motion carried unanimously.

**9.24.5d** *Approval of Proposed Passes for MAX Reduced-Fare Riders*

A proposal was presented to offer a Half Fare Program to seniors (65+), individuals with disabilities and Medicare cardholders. The program allows qualifying passengers to ride the fixed route at a reduced rate of only 50 cents per trip. A motion was made by Weiss and supported by Baumann to approve the proposal as presented. Motion carried unanimously.

**9.24.5e** *Performance Evaluation and Employee Bonus Form*

In March 2022 the MAX approved a revised step program for each of the pay grades as well as a new performance evaluation method. The new evaluation is designed to assist supervisors to apply a more consistent performance evaluation. A motion was made by Baumann and supported by Latham to approve the proposal as presented. Motion carried unanimously.

**9.23.6f** The Macatawa Area Express Transportation Authority is seeking a Request for Proposal (RFP) for the purchase of two EV Charging Stations with an estimated cost to MAX of \$100,000. The Notice to Advance Procurement shall commence on or about August 19, 2024. A motion was made by Weiss and supported by Latham to approve the proposal as presented. Motion carried unanimously.

*Notice to Advance Procurement of EV Transit Vans and Chargers*

The Macatawa Area Express Transportation Authority is seeking a Request for Proposal (RFP) for the purchase of two EV Transit Vans with an estimated cost to MAX of \$220,000. The Notice to Advance Procurement shall commence on or about August 19, 2024. A motion was made by Baumann and supported by Weiss to approve the proposal as presented. Motion carried unanimously.

**9.24.g** *MAX Grant Funding Report*

Riegling reported that MAX will be seeking several competitive grant requests. Overall, MAX is sitting well with funding for future projects.

**9.24.h** *VIA Scheduling Software and Tablet Installation Update*

The scheduling software has been installed at Dispatch and most vehicles.

**9.24.5g** *Ridership Reports for August 2024*  
There was no discussion.

**9.24.5i** *Financial Reports for August 2024*  
There was no discussion.

**9.24.5j** *Expenditure Reports for August 2024*  
There was no discussion.

**9.24.6** **MAX Director's Report**  
Hoekwater wanted to acknowledge the hard work from MAX staff for the work they all did to get the scheduling software, the new time clock, and the new accounting program.

**9.24.7** **Adjournment**  
A motion was made by Baumann and supported by Weiss to adjourn the meeting. Motion carried unanimously.



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, October 28, 2024  
Proposed Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

**Members Present:** Chair Russ TeSlaa, Secretary Meika Weiss and Treasurer Jason Latham;  
Board Members Doug Becker, Margo Walters, Kristin Myers, Jason Latham, Abbe Baas

**Others Present:** Kevin Klynstra

**Members Absent:** Board Members; Jan Steggerda

**Staff Present:** Elisa Hoekwater, Beth Higgs, Lynn McCammon, Kaitlynn Riegling, and Juana Lopez

**10.24.1 Approval of the Minutes for September 2024 Board Meetings**

The minutes will be presented at the November meeting.

**10.24.2 Public Comment**

There were no public comments.

**10.24.3 Marketing Committee**

Higgs reported that MAX bus operator Hubert Timmer has retired from MAX after 25 years of service. A celebration will be held this week at the Greenway facility. Marketing is also preparing for three other employee events over the next two weeks. Higgs also mentioned that Marketing has continued to focus on training and promoting the new MAX App that offers passengers an option to schedule and pay for rides online.

**10.24.4 Executive Committee**

**10.24.4a** *Election of Board Officers, Announcement of Two New Board Members*

Due to the retirement of MAX Board Treasurer Joseph Baumann in October 2024, the position of Secretary/Treasurer are vacant. Current Board member Meika Weiss was nominated for the position of Secretary by Kristen Myers, and current Board member Jason Latham was nominated by Meika Weiss for the position of Treasurer. Two new board members were announced, Doug Becker and Margo Walters representing Holland Charter Township. A motion was made by Russ TeSlaa and supported by Kristen Myers to approve the slate of officers as presented. Motion carried unanimously.



**10.24.4b***Approval of Revised CDL Reimbursement Policy*

At their meeting held November 27, 2023, the MAX Board approved a Commercial Driver's License (CDL) Reimbursement Policy for newly hired employees who receive training and their commercial driver's license through MAX. The current policy states that if an employee voluntarily leaves employment within 6 months, they will reimburse MAX the full cost of the CDL license and associated fees such as DOT physical, drug screening, and agility test to obtain their license. If they leave between 7 and 12 months, they reimburse MAX half those costs.

Staff understands that there may be circumstances when an employee may voluntarily leave MAX for reasons beyond their control such as illness, or other situations. Higgs requested Board approval to revise this policy to include language that the Executive Director or Deputy Director make the determination if reimbursement of those funds is appropriate and add the option to invoice the employee if funds are not available through a payroll deduction. A motion was made by Jason Latham and supported by Margo Walters to approve the revision of the CDL Reimbursement policy. Motion carried unanimously.

**10.24.4c***Approval of Modified Transportation Alternatives Program (TAP) – ACTION*

Riegling requested approval for modifications made to the Transportation Alternatives Program (TAP), stating a change to the concrete pad which resulted in an increase to the project total of \$386,050 to \$380,425. A motion was made by Kristen Myers and supported by Jason Latham for Approval of Modified Transportation Alternatives Program (TAP). Motion carried unanimously.

**10.24.4d***Resolution of Support for Constructing New Connections Application*

The Constructing New Connections provides opportunity to assistance and support the MAX Transit Route Study Project. The creation of the plan has been prepared with the involvement of the MAX Transit Study Advisory Group, community stakeholders, and the public. The project has a budget of \$380,425 and \$100,000 of the budget will be matched by local funds. MAX Board Chair, Russell TeSlaa or MAX Executive director will be authorized to sign a project agreement and act as a representative on Behalf of MAX. A motion was made by Doug Becker and supported by Jason Latham to approve the Resolution of Support for Constructing New Connections Application. Motion carried unanimously.

**10.24.4e***Notice to Advance Procurement of Lawn Mower and Attachments – ACTION*

The Macatawa Area Express Transportation Authority is seeking a Request for Quote (RFQ) for the purchase of a Toro Grandstand Multi Force 60" Mower and Snowplow Attachments with an estimated cost of \$17,999.00. Procurement shall commence about or on November 8, 2025. A motion was made by Kristen Myers and supported by Doug Becker to approve the Notice to Advance Procurement of Lawn Mower and Attachments. Motion carried unanimously.

**10.24.4f***Notice to Advance Procurement of GPS Playback and Swiftly Implementation Services*

The Macatawa Area Express Transportation Authority is seeking a Request for Quote (RFQ) for the purchase of GPS playback module for Swiftly scheduling software. Hoekwater explained that MAX will use a capital grant to pay for one year of service.

estimated cost for this service is \$10,395. Procurement shall commence on or about October 29,2024. A motion was made by Kristen Myers and supported by Jason Latham to approve the Notice to Advance Procurement of GPS Playback Module for Swiftly Scheduling Software. Motion carried unanimously.

**10.24.4g**

*Announcement of Executive Director Retirement*

The Board Chair, Russ TeSlaa announced that during a closed session Executive Director, Elisa Hoekwater and members of the Board discussed Hoekwater's retirement plans. A succession plan is in place and Beth Higgs will serve as the interim director until a new Executive Director is hired.

This year MAX completed a study of fixed routes which was approved in May 2024 with a plan for route adjustments, enhancements to the demand response and paratransit service, and the addition of microtransit options. In recent months the MAX team successfully launched new scheduling software, established a new timeclock system, and upgraded the agency's accounting software. Hoekwater expressed appreciation for MAX staff, adding that she feels great satisfaction from all that has been achieved. A motion was made by Margo Walters and supported by Doug Becker to approve an agreement. Motion carried unanimously.

**10.24.5**

**MAX Director's Report**

Executive Director, Elisa Hoekwater, reported on amendments to the FY2024 year-end budget, which accounted for a generous private donation to MAX, higher ridership than previously expected, and increases in investment income and property tax funding through the millage. These revenue sources contributed to an amended budget of \$7,531,659 in FY2024.

The FY2025 budget, approved by the Board at the September meeting, includes anticipated revenues and expenses of \$6,347,080. As MAX is in the first month of the new fiscal year, it will be important for staff to continue to monitor capital needs and draw down existing grants allocated for capital expenses. Hoekwater recommended that MAX continue to apply for competitive capital grants such as flex funds, TAP, RAISE, Low-No, Bus & Bus Facilities funding to supplement the annual budget in future years and be prepared for capital needs through 2029.

**10.24.6**

**Adjournment**

A motion was made by Kristin Myers and supported by Jason Latham to adjourn the meeting. Motion carried unanimously

MEMO

Board Action Item

Date: December 16, 2024  
To: MAX Board Members  
From: Beth Higgs, Deputy Director  
Kait Riegling, Procurement Coordinator/Grant Specialist  
Subject: FY2023 – 2026 TIP Amendments

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In a typical year, MAX will apply for their federal award funds in the summer, however the FTA requested that many agencies, especially those with unspent funds to wait until the new fiscal year to apply for their funding. MAX was one such agency that the FTA requested to wait until FY 2025 to apply for FY 2024 funding. (Federal funds are typically a reimbursement of the funds already spent).

Once the fiscal year started on October 1<sup>st</sup>, MAX submitted their application. However, because MAX still had not spent funds allocated for older projects, FTA requested a capital projects analysis to be conducted by MAX. Beth Higgs and Kait Riegling have worked out a tentative first draft and are working on the required follow-up items before presenting to the FTA for approval. In the meantime, Kait has been working on the amendment for the MI-2023-029 grant to include this year’s operating assistance.

During the amendment process it was determined that a TIP amendment was also required. In order to cover the capital needs of FY 2024, former MAX Director Elisa Hoekwater had used remaining MI-2020-039 funds to cover majority of MAX’s operating assistance needs and allocated \$566,000 for the FY 2024 Section 5307 funds for operating. The original TIP amount for FY 2024 had the state match at \$1,641,000, however the FTA requires a match up to, but not exceeding fifty percent. This TIP amendment will bring the state match down to \$566,000, or fifty percent share. The Macatawa Area Coordinating Council (MACC) Technical Advisory Committee approved this amendment during their meeting held Monday, December 9. The following illustrates the approved amendment.

	FEDERAL	STATE	LOCAL	TOTAL
ORIGINAL	\$566,000	\$2179,799	\$1,641,000	\$4,386,799
UPDATED	\$566,000	\$566,000	\$1,641,000	\$2,773,000

Reason For Amendment – Budget Decrease

Board Action

MAX staff is requesting Board approval of the proposed amendment to the FY2023-2026 TIP.

### Approval by Governing Board

The Macatawa Area Express Authority Board hereby approves the amendment to the FY2023-FY2026 TIP as written at the meeting held on day 16 of December 2024.

The undersigned duly qualified members of the Macatawa Area Express Transportation Authority certifies the foregoing is true and correct at the meeting held on **December 16, 2024**.

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Russell TeSlaa – Macatawa Area Express Board Chairman

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Meika Weiss – Macatawa Area Express Board Treasurer

# MEMO

Date: November 13, 2024  
To: Macatawa Area Express (MAX) Transportation Authority Board  
From: Charles Veldhoff, Data Analyst/EEO Officer  
Re: FY2024 Equal Employment Opportunity (EEO) Program Annual Review

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EEO works to ensure fairness in the workplace and in maintaining a representative workforce reflective of the local community. The summaries below are based on data compiled during the two (2) most recent FYs 2023-2024, broken down by each EEO reporting category.

## Area Labor Comparison:

**RACE:** The proportion of minority staff increased from 20.0% to 22.7%, or from 14 to 17 staff members; minority representation remained above the average minority area labor representation rate of 18.3%.

**WOMEN:** The total number of female staff increased from 28 to 30 staff members; the proportion of *Women* remained unchanged at 40.0%, slightly below the overall female area labor representation of 46.0%.

## Hires:

**RACE:** The hiring rate across all job categories for minorities was 18.6% versus 40.3% for *Whites*. Among the individual job categories, analysis of *Service & Maintenance Workers* identified a potential adverse impact among *Hispanics*; this area was reviewed more deeply with Authority hiring staff to look into why these candidates were not selected, which included a mix of the following recorded reasons: (1) wanted FT when only PT was available, (2) five prior commercial accidents, (3) no stable work history, and (4) limited availability for the work hours needed; this area will continue to be monitored into FY2025.

**WOMEN:** No potential adverse impacts were identified through analysis.

## Promotions/Transfers:

**RACE:** Although the low numbers make analysis more difficult (three (3) openings over FYs2023-2024), no potential adverse impacts were identified through analysis.

**WOMEN:** Although the low numbers make analysis more difficult (three (3) openings over FYs2023-2024), applications for promotion or transfer—at 18.2%—is below the expected rate. While no adverse impact is believed to be occurring—*Women* make up 100.0% of *Officials/Administrators*, 62.5% of *Professionals*, and 87.5% of *Administrative Support*—MAX might consider efforts toward increasing the numbers of *Women* applying for internal promotional or transfer opportunities.

## Disciplinary:

**RACE:** No potential adverse impacts were identified.

**WOMEN:** Analysis shows *Men* made up 54.3% of overall disciplinary actions while representing 60.0% of the average FY2023-FY2024 MAX workforce; *Women* made up 45.7% of overall disciplinary actions, versus representing 40.0% of the average MAX workforce. Among *Service & Maintenance Workers*—specifically—*Women* are shown receiving higher-than-expected rates of *Written Warning* (at 56.5%) and *Termination* (at 50.0%)—although one (1) female staff accounted for 38.5% of *Written Warnings* attributed to *Women*. Data still suggest a slight potential adverse impact affecting *Women* might exist among *Terminations*. Upon looking into causes leading to these *Terminations*, clearcut attendance, insubordination, and verbal abuse policy violations were noted; no potential adverse impacts were identified.

## Involuntary Terminations:

**RACE:** No potential adverse impacts were identified through analysis.

**WOMEN:** No potential adverse impacts were identified through analysis.

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Voluntary Separations:

**RACE:** No potential adverse impacts were identified through analysis.

**WOMEN:** No potential adverse impacts were identified through analysis.

Training (w/Promotion Potential):

**RACE:** No potential adverse impacts were identified through analysis.

**WOMEN:** No potential adverse impacts were identified through analysis.

Supplemental Information:

Key review items and takeaways for FY2024:

- The overall racial/ethnic makeup of MAX’s staff remains well-representative of the community.
- Female bus operator counts have increased to 12 drivers to begin FY2025, making 26.7% of MAX’s drivers *Women*.
  - Nationally, 33.5% of all transit bus drivers are female (Data USA 2022).
  - In 2016—when EEO recordkeeping began—43.5% of drivers were *Women*.
- Continued efforts encouraging/increasing *Women applicants* for promotion or transfer opportunities.

*Employee Turnover Rate* is the percentage of employees leaving an organization during a specific period. Businesses and organizations usually include voluntary resignations, dismissals, and retirements in their turnover calculations; internal movements such as promotions or transfers are typically not included.

MAX Employee Turnover Rates – Last Nine (9) Fiscal Years

FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016
17.9%	24.5%	17.3%	26.6%	28.4%	29.3%	29.9%	34.8%	35.5%

According to the *U.S. Bureau of Labor Statistics*, the average turnover rate in the U.S. is about 12% - 15% annually.

The final item of information included with this review (see attached) documents MAX’s annual EEO-related compliance verifications and various staff reviews planned or completed over the course of FY2024.

The complete *Equal Employment Opportunity (EEO) Program*—updated for FY2025—is available for review on MAX’s website.

## Equal Employment Opportunity (EEO) Program Annual Review for FY2024

The following verification checklist has been completed as part of the annual EEO review cycle:

1. Annual EEO Review (FY2022-2023 info/data) w/MGT./Staff Committee: **Review emailed—Nov. 2, 2023; material reviewed in-person during MGT. Meeting, Greenway OPS. Building, Jan. 31, 2024.**
2. Annual EEO Review (FY2022-2023 info/data) with Authority Board: **COMPLETED—Nov. 27, 2023**
3. Written reminder to office staff, outlining EEO Program:
  - a. Copy saved to file: **COMPLETED—Feb. 15, 2024**
4. Written reminder to managers & supervisors, outlining leadership responsibilities for EEO:
  - a. Copy saved to file: **COMPLETED—Feb. 19, 2024**
5. Submission of EEO Program to potential recruitment agencies:
  - a. Emails saved to file: **COMPLETED—Feb. 5, 2024**
6. EEO Information Audit:
  - a. Federal & State Labor Law Poster w/MAX Contact Info:
    - i. Padnos Transp. Center: **2024 POSTER VERIFIED—Mar. 28, 2024**
    - ii. Greenway OPS. Building: **2024 POSTER VERIFIED—Mar. 14, 2024**
  - b. Policy Statement Posting:
    - i. Padnos Trans. Center: **VERIFIED—Feb. 29, 2024; Oct. 16, 2024**
    - ii. Greenway Operations Building: **VERIFIED—Feb. 5, 2024; Nov. 12, 2024**
  - c. Website information: **COMPLETED—Feb. 5, 2024; Oct. 16, 2024**
  - d. EEO Statement on employment application/website hiring page: **VERIFIED—Feb. 5, 2024**
  - e. EEO orientation packet info: **VERIFIED—Feb. 5, 2024**
7. EEO staff review during Safety Meetings:
  - a. Presentation(s) to staff: **SCHEDULED—DECEMBER 2024**
  - b. Handouts saved to file: **SCHEDULED—DECEMBER 2024**
  - c. Sign-in sheets saved to file: **PENDING—DECEMBER 2024**
8. EEO statement posted annually in agency newsletter:
  - a. Copy of newsletter saved to file: **COMPLETED—March 2024 ISSUE**



Macatawa Area Express (MAX) Transportation Authority

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# Equal Employment Opportunity Program (EEO)

FY2025

171 Lincoln Avenue  
Holland, Michigan 49423



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## EEO Program Requirements & Elements

FTA requires each applicant, recipient, sub-recipient, or contractor that meets the threshold requirements of FTA Circular 4704.1A (all recipients and state DOTs with 100 or more transit-related employees) to submit an updated Equal Employment Opportunity (EEO) Program on a four-year basis, or as major changes occur in the workforce or employment conditions—whichever comes first.

