



DATE: July 9, 2020
TIME: 7:00 PM
PLACE: Conference Call
PURPOSE: JULY BOARD MEETING

REGULAR MONTHLY MEETING
ORDER OF BUSINESS

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - A. Meeting Minutes on June 11, 2020 (Pages 2 - 5)
4. YAMPO Transit Committee
5. Communications
 - A. Nonrenewal of Lamar Shelters (Will be provided)
 - B. RKL – NTD Arrangement Letter, Audit Arrangement Letter, Audit Planning Letter (Pages 6 – 26)
6. Treasurer's Report (Pages 27 – 35)
7. Resolutions
 - A. RESOLUTION 2023 – Authorizing an Amendment to Authority Prescription Drug and Over the Counter Medication Policy (Pages 36 - 44)
 - B. RESOLUTION 2024 – Renewed Commitment of Central Pennsylvania Transportation Authority's Diversity Statement (Pages 45 - 46)
8. Old Business
9. New Business
10. Future Procurement Activities
11. Staff Reports
12. Executive Session
13. Adjournment

Next Meeting: Thursday, August 6, 2020



MINUTES OF BOARD MEETING JUNE 11, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom meeting on June 11, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Darlene Brown, Keith Martin, Thomas Wilson, Philip Robbins, Annie Strite, Richard Carson, Kirk Stoner and Carrie Gray.

Others Attending: Richard Farr, Executive Director; Bonnie Stine, Controller; Michael Bernhardt, Director of Mobility Services; Dwight Huntington, Planning and Procurement Manager; Jenna Reedy, Chief of Staff; Jamie Leonard, Director of Human Resources; Tony Mundy, Maintenance Superintendent; Trevor Manahan, Chief Operating Officer; Monica Young, Management Communications Specialist.

Raymond Rosen called the meeting to order at 7:00PM.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on May 14, 2020, was moved by Richard Carson, seconded by Thomas Wilson and passed unanimously.

YAMPO TRANSIT COMMITTEE:

Chris Caba reviewed the draft 2020-2021 Transportation Improvement Program (TIP). The TIP identifies highway and transit projects funded in the next four-year period. Interstate, transit and 409 Tips were discussed. Email blasts have been sent out for feedback. A metro quest survey was created. You can click on a certain project to give input as to whether or not the project should be prioritized or not. It also shows project type ranking and has a budget allocation slide to decide where you think the funding should go. Chris would like everyone to finish the survey that will be sent out by Monica tomorrow as they would like to gain as much feedback as possible. This year money is moved to the interstate projects so less money will go to highway and bridge projects. YCPC website has additional information.



COMMUNICATIONS:

No communications.

TREASURER'S REPORT:

Keith Martin stated that \$400,000 was directly identified in COVID expenses as of now. As of 4/30/2020, \$2,500,000 of CARES funds were used out of the \$6,000,000 approved in an active grant. The total allocation of CARES funds was \$12,000,000. We will not know until the end of July how much will be used to subsidize paratransit losses. Bonnie Stine reviewed the financial statements for the period ending April 30, 2020. The MATP trips under Indiana County were discussed. The profit this month was retroactive to January. None of the four PennDOT targets were met this month with the pandemic. We are back and collecting fares but ridership will be a challenge. 3P donations will be recorded with the May numbers.

RESOLUTIONS

RESOLUTION 2020 – Authorizing a Cooperation Agreement for Marketing Services via the “Transit” Application

Motion to approve was raised by Richard Carson, seconded by Darlene Brown, and passed unanimously.

This is a no cost application that will add value for our riders. The design is slick and it is another tool to communicate with riders. An agreement was negotiated as we will promote but it will not be our only provider.

RESOLUTION 2021 – Awarding Audit Contract

Motion to approve was raised by Keith Martin, seconded by Richard Carson and passed unanimously.

The award came down to the interviews and the committee recommended RKL to be awarded the contract.

RESOLUTION 2022 – Approving Layoff Policy

Motion to approve was raised by Richard Carson, seconded by Keith Martin and passed unanimously.



This will be our practice for non-CBA employees. Richard Carson advised to possibly reorganize the 4th section.

OLD BUSINESS:

The Annual Board Resolution was adjusted to 2014A.

NEW BUSINESS:

In-person board meetings were discussed. The board mentioned holding off until September unless an in-person board meeting is necessary.

FUTURE PROCUREMENT ACTIVITIES:

Proposals are being reviewed for a new microtransit vendor. Microtransit is performing well during the pandemic compared to other services. A meeting was held in regard to this today.