This program complies with Titles VI & VII of the Civil Rights Act of 1964, Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), 49 U.S.C. Chapter 53 (the Federal Transit law), other Federal civil rights statutes, and the U.S. Department of Transportation (DOT) regulations in 49 CFR part 21.

FTA's Office of Civil Rights may request additional information from the agency to resolve questions concerning EEO compliance. Failure to submit information requested by FTA may delay the award of FTA funds or the processing of grant applications. FTA requires agencies to retain all records that would enable FTA to ascertain whether they have complied—or is complying—with Equal Employment Opportunity statutes and regulations for a minimum of three years.

FTA requires the EEO Program to contain the following seven (7) elements:

1. EEO Policy Statement
2. Dissemination of the EEO Plan
3. Designation of Personnel Responsibility
4. Assessment of Employment Practices
5. Monitoring and Reporting

*Agencies meeting the threshold requirement (100 or more transit-related employees) must also submit:*

6. Utilization Analysis
7. Goals & Timetables

MAX does not currently meet the threshold requirement of 100 or more transit-related employees, and therefore, will follow the requirements outlined in FTA Circular 4704.1A for agencies between 50-99 transit-related employees. As a smaller agency, MAX is currently not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years—although all other requirements remain applicable.

The EEO Program must be provided to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review; the format of the Utilization Analysis data sheet, though, will be used for tracking area labor availability by EEO-4 Job Category.

## EEO Policy Statement

The Macatawa Area Express Transportation Authority (MAX) has a strong commitment to the community we serve and our employees. As an Equal Opportunity Employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age (40 or older), genetic information, disability, veteran status, (in Michigan, height, weight, or marital status), or other protected class.

MAX's Equal Employment Opportunity (EEO) policy applies to all employment actions—including but not limited to—recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Any complaint of discrimination will be investigated thoroughly and promptly; retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

As MAX's Executive Director, I maintain overall responsibility and accountability for MAX's EEO compliance. To ensure day-to-day management—including program preparation, monitoring, and complaint investigation—I have appointed Charles Veldhoff, Data Analyst/EEO Officer, 616.928.2494, [c.veldhoff@catchamax.org](mailto:c.veldhoff@catchamax.org). For EEO concerns, Veldhoff will report directly to the MAX Authority Board and will act with full authority with all levels of management, labor unions, and employees.

MAX is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship. If any employee believes that accommodation of a disability is necessary to perform essential job functions, the request for reasonable accommodation can be made to the EEO Officer. Michigan law requires MAX be given written notice within 182 days after the employee knows or reasonably should have known of the need for accommodation.

All MAX executives, management, and supervisors, however, share in the responsibility for implementing and monitoring MAX's EEO Policy & Program within their respective areas, and will be assigned specific tasks to ensure compliance. MAX will evaluate its managers' and supervisors' performance on their successful implementation of MAX's policies and procedures in the same way MAX assesses their performance regarding other agency programs.

MAX is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices, and procedures to which the agency is committed, and to make the EEOP available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



Beth Higgs, Interim Executive Director  
November 21, 2024

## **Dissemination of the EEO Plan**

FTA requires agencies to formally publicize and disseminate their EEO policy statement by posting it in conspicuous locations so that employees, applicants, and potential applicants are aware of the agency's commitment to EEO.

Agencies are required to disseminate their EEO policy internally and externally.

### **Internal Dissemination**

FTA requires each agency to communicate the existence of its EEO policy and program to employees, applicants, and potential applicants. MAX will accomplish this requirement through:

- Providing written communications from the Executive Director (e.g., policy statement), and routinely printing the EEO policy statement in the organizational newsletter.
- Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency's policy statement on bulletin boards, near time clocks, in employees' break rooms, and in the employment/personnel office.
- Including the EEO policy statement in the agency's personnel and operations manual, employee handbooks, reports, and manuals.
- Meeting with employees and affinity groups to seek input on the program implementation.
- Issuing a written memorandum annually to all supervisors informing them of their general responsibilities regarding the EEO program.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.
- Posting the EEO statement, background information, and complaint process on the organizational website.
- Conducting periodic EEO training and program review for all employees and for managers.
- Meeting with top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at least semiannually to discuss the EEOP and its implementation.
- Conducting a review of the organization's EEO policy with all employees, and a formal assessment with Management and the Authority Board at least once per year.

The EEO policy statement is included in the MAX Employee Handbook as part of the orientation materials provided to new staff. New employees are required to sign a form acknowledging they have read and understand the EEO and other core agency policies. Additionally, the EEO policy statement is reviewed and included in the new hire orientation packets, describing key aspects and components of the agency's EEO plan.

## Equal Employment Opportunity Program (EEO) FY2025

FTA requires appropriate documentation that the EEO policy and program have been brought to the attention of employees. This includes maintaining agendas and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

### External Dissemination

The EEO policy and program will be shared outside the organization by:

- Including in all television, newspaper, and radio advertising and recruitment outreach a statement that MAX is “*An Equal Opportunity Employer.*”
- Providing our EEO policy annually for awareness purposes and public comment, and/or job advertising for vacancies posted externally to recruitment entities (e.g., employment agencies, educational institutions, minority, civil rights, and women organizations):
  - **Disability Network Lakeshore—426 Century Lane, Holland, MI 49423**  
Amanda Rhines, Executive Director; [amanda@dnlakeshore.org](mailto:amanda@dnlakeshore.org)
  - **Michigan Women Forward—535 Cascade West Parkway SE, Grand Rapids, MI 49546**  
Ana Jose, Director of Business Development; [ajose@miwf.org](mailto:ajose@miwf.org)
  - **Latin Americans United for Progress—430 W. 17th St., Suite 31, Holland, MI 49423**  
Johnny Rodriguez, Program Director; [johnny@laup.org](mailto:johnny@laup.org)
  - **Ottawa County Dept. of Veterans Affairs—12251 James Street, Suite 300, Holland, MI 49423**  
[ottawacountydva@gmail.com](mailto:ottawacountydva@gmail.com)
- Attention will be given to advertising in sources and media that reach minorities and females.
- Posting the EEO statement, policy, and program information, and EEO complaint process on the organizational website.
- Displaying the phrase “*MAX is an Equal Opportunity Employer*” on the *Career Paths at MAX* page of the organizational website.

## **Designation of Personnel Responsibility**

The designation of an agency's EEO Officer responsible for EEOP management and oversight reflects the agency's EEO commitment. The EEO Officer reports directly to the Authority Board. Contact information for the EEO Officer will be publicized, and the individual's name and contact information will be included on all internal and external communications regarding the agency's EEOP.

MAX will ensure no conflicts of position or conflicts of interest occur or appear to occur with respect to the EEO Officer's role in order to maintain the integrity of the EEO investigative and decision-making process. FTA requires the functional unit that reviews EEO matters are separate and apart from the unit that represents the agency in EEO complaints. Impartiality and the appearance of impartiality are important to the credibility of the EEOP.

## **EEO Officer's EEOP Responsibilities**

FTA requires the EEO Officer's EEOP responsibilities to include, at a minimum:

- Developing the EEO policy statement and a written EEOP.
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables (should the threshold be met), and developing programs to achieve goals.
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
- Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood and is followed in all personnel activities.
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
- Reporting at least semiannually to the Executive Director on each department's progress in relation to the agency's goals, and on contractor and vendor compliance.
- Serving as liaison between the agency, Federal, state, county, and local governments, regulatory agencies, minority, women, disability organizations, and other community groups.
- Maintaining awareness of current EEO laws and ensuring the laws affecting nondiscrimination are disseminated to responsible officials.
- Investigating/processing complaints of EEO discrimination.
- Monitoring complaint logs for claims of discrimination relating to EEO and/or Title VI regulations.
- Providing EEO training for employees and managers.

## Equal Employment Opportunity Program (EEO) FY2025

- In conjunction with human resources, advising employees and applicants of any available training programs and professional development opportunities and the entrance requirements.
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up-to-date.
- Assisting in recruiting minority, disabled, and women applicants, and establishing outreach sources for use by hiring officials.
- Concurring in the hiring and promotion process.

MAX will provide investigative training and educational resources to all individuals involved with investigating EEO complaints and will seek to implement and utilize an Alternative Dispute Resolution (ADR) program of mediation in resolving discrimination disputes in a timely, mutually acceptable, and cost-effective manner.

### **Agency EEO Responsibilities**

Although the EEO Officer is primarily responsible for implementing an agency's EEOP, all officials, managers, and supervisors are responsible for carrying out EEO, and are not to discriminate based on protected class. All managers—from the supervisor of the smallest unit to the Board Chair or CEO/GM—bear the responsibility for ensuring that agency EEO policies and programs are carried out.

EEO responsibilities for agency officials, supervisors, and managers include:

- 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 other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career-growth opportunities, posting available promotional opportunities, shadowing, mentoring).

MAX will consider establishing an advisory committee/employee resource group (ERG), or affinity group—in the practice of good faith—that reflects all segments of the community and the agency's workforce, as well as implementing diversity and inclusion strategies. The use of written suggestion boxes is currently being utilized.

## Assessment of Employment Practices

FTA requires agencies to provide narrative and statistical data that show any potential impact of employment practices on minorities and women. This includes:

- The number of applicants for employment in each job category and the number hired, cross-referenced by sex and race.
- The number of employees in each job category who applied for promotion or transfer and the number in each job category promoted or transferred, cross-referenced by sex and race.
- The number and types of disciplinary actions (e.g., indefinite suspension, loss of pay, demotion), tailored to the language used in union contracts and agency policies and procedures.
- The number of voluntary separations/involuntary terminations, cross-referenced by sex and race.
- Job category training that fosters promotion potential, cross-referenced by sex and race.

The EEO policy applies to MAX's recruitment and hiring efforts and reflects our commitment to recruit and promote the most qualified persons available. All employment practices and procedures shall be conducted in compliance with existing federal and state equal opportunity laws.

MAX will utilize the "4/5ths" or "80%" rule to identify potential adverse impacts as provided by FTA via download from its website in the form of Microsoft Excel workbooks. FTA requires agencies to complete the spreadsheets by providing current, accurate, and relevant data accompanied by a narrative explaining the source of the data and the results of the analysis—raw data is not acceptable.

The following sample provided by the *U.S. Equal Employment Opportunity Commission* illustrates the "4/5ths" or "80%" rule:

*If an organization's hiring rate for Whites is 60%, Native Americans 45%, Hispanics 48%, and Blacks 51%, and each of these groups constitutes more than 2% of the labor force in the relevant labor area, a comparison should be made of the selection rate for each group with that of the highest group (Whites). These comparisons show the following impact ratios: Native Americans 45/60 or 75%, Hispanics 48/60 or 80%, and Blacks 51/60 or 85%. Applying the 4/5ths or 80% rule of thumb—on the basis of the above information alone—adverse impact is indicated for Native Americans but not for Blacks or Hispanics.*

FTA notes that determining disparate impact is not a purely arithmetic exercise since other factors (such as the overall numbers involved) contribute to a proper analysis of employment practices. In addition, FTA does not require analysis for any groups constituting less than 2 percent of the applicable workforce, the basis for which is determined by the *Area Labor Percent Availability by EEO-4 Job Group* chart found on the last page of this program report.



## Employment Practices

### 1. Recruitment & Selection

Everyone at MAX who recruits, interviews, hires, promotes, trains, or takes disciplinary actions will be trained in the use of objective, job-related standards. Job descriptions and hiring standards reflect major job functions and do not require qualifications that are higher than needed.

Individuals and community-based organizations shall be used for the purposes of soliciting minority and female applicants. Special emphasis shall be placed on the dissemination of information to female and minority groups in the community.

### 2. Testing:

MAX does not currently utilize any written, formal, or scored tests in the employment selection process. Should such testing be used, it shall be identified in this section along with a description of test administration procedures. An explanation related to test validation to predict or measure job performance will also be included.

Other items related to testing include:

- Background check, driver license/driving record verifications are required prior to any employment offer.
- Medical evaluation including drug screen is required for safety-sensitive positions requiring a CDL.

### 3. Advertisements

Advertisements for open positions shall be conducted at all times by:

- Internally: In general, open positions will be made available through notices to all departments to offer employees the opportunity to apply for positions they may be qualified to perform. The Authority does reserve the right not to post a particular job opening.
  - A copy of MAX's Internal Job Posting form is provided on Page 28.
- Externally: open positions not filled from available MAX employees shall be advertised.

### 4. Seniority Practices

- MAX does not have seniority practices or provisions in place. Open positions are posted for all employees to see and to apply, however, the Authority reserves the right not to post a particular opening. Any interested candidate who applies for a position is interviewed and provided the same opportunity to prove their capabilities of being the best candidate for the open position.

### 5. Training

Formal trainings are held routinely for all staff (depending on job classification) during quarterly safety meetings. Additionally, refresher trainings are offered to staff to sharpen skills in areas of need to help

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avert potential infractions. More informal training also exists for temporary “fill-in” positions, which often later allow for promotional opportunities through such cross-training tactics. MAX ensures protected classes are given equal opportunity to participate in such cross-trainings, with potential candidates identified as a key part of the annual EEO review with the management staff.

MAX records both supervisory and non-supervisory staff trainings and course objectives and verifies staff participation through attendance lists.

The employee training and promotion potential of minority and female employees is periodically reviewed, with eligible employees encouraged to apply when openings are available.

### 6. Selection Standards & Procedures

- Selection—in selecting potential employees it shall be the policy to avoid, and eliminate where needed, standards or procedures which tend to screen out minority and female applicants. Selection processes are specifically concerned with preventing selections based on derogatory stereotypical characterizations of individuals based on religion, race, color, national origin, age, sex, height, weight, marital status, sexual orientation, or disability.
  - 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 letters, labor contracts, and are applied equally to all employees assigned to positions requiring them.
  - Individuals with disabilities are hired and promoted on merit factors alone and not by arbitrary generalizations, stereotypes, or preconceived notions about “handicapped” or temporarily disabled individuals.
- Use of EEOC Guidelines—it shall be the policy of MAX to subscribe and comply with the Equal Employment Opportunity Commission’s (EEOC) guidelines on employee selection. If testing takes place, tests shall be job related and consistent with the EEOC guidelines on employee selection.
- Application Forms—application forms and pre-employment inquiries shall be conducted in a manner that is neutral and non-discriminatory. Traditional discriminatory barriers—except for bona fide requirements—shall be avoided and corrected when found. MAX provides electronic applications as well as traditional paper application forms.
- Interviews—interviews shall be conducted in an objective manner. It shall be the policy of the Authority that the interviewer be qualified and sensitive to the goals and objectives of the Equal Employment Opportunity Policy and Plan.
- Monitoring Process—all steps in the selection process shall be evaluated and monitored by the EEO Officer.

7. Promotions & Transfers

It shall be the responsibility of the EEO Officer and supervisors to ensure minorities and females are given equal opportunity for new jobs, promotions, transfers, and training.

- Removal of Employment Barriers—it shall be the EEO Officer’s responsibility to work with the MAX Director and supervisors in the identification and removal of any employment barriers which might impede horizontal and vertical movement of minorities and females.
- Record Keeping—to monitor and ensure that progressive employment practices take place, the EEO Officer shall maintain records to monitor upward mobility.

Good practices under consideration or currently utilized include:

- Training to employees, personnel, and management staff on proper interview techniques.
- Counseling to assist employees in identifying promotional opportunities.
- Training and educational programs to increase promotion and transfer opportunities.
- Leadership mentoring, shadowing, or training for identified talent.

8. Compensation & Benefits

Wages, salary levels, and other forms of compensation shall be consistent with the Equal Pay Act of 1963, as amended, and administered in a non-discriminatory manner. The Equal Pay Act means equal pay for equal work. MAX will review its compensation and benefit structure on a regular basis to ensure protected classes do not fall risk to discrimination. Compensation information is additionally described in the MAX Employee Handbook.

Reviews will also be made to compare job descriptions with actual job functions of positions held by employees of protected classes, comparing length of service and pay rates. All additional benefits, such as retirement plans and medical benefits, will also be reviewed to ensure they are being equally available to all employees.

9. Disciplinary Procedures & Termination Process

Employees of MAX are required to always conduct themselves in a manner that reflects a positive image for the Authority. Staff are expected to perform their duties safely with honesty and integrity. Disciplinary actions (e.g., termination, demotion, discipline, or layoff) will be administered consistently and equitably.

The objective is correcting an employee’s deficiencies. The level of discipline is based on the totality of the circumstances surrounding the issue. Depending on the nature of the infraction or performance deficiency as determined by investigation, the following progressive action may be taken:

- Counseling Action/Verbal Warning
- Written Warning

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- Suspension Without Pay/Final Written Warning
- Termination

Layoff guidelines or other clauses in union contracts will be monitored for disparate effects on employees within protected classes. Should any barriers to equal employment be identified, MAX will work to revise any future union agreements within this area.

# Equal Employment Opportunity Program (EEO) FY2025

## Area Labor Comparison

Below are area and employee labor breakdowns—by race and sex—from the past two fiscal years:

**Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - Area Labor Comparison: October 1, 2023**

Population/Workforce	State of Michigan	County of Ottawa	County of Allegan	Area Total	MAX Employees
	5,139,946	174,263	60,378	234,641	70
Male	2,703,612	93,753	32,966	126,720	42
Female	2,436,334	80,510	27,412	107,921	28
% Male	52.6%	53.8%	54.6%	54.0%	60.0%
% Female	47.4%	46.2%	45.4%	46.0%	40.0%
White	3,794,702	140,142	51,623	191,765	56
Afr. American	628,709	2,580	651	3,231	0
Hispanic	256,176	15,278	4,129	19,407	12
Asian	174,609	5,041	427	5,468	0
Native American	21,610	623	216	839	0
Pacific/Hi Island	1,535	43	0	43	0
2 or More Races	195,737	6,063	2,447	8,510	2
Some Other Race Alone	66,868	4,493	885	5,378	0
Total Minority	1,345,244	34,121	8,755	42,876	14
% White	73.8%	80.4%	85.5%	81.7%	80.0%
% Afr. American	12.2%	1.5%	1.1%	1.4%	0.0%
% Hispanic	5.0%	8.8%	6.8%	8.3%	17.1%
% Asian	3.4%	2.9%	0.7%	2.3%	0.0%
% Native American	0.4%	0.4%	0.4%	0.4%	0.0%
% Pacific/Hi Island	0.0%	0.0%	0.0%	0.0%	0.0%
% 2 or More Races	3.8%	3.5%	4.1%	3.6%	2.9%
Some Other Race Alone	2.5%	4.8%	2.7%	4.2%	0.0%
% Minority	26.2%	19.6%	14.5%	18.3%	20.0%

Source: 2021 ACS 5-Year Estimates; Employment Status - S2301, Selected Economic Characteristics - DP03; data.census.gov

**Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - Area Labor Comparison: October 1, 2024**

Population/Workforce	State of Michigan	County of Ottawa	County of Allegan	Area Total	MAX Employees
	5,139,946	174,263	60,378	234,641	75
Male	2,703,612	93,753	32,966	126,720	45
Female	2,436,334	80,510	27,412	107,921	30
% Male	52.6%	53.8%	54.6%	54.0%	60.0%
% Female	47.4%	46.2%	45.4%	46.0%	40.0%
White	3,794,702	140,142	51,623	191,765	58
Afr. American	628,709	2,580	651	3,231	1
Hispanic	256,176	15,278	4,129	19,407	14
Asian	174,609	5,041	427	5,468	0
Native American	21,610	623	216	839	0
Pacific/Hi Island	1,535	43	0	43	0
2 or More Races	195,737	6,063	2,447	8,510	2
Some Other Race Alone	66,868	4,493	885	5,378	0
Total Minority	1,345,244	34,121	8,755	42,876	17
% White	73.8%	80.4%	85.5%	81.7%	77.3%
% Afr. American	12.2%	1.5%	1.1%	1.4%	1.3%
% Hispanic	5.0%	8.8%	6.8%	8.3%	18.7%
% Asian	3.4%	2.9%	0.7%	2.3%	0.0%
% Native American	0.4%	0.4%	0.4%	0.4%	0.0%
% Pacific/Hi Island	0.0%	0.0%	0.0%	0.0%	0.0%
% 2 or More Races	3.8%	3.5%	4.1%	3.6%	2.7%
Some Other Race Alone	2.5%	4.8%	2.7%	4.2%	0.0%
% Minority	26.2%	19.6%	14.5%	18.3%	22.7%

Source: 2021 ACS 5-Year Estimates; Employment Status - S2301, Selected Economic Characteristics - DP03; data.census.gov

**NARRATIVE: RACE**—From FY2023 to FY2024, the number of minority staff increased from 14 to 17; the proportion of minority staff increased from 20.0% to 22.7%; minority representation remained above the average minority area labor representation rate of 18.3%. **WOMEN**—Over the same period, the overall number of female staff increased from 28 to 30; the proportion of *Women* remained unchanged at 40.0%, below the overall average female area labor representation of 46.0%.

**DATA SOURCE:** MS Excel Sheet *EEOemploymentpracticesFY2022/24*; data.census.gov

# Equal Employment Opportunity Program (EEO) FY2025

## Hires

Below are application and hiring breakdowns—by race and sex—for the past two fiscal years:

Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - FY2023-2024

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Number Applied	4	5	3	3	-	-	1	-	-	2	-	-	-	-	-	-
Total Hires	1	1	-	1	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	25.0%	20.0%	0.0%	33.3%	N/A	N/A	100.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	80.0%	0.0%	33.3%	N/A	N/A	100.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Administrative Support</b>																
Number Applied	1	9	-	3	-	-	-	1	1	4	-	-	-	-	-	1
Total Hires	-	3	-	1	-	-	-	-	-	2	-	-	-	-	-	-
Selection Rate	0.0%	33.3%	N/A	33.3%	N/A	N/A	N/A	0.0%	0.0%	50.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	N/A	100.0%	N/A	66.7%	N/A	N/A	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	N/A	Yes	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes
<b>8 - Services &amp; Maint. Workers</b>																
Number Applied	67	23	44	13	-	-	6	2	11	6	-	-	-	-	6	2
Total Hires	20	9	18	6	-	-	-	-	2	2	-	-	-	-	-	1
Selection Rate	29.9%	39.1%	40.9%	46.2%	N/A	N/A	0.0%	0.0%	18.2%	33.3%	N/A	N/A	N/A	N/A	0.0%	50.0%
Ratio to Highest Rate	76.3%	100.0%	81.8%	92.3%	N/A	N/A	0.0%	0.0%	36.4%	66.7%	N/A	N/A	N/A	N/A	0.0%	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No

Notes: Only EEO-4 categories in which MAX employs staff are shown.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Veterans</b>	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	5	1	5	1	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	20.0%	100.0%	20.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

**NARRATIVE: RACE**—Across job categories, the *Whites* hiring rate was 40.3% and 18.6% for minorities, including 25.0% for *Hispanics*. For *Service & Maintenance*, the hiring rate for *Whites* was 42.1%, for *Hispanics* 23.5%, and for *Two or More Races* 12.5%. Following the 4/5 or 80% rule, a potential adverse impact is indicated among *Hispanics* and *Two or More Races* within this job category; this area was reviewed more deeply with Authority hiring staff to look into why these candidates were not selected, which included a mix of the following recorded reasons: (1) wanted FT when only PT was available, (2) five prior commercial accidents, (3) no stable work history, and (4) limited availability for the work hours needed; this area will continue to be monitored into FY2025. Although the low numbers make analysis more difficult for *Administrative Support*, the hiring rate for *Whites* was 33.3%, and 40.0% for *Hispanics*; no potential adverse impact is indicated within the *Administrative Support* job category. *Blacks* represent < 2% of the local labor force, so no comparison is required. **WOMEN**—Across job categories, the hiring rate for *Women* was 36.8% versus 29.2% for *Men*. For *Administrative Support* the hiring rate for *Women* was 33.3%, compared with *Men* at 0.0%; *Women* staff members remain well represented at 87.5% within the *Administrative Support* job category. For *Service & Maintenance*, the hiring rate for *Women* was 39.1%, above that for *Men* at 29.9%; no adverse impact on *Women* has been determined.

**DATA SOURCE:** MS Excel Sheet *EEOemploymentpracticesFY2023/24*

# Equal Employment Opportunity Program (EEO) FY2025

## Promotions/Transfers

Below are application and promotion breakdowns—by race and sex—for the past two fiscal years:

**Macatawa Area Express Transportation Authority**  
**Equal Employment Opportunity (EEO) Program - FY2023-2024**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Number Applied	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Administrative Support</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service &amp; Maint. Workers</b>																
Number Applied	7	2	7	2	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	28.6%	0.0%	28.6%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Only EEO-4 categories in which MAX employs staff are shown.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Veterans</b>																
Number Applied	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

**NARRATIVE: RACE**—Although the low numbers make a definitive analysis difficult (only three (3) internal openings during FYs2023-2024), *Minorities* made up 21.4% of MAX’s average minority workforce and accounted for 0.0% of those receiving and applying for a promotion or transfer. *Minorities* also made up 0.0% of applications for promotion or transfer; although no potential adverse impact has been identified, MAX might consider additional steps to encourage more internal minority applications. **WOMEN**—Although the low numbers make a definitive analysis difficult, *Women* comprised 40.0% of the MAX average female workforce for FYs2023-2024 but made up 0.0% of those receiving a promotion or transfer—below what would be considered the expected rate. Among applications for promotion or transfer, 18.2% were made by *Women*, also below the expected rate. While no adverse impact is believed to be occurring—*Women* make up 100.0% of *Officials/Administrators*, 62.5% of *Professionals*, and 87.5% of *Administrative Support*—MAX might consider efforts toward increasing the numbers of *Women* applying for internal promotional or transfer opportunities.

**DATA SOURCE:** MS Excel Sheet *EEOemploymentpracticesFY2023/24*

# Equal Employment Opportunity Program (EEO) FY2025

## Disciplinary

Below are disciplinary measures—by race and sex—for the past two fiscal years:

Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - Disciplinary Actions FY2023-2024

DISCIPLINARY ACTIONS*		TOTAL				RACE													
						Non-Minority		Minority											
		Number	Male	Female	Minority	White		African Am.		Hispanic		Asian		Native Am.		Pacific Islander		2 or More Races	
1. Officials & Administrators	Verbal Warning	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Written Warning	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Suspension Without Pay	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Termination	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2. Professionals	Verbal Warning	1	1	0	0	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Written Warning	1	1	0	0	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Suspension Without Pay	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Termination	1	1	0	0	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5. Administrative Support	Verbal Warning	5	0	5	3	0.0%	100.0%	60.0%	0.0%	40.0%	0.0%	0.0%	0.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Written Warning	1	0	1	1	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Suspension Without Pay	1	0	1	1	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Termination	1	0	1	1	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8. Service & Maint. Workers	Verbal Warning	43	29	14	9	67.4%	32.6%	20.9%	48.8%	30.2%	0.0%	0.0%	16.3%	0.0%	0.0%	0.0%	0.0%	0.0%	2.3%
	Written Warning	23	10	13	5	43.5%	56.5%	21.7%	30.4%	47.8%	0.0%	0.0%	13.0%	4.3%	0.0%	0.0%	0.0%	0.0%	4.3%
	Suspension Without Pay	7	4	3	1	57.1%	42.9%	14.3%	42.9%	42.9%	0.0%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Termination	10	5	5	2	50.0%	50.0%	20.0%	50.0%	30.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>		<b>94</b>	<b>51</b>	<b>43</b>	<b>23</b>	<b>54.3%</b>	<b>45.7%</b>	<b>24.5%</b>	<b>41.5%</b>	<b>34.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>11.7%</b>	<b>9.6%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.1%</b>
						<b>75.5%</b>			<b>0.0%</b>			<b>21.3%</b>		<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>	<b>3.2%</b>

\*These measures may be applied in the order described, or different levels of the procedure may be used as required and outlined in the Progressive Discipline Policy.

**NARRATIVE: RACE**—For FYs2023-2024, minority groups across all job categories with disciplinary actions was *Black* at 0.0% (making up 0.7% of the avg. MAX workforce), *Hispanic* at 21.3% (17.9% of the avg. MAX workforce), 2-or-More-Races at 3.2% (2.8% of the avg. MAX workforce), and *White* at 75.5% (78.7% of the avg. MAX workforce). Among *Service & Maintenance Workers*—composing the majority of MAX’s workforce—disciplinary actions for *Minorities* decreased from 30.9% in FYs2022-2023 to 20.5% in FYs2023-2024, whereby *Minorities* within this job category made up 18.7% of the average MAX workforce. Further review shows *Minorities* receiving only slightly-more-than-expected rates of *Verbal Warning* (at 20.9%), *Written Warning* (at 21.7%), and *Termination* (at 20.0%), with below expected rates of *Suspension Without Pay* (at 14.3%); no potential adverse impact affecting *Minorities* has been indicated. **WOMEN**—Analysis shows *Men* made up 54.3% of overall disciplinary actions while representing 60.0% of the average FY2023-FY2024 MAX workforce; *Women* made up 45.7% of overall disciplinary actions, versus representing 40.0% of the average MAX workforce. Among *Service & Maintenance Workers* specifically, *Women* are shown receiving higher-than-expected rates of *Written Warning* (at 56.5%) and *Termination* (at 50.0%)—although one (1) female staff accounted for 38.5% of *Written Warnings* attributed to *Women*. Data still suggest a slight potential adverse impact affecting *Women* might exist among *Terminations*. Upon looking into causes leading to these *Terminations*, clearcut attendance, insubordination, and verbal abuse policy violations were noted; no potential adverse impacts were identified.

**DATA SOURCE:** MS Excel Sheet *EEOemploymentpracticesFY2023/24*



# Equal Employment Opportunity Program (EEO) FY2025

## Involuntary Terminations

Below are employee involuntary terminations—by race and sex—for each of the past two fiscal years:

Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - FY2023

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	2	3	2	2	-	-	-	-	-	-	1	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	2	3	2	2	-	-	-	-	-	-	1	-	-	-	-	-
Retention Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	2	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	2	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-
Retention Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Administrative Support</b>																
Total Workforce	1	8	-	5	-	-	-	-	-	-	3	1	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	1	8	-	5	-	-	-	-	-	-	3	1	-	-	-	-
Retention Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A
<b>8 - Service &amp; Maint. Workers</b>																
Total Workforce	38	11	29	8	-	-	1	-	7	2	-	-	-	-	1	1
Total Involuntary Terminations	4	3	3	1	-	-	-	-	1	2	-	-	-	-	-	-
Number Retained	34	8	26	7	-	-	1	-	6	-	-	-	-	-	1	1
Retention Rate	89.5%	72.7%	89.7%	87.5%	N/A	N/A	100.0%	N/A	85.7%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Highest Rate	100.0%	81.3%	89.7%	87.5%	N/A	N/A	100.0%	N/A	85.7%	#VALUE!	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	#VALUE!	N/A	N/A	N/A	N/A	No	No

Notes: Only EEO-4 categories in which MAX employs staff are shown.

Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - FY2024

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	-	4	-	3	-	-	-	-	-	-	1	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	-	4	-	3	-	-	-	-	-	-	1	-	-	-	-	-
Retention Rate	N/A	100.0%	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	3	4	3	4	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	2	4	2	4	-	-	-	-	-	-	-	-	-	-	-	-
Retention Rate	66.7%	100.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	66.7%	100.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Administrative Support</b>																
Total Workforce	1	10	1	6	-	-	-	-	-	-	4	-	-	-	-	-
Total Involuntary Terminations	-	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-
Number Retained	1	9	1	6	-	-	-	-	-	-	3	-	-	-	-	-
Retention Rate	100.0%	90.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	90.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A
<b>8 - Service &amp; Maint. Workers</b>																
Total Workforce	38	12	30	9	-	-	-	-	7	2	-	-	-	-	1	1
Total Involuntary Terminations	4	2	4	2	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	34	10	26	7	-	-	-	-	7	2	-	-	-	-	1	1
Retention Rate	89.5%	83.3%	86.7%	77.8%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Highest Rate	100.0%	93.1%	86.7%	77.8%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No

Notes: Only EEO-4 categories in which MAX employs staff are shown.

**NARRATIVE: RACE**—For FYS2023-2024, the overall retention rates with respect to Involuntary Terminations was *Whites* at 89.7%, *Hispanics* 85.2%, and *2-or-More-Races* 100.0%. Although the low numbers make a definitive analysis more difficult among the *Administrative Support* job category, retention rates were *Whites* 100.0%, and *Hispanics* 75.0%; applying the 4/5 or 80% rule, a potential adverse impact is indicated among Hispanics; further review shows this Involuntary Separation resulted from repeated work-related violations; no potential adverse impact has been identified. *Blacks* make up < 2% of the local labor force, so no comparison is required; *Asians* could not be measured due to low counts involved. **WOMEN**—Over the past two years, *Women* represented 40.0% of overall Involuntary Terminations (6-out-of-15), while equally representing 40.0% of the average FYS2023-2024 workforce; no potential adverse impacts are identified.

**DATA SOURCE:** MS Excel Sheet *EEOemploymentpracticesFY2022/24*

# Equal Employment Opportunity Program (EEO) FY2025

## Voluntary Separations

Below are employee voluntary separations—by race and sex—for each of the past two fiscal years:

Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - FY2023

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	2	3	2	2	-	-	-	-	-	1	-	-	-	-	-	-
Total Voluntary Separations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	2	3	2	2	-	-	-	-	-	1	-	-	-	-	-	-
Retention Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	2	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-
Total Voluntary Separations	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	-	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-
Retention Rate	N/A	100.0%	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	#VALUE!	100.0%	#VALUE!	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	#VALUE!	No	#VALUE!	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Administrative Support</b>																
Total Workforce	1	8	-	5	-	-	-	-	-	3	1	-	-	-	-	-
Total Voluntary Separations	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Number Retained	-	8	-	5	-	-	-	-	-	3	-	-	-	-	-	-
Retention Rate	N/A	100.0%	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	#VALUE!	100.0%	#VALUE!	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	#VALUE!	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	#VALUE!	No	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	#VALUE!	N/A	N/A	N/A	N/A	N/A
<b>8 - Service &amp; Maint. Workers</b>																
Total Workforce	38	11	29	8	-	-	1	-	7	2	-	-	-	-	1	1
Total Voluntary Separations	13	3	11	2	-	-	1	-	1	1	-	-	-	-	-	-
Number Retained	25	8	18	6	-	-	-	-	6	1	-	-	-	-	1	1
Retention Rate	65.8%	72.7%	62.1%	75.0%	N/A	N/A	N/A	N/A	85.7%	50.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Highest Rate	90.5%	100.0%	62.1%	75.0%	N/A	N/A	#VALUE!	N/A	85.7%	50.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	No	No

Notes: Only EEO-4 categories in which MAX employs staff are shown.

Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - FY2024

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	-	4	-	3	-	-	-	-	-	1	-	-	-	-	-	-
Total Voluntary Separations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	-	4	-	3	-	-	-	-	-	1	-	-	-	-	-	-
Retention Rate	N/A	100.0%	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	#####	N/A	N/A	N/A	N/A	N/A	#####	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	3	4	3	4	-	-	-	-	-	-	-	-	-	-	-	-
Total Voluntary Separations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	3	4	3	4	-	-	-	-	-	-	-	-	-	-	-	-
Retention Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Administrative Support</b>																
Total Workforce	1	10	1	6	-	-	-	-	-	4	-	-	-	-	-	-
Total Voluntary Separations	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Number Retained	1	9	1	5	-	-	-	-	-	4	-	-	-	-	-	-
Retention Rate	100.0%	90.0%	100.0%	83.3%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	90.0%	100.0%	83.3%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service &amp; Maint. Workers</b>																
Total Workforce	38	12	30	9	-	-	-	-	7	2	-	-	-	-	1	1
Total Voluntary Separations	4	1	3	1	-	-	-	-	1	-	-	-	-	-	-	-
Number Retained	34	11	27	8	-	-	-	-	6	2	-	-	-	-	1	1
Retention Rate	89.5%	91.7%	90.0%	88.9%	N/A	N/A	N/A	N/A	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Highest Rate	97.6%	100.0%	90.0%	88.9%	N/A	N/A	N/A	N/A	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No

Notes: Only EEO-4 categories in which MAX employs staff are shown.

**NARRATIVE: RACE**—The overall retention rate for *Hispanics* increased from 84.6% in FY2023 to 92.9% in FY2024. Over the past two (2) years, the *Service & Maintenance Workers* job category recorded retention rates with respect to Voluntary Separations with *Whites* 77.6%, *Hispanics* 83.3%, and *2-or-More-Races* 100.0%; no potential adverse impact is identified. *Blacks* make up < 2% of the local labor force, so no comparison is required; *Asians* could not be measured due to low counts involved. **WOMEN**—The past (2) years saw the female retention rate among all job categories at 90.9% versus 76.5% for males. Among *Service & Maint. Workers*, the female retention rate increased from 72.7% in FY2023 to 91.7% for FY2024 (versus the male retention rate of 89.5% in FY2024); no potential adverse impact is identified.

**DATA SOURCE:** MS Excel Sheet *EEOemploymentpracticesFY2023/24*

# Equal Employment Opportunity Program (EEO) FY2025

## Trainings

Below are job category trainings (w/promotion potential) by race and sex, for each of the past two fiscal years.

Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - FY2023

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	2	3	2	2	-	-	-	-	-	1	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	2	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Administrative Support</b>																
Total Workforce	1	8	-	5	-	-	-	-	-	3	1	-	-	-	-	-
Total Trained	-	2	-	1	-	-	-	-	-	4	-	-	-	-	-	-
Training Rate	0.0%	25.0%	N/A	20.0%	N/A	N/A	N/A	N/A	N/A	33.3%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	100.0%	N/A	60.0%	N/A	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A
<b>8 - Service &amp; Maint. Workers</b>																
Total Workforce	38	11	29	8	-	-	1	-	7	2	-	-	-	-	1	1
Total Trained	3	1	2	1	-	-	-	-	-	-	-	-	-	-	1	1
Training Rate	7.9%	9.1%	6.9%	12.5%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	0.0%
Ratio to Highest Rate	86.8%	100.0%	6.9%	12.5%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	No	Yes

Notes: Only EEO-4 categories in which MAX employs staff are shown.

Macatawa Area Express Transportation Authority  
Equal Employment Opportunity (EEO) Program - FY2024

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	-	4	-	3	-	-	-	-	-	1	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	NA	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	3	4	3	4	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Administrative Support</b>																
Total Workforce	1	10	1	6	-	-	-	-	-	4	-	-	-	-	-	-
Total Trained	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service &amp; Maint. Workers</b>																
Total Workforce	38	10	30	9	-	-	-	-	7	-	-	-	-	-	1	1
Total Trained	1	2	1	2	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	2.6%	20.0%	3.3%	22.2%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	13.2%	100.0%	15.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes

Notes: Only EEO-4 categories in which MAX employs staff are shown.

**NARRATIVE: RACE**—Although the low numbers involved make a definitive analysis difficult, minorities during FYs2023-2024 represented 20.0% of those receiving training with advancement opportunities while representing 21.4% of the average MAX workforce; no potential adverse impact was identified. **WOMEN**—Though the low numbers make a proper analysis difficult, *Females* during FYs2023-2024 represented 50.0% of those receiving training with advancement opportunities while representing 40.0% of the average MAX workforce; no potential adverse impact was identified.

**DATA SOURCE:** MS Excel Sheet *EEOemploymentpracticesFY2023/24*

## Monitoring and Reporting

The EEO Officer will cumulatively monitor all employment actions, including new hires, promotions/transfers, voluntary separations/involuntary terminations, and trainings, and all identified barriers to ensure that the Equal Employment Opportunity Program is carried out in its entirety.

An important part of any successful EEO Program is establishing an effective and workable internal monitoring and reporting system to:

- Assess EEO status, document accomplishments or the lack of accomplishments to Management and the Authority Board.
- Enable agencies to evaluate their EEO Program during the year and to take any necessary corrective action regarding the development and execution of programs. FTA requires agencies to conduct such evaluations semiannually, at a minimum.
- Produce documentation that supports actions to implement the plan for minority and female job applicants or employees and informs management of the program's effectiveness.

The following EEO-related monitoring and reporting actions will be utilized by the EEO Officer—with results and needed follow up actions documented in the form of meeting minutes—and will include any related handouts or data tables. Such actions will occur according to the following scheduled frequencies:

- DAILY/ONGOING—database updates reflecting key EEO data fields: applications, hires, disciplinary actions, separations, etc.
- DAILY/ONGOING—documentation log updates related to job postings published, advertisements placed, recruitment locations and dates, etc., including documentation for any EEO-related meetings between the Executive Director and/or Human Resources personnel, and the EEO Officer (e.g., statistics on employment practices and policies, verifying that job descriptions contain legitimate position requirements, that any testing used has been validated, etc.).
- BI-YEARLY—Management Committee review of fiscal year-to-date data, including to but not limited to, hiring, promotions, status of EEO complaints, etc.
- YEARLY—a fiscal year-end review with all data accumulated, with any areas of concern reviewed in detail. Annual EEO report with findings submitted to managerial staff and the MAX Authority Board, and made available to all employees.
- YEARLY—a written reminder to all supervisory staff informing them of their general responsibilities regarding the EEO program.
- YEARLY—a submission of the EEO Program & Policy to potential recruitment entities (e.g., employment agencies, educational institutions, minority, civil rights, and women's organizations) for awareness purposes and public comment.

## Equal Employment Opportunity Program (EEO) FY2025

- YEARLY—an EEO audit that ensures:
  - EEO materials such as posters and statements are up-to-date and remain posted in appropriate locations.
  - The EEO statement, program and contact information, and complaint process remain posted on the MAX website—with live links and current, relevant information.
  - EEO information is reviewed in the new employee orientation process, and remains included with current and relevant information in the MAX Employee Handbook.
  - The EEO phrase “MAX is an Equal Opportunity Employer” is used in television, radio, newspaper, or other recruitment outreach, such as social media *blasts*, and is included on the agency’s website’s *Work Opportunities* page, and in any related printed materials.
- YEARLY—a review of the EEO program with all staff during a quarterly safety meeting; the EEO policy statement will be highlighted in the employee newsletter.
  - Sign-in sheets will be documented, listing each attendee.

Data will be monitored and tabulated by the EEO Officer with breakdowns on race, color, and sex; breakdowns will also be monitored in required areas for veterans and persons with disabilities.

Layoff guidelines or other clauses in union contracts will be monitored as needed for disparate effects on employees within protected classes. Should any barriers to equal employment be identified, MAX will work to revise any future union agreements within this area.

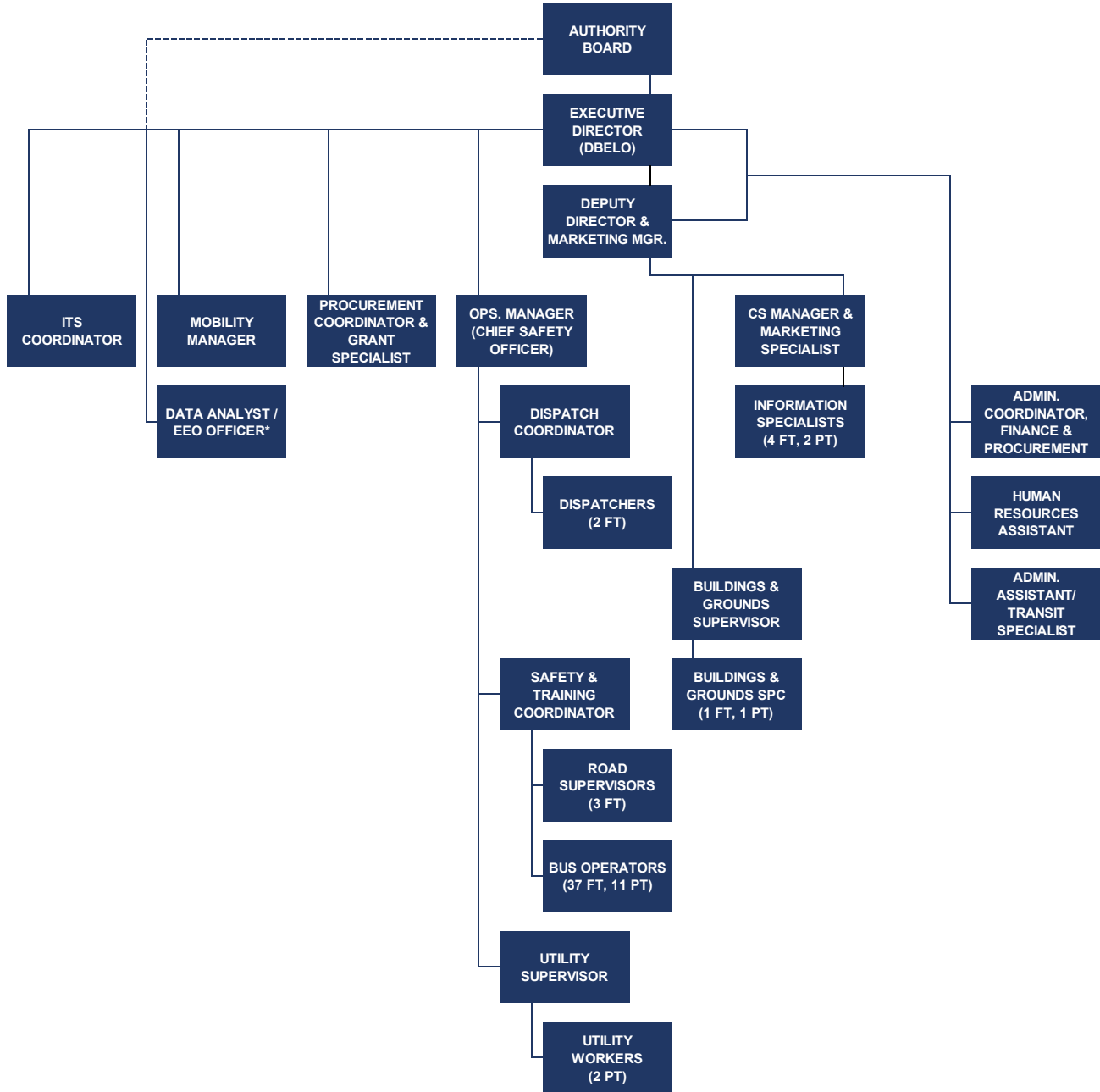
Additionally, all EEO complaints will be monitored and documented by the EEO Officer. A database exists that documents the name of the complainant, basis of the complaint(s), the protected group, date of initial contact, date of resolution, resolution reached, and the name of the investigator.

Union contracts will be reviewed at the time of their formation to ensure disparate impacts do not result.

**Monitoring of Sub-Recipients or Contractors**—MAX will require each of its sub-recipients or sub-contracting service providers to prepare and share their prospective EEO Plans on an annual basis, the requirements of which in accordance with FTA Circular 4701.1. Proof of such a review will be documented in the form of a letter or memo to the sub-recipient or contractor, as will an annual site visit to verify and document the proper display of the EEO Policy Statement and related labor law postings.

As of the date of this program update, MAX does not utilize any sub-recipients in the provision of transit service delivery.

**Organizational Chart:** *Last Updated September 2024*



*\*Data Analyst/EEO Officer reports to Authority Board for EEO matters, reports to Executive Director for all other areas.*

## EEO Complaints

Equal Employment Opportunity discrimination complaints may be filed on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age, national origin, disability, veteran status, or genetic information, or any other basis prohibited by local, state, or federal law, whether made in general, directed to an individual, or to a group of people regardless of whether or not the behavior was intended to harass. Types of complaints include unfair or inequitable treatment with regards to job retention, promotion, demotion, training opportunities, classification, pay, or other employee relations problems including harassment and retaliation by supervisors or other employees. A complaint must be submitted within 180 days from time of occurrence.

FTA requires applicants and recipients to adopt local procedures consistent with EEO statutes and regulations for the disposition of EEO complaints. FTA also encourages complainants to seek resolution locally and to file complaints with FTA only when dissatisfied with how the complaint was resolved or when the case is not being resolved in a timely manner.

For complaints other than discrimination and harassment, bargaining unit employees should follow the grievance procedures outlined in their union contract.

MAX has established a systematic and orderly method of hearing complaints arising out of violation of EEO statutes. The following procedural steps shall be utilized by those seeking recourse for any violation of the Equal Employment Opportunity Policy:

**STEP 1**—Anyone having an EEO complaint shall meet with the EEO Officer for a confidential consultation.

**STEP 2**—After consultation, the person bringing the complaint may decide to file a written complaint which shall be documented by the EEO Officer. A copy of the EEO complaint shall be issued to appropriate supervisory staff.

**STEP 3**—Once the written complaint is filed, the EEO Officer shall conduct an investigation and interview witnesses. This investigation shall be completed as soon as possible, in a timely manner.

**STEP 4**—Once the investigation is completed, the EEO Officer shall schedule a meeting as soon as possible to attempt to resolve the complaint. Persons at the meeting shall include the person who made the complaint, the appropriate supervisory staff, and the Executive Director.

**STEP 5**—A summary of the meeting will be documented by the EEO Officer. A copy of this summary shall be distributed to all who attended the meeting.

**STEP 6**—If the complaint is not resolved at this level, the EEO Officer will schedule another meeting with all parties involved in attempt to resolve the complaint.

**STEP 7**—The EEO Officer shall review the facts of the case and examine the entire record, and make a decision which shall constitute the final decision in the matter. The decision will be communicated in writing to the individual making the complaint, the supervisory staff involved in the matter, and the Executive Director. Every effort will be to provide this written decision within 30 days from the date that the written complaint was filed, unless extenuating circumstances exist—such as additional time needed to obtain information which would provide for the most equitable handling of the case.

## Resolution of Complaint

The EEO Officer will seek to resolve the issue on the lowest level through mediation with the complainant, their department head, and Executive Director, if necessary. Should the findings—if any—show that a violation occurred, the EEO 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.

Although it is FTA's practice to encourage employees and applicants to resolve issues with local agencies when possible before filing a complaint, persons unsatisfied by the outcome of EEO mediation may file a complaint within 180 days from the date of the alleged discrimination with the U.S. Department of Transportation Office of Civil Rights, or the U.S. Equal Employment Opportunity Commission:

U.S. Department of Transportation  
Attention: Office of Civil Rights  
1200 New Jersey Avenue, S.E.  
Washington, D.C. 20590  
888-446-4511  
<https://www.transit.dot.gov/eoo>

U.S. Equal Employment Opportunity Commission  
131 M Street NE  
Washington, DC 20507  
800-669-4000  
<http://www.eeoc.gov>



**EEO Complaint Form: Page 1/2**

***MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY***

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINT FORM**

The Macatawa Area Express Transportation Authority (MAX) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, disability, veteran status, or other protected class.

MAX's Equal Employment Opportunity (EEO) policy applies to all employment actions—including but not limited to—recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and use of facilities.

All applicants and employees have the right to file complaints alleging discrimination. Any complaint of discrimination will be investigated thoroughly and promptly; no employee will be retaliated against for a good faith complaint.