STAFF REPORTS:

There is a half-fare pass sale for 50% off for the month of June. We are trying to promote going cashless which reinforces social distancing. 4K mailers went out to promote cashless payments. There were 19 brand new prepaid fare clients today and 100 total.

Ray Rosen discussed the Joint Regionalization Board Meeting. The meeting went extremely well. Our expectations were communicated. The support and willingness to get it moving was sensed. A tour was given. We are moving forward. A doodle poll was sent out to schedule the next meeting.

EXECUTIVE SESSION:

No Executive Session.

Meeting adjourned at 7:42PM.

Next Meeting: Thursday, July 9, 2020



Respectfully Submitted,

Monica Young
Management Communications Specialist
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority



June 22, 2020

Board of Directors
Central Pennsylvania Transportation Authority
415 Zarfoss Drive
York, PA 17404

Attention: Board of Directors
Mr. Raymond Rosen, Chairman
Mr. Keith Martin, Treasurer
Mr. Richard Farr, Executive Director
Ms. Bonnie L. Stine, Controller

This letter is to explain our understanding of the arrangements for, and the nature and limitations of, the services we are to perform for Central Pennsylvania Transportation Authority (the Authority) with respect to certain records and transactions of Central Pennsylvania Transportation Authority for the purpose of satisfying the requirements of the National Transit Database Federal Funding Allocation data review during the year ending June 30, 2020. The specific procedures to be performed are listed in the National Transit Database 2019 Reporting Manual, Exhibit 77, *Federal Funding Allocation Data Review*.

Engagement Services

Our engagement will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Because these procedures do not constitute an audit made in accordance with auditing standards generally accepted in the United States of America, we will not express an opinion on any of the specific elements, accounts, or items referred to in our report.

At the conclusion of our engagement, we will submit a report in letter form outlining the procedures performed and our findings resulting from the procedures performed.

Our report will contain a statement that it is intended solely for the use of the Authority and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Should you desire that others be added to our report as specified parties, please contact us as it will be necessary to obtain their agreement with respect to the sufficiency of the procedures for their purpose.

Our report will also contain a paragraph pointing out that if we had performed additional procedures or if we had conducted an audit in accordance with auditing standards generally accepted in the United States of America, matters in addition to any findings that may result from the procedures performed might have come to our attention and been reported to you.

Central Pennsylvania Transportation Authority

- 2 -

The services that we will perform are not designed and cannot be relied upon to disclose errors, fraud, or illegal acts, should any exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

Furthermore, the services were not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate to management and the Board of Directors any significant deficiencies or material weaknesses that become known to us during the course of the engagement.

Central Pennsylvania Transportation Authority's Responsibilities

The sufficiency of these procedures is solely the responsibility of the Authority. We make no representation regarding the sufficiency of the procedures described above either for the purpose for which these services have been requested or for any other purpose.

Authority's Records and Assistance

If circumstances arise relating to the condition of the Authority's records, the availability of appropriate evidence, or indications of a significant risk of material misstatement because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the engagement, we retain the unilateral right to take any course of action permitted by professional standards, including declining to issue a report, or withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Authority's books and records. The Authority will determine that all such data, if necessary, will be so reflected. Accordingly, the Authority will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Authority personnel has been discussed and coordinated with Bonnie Stine, Controller. The timely and accurate completion of this work is an essential condition of our completion of our services and issuance of our report.

Parties' Understandings Concerning Situation Around COVID-19

RKL LLP and the Authority acknowledge that, at the time of the execution of this arrangement letter, federal, state, and local governments, both domestic and foreign, have restricted travel and/or the movement of their citizens due to the ongoing and evolving situation around COVID-19. In addition, like many organizations and companies in the United States and around the globe, RKL LLP has restricted its employees from travel and onsite work, whether at a client facility or RKL LLP facility, to protect the health of both RKL LLP's and its clients' employees. Accordingly, to the extent that any of the services described in this arrangement letter requires or relies on RKL LLP or the Authority personnel to travel and/or perform work onsite, either at the Authority's or RKL LLP's facilities, including, but not limited to, maintaining business operations and/or IT infrastructure, RKL LLP and the Authority acknowledge and agree that the performance of such work may be delayed, significantly or indefinitely, and thus certain services described herein may need to be rescheduled and/or suspended at either RKL LLP's or the Authority's sole discretion. RKL LLP and the Authority agree to provide the other with prompt written notice (email will be sufficient) in the event any of the services described herein will need to be rescheduled and/or suspended. RKL LLP and the Authority also acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the services described herein. RKL LLP will obtain the Authority's prior written approval (email will be sufficient) for any increase in the cost of RKL LLP services that may result from the situation surrounding COVID-19.