Please complete this form in its entirety. In order to be processed, signed original complaint forms must be mailed or hand delivered to:

MAX Transportation Authority  
 Attention: EEO Officer  
 171 Lincoln Avenue  
 Holland, MI 49423

**Section I:**

Name:		
Address:		
City:	State:	ZIP Code:
Email Address:	Home Phone:	Work Phone:

**Section II:**

Did anyone else witness the incident?      Yes      No

Please list any witnesses, including name, address, and phone number (use a separate sheet if necessary):

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**EEO Complaint Form: Page 2/2**

<b>Section III:</b>	
I believe the discrimination I experienced was based on (check all that apply):	
<input type="checkbox"/> Age	<input type="checkbox"/> Color
<input type="checkbox"/> Disability	<input type="checkbox"/> Gender/Sexual Harassment
<input type="checkbox"/> National Origin	<input type="checkbox"/> Race/Ethnicity
<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Veteran Status	<input type="checkbox"/> Other: _____
Date of Alleged Discrimination (Month, Day, Year): _____	
Explain as clearly as possible what happened and why you believe discrimination has occurred. Please provide dates, location, and time of discrimination. Use additional sheets as necessary.	
_____	
_____	
_____	
_____	
Indicate the person(s) you believe responsible for the discrimination (if known):	
Name(s): _____	
Work Location (if known): _____	
<b>Section IV:</b>	
What resolution would you like to occur?	
<input type="checkbox"/> Mediation	<input type="checkbox"/> Departmental Training Session
<input type="checkbox"/> Formal Grievance	
<input type="checkbox"/> Management Meeting with EEO Officer	<input type="checkbox"/> No Further Action
<input type="checkbox"/> Other	
<b>Section V:</b>	
You may attach any written materials or other information that you think is relevant to your complaint.	
<i>I hereby swear/affirm that the information provided in this EEO Complaint Form is true and correct to the best of my knowledge.</i>	
Signature: _____	Date: _____
Please submit this form in person at the address below, or mail this form to: MAX Transportation Authority Attention: EEO Officer 171 Lincoln Avenue Holland, MI 49423 Phone: (616) 928-2494 Email: <a href="mailto:info@catchamax.org">info@catchamax.org</a>	
<b>INTERNAL USE ONLY:</b>	
Date Received: _____	Signature/EEO Officer: _____

**Internal Job Posting Form**



**INTERNAL JOB POSTING**

<b>Job Title:</b>		<b>Supervisor (Y/N):</b>	
<b>Location:</b>		<b>Work Hours:</b>	
<b>Pay Rate/Salary Range:</b>		<b>Position Type:</b>	[FT/PT, Exempt/Nonexempt]
<b>Posting Contact:</b>		<b>Date posted:</b>	
<b>Reports to:</b>		<b>Posting Expires:</b>	
<b>Applications Accepted By</b>			
<b>Fax or E-mail:</b> (616) 928-XXXX or <a href="mailto:x.xxxxxxx@catchamax.org">x.xxxxxxx@catchamax.org</a>		<b>Mail:</b> [Posting Contact or Hiring Manager] Macatawa Area Express (MAX) 171 Lincoln Avenue, Suite 20 Holland, MI 49423	
<b>Attention:</b> [Posting Contact or Hiring Manager]			
<b>Job Description</b>			
<b>Job Summary</b> [Provide a brief position overview, including a description—if applicable—of any supervisory roles.]			
<b>Essential Roles and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Bulleted list item</li> <li>• Bulleted list item</li> <li>• Bulleted list item</li> <li>• Bulleted list item</li> <li>• Bulleted list item</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ol style="list-style-type: none"> <li>1. Numbered list item</li> <li>2. Numbered List item</li> <li>3. Numbered List item</li> <li>4. Numbered List item</li> </ol>			
<b>Preferred Skills</b> [Provide a description of any additional skills or experience that would be considered favorable for a candidate who is applying for this position.]			

**MAX is an Equal Opportunity Employer**

## Recruitment Process Checklist



### RECRUITMENT PROCESS CHECKLIST

*THIS FORM IS MEANT TO PROVIDE SPECIFIC DETAILS PERTAINING TO THE OVERALL HIRING PROCESS. A CHRONOLOGICAL CHECKLIST OF THE PRIMARY STEPS INVOLVED IS LISTED BELOW. MANAGEMENT PERSONNEL ARE AVAILABLE TO PROVIDE ASSISTANCE AND CONSULTATION THROUGHOUT THE HIRING PROCESS. SHADED AREAS MUST BE COMPLETED BY THE STAFF MEMBER INDICATED; HIRING MANAGER COMPLETES ALL OTHER CHECKS AND SIGN-OFFS (EX:   AZ  /  12-15-18  ).*

HIRING SUPERVISOR/TITLE:

POSITION/JOB TITLE SOUGHT:

DATE:

- Human Resources (HR) initiates requisition(s) including any job description updates by emailing the Executive Director and EEO Officer       /       for approval(s); or  this is an ongoing recruitment.
- Job notice(s) posted internally at both MAX facilities by HR (and a copy sent to EEO Officer) for a minimum of seven (7) days       /      ; or  this is an ongoing recruitment.
- If job opening(s) not filled internally, a summary of planned applicant search outreach—including employment websites, social media outlets, and printed ads—is emailed by HR to the Executive Director and EEO Officer       /      ; or  N/A.
- Job notice(s) posted externally by HR for a minimum of seven (7) days       /      ; or  this is an ongoing recruitment; or  N/A.
- Candidates directed to submit all application materials via the MAX website; applications completed in-person must be provided to the EEO Officer.
- Applications screened by HR for minimum qualifications; short list of candidates created.
- HR and/or hiring supervisor conducts applicant interviews; a MAX application\* is completed at this time if not initially received from the MAX website       /       (\*See Step 5 EEO requirement).
- HR and/or hiring supervisor conducts reference checks.
- Executive Director and HR and/or hiring manager select best candidate(s), establish starting wage/salary.
- EEO Officer       /       concurs with top candidate(s) and pay rate(s).
- Contingent offer extended to candidate(s) by HR and/or hiring manager.
- HR notifies the Executive Director and EEO Officer of applicant acceptance; acceptance is acknowledged.
- Required screening/testing satisfactorily completed.
- ICHAT (or State of Residency) background check completed.
- Payroll Action Order (PAO) submitted to the Executive Director for approval; approval (w/signatures) submitted to Payroll & Benefits Clerk (City of Holland), w/Cc to EEO Officer.
- New employee orientation held, all remaining HR-related paperwork completed.
- Employee forms (including this form) retained in the HR file—new employee(s) officially onboarded.

## EEO Annual Review Checklist

### Equal Employment Opportunity (EEO) Program Annual Review for FY2024

The following verification checklist has been completed as part of the annual EEO review cycle:

1. Annual EEO Review (FY2022-2023 info/data) w/MGT./Staff Committee: *Review emailed—Nov. 2, 2023; material reviewed in-person during MGT. Meeting, Greenway OPS. Building, Jan. 31, 2024.*
2. Annual EEO Review (FY2022-2023 info/data) with Authority Board: *COMPLETED—Nov. 27, 2023*
3. Written reminder to office staff, outlining EEO Program:
  - a. Copy saved to file: *COMPLETED—Feb. 15, 2024*
4. Written reminder to managers & supervisors, outlining leadership responsibilities for EEO:
  - a. Copy saved to file: *COMPLETED—Feb. 19, 2024*
5. Submission of EEO Program to potential recruitment agencies:
  - a. Emails saved to file: *COMPLETED—Feb. 5, 2024*
6. EEO Information Audit:
  - a. Federal & State Labor Law Poster w/MAX Contact Info:
    - i. Padnos Transp. Center: *2024 POSTER VERIFIED—Mar. 28, 2024*
    - ii. Greenway OPS. Building: *2024 POSTER VERIFIED—Mar. 14, 2024*
  - b. Policy Statement Posting:
    - i. Padnos Trans. Center: *VERIFIED—Feb. 29, 2024; Oct. 16, 2024*
    - ii. Greenway Operations Building: *VERIFIED—Feb. 5, 2024; Nov. 12, 2024*
  - c. Website information: *COMPLETED—Feb. 5, 2024; Oct. 16, 2024*
  - d. EEO Statement on employment application/website hiring page: *VERIFIED—Feb. 5, 2024*
  - e. EEO orientation packet info: *VERIFIED—Feb. 5, 2024*
7. EEO staff review during Safety Meetings:
  - a. Presentation(s) to staff: *SCHEDULED—DECEMBER 2024*
  - b. Handouts saved to file: *SCHEDULED—DECEMBER 2024*
  - c. Sign-in sheets saved to file: *PENDING—DECEMBER 2024*
8. EEO statement posted annually in agency newsletter:
  - a. Copy of newsletter saved to file: *COMPLETED—March 2024 ISSUE*

Recorded by: Charles Veldhoff, Data Analyst/EEO Officer

Date: November 13, 2024

# Equal Employment Opportunity Program (EEO) FY2025

## Area Labor Percent Availability by EEO-4 Job Group

Macatawa Area Express Transportation Authority  
 Equal Employment Opportunity (EEO) Program - Area Labor Percent Availability by Job Group: October 1, 2024

Job Category Use EEO-4	Salary Range	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
<b>1 - Officials &amp; Administrators</b>																				
Current Workforce	\$43,077-\$105,456	5	0	0	4	1	-	-	-	-	-	-	4	-	-	-	1	-	-	-
Percent in Category	<b>^Entry</b>				80.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%
Percent of Availability							45.8%	0.1%	0.4%	1.9%	1.1%	0.0%	45.6%	0.2%	0.3%	2.0%	1.3%	0.0%	0.6%	
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>2 - Professionals</b>																				
Current Workforce	\$43,007-\$85,238	8	2	1	3	2	2	-	1	-	-	-	3	-	-	-	2	-	-	-
Percent in Category	<b>^Entry</b>						25.0%	0.0%	12.5%	0.0%	0.0%	0.0%	37.5%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%
Percent of Availability							45.8%	0.1%	0.4%	1.9%	1.1%	0.0%	45.6%	0.2%	0.3%	2.0%	1.3%	0.0%	0.6%	
Percent Underutilized													8%							
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>5 - Administrative Support</b>																				
Current Workforce	\$30,160-\$47,008	8	1	0	4	3	1	-	-	-	-	-	4	-	-	-	3	-	-	-
Percent in Category	<b>^Entry</b>						12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	37.5%	0.0%	0.0%	0.0%
Percent of Availability							30.2%	0.1%	0.6%	1.3%	0.8%	0.0%	60.6%	0.2%	0.8%	3.5%	1.0%	0.0%	0.7%	
Percent Underutilized													11%							
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>8 - Service &amp; Maint. Workers</b>																				
Current Workforce	\$30,118-\$47,008	54	33	8	11	2	33	-	-	7	-	-	1	11	-	-	1	-	-	1
Percent in Category	<b>^Entry</b>						61.1%	0.2%	0.0%	13.0%	0.0%	0.0%	1.9%	20.4%	0.1%	0.0%	1.9%	0.0%	0.0%	0.0%
Percent of Availability							56.7%	0.3%	1.3%	9.5%	2.3%	0.0%	1.7%	18.5%	0.2%	1.0%	5.8%	2.2%	0.0%	0.5%
Percent Underutilized																	4%	2%		
Underutilized (Yes/No)							No	No	No	Yes	No	No	No	No	No	Yes	Yes	No	No	No
Number Needed to Reach Parity							-	-	-	1	-	-	-	-	-	-	2	1	-	-
Planned percent increase Year 1							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 2							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 3							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Planned percent increase Year 4							0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Notes: Employment figures from 2019 American Community Survey 5-Year Estimates Detailed Tables (data.census.gov); Ottawa County, Allegan County.

## MACATAWA AREA EXPRESS - MONTHLY RIDERSHIP SUMMARY

(NOTES: Some figures calculated using non-rounded numbers. AUXILIARY ridership includes counts for non-traditional services: Tulip Time Tours, Shuttle, Kertsmarket, etc.)

### FIXED ROUTE

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.
ROUTE 1	2,917	2,432	19.9%	132.2	115.8	14.2%	54.6	0.0	#DIV/0!
ROUTE 2	2,512	2,069	21.4%	115.7	98.5	17.4%	39.8	0.0	#DIV/0!
ROUTE 3	1,767	1,657	6.6%	88.4	78.9	12.0%	0.0	0.0	#DIV/0!
ROUTE 4	2,131	1,679	26.9%	106.6	80.0	33.2%	0.0	0.0	#DIV/0!
ROUTE 5	2,222	1,898	17.1%	111.1	90.4	22.9%	0.0	0.0	#DIV/0!
ROUTE 6	3,796	3,169	19.8%	177.0	150.9	17.3%	51.2	0.0	#DIV/0!
ROUTE 7	1,110	1,254	-11.5%	55.5	59.7	-7.0%	0.0	0.0	#DIV/0!
ROUTE 8	1,252	1,162	7.7%	62.6	55.3	13.2%	0.0	0.0	#DIV/0!
AUXILIARY	0	0	#DIV/0!	-	-	-	-	-	-
REGULAR	11,354	9,416	20.6%	543.1	448.4	21.1%	98.6	0.0	#DIV/0!
YOUTH	1,648	1,048	57.3%	80.5	49.9	61.2%	7.8	0.0	#DIV/0!
SENIOR	2,236	1,609	39.0%	106.3	76.6	38.8%	22.0	0.0	#DIV/0!
ADA	2,469	3,247	-24.0%	119.2	154.6	-22.9%	17.2	0.0	#DIV/0!
<b>TOTAL</b>	<b>17,707</b>	<b>15,320</b>	<b>15.6%</b>	<b>849.0</b>	<b>729.5</b>	<b>16.4%</b>	<b>145.6</b>	<b>0.0</b>	<b>#DIV/0!</b>

CITY OF HOLLAND  
HOLLAND TWP.  
CITY OF ZEELAND  
ZEELAND TWP.  
PARK TWP.  
AUXILIARY

TOTAL MONTHLY BOARDING		
NOV. '24	NOV. '23	% CHG.
9,224	8,244	11.9%
7,293	5,972	22.1%
1,189	1,104	7.7%
0	0	#DIV/0!
0	0	#DIV/0!

### TWILIGHT ROUTE

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.
ROUTE 9	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ROUTE 10	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
REGULAR	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
YOUTH	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
SENIOR	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
ADA	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0.0</b>	<b>0.0</b>	<b>#DIV/0!</b>	<b>0.0</b>	<b>0.0</b>	<b>#DIV/0!</b>

CITY OF HOLLAND  
HOLLAND TWP.

TOTAL MONTHLY BOARDING		
NOV. '24	NOV. '23	% CHG.
0	0	#DIV/0!
0	0	#DIV/0!

### RESERVE-A-MAX

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.
REGULAR	748	340	120.0%	35.4	15.7	125.2%	8.2	2.5	228.0%
YOUTH	81	21	285.7%	4.0	1.0	300.0%	0.2	0.0	#DIV/0!
SENIOR	513	232	121.1%	23.5	10.6	121.7%	8.6	2.3	273.9%
ADA	2,980	2,742	8.7%	137.2	125.5	9.3%	47.4	27.0	75.6%
<b>TOTAL</b>	<b>4,322</b>	<b>3,335</b>	<b>29.6%</b>	<b>200.0</b>	<b>152.8</b>	<b>30.9%</b>	<b>64.4</b>	<b>31.8</b>	<b>102.5%</b>

CITY OF HOLLAND  
HOLLAND TWP.  
CITY OF ZEELAND  
ZEELAND TWP.  
PARK TWP.  
AUXILIARY

TOTAL MONTHLY BOARDING		
NOV. '24	NOV. '23	% CHG.
2,006	1,430	40.3%
1,700	1,282	32.6%
192	210	-8.6%
50	45	11.1%
252	275	-8.4%
122	93	31.2%

### NIGHT OWL

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.
REGULAR	209	125	67.2%	10.0	5.8	72.4%	1.8	1.0	80.0%
YOUTH	1	0	#DIV/0!	0.1	0.0	#DIV/0!	0.0	0.0	#DIV/0!
SENIOR	52	16	225.0%	2.0	0.6	233.3%	2.4	0.8	200.0%
ADA	265	229	15.7%	11.2	9.9	12.6%	8.4	5.0	68.0%
<b>TOTAL</b>	<b>527</b>	<b>370</b>	<b>42.4%</b>	<b>23.2</b>	<b>16.3</b>	<b>42.3%</b>	<b>12.6</b>	<b>6.8</b>	<b>85.3%</b>

CITY OF HOLLAND  
HOLLAND TWP.  
CITY OF ZEELAND  
ZEELAND TWP.

TOTAL MONTHLY BOARDING		
NOV. '24	NOV. '23	% CHG.
218	155	40.6%
223	164	36.0%
86	51	68.6%
0	0	#DIV/0!

### OVERALL RIDERSHIP

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.	NOV. '24	NOV. '23	% CHG.
REGULAR	12,311	9,881	24.6%	588.4	469.8	25.2%	108.6	3.5	3002.9%
YOUTH	1,730	1,069	61.8%	84.5	50.9	66.0%	8.0	0.0	#DIV/0!
SENIOR	2,801	1,857	50.8%	131.8	87.9	49.9%	33.0	3.0	1000.0%
ADA	5,714	6,218	-8.1%	267.5	290.0	-7.8%	73.0	32.0	128.1%
<b>TOTAL</b>	<b>22,556</b>	<b>19,025</b>	<b>18.6%</b>	<b>1,072.2</b>	<b>898.6</b>	<b>19.3%</b>	<b>222.6</b>	<b>38.5</b>	<b>478.2%</b>

CITY OF HOLLAND  
HOLLAND TWP.  
CITY OF ZEELAND  
ZEELAND TWP.  
PARK TWP.  
AUXILIARY

TOTAL MONTHLY BOARDING		
NOV. '24	NOV. '23	% CHG.
11,448	9,829	16.5%
9,216	7,418	24.2%
1,467	1,365	7.5%
50	45	11.1%
252	275	-8.4%
122	93	31.2%

FIXED ROUTE  
RESERVE-A-MAX

ON-TIME PERCENTAGE		
NOV. '24	NOV. '23	DIFF. (+/-)
94.7%	95.8%	-1.1%
95.4%	99.3%	-3.9%

WEEKDAYS  
SATURDAYS

SERVICE DAYS	
NOV. '24	NOV. '23
20	21
5	4

FIXED ROUTE  
RESERVE-A-MAX  
TWILIGHT  
NIGHT OWL  
TBD

DISTRIBUTION OF RIDERSHIP		
NOV. '24	NOV. '23	DIFF. (+/-)
78.50%	80.53%	-2.03%
19.16%	17.53%	1.63%
0.00%	0.00%	0.00%
2.34%	1.94%	0.40%
0.00%	0.00%	0.00%







# Macatawa Area Express Transportation Authority

**Meeting Date:** December 16, 2024

**Agenda Item:**

**Subject:** Financial Reports for 11/30/2024–Unaudited

**Prepared By:** Wayne Reed, City Finance

**Recommendation:** Accept Financial Reports as information

The Macatawa Area Express Transportation Authority started a new fiscal year (FY 2025) on October 1, 2024. Attached are Budget Performance Reports for the two months ended November 30, 2024.