Fees, Costs, and Access to Documentation

Our fees for this service are contained in the fee for the financial statement audit.

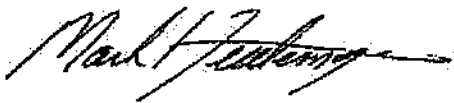
In the event we are requested or authorized by the Authority, or are required by government regulation, subpoena, or other legal process to produce our documents, or our personnel as witnesses with respect to our engagements for Central Pennsylvania Transportation Authority, Central Pennsylvania Transportation Authority will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

This letter constitutes the complete and exclusive statement of agreement between RKL LLP and Central Pennsylvania Transportation Authority, superseding all other communications oral or written with respect to the terms of the engagement between the parties.

If this letter defines the arrangements as you understand them, please sign the enclosed copy and return it to us. Thank you for this opportunity to be of assistance. We appreciate your business.

Sincerely,

RKL LLP

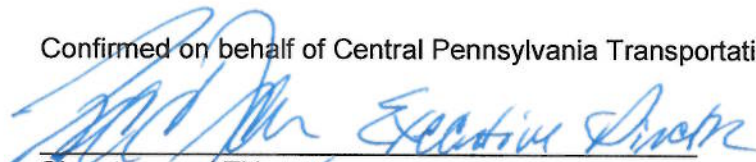


Mark S. Zettlemoyer, CPA, CFE
Partner

Central Pennsylvania Transportation Authority

- 4 -

Confirmed on behalf of Central Pennsylvania Transportation Authority:


Signature and Title

Bonnie Stix, Controller



June 22, 2020

Board of Directors
Central Pennsylvania Transportation Authority
415 Zarfoss Drive
York, PA 17404

Attention: Board of Directors
Mr. Raymond Rosen, Chairman
Mr. Keith Martin, Treasurer
Mr. Richard Farr, Executive Director
Ms. Bonnie L. Stine, Controller

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the Central Pennsylvania Transportation Authority's (the Authority) business-type activities for the year ended June 30, 2020 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of Central Pennsylvania Transportation Authority as of June 30, 2020, so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS): *Government Auditing Standards* issued by the Comptroller General of the United States (GAS); the audit requirements of the Pennsylvania Department of Transportation, the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the U.S. Office of Management and Budget's (OMB) Compliance Supplement. Those standards, regulations, supplements, or guides require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board of Directors (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential), (c) any disagreements with management and other serious difficulties encountered in performing the audit, and (d) various matters related to the Authority's accounting policies and financial statements.

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and regulations identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;

- c. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- d. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- e. For (a) making us aware of significant vendor relationships where the vendor is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan, and (c) report distribution, including submitting the reporting packages; and
- f. To provide us with:
 - (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - (2) Additional information that we may request from management for the purpose of the audit;
 - (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - (4) When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
 - (5) If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the Authority complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.

The Board of Directors is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

Central Pennsylvania Transportation Authority agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, Central Pennsylvania Transportation Authority agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. Central Pennsylvania Transportation Authority agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when Central Pennsylvania Transportation Authority seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing Central Pennsylvania Transportation Authority agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. Central Pennsylvania Transportation Authority agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

RKL LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. RKL LLP, also has not performed any procedures relating to this official statement.

Because RKL LLP will rely on Central Pennsylvania Transportation Authority and its management and Board of Directors to discharge the foregoing responsibilities, Central Pennsylvania Transportation Authority holds harmless and releases RKL LLP, its partners, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of Central Pennsylvania Transportation Authority's management which has caused, in any respect, RKL LLP's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

Records and Assistance

If circumstances arise relating to the condition of the Authority's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Authority's books and records. The Authority will determine that all such data, if necessary, will be so reflected. Accordingly, the Authority will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Authority personnel, including the preparation of schedules, analyses of accounts, and preliminary and final request list items has been discussed and coordinated with Bonnie Stine, Controller. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform certain nonaudit services necessary for the preparation of the financial statements. Among other services, this may include the following:

- Financial statement preparation
- Maintaining of fixed asset register
- Filing of the Data Collection Form
- Filing of the audit notice and DCED report
- Preparing audit adjusting journal entries
- Other services as requested

The GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a nonaudit service to Central Pennsylvania Transportation Authority, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other nonaudit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the nonaudit service to be performed. Central Pennsylvania Transportation Authority has agreed that Bonnie Stine, Controller, possesses suitable skill, knowledge, or experience and that the individual understands the nonaudit services listed above to be performed sufficiently to oversee them. Accordingly, the management of Central Pennsylvania Transportation Authority agrees to the following:

1. Central Pennsylvania Transportation Authority has designated Bonnie Stine, Controller, a senior member of management, who possesses suitable skill, knowledge, and experience to oversee the services;
2. Bonnie Stine, Controller, will assume all management responsibilities for subject matter and scope of the nonaudit services listed above;
3. Central Pennsylvania Transportation Authority will evaluate the adequacy and results of the services performed; and
4. Central Pennsylvania Transportation Authority accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the management and those charged with governance of Central Pennsylvania Transportation Authority of the objectives of the nonaudit service, the services to be performed, the entity's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the nonaudit service. We believe this letter documents that understanding.

Other Relevant Information

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In addition, we may utilize financial information you have provided to us in connection with this engagement for purposes of creating benchmarking data to be used by RKL LLP professionals and other clients. This benchmarking data is aggregated with data from a minimum of five other entities so that users of the data are unable to associate the data with any single entity in the database.

In accordance with GAS, a copy of our most recent peer review report is enclosed, for your information.

Parties' Understandings Concerning Situation Around COVID-19

RKL LLP and the Authority acknowledge that, at the time of the execution of this arrangement letter, federal, state, and local governments, both domestic and foreign, have restricted travel and/or the movement of their citizens due to the ongoing and evolving situation around COVID-19. In addition, like many organizations and companies in the United States and around the globe, RKL LLP has restricted its employees from travel and onsite work, whether at a client facility or RKL LLP facility, to protect the health of both RKL LLP's and its clients' employees. Accordingly, to the extent that any of the services described in this arrangement letter requires or relies on RKL LLP or the Authority personnel to travel and/or perform work onsite, either at the Authority's or RKL LLP's facilities, including, but not limited to, maintaining business operations and/or IT infrastructure, RKL LLP and the Authority acknowledge and agree that the performance of such work may be delayed, significantly or indefinitely, and thus certain services described herein may need to be rescheduled and/or suspended at either RKL LLP's or the Authority's sole discretion. RKL LLP and the Authority agree to provide the other with prompt written notice (email will be sufficient) in the event any of the services described herein will need to be rescheduled and/or suspended. RKL LLP and the Authority also acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the services described herein. RKL LLP will obtain the Authority's prior written approval (email will be sufficient) for any increase in the cost of RKL LLP services that may result from the situation surrounding COVID-19.

Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from Authority personnel.
- b. Timely responses to our inquiries.
- c. Timely completion and delivery of client assistance requests.
- d. Timely communication of all significant accounting and financial reporting matters.
- e. The assumption that unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in the letter will not exceed \$21,000 unless the scope of the engagement is changed, the assistance which the Authority has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. A service charge of 1-1/4% per month (15% per annum) will be charged on all invoices not paid within 30 days from the date of the invoice.

In the event you terminate this engagement, you will pay RKL LLP for all services rendered (including deliverables and products delivered), expenses incurred and commitments made by RKL LLP through the effective date of termination.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, RKL LLP may, at its sole discretion, terminate this arrangement letter without further obligation to the Authority. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for RKL LLP to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the Firm and is subsequently employed by or associated with a client in a key position. Accordingly, the Authority agrees it will compensate RKL LLP for any additional costs incurred as a result of the Authority's employment of a partner or professional employee of RKL LLP.

In accordance with our firm policies, we reserve the right to suspend our work if your account becomes 120 days or more overdue. Our work will commence upon payment of all outstanding invoices, including service charges. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been concluded upon our providing you written notification of termination, even if we have not completed our work. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

The audit documentation for this engagement is the property of RKL LLP and constitutes confidential information.

Review of audit documentation by a successor auditor or as part of due diligence will be agreed to, accounted for and billed separately.

In the event we are requested or authorized by Central Pennsylvania Transportation Authority or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Central Pennsylvania Transportation Authority, Central Pennsylvania Transportation Authority will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of RKL LLP. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of RKL LLP audit personnel and at a location designated by our Firm.

All matters related to the Authority's anticipated adoption of GASB Statement No. 84, *Fiduciary Activities*, or FASB ASC 842, *Leases*, will be accounted for and billed separately.