## Revenues

Operating revenues currently total \$428,799.23, or 6.76% of budget. The lower than anticipated amount is primarily a timing difference as a large portion of revenues are not received until the end of the fiscal year. November operating revenues are mostly composed of operating assistance, investment income, fare collection revenues, and property tax receipts. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. Federal Operating grant revenues are received mid-late September.

## Expenses

Operating expenses for the two months ended November 30, 2024, totaled \$763,629.57, or 12.31% of budget. Operating expenses appear to be in line with expectations.

## Grant Activity

- ✓ Federal Operating Grant Revenue: \$0 of \$2,047,000 budgeted has been received. MAX receives Federal Operating grant revenues toward the end of the fiscal year, generally mid-late September.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - \$345,922 of \$2,087,552 has been received.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - \$0 of \$142,500 has been received.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - \$0 of \$70,000 has been received.



	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdgt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000.000</b>						
101-000.000-665.000	INVESTMENT INCOME	20,000.00	11,511.82	281.17	8,488.18	57.56
101-000.000-683.000	MISCELLANEOUS GENERAL	1,000.00	19,512.89	9,406.86	(18,512.89)	1,951.29
Total Dept 000.000		21,000.00	31,024.71	9,688.03	(10,024.71)	147.74
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>						
101-596.537-402.000	PROPERTY TAX	1,358,450.00	28,736.37	0.00	1,329,713.63	2.12
101-596.537-432.000	SERVICE CHARGE IN LIEU OF TAXES	3,500.00	0.00	0.00	3,500.00	0.00
101-596.537-437.000	PROPERTY TAXES IFT IFT LEVY - GENERA	25,000.00	0.00	0.00	25,000.00	0.00
101-596.537-445.000	INTEREST & PENALTIES (TAXES)	1,500.00	241.45	176.11	1,258.55	16.10
101-596.537-502.000	FEDERAL OPERATING (CURRENT YEAR)	2,047,000.00	0.00	0.00	2,047,000.00	0.00
101-596.537-502.400	FEDERAL MOBILITY MANAGEMENT	56,000.00	0.00	0.00	56,000.00	0.00
101-596.537-502.600	FEDERAL NEW FREEDOM	142,500.00	0.00	0.00	142,500.00	0.00
101-596.537-539.000	STATE OPERATING (CURRENT YEAR)	2,087,552.00	345,922.00	345,922.00	1,741,630.00	16.57
101-596.537-539.400	STATE MOBILITY MANAGEMENT	14,000.00	0.00	0.00	14,000.00	0.00
101-596.537-573.000	STATE-REIM LOCAL PPT TAX LOSS	88,878.00	0.00	0.00	88,878.00	0.00
101-596.537-581.100	CHARGES FOR SERVICES RENDERED ZEELAN	62,900.00	0.00	0.00	62,900.00	0.00
101-596.537-581.200	CHARGES FOR SERVICES RENDERED PARK T	139,500.00	0.00	0.00	139,500.00	0.00
101-596.537-581.900	CHARGES FOR SERVICES RENDERED ZEELAN	8,100.00	0.00	0.00	8,100.00	0.00
101-596.537-642.315	CONCESSIONS & COMMISSIONS BUS SIGNAG	25,000.00	0.00	0.00	25,000.00	0.00
101-596.537-651.100	USE & ADMISSIONS FEES FARES-FIXED RO	58,000.00	1,279.85	498.05	56,720.15	2.21
101-596.537-651.101	USE & ADMISSIONS FEES FARES-REDUCED	32,000.00	0.00	0.00	32,000.00	0.00
101-596.537-651.102	USE & ADMISSIONS FEES FARES-REDUCED	2,500.00	98.50	41.50	2,401.50	3.94
101-596.537-651.104	USE & ADMISSIONS FEES FARES-ADULT MO	36,000.00	5,662.60	2,799.10	30,337.40	15.73
101-596.537-651.105	USE & ADMISSIONS FEES FARES-DAILY PA	3,000.00	1,361.60	89.70	1,638.40	45.39
101-596.537-651.106	USE & ADMISSIONS FEES FARES-TICKETS	2,000.00	200.00	0.00	1,800.00	10.00
101-596.537-651.108	USE & ADMISSIONS FEES FARES-ADULT WE	2,500.00	135.00	60.00	2,365.00	5.40
101-596.537-651.109	USE & ADMISSIONS FEES FARES-STUDENT	7,000.00	759.00	517.50	6,241.00	10.84
101-596.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/R	50,000.00	2,499.20	1,653.40	47,500.80	5.00
101-596.537-651.203	USE & ADMISSIONS FEES FARES-PUNCH PA	1,000.00	600.00	200.00	400.00	60.00
101-596.537-651.204	USE & ADMISSIONS FEES FARES-REDUCED	16,000.00	10,271.00	4,131.00	5,729.00	64.19
101-596.537-682.100	REIMBURSEMENTS MICHIGAN TRANSIT POOL	45,000.00	0.00	0.00	45,000.00	0.00
101-596.537-682.200	RECOVERIES INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-596.537-683.000	MISCELLANEOUS GENERAL	100.00	0.00	0.00	100.00	0.00
101-596.537-683.200	MISCELLANEOUS LOST ELIGIBLE PASS	100.00	5.00	0.00	95.00	5.00
101-596.537-689.000	CASH SHORT/OVER	0.00	2.95	0.00	(2.95)	100.00
101-596.537-693.000	SALE OF FIXED ASSETS	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		6,326,080.00	397,774.52	356,088.36	5,928,305.48	6.29
Revenues		6,347,080.00	428,799.23	365,776.39	5,918,280.77	6.76
<b>Account Category: Expenditures</b>						
<b>Department: 596.171 MANAGEMENT &amp; ADMINISTRATION</b>						
101-596.171-701.000	PAYROLL-REGULAR GENERAL	330,520.00	40,086.10	23,207.36	290,433.90	12.13
101-596.171-703.200	SAFETY INCENTIVE	850.00	40.50	0.00	809.50	4.76
101-596.171-710.000	PAYROLL - PAID TIME OFF	23,000.00	3,766.92	2,231.04	19,233.08	16.38
101-596.171-712.000	PAYROLL - HOLIDAYS	7,500.00	0.00	0.00	7,500.00	0.00
101-596.171-714.000	PAYROLL - BEREAVEMENT	2,200.00	0.00	0.00	2,200.00	0.00
101-596.171-720.005	INSURANCE HEALTH	38,000.00	7,456.01	3,630.74	30,543.99	19.62
101-596.171-720.010	INSURANCE DENTAL	4,100.00	936.82	463.36	3,163.18	22.85



	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bgdt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.171 MANAGEMENT &amp; ADMINISTRATION</b>						
101-596.171-720.020	INSURANCE VISION	632.00	127.68	60.45	504.32	20.20
101-596.171-720.025	INSURANCE - LIFE & AD&D	321.00	27.48	0.00	293.52	8.56
101-596.171-720.030	INSURANCE - INCOME PROTECTION	2,500.00	280.50	0.00	2,219.50	11.22
101-596.171-721.005	RETIREMENT CONTRIBUTION	26,000.00	1,803.22	1,575.43	24,196.78	6.94
101-596.171-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	25,000.00	3,584.09	2,033.33	21,415.91	14.34
101-596.171-723.500	WORKERS COMP INSURANCE	4,800.00	0.00	0.00	4,800.00	0.00
101-596.171-724.900	COMPENSATED ABSENCES ADJUSTMENT	318.00	0.00	0.00	318.00	0.00
101-596.171-730.000	POSTAGE	1,500.00	266.84	83.99	1,233.16	17.79
101-596.171-740.000	OPERATING SUPPLIES GENERAL	12,000.00	1,730.12	825.31	10,269.88	14.42
101-596.171-740.100	OPERATING SUPPLIES EQUIPMENT IT	8,000.00	1,260.50	0.00	6,739.50	15.76
101-596.171-801.000	CONTRACTUAL-LEGAL	5,000.00	864.00	864.00	4,136.00	17.28
101-596.171-802.005	CONTRACTUAL-FINANCE/PROPERTY INDEPEN	11,000.00	10,530.00	10,530.00	470.00	95.73
101-596.171-802.100	CONTRACTUAL-FINANCE/PROPERTY ACCOUNT	109,000.00	19,503.82	9,751.91	89,496.18	17.89
101-596.171-802.200	CONTRACTUAL-FINANCE/PROPERTY FINANCE	25,167.00	0.00	0.00	25,167.00	0.00
101-596.171-802.250	CONTRACTUAL-FINANCE/PROPERTY FINANCI	10,500.00	620.63	0.00	9,879.37	5.91
101-596.171-803.005	CONTRACTUAL-HUMAN RESOURCES EMPLOYEE	1,200.00	0.00	0.00	1,200.00	0.00
101-596.171-803.100	CONTRACTUAL-HUMAN RESOURCES FLEX BEN	2,500.00	429.46	446.56	2,070.54	17.18
101-596.171-808.002	CONTRACTUAL-BUILDINGS & GROUNDS GREE	0.00	184.33	92.22	(184.33)	100.00
101-596.171-809.605	CONTRACTUAL-MISCELLANEOUS SERVICES	50,000.00	2,770.50	1,612.00	47,229.50	5.54
101-596.171-850.000	COMMUNICATIONS TELEPHONE	9,000.00	1,034.12	181.72	7,965.88	11.49
101-596.171-851.000	COMMUNICATIONS CELLULAR	14,000.00	3,231.23	1,639.95	10,768.77	23.08
101-596.171-900.000	PHOTOCOPIES	1,500.00	0.00	0.00	1,500.00	0.00
101-596.171-901.000	CONTRACTUAL-PROMOTIONS/PRINTING PRIN	6,000.00	0.00	0.00	6,000.00	0.00
101-596.171-902.000	CONTRACTUAL-PROMOTIONS/PRINTING PUBL	12,000.00	210.79	0.00	11,789.21	1.76
101-596.171-903.000	CONTRACTUAL-PROMOTIONS/PRINTING ADVE	55,000.00	3,114.74	42.87	51,885.26	5.66
101-596.171-920.050	PUBLIC UTILITIES DEPOT	28,600.00	5,678.95	2,580.34	22,921.05	19.86
101-596.171-920.051	PUBLIC UTILITIES GREENWAY	31,391.00	1,973.48	1,643.48	29,417.52	6.29
101-596.171-920.052	PUBLIC UTILITIES STORAGE FACILITY	1,000.00	0.00	0.00	1,000.00	0.00
101-596.171-955.000	MISCELLANEOUS GENERAL	1,000.00	(0.36)	0.00	1,000.36	(0.04)
101-596.171-955.010	MISCELLANEOUS INTERNET TICKET SALES	3,500.00	571.89	119.93	2,928.11	16.34
101-596.171-955.800	EMPLOYEE EVENTS	12,000.00	758.87	485.00	11,241.13	6.32
101-596.171-960.000	EDUCATION & TRAINING	8,500.00	0.00	0.00	8,500.00	0.00
101-596.171-961.000	TRAVEL, CONF, SEMINARS	10,000.00	1,387.79	0.00	8,612.21	13.88
101-596.171-965.000	DUES & SUBSCRIPTIONS	15,000.00	6,251.00	0.00	8,749.00	41.67
<b>Total Dept 596.171 - MANAGEMENT &amp; ADMINISTRATION</b>		<b>910,099.00</b>	<b>120,482.02</b>	<b>64,100.99</b>	<b>789,616.98</b>	<b>13.24</b>
<b>Department: 596.266 CUSTOMER SERVICE &amp; MARKETING</b>						
101-596.266-701.000	PAYROLL-REGULAR GENERAL	332,055.00	45,159.22	28,407.35	286,895.78	13.60
101-596.266-702.000	PAYROLL-TEMPORARY HELP GENERAL	34,000.00	4,284.04	1,912.32	29,715.96	12.60
101-596.266-703.200	SAFETY INCENTIVE	2,900.00	162.02	0.00	2,737.98	5.59
101-596.266-703.300	SHIFT PREMIUM	1,000.00	130.73	76.80	869.27	13.07
101-596.266-705.000	PAYROLL - OVERTIME GENERAL	2,000.00	43.14	40.32	1,956.86	2.16
101-596.266-710.000	PAYROLL - PAID TIME OFF	23,200.00	4,769.97	1,835.20	18,430.03	20.56
101-596.266-712.000	PAYROLL - HOLIDAYS	7,500.00	0.00	0.00	7,500.00	0.00
101-596.266-714.000	PAYROLL - BEREAVEMENT	500.00	0.00	0.00	500.00	0.00
101-596.266-720.005	INSURANCE HEALTH	132,000.00	19,863.28	9,931.64	112,136.72	15.05
101-596.266-720.010	INSURANCE DENTAL	12,000.00	1,833.12	916.56	10,166.88	15.28
101-596.266-720.020	INSURANCE VISION	2,200.00	271.08	135.54	1,928.92	12.32



	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdg Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.266 CUSTOMER SERVICE &amp; MARKETING</b>						
101-596.266-720.025	INSURANCE - LIFE & AD&D	600.00	36.64	0.00	563.36	6.11
101-596.266-720.030	INSURANCE - INCOME PROTECTION	4,000.00	277.01	0.00	3,722.99	6.93
101-596.266-721.005	RETIREMENT CONTRIBUTION	25,000.00	2,007.86	2,010.33	22,992.14	8.03
101-596.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	27,000.00	3,931.93	2,329.60	23,068.07	14.56
101-596.266-723.500	WORKERS COMP INSURANCE	9,500.00	0.00	0.00	9,500.00	0.00
Total Dept 596.266 - CUSTOMER SERVICE & MARKETING		615,455.00	82,770.04	47,595.66	532,684.96	13.45
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>						
101-596.537-701.100	PAYROLL-REGULAR DRIVERS	1,563,219.00	175,771.32	104,923.82	1,387,447.68	11.24
101-596.537-701.200	PAYROLL-REGULAR OTHER OPERATIONS	340,000.00	45,407.44	25,227.08	294,592.56	13.36
101-596.537-701.300	PAYROLL-REGULAR DISPATCH	87,000.00	11,682.58	7,363.54	75,317.42	13.43
101-596.537-702.100	PAYROLL-TEMPORARY HELP DRIVERS	127,200.00	19,667.39	9,652.49	107,532.61	15.46
101-596.537-702.200	PAYROLL-TEMPORARY HELP OTHER OPERATI	2,500.00	0.00	0.00	2,500.00	0.00
101-596.537-703.200	SAFETY INCENTIVE	13,000.00	870.75	0.00	12,129.25	6.70
101-596.537-703.300	SHIFT PREMIUM	28,550.00	4,355.18	2,554.80	24,194.82	15.25
101-596.537-705.100	PAYROLL - OVERTIME DRIVERS	50,000.00	22,242.95	12,417.28	27,757.05	44.49
101-596.537-705.200	PAYROLL - OVERTIME OTHER OPERATIONS	0.00	4,177.79	2,327.58	(4,177.79)	100.00
101-596.537-705.300	PAYROLL - OVERTIME DISPATCH	0.00	896.09	417.91	(896.09)	100.00
101-596.537-710.000	PAYROLL - PAID TIME OFF	110,000.00	18,999.10	11,553.60	91,000.90	17.27
101-596.537-712.000	PAYROLL - HOLIDAYS	40,000.00	0.00	0.00	40,000.00	0.00
101-596.537-714.000	PAYROLL - BEREAVEMENT	0.00	307.12	104.40	(307.12)	100.00
101-596.537-720.005	INSURANCE HEALTH	500,000.00	86,540.77	42,196.60	413,459.23	17.31
101-596.537-720.010	INSURANCE DENTAL	43,000.00	7,233.57	3,620.57	35,766.43	16.82
101-596.537-720.020	INSURANCE VISION	7,500.00	1,160.69	539.97	6,339.31	15.48
101-596.537-720.025	INSURANCE - LIFE & AD&D	3,000.00	173.81	0.00	2,826.19	5.79
101-596.537-720.030	INSURANCE - INCOME PROTECTION	27,000.00	1,833.07	0.00	25,166.93	6.79
101-596.537-721.005	RETIREMENT CONTRIBUTION	161,100.00	11,976.81	10,565.06	149,123.19	7.43
101-596.537-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	157,052.00	22,502.39	12,942.35	134,549.61	14.33
101-596.537-723.200	UNEMPLOYMENT COMP INSURANCE	7,000.00	0.00	0.00	7,000.00	0.00
101-596.537-723.500	WORKERS COMP INSURANCE	46,000.00	0.00	0.00	46,000.00	0.00
101-596.537-743.100	ANTI-FREEZE & OIL	3,500.00	426.61	0.00	3,073.39	12.19
101-596.537-745.300	CLOTHING UNIFORMS	15,350.00	196.00	196.00	15,154.00	1.28
101-596.537-748.000	GASOLINE GENERAL	300,000.00	0.00	0.00	300,000.00	0.00
101-596.537-803.015	CONTRACTUAL-HUMAN RESOURCES DRUG/ALC	12,000.00	1,224.00	655.00	10,776.00	10.20
101-596.537-939.300	VEHICLE MAINTENANCE TIRES	18,000.00	3,642.41	0.00	14,357.59	20.24
101-596.537-940.000	BUILDING RENTAL/LEASE GENERAL	15,386.00	2,395.83	0.00	12,990.17	15.57
101-596.537-940.100	BUILDING RENTAL/LEASE CITY DEPOT LEA	157,368.00	0.00	0.00	157,368.00	0.00
101-596.537-961.000	TRAVEL, CONF, SEMINARS	7,000.00	0.00	0.00	7,000.00	0.00
101-596.537-962.000	COMMERCIAL INSURANCE PREMIUMS GENERA	97,500.00	66,349.00	61,199.00	31,151.00	68.05
101-596.537-962.100	COMMERCIAL INSURANCE PREMIUMS DEPOT	10,000.00	0.00	0.00	10,000.00	0.00
101-596.537-964.100	REFUNDS OPERATING ASSISTANCE PY	100.00	0.00	0.00	100.00	0.00
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		3,949,325.00	510,032.67	308,457.05	3,439,292.33	12.91
<b>Department: 596.591 TRANSIT MAINTENANCE</b>						
101-596.591-701.000	PAYROLL-REGULAR GENERAL	140,000.00	17,664.34	9,226.44	122,335.66	12.62
101-596.591-702.000	PAYROLL-TEMPORARY HELP GENERAL	48,000.00	8,478.17	5,378.03	39,521.83	17.66
101-596.591-703.200	SAFETY INCENTIVE	1,500.00	101.25	0.00	1,398.75	6.75
101-596.591-703.300	SHIFT PREMIUM	5,100.00	701.98	448.80	4,398.02	13.76



	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdg Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.591 TRANSIT MAINTENANCE</b>						
101-596.591-705.000	PAYROLL - OVERTIME GENERAL	0.00	2,981.28	1,668.72	(2,981.28)	100.00
101-596.591-710.000	PAYROLL - PAID TIME OFF	12,000.00	3,702.90	3,369.19	8,297.10	30.86
101-596.591-712.000	PAYROLL - HOLIDAYS	3,500.00	0.00	0.00	3,500.00	0.00
101-596.591-720.005	INSURANCE HEALTH	50,000.00	9,294.96	4,647.48	40,705.04	18.59
101-596.591-720.010	INSURANCE DENTAL	5,500.00	770.84	385.42	4,729.16	14.02
101-596.591-720.020	INSURANCE VISION	1,200.00	124.76	62.38	1,075.24	10.40
101-596.591-720.025	INSURANCE - LIFE & AD&D	300.00	13.74	0.00	286.26	4.58
101-596.591-720.030	INSURANCE - INCOME PROTECTION	1,800.00	115.55	0.00	1,684.45	6.42
101-596.591-721.005	RETIREMENT CONTRIBUTION	15,000.00	1,083.23	939.10	13,916.77	7.22
101-596.591-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	16,810.00	2,460.56	1,471.09	14,349.44	14.64
101-596.591-723.500	WORKERS COMP INSURANCE	6,500.00	0.00	0.00	6,500.00	0.00
101-596.591-740.000	OPERATING SUPPLIES CLEANING MATERIAL	20,000.00	261.58	201.60	19,738.42	1.31
101-596.591-740.410	OPERATING SUPPLIES REPAIR PARTS	1,000.00	0.00	0.00	1,000.00	0.00
101-596.591-808.001	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	2,000.00	184.33	92.22	1,815.67	9.22
101-596.591-808.002	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	3,500.00	426.00	297.00	3,074.00	12.17
101-596.591-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	22,000.00	0.00	0.00	22,000.00	0.00
101-596.591-931.000	BUILDING & GROUNDS MAINTENANCE DEPOT	16,000.00	459.33	274.81	15,540.67	2.87
101-596.591-931.100	BUILDING & GROUNDS MAINTENANCE GREEN	25,000.00	458.97	458.97	24,541.03	1.84
101-596.591-932.000	MECHANICAL MAINTENANCE DEPOT	500.00	0.00	0.00	500.00	0.00
101-596.591-933.000	EQUIPMENT MAINTENANCE RADIO MAINTENA	500.00	0.00	0.00	500.00	0.00
101-596.591-933.100	EQUIPMENT MAINTENANCE OFFICE EQUIPME	7,000.00	945.14	627.35	6,054.86	13.50
101-596.591-939.005	VEHICLE MAINTENANCE MECHANICAL	300,000.00	5.98	2.99	299,994.02	0.00
101-596.591-939.015	VEHICLE MAINTENANCE BODYWORK	20,000.00	109.95	0.00	19,890.05	0.55
101-596.591-939.020	VEHICLE MAINTENANCE GRAPHICS	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 596.591 - TRANSIT MAINTENANCE		728,710.00	50,344.84	29,551.59	678,365.16	6.91
Expenditures		6,203,589.00	763,629.57	449,705.29	5,439,959.43	12.31
<b>Fund 101 - GENERAL FUND:</b>						
TOTAL REVENUES		6,347,080.00	428,799.23	365,776.39	5,918,280.77	
TOTAL EXPENDITURES		6,203,589.00	763,629.57	449,705.29	5,439,959.43	
NET OF REVENUES & EXPENDITURES:		143,491.00	(334,830.34)	(83,928.90)	478,321.34	



	24-25 Amended Budget	YTD Balance 1%/3\$/2024	Activity For 1%/3\$/2024	Available Balance 1%/3\$/2024	% Bgdt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.171 MANAGEMENT &amp; ADMINISTRATION</b>						
101-596.171-701.000	PAYROLL-REGULAR GENERAL	330,520.00	40,086.10	23,207.36	290,433.90	12.13
101-596.171-703.200	SAFETY INCENTIVE	850.00	40.50	0.00	809.50	4.76
101-596.171-710.000	PAYROLL - PAID TIME OFF	23,000.00	3,766.92	2,231.04	19,233.08	16.38
101-596.171-712.000	PAYROLL - HOLIDAYS	7,500.00	0.00	0.00	7,500.00	0.00
101-596.171-714.000	PAYROLL - BEREAVEMENT	2,200.00	0.00	0.00	2,200.00	0.00
101-596.171-720.005	INSURANCE HEALTH	38,000.00	7,456.01	3,630.74	30,543.99	19.62
101-596.171-720.010	INSURANCE DENTAL	4,100.00	936.82	463.36	3,163.18	22.85
101-596.171-720.020	INSURANCE VISION	632.00	127.68	60.45	504.32	20.20
101-596.171-720.025	INSURANCE - LIFE & AD&D	321.00	27.48	0.00	293.52	8.56
101-596.171-720.030	INSURANCE - INCOME PROTECTION	2,500.00	280.50	0.00	2,219.50	11.22
101-596.171-721.005	RETIREMENT CONTRIBUTION	26,000.00	1,803.22	1,575.43	24,196.78	6.94
101-596.171-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	25,000.00	3,584.09	2,033.33	21,415.91	14.34
101-596.171-723.500	WORKERS COMP INSURANCE	4,800.00	0.00	0.00	4,800.00	0.00
101-596.171-724.900	COMPENSATED ABSENCES ADJUSTMENT	318.00	0.00	0.00	318.00	0.00
101-596.171-730.000	POSTAGE	1,500.00	266.84	83.99	1,233.16	17.79
101-596.171-740.000	OPERATING SUPPLIES GENERAL	12,000.00	1,730.12	825.31	10,269.88	14.42
101-596.171-740.100	OPERATING SUPPLIES EQUIPMENT IT	8,000.00	1,260.50	0.00	6,739.50	15.76
101-596.171-801.000	CONTRACTUAL-LEGAL	5,000.00	864.00	864.00	4,136.00	17.28
101-596.171-802.005	CONTRACTUAL-FINANCE/PROPERTY INDEPEN	11,000.00	10,530.00	10,530.00	470.00	95.73
101-596.171-802.100	CONTRACTUAL-FINANCE/PROPERTY ACCOUNT	109,000.00	19,503.82	9,751.91	89,496.18	17.89
101-596.171-802.200	CONTRACTUAL-FINANCE/PROPERTY FINANCE	25,167.00	0.00	0.00	25,167.00	0.00
101-596.171-802.250	CONTRACTUAL-FINANCE/PROPERTY FINANCI	10,500.00	620.63	0.00	9,879.37	5.91
101-596.171-803.005	CONTRACTUAL-HUMAN RESOURCES EMPLOYEE	1,200.00	0.00	0.00	1,200.00	0.00
101-596.171-803.100	CONTRACTUAL-HUMAN RESOURCES FLEX BEN	2,500.00	429.46	446.56	2,070.54	17.18
101-596.171-808.002	CONTRACTUAL-BUILDINGS & GROUNDS GREE	0.00	184.33	92.22	(184.33)	100.00
101-596.171-809.605	CONTRACTUAL-MISCELLANEOUS SERVICES	50,000.00	2,770.50	1,612.00	47,229.50	5.54
101-596.171-850.000	COMMUNICATIONS TELEPHONE	9,000.00	1,034.12	181.72	7,965.88	11.49
101-596.171-851.000	COMMUNICATIONS CELLULAR	14,000.00	3,231.23	1,639.95	10,768.77	23.08
101-596.171-900.000	PHOTOCOPIES	1,500.00	0.00	0.00	1,500.00	0.00
101-596.171-901.000	CONTRACTUAL-PROMOTIONS/PRINTING PRIN	6,000.00	0.00	0.00	6,000.00	0.00
101-596.171-902.000	CONTRACTUAL-PROMOTIONS/PRINTING PUBL	12,000.00	210.79	0.00	11,789.21	1.76
101-596.171-903.000	CONTRACTUAL-PROMOTIONS/PRINTING ADVE	55,000.00	3,114.74	42.87	51,885.26	5.66
101-596.171-920.050	PUBLIC UTILITIES DEPOT	28,600.00	5,678.95	2,580.34	22,921.05	19.86
101-596.171-920.051	PUBLIC UTILITIES GREENWAY	31,391.00	1,973.48	1,643.48	29,417.52	6.29
101-596.171-920.052	PUBLIC UTILITIES STORAGE FACILITY	1,000.00	0.00	0.00	1,000.00	0.00
101-596.171-955.000	MISCELLANEOUS GENERAL	1,000.00	(0.36)	0.00	1,000.36	(0.04)
101-596.171-955.010	MISCELLANEOUS INTERNET TICKET SALES	3,500.00	571.89	119.93	2,928.11	16.34
101-596.171-955.800	EMPLOYEE EVENTS	12,000.00	758.87	485.00	11,241.13	6.32
101-596.171-960.000	EDUCATION & TRAINING	8,500.00	0.00	0.00	8,500.00	0.00
101-596.171-961.000	TRAVEL, CONF, SEMINARS	10,000.00	1,387.79	0.00	8,612.21	13.88
101-596.171-965.000	DUES & SUBSCRIPTIONS	15,000.00	6,251.00	0.00	8,749.00	41.67
Total Dept 596.171 - MANAGEMENT & ADMINISTRATION		910,099.00	120,482.02	64,100.99	789,616.98	13.24
<b>Department: 596.266 CUSTOMER SERVICE &amp; MARKETING</b>						
101-596.266-701.000	PAYROLL-REGULAR GENERAL	332,055.00	45,159.22	28,407.35	286,895.78	13.60
101-596.266-702.000	PAYROLL-TEMPORARY HELP GENERAL	34,000.00	4,284.04	1,912.32	29,715.96	12.60
101-596.266-703.200	SAFETY INCENTIVE	2,900.00	162.02	0.00	2,737.98	5.59
101-596.266-703.300	SHIFT PREMIUM	1,000.00	130.73	76.80	869.27	13.07



	24-25 Amended Budget	YTD Balance 1%/3\$/2024	Activity For 1%/3\$/2024	Available Balance 1%/3\$/2024	% Bdgt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.266 CUSTOMER SERVICE &amp; MARKETING</b>						
101-596.266-705.000	PAYROLL - OVERTIME GENERAL	2,000.00	43.14	40.32	1,956.86	2.16
101-596.266-710.000	PAYROLL - PAID TIME OFF	23,200.00	4,769.97	1,835.20	18,430.03	20.56
101-596.266-712.000	PAYROLL - HOLIDAYS	7,500.00	0.00	0.00	7,500.00	0.00
101-596.266-714.000	PAYROLL - BEREAVEMENT	500.00	0.00	0.00	500.00	0.00
101-596.266-720.005	INSURANCE HEALTH	132,000.00	19,863.28	9,931.64	112,136.72	15.05
101-596.266-720.010	INSURANCE DENTAL	12,000.00	1,833.12	916.56	10,166.88	15.28
101-596.266-720.020	INSURANCE VISION	2,200.00	271.08	135.54	1,928.92	12.32
101-596.266-720.025	INSURANCE - LIFE & AD&D	600.00	36.64	0.00	563.36	6.11
101-596.266-720.030	INSURANCE - INCOME PROTECTION	4,000.00	277.01	0.00	3,722.99	6.93
101-596.266-721.005	RETIREMENT CONTRIBUTION	25,000.00	2,007.86	2,010.33	22,992.14	8.03
101-596.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	27,000.00	3,931.93	2,329.60	23,068.07	14.56
101-596.266-723.500	WORKERS COMP INSURANCE	9,500.00	0.00	0.00	9,500.00	0.00
Total Dept 596.266 - CUSTOMER SERVICE & MARKETING		615,455.00	82,770.04	47,595.66	532,684.96	13.45
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>						
101-596.537-701.100	PAYROLL-REGULAR DRIVERS	1,563,219.00	175,771.32	104,923.82	1,387,447.68	11.24
101-596.537-701.200	PAYROLL-REGULAR OTHER OPERATIONS	340,000.00	45,407.44	25,227.08	294,592.56	13.36
101-596.537-701.300	PAYROLL-REGULAR DISPATCH	87,000.00	11,682.58	7,363.54	75,317.42	13.43
101-596.537-702.100	PAYROLL-TEMPORARY HELP DRIVERS	127,200.00	19,667.39	9,652.49	107,532.61	15.46
101-596.537-702.200	PAYROLL-TEMPORARY HELP OTHER OPERATI	2,500.00	0.00	0.00	2,500.00	0.00
101-596.537-703.200	SAFETY INCENTIVE	13,000.00	870.75	0.00	12,129.25	6.70
101-596.537-703.300	SHIFT PREMIUM	28,550.00	4,355.18	2,554.80	24,194.82	15.25
101-596.537-705.100	PAYROLL - OVERTIME DRIVERS	50,000.00	22,242.95	12,417.28	27,757.05	44.49
101-596.537-705.200	PAYROLL - OVERTIME OTHER OPERATIONS	0.00	4,177.79	2,327.58	(4,177.79)	100.00
101-596.537-705.300	PAYROLL - OVERTIME DISPATCH	0.00	896.09	417.91	(896.09)	100.00
101-596.537-710.000	PAYROLL - PAID TIME OFF	110,000.00	18,999.10	11,553.60	91,000.90	17.27
101-596.537-712.000	PAYROLL - HOLIDAYS	40,000.00	0.00	0.00	40,000.00	0.00
101-596.537-714.000	PAYROLL - BEREAVEMENT	0.00	307.12	104.40	(307.12)	100.00
101-596.537-720.005	INSURANCE HEALTH	500,000.00	86,540.77	42,196.60	413,459.23	17.31
101-596.537-720.010	INSURANCE DENTAL	43,000.00	7,233.57	3,620.57	35,766.43	16.82
101-596.537-720.020	INSURANCE VISION	7,500.00	1,160.69	539.97	6,339.31	15.48
101-596.537-720.025	INSURANCE - LIFE & AD&D	3,000.00	173.81	0.00	2,826.19	5.79
101-596.537-720.030	INSURANCE - INCOME PROTECTION	27,000.00	1,833.07	0.00	25,166.93	6.79
101-596.537-721.005	RETIREMENT CONTRIBUTION	161,100.00	11,976.81	10,565.06	149,123.19	7.43
101-596.537-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	157,052.00	22,502.39	12,942.35	134,549.61	14.33
101-596.537-723.200	UNEMPLOYMENT COMP INSURANCE	7,000.00	0.00	0.00	7,000.00	0.00
101-596.537-723.500	WORKERS COMP INSURANCE	46,000.00	0.00	0.00	46,000.00	0.00
101-596.537-743.100	ANTI-FREEZE & OIL	3,500.00	426.61	0.00	3,073.39	12.19
101-596.537-745.300	CLOTHING UNIFORMS	15,350.00	196.00	196.00	15,154.00	1.28
101-596.537-748.000	GASOLINE GENERAL	300,000.00	0.00	0.00	300,000.00	0.00
101-596.537-803.015	CONTRACTUAL-HUMAN RESOURCES DRUG/ALC	12,000.00	1,224.00	655.00	10,776.00	10.20
101-596.537-939.300	VEHICLE MAINTENANCE TIRES	18,000.00	3,642.41	0.00	14,357.59	20.24
101-596.537-940.000	BUILDING RENTAL/LEASE GENERAL	15,386.00	2,395.83	0.00	12,990.17	15.57
101-596.537-940.100	BUILDING RENTAL/LEASE CITY DEPOT LEA	157,368.00	0.00	0.00	157,368.00	0.00
101-596.537-961.000	TRAVEL, CONF, SEMINARS	7,000.00	0.00	0.00	7,000.00	0.00
101-596.537-962.000	COMMERCIAL INSURANCE PREMIUMS GENERA	97,500.00	66,349.00	61,199.00	31,151.00	68.05
101-596.537-962.100	COMMERCIAL INSURANCE PREMIUMS DEPOT	10,000.00	0.00	0.00	10,000.00	0.00
101-596.537-964.100	REFUNDS OPERATING ASSISTANCE PY	100.00	0.00	0.00	100.00	0.00