Claim Resolution

Central Pennsylvania Transportation Authority and RKL LLP agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by RKL LLP or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. RKL LLP's liability for all claims, damages and costs of Central Pennsylvania Transportation Authority arising from this engagement is limited to the amount of fees paid by Central Pennsylvania Transportation Authority to RKL LLP for the services rendered under this arrangement letter.

Information Security - Miscellaneous Terms

RKL LLP is committed to the safe and confidential treatment of Central Pennsylvania Transportation Authority's proprietary information. RKL LLP is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Central Pennsylvania Transportation Authority agrees that it will not provide RKL LLP with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Central Pennsylvania Transportation Authority information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

RKL LLP may terminate this relationship immediately in its sole discretion if RKL LLP determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or RKL LLP's client acceptance or retention standards, or if Central Pennsylvania Transportation Authority is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, Central Pennsylvania Transportation Authority or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this Agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of Central Pennsylvania Transportation Authority's financial statements. Our report will be addressed to the Board of Directors of Central Pennsylvania Transportation Authority. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Central Pennsylvania Transportation Authority's financial statements, we will also issue the following types of reports:

- A report on the fairness of the presentation of Central Pennsylvania Transportation Authority's schedule of expenditures of federal awards for the year ending June 30, 2020;

- Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls;
- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a material effect, as defined by Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, on each major program;
- A schedule of findings and questioned costs;

This letter constitutes the complete and exclusive statement of agreement between RKL LLP and Central Pennsylvania Transportation Authority, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

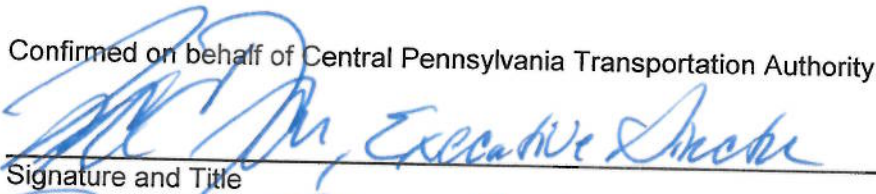
Sincerely,

RKL LLP



Mark S. Zettlemoyer, CPA, CFE
Partner

Confirmed on behalf of Central Pennsylvania Transportation Authority:


Signature and Title

Bonnie Stine, Controller



June 22, 2020

Board of Directors
Central Pennsylvania Transportation Authority
415 Zarfoss Drive
York, PA 17404

Attention: Board of Directors
Mr. Raymond Rosen, Chairman
Mr. Keith Martin, Treasurer
Mr. Richard Farr, Executive Director
Ms. Bonnie L. Stine, Controller

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Central Pennsylvania Transportation Authority's (the Authority)'s financial statements and compliance as of and for the year ending June 30, 2020.

Communication

Effective two-way communication between our Firm and the Board of Directors is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding Central Pennsylvania Transportation Authority and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud or abuse, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other known or likely fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements or abuse that are likely to have a material effect on the financial statements. We will also communicate illegal acts, instances of noncompliance, fraud or abuse that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our Firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of RKL LLP is permitted to have any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by RKL LLP and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your entity functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of business objectives, strategies, risks, and performance.

As part of obtaining an understanding of your organization and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement and noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement and noncompliance. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance, including abuse.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality both in planning and performing the audit, evaluating the effect of identified misstatements or noncompliance on the audit, and the effect of uncorrected misstatements, if any, on the financial statements, in forming the opinion in our report on the financial statements and in determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing, and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Significant Risks of Material Misstatement

Our audit of the financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified and assessed risk of material misstatement that, in our professional judgment, requires special audit consideration. As part of our risk assessment procedures, we identified fraudulent revenue recognition, management override of controls, and significant volume of cash on hand as significant risks. Additional significant risks may be identified as we perform additional audit procedures.

Our Approach to Internal Control and Compliance Relevant to the Audit

Our audit of the financial statements, including compliance, will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the Entity's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue reports on internal control related to the financial statements and major programs. These reports describe the scope of testing of internal control and the results of our tests of internal controls. Our reports on internal control will include any significant deficiencies and material weaknesses in the system, of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of the Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act, and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200* (Uniform Guidance).

We will issue reports on compliance with laws, statutes, regulations, and the terms and conditions of federal awards. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program. Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with the requirements of the standards and regulations identified above.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 (Uniform Guidance) identifies the auditee's responsibilities for the compliance audit engagement. This Uniform Guidance clarifies the auditee's responsibility for completion and submission of the single audit; preparation of the financial statements, including the schedule of expenditures of federal awards; compliance with applicable requirements; maintenance of internal controls; and taking appropriate corrective