	24-25 Amended Budget	YTD Balance 1%/3\$/2024	Activity For 1%/3\$/2024	Available Balance 1%/3\$/2024	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>					
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS	3,949,325.00	510,032.67	308,457.05	3,439,292.33	12.91
<b>Department: 596.591 TRANSIT MAINTENANCE</b>					
101-596.591-701.000 PAYROLL-REGULAR GENERAL	140,000.00	17,664.34	9,226.44	122,335.66	12.62
101-596.591-702.000 PAYROLL-TEMPORARY HELP GENERAL	48,000.00	8,478.17	5,378.03	39,521.83	17.66
101-596.591-703.200 SAFETY INCENTIVE	1,500.00	101.25	0.00	1,398.75	6.75
101-596.591-703.300 SHIFT PREMIUM	5,100.00	701.98	448.80	4,398.02	13.76
101-596.591-705.000 PAYROLL - OVERTIME GENERAL	0.00	2,981.28	1,668.72	(2,981.28)	100.00
101-596.591-710.000 PAYROLL - PAID TIME OFF	12,000.00	3,702.90	3,369.19	8,297.10	30.86
101-596.591-712.000 PAYROLL - HOLIDAYS	3,500.00	0.00	0.00	3,500.00	0.00
101-596.591-720.005 INSURANCE HEALTH	50,000.00	9,294.96	4,647.48	40,705.04	18.59
101-596.591-720.010 INSURANCE DENTAL	5,500.00	770.84	385.42	4,729.16	14.02
101-596.591-720.020 INSURANCE VISION	1,200.00	124.76	62.38	1,075.24	10.40
101-596.591-720.025 INSURANCE - LIFE & AD&D	300.00	13.74	0.00	286.26	4.58
101-596.591-720.030 INSURANCE - INCOME PROTECTION	1,800.00	115.55	0.00	1,684.45	6.42
101-596.591-721.005 RETIREMENT CONTRIBUTION	15,000.00	1,083.23	939.10	13,916.77	7.22
101-596.591-723.000 EMPLOYER FICA/MEDICARE CONTRIBUTION	16,810.00	2,460.56	1,471.09	14,349.44	14.64
101-596.591-723.500 WORKERS COMP INSURANCE	6,500.00	0.00	0.00	6,500.00	0.00
101-596.591-740.000 OPERATING SUPPLIES CLEANING MATERIAL	20,000.00	261.58	201.60	19,738.42	1.31
101-596.591-740.410 OPERATING SUPPLIES REPAIR PARTS	1,000.00	0.00	0.00	1,000.00	0.00
101-596.591-808.001 CONTRACTUAL-BUILDINGS & GROUNDS DEPO	2,000.00	184.33	92.22	1,815.67	9.22
101-596.591-808.002 CONTRACTUAL-BUILDINGS & GROUNDS DEPO	3,500.00	426.00	297.00	3,074.00	12.17
101-596.591-808.003 CONTRACTUAL-BUILDINGS & GROUNDS DEPO	22,000.00	0.00	0.00	22,000.00	0.00
101-596.591-931.000 BUILDING & GROUNDS MAINTENANCE DEPOT	16,000.00	459.33	274.81	15,540.67	2.87
101-596.591-931.100 BUILDING & GROUNDS MAINTENANCE GREEN	25,000.00	458.97	458.97	24,541.03	1.84
101-596.591-932.000 MECHANICAL MAINTENANCE DEPOT	500.00	0.00	0.00	500.00	0.00
101-596.591-933.000 EQUIPMENT MAINTENANCE RADIO MAINTENA	500.00	0.00	0.00	500.00	0.00
101-596.591-933.100 EQUIPMENT MAINTENANCE OFFICE EQUIPME	7,000.00	945.14	627.35	6,054.86	13.50
101-596.591-939.005 VEHICLE MAINTENANCE MECHANICAL	300,000.00	5.98	2.99	299,994.02	0.00
101-596.591-939.015 VEHICLE MAINTENANCE BODYWORK	20,000.00	109.95	0.00	19,890.05	0.55
101-596.591-939.020 VEHICLE MAINTENANCE GRAPHICS	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 596.591 - TRANSIT MAINTENANCE	728,710.00	50,344.84	29,551.59	678,365.16	6.91
Expenditures	6,203,589.00	763,629.57	449,705.29	5,439,959.43	12.31
Fund 101 - GENERAL FUND:					
TOTAL EXPENDITURES	6,203,589.00	763,629.57	449,705.29	5,439,959.43	



Fund: 101 GENERAL FUND  
 Account Category: Revenues  
 Department: 000.000

	24-25 Amended Budget	YTD Balance 1%/3\$/2024	Activity For 1%/3\$/2024	Available Balance 1%/3\$/2024	% Bdgt Used	
101-000.000-665.000	INVESTMENT INCOME	20,000.00	11,511.82	281.17	8,488.18	57.56
101-000.000-683.000	MISCELLANEOUS GENERAL	1,000.00	19,512.89	9,406.86	(18,512.89)	1,951.29
Total Dept 000.000		21,000.00	31,024.71	9,688.03	(10,024.71)	147.74
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>						
101-596.537-402.000	PROPERTY TAX	1,358,450.00	28,736.37	0.00	1,329,713.63	2.12
101-596.537-432.000	SERVICE CHARGE IN LIEU OF TAXES	3,500.00	0.00	0.00	3,500.00	0.00
101-596.537-437.000	PROPERTY TAXES IFT IFT LEVY - GENERA	25,000.00	0.00	0.00	25,000.00	0.00
101-596.537-445.000	INTEREST & PENALTIES (TAXES)	1,500.00	241.45	176.11	1,258.55	16.10
101-596.537-502.000	FEDERAL OPERATING (CURRENT YEAR)	2,047,000.00	0.00	0.00	2,047,000.00	0.00
101-596.537-502.400	FEDERAL MOBILITY MANAGEMENT	56,000.00	0.00	0.00	56,000.00	0.00
101-596.537-502.600	FEDERAL NEW FREEDOM	142,500.00	0.00	0.00	142,500.00	0.00
101-596.537-539.000	STATE OPERATING (CURRENT YEAR)	2,087,552.00	345,922.00	345,922.00	1,741,630.00	16.57
101-596.537-539.400	STATE MOBILITY MANAGEMENT	14,000.00	0.00	0.00	14,000.00	0.00
101-596.537-573.000	STATE-REIM LOCAL PPT TAX LOSS	88,878.00	0.00	0.00	88,878.00	0.00
101-596.537-581.100	CHARGES FOR SERVICES RENDERED ZEELAN	62,900.00	0.00	0.00	62,900.00	0.00
101-596.537-581.200	CHARGES FOR SERVICES RENDERED PARK T	139,500.00	0.00	0.00	139,500.00	0.00
101-596.537-581.900	CHARGES FOR SERVICES RENDERED ZEELAN	8,100.00	0.00	0.00	8,100.00	0.00
101-596.537-642.315	CONCESSIONS & COMMISSIONS BUS SIGNAG	25,000.00	0.00	0.00	25,000.00	0.00
101-596.537-651.100	USE & ADMISSIONS FEES FARES-FIXED RO	58,000.00	1,279.85	498.05	56,720.15	2.21
101-596.537-651.101	USE & ADMISSIONS FEES FARES-REDUCED	32,000.00	0.00	0.00	32,000.00	0.00
101-596.537-651.102	USE & ADMISSIONS FEES FARES-REDUCED	2,500.00	98.50	41.50	2,401.50	3.94
101-596.537-651.104	USE & ADMISSIONS FEES FARES-ADULT MO	36,000.00	5,662.60	2,799.10	30,337.40	15.73
101-596.537-651.105	USE & ADMISSIONS FEES FARES-DAILY PA	3,000.00	1,361.60	89.70	1,638.40	45.39
101-596.537-651.106	USE & ADMISSIONS FEES FARES-TICKETS	2,000.00	200.00	0.00	1,800.00	10.00
101-596.537-651.108	USE & ADMISSIONS FEES FARES-ADULT WE	2,500.00	135.00	60.00	2,365.00	5.40
101-596.537-651.109	USE & ADMISSIONS FEES FARES-STUDENT	7,000.00	759.00	517.50	6,241.00	10.84
101-596.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/R	50,000.00	2,499.20	1,653.40	47,500.80	5.00
101-596.537-651.203	USE & ADMISSIONS FEES FARES-PUNCH PA	1,000.00	600.00	200.00	400.00	60.00
101-596.537-651.204	USE & ADMISSIONS FEES FARES-REDUCED	16,000.00	10,271.00	4,131.00	5,729.00	64.19
101-596.537-682.100	REIMBURSEMENTS MICHIGAN TRANSIT POOL	45,000.00	0.00	0.00	45,000.00	0.00
101-596.537-682.200	RECOVERIES INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-596.537-683.000	MISCELLANEOUS GENERAL	100.00	0.00	0.00	100.00	0.00
101-596.537-683.200	MISCELLANEOUS LOST ELIGIBLE PASS	100.00	5.00	0.00	95.00	5.00
101-596.537-689.000	CASH SHORT/OVER	0.00	2.95	0.00	(2.95)	100.00
101-596.537-693.000	SALE OF FIXED ASSETS	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		6,326,080.00	397,774.52	356,088.36	5,928,305.48	6.29
Revenues		6,347,080.00	428,799.23	365,776.39	5,918,280.77	6.76
<b>Fund 101 - GENERAL FUND:</b>						
TOTAL REVENUES		6,347,080.00	428,799.23	365,776.39	5,918,280.77	

MAX TRANSPORTATION CASH DISBURSEMENT REPORT FOR MAX TRANSPORTATION

EXP CHECK RUN DATES 11/01/2024 - 11/30/2024

POSTED  
PAID

Invoice Number	Date Paid	Paid By Check Number	Vendor Name	Description	Inv Amt
REMIT	11/07/2024	1000	MISSION SQUARE - ACH	PLAN 306713	1,594.94
REMIT	11/07/2024	1001	EFTPS	Remittance Check	29,420.34
2024-08/31	11/07/2024	1002	FIFTH THIRD BANK-CC ACH	AUGUST 2024 CREDIT CARD STMT	3,156.44
REMIT	11/07/2024	1003	STATE OF MICHIGAN	Remittance Check	4,909.49
1059929	11/07/2024	11465	AUTOWARES GROUP	SUPPLIES FOR MAX	2.99
5217	11/07/2024	11466	BOSCH'S LANDSCAPE & LAWN SPECIALTIES INC	FERT. PROGRAM 4TH APP	297.00
68070	11/07/2024	11467	CHROMATIC GRAPHICS INC	UNIFORMS	186.00
OCTOBER 2024	11/07/2024	11468	HOLLAND BOARD OF PUBLIC WORKS	DEPOT FIRE PROTECT.	11.50
2025-00872	11/07/2024	11469	HOLLAND CITY TREASURER	SEPT 24 MONTHLY MAINTENANCE	28,568.21
2025-00870	11/07/2024	11469	HOLLAND CITY TREASURER	AUG 24 MONTHLY MAINTENANCE	35,445.72
LS03930	11/07/2024	11470	LEFF, SARAH	WEBSITE	125.00
2025-LTFQ1-259	11/07/2024	11471	MICHIGAN TRANSIT POOL-LIABILITY TRUST FUND	QTR 1 FY2025	22,022.00
2025-DPD-259	11/07/2024	11471	MICHIGAN TRANSIT POOL-LIABILITY TRUST FUND	DIRECT PROPERTY DAMAGE FUND	36,298.00
46894	11/07/2024	11472	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	46.13
2305	11/07/2024	11473	PARTNERS IN ACTION, INC	HR CONSULTING	275.00
113921855	11/07/2024	11474	PENS.COM	PENS	463.90
1ST HALF	11/07/2024	11475	PINCHOS Y MAS LLC	DEPOSIT CATERING	485.00
RR908210	11/07/2024	11476	REHMANN ROBSON PC - ACH	PAYMENT 1 FOR 9/30/24 AUDIT	10,530.00
REMIT	11/07/2024	11477	STATE OF MICHIGAN	Remittance Check	426.44
REMIT	11/07/2024	999	MERS - ACH	Remittance Check	9,327.31
161384	11/14/2024	11478	CCS TECHNOLOGIES, INC	BILLABLE SERVICES	101.50
348290	11/14/2024	11479	CUNNINGHAM DALMAN PC	EMPLOYMENT CONSULTS	864.00
004	11/14/2024	11480	FOGGWAY LLC	UTILITIES FOR STORAGE JUNE-OCTOBER 2024	653.55
11-2024	11/14/2024	11481	HOLLAND BOARD OF PUBLIC WORKS	ACCT 77533918-00	40.00
11-2024	11/14/2024	11481	HOLLAND BOARD OF PUBLIC WORKS	MAX UTILITIES	2,858.84
2025-00898	11/14/2024	11482	HOLLAND CITY TREASURER	ACCOUNTING FEE	9,751.91
92770	11/14/2024	11483	KUSHNER & COMPANY INC	OCTOBER SERVICES FOR MAX	463.66
20191041-5	11/14/2024	11484	MICHIGAN TRANSIT POOL-LIABILITY TRUST FUND	RETROSPECTIVE ADJUSTMENT	18,958.78
47211	11/14/2024	11485	NEW DAWN LINEN SERVICE, LLC	RUGS FOR MAX	46.13
715680286	11/14/2024	11486	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C	MAX HEALTH SCREENING	221.00
715690285	11/14/2024	11486	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C	HEALTH SCREENINGS	266.00
2ND PAYMENT	11/14/2024	11487	PINCHOS Y MAS LLC	CATERING	450.00
8247435-2333-7	11/14/2024	11488	WASTE MANAGEMENT OF MICHIGAN INC.	WASTE SERVICES	92.22
8247434-2333-0	11/14/2024	11488	WASTE MANAGEMENT OF MICHIGAN INC.	WASTE SERVICES	92.22
RIS0006078723	11/21/2024	1004	DELTA DENTAL PLAN OF MICHIGAN INC - ACH	DEC. COBRA FOR MAX	30.06
RIS0006078722	11/21/2024	1004	DELTA DENTAL PLAN OF MICHIGAN INC - ACH	DEC. 2024 FOR MAX	3,149.58
REMIT	11/21/2024	1005	MERS - ACH	Remittance Check	13,186.64
REMIT	11/21/2024	1006	MISSION SQUARE - ACH	PLAN 306713	1,595.27
7002974673	11/21/2024	1007	STAPLES - ACH	SUPPLIES FOR MAX	346.83
REMIT	11/21/2024	1008	EFTPS	Remittance Check	30,136.65
REMIT	11/21/2024	1009	STATE OF MICHIGAN	Remittance Check	5,025.09
DEC 2024	11/21/2024	1010	WESTERN MICHIGAN HEALTH INSURANCE POOL - ACH	DEC 2024 PRIORITY HEALTH INSURANCE	83,441.97
287322698165X1114202	11/21/2024	11489	AT&T MOBILITY	FIRST NET AT&T SERVICES	181.72
161944	11/21/2024	11490	CCS TECHNOLOGIES, INC	AGREEMENT MONTHLY SERVICES NOVEMBER	1,110.50
68153	11/21/2024	11491	CHROMATIC GRAPHICS INC	LOGO EMBROIDERY	10.00
77526909-01-11-2024	11/21/2024	11492	HOLLAND BOARD OF PUBLIC WORKS	GREENWAY UTILITIES	952.73
2025-00855	11/21/2024	11493	HOLLAND CITY TREASURER	EMPLOYER INSURANCE PREMIUM	22,079.05
S114944731.001	11/21/2024	11494	KENDALL ELECTRIC INC.	SUPPLIES FOR MAX	90.29
674384-2	11/21/2024	11495	MIDWEST COMMUNICATIONS, INC	OCT ADS FOR MAX	42.87
47530	11/21/2024	11496	NEW DAWN LINEN SERVICE, LLC	RUGS FOR MAX	46.13
NOVEMBER 2024	11/21/2024	11497	PITNEY BOWES BANK INC PURCHASE POWER	POSTAGE FOR MAX	83.99

MAX TRANSPORTATION CASH DISBURSEMENT REPORT FOR MAX TRANSPORTATION

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Invoice Number	Date Paid	Paid By Check Number	Vendor Name	Description	Inv Amt
REMIT	11/21/2024	11498	STATE OF MICHIGAN	Remittance Check	426.44
821652488	11/21/2024	11499	VSP INSURANCE CO (CT)	DEC VISION INSURANCE CLIENT #40158252	1,122.45
821652486	11/21/2024	11499	VSP INSURANCE CO (CT)	DEC COBRA FOR CLIENT 40158252	27.46
8454710	11/21/2024	11500	WYRICK CO.	SUPPLIES FOR MAX	201.60
2024-11-29	11/29/2024	1011	AFLAC	NOVEMBER 2024 INSURANCE PREMIUM	584.24
4480295	11/29/2024	11501	ACTION INDUSTRIAL SUPPLY COMPANY	GLOVES	14.58
2668808	11/29/2024	11502	APPLIED IMAGING INC	COPIER SERVICES	627.35
1610-01-02	11/29/2024	11503	HOLLAND CHARTER TOWNSHIP	ACCT #51951660 & #51221660	341.95
2023-LTFRETRO	11/29/2024	11504	MICHIGAN TRANSIT POOL-LIABILITY TRUST FUND	RETRO ADJUSTMENT 2023	23,976.85
47856	11/29/2024	11505	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	46.13
715701008	11/29/2024	11506	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C	HEALTH SCREENINGS	168.00
506039 & 506045	11/29/2024	11507	R & K APPLIANCE SERVICE LLC	FRIDGE REPAIRS	442.37
12.10.24	11/29/2024	11508	SEMCO ENERGY STORAGE UNIT	UTILITIES FOR STORAGE	18.80
10004797-12062024	11/29/2024	11509	THE CINCINNATI INSURANCE COMPANY	ACCT # 1000479712 POLICY # 0540328	2,879.00
9978444732	11/29/2024	11510	VERIZON WIRELESS	CELL SERVICES FOR MAX	1,639.95
858728	11/29/2024	11511	WESTENBROEK MOWER INC	OIL FOR MAX	16.60
858827	11/29/2024	11511	WESTENBROEK MOWER INC	60" GRANDSTAND MULTIFORCE LAWN MOWER	12,959.28
Report Total:					425,453.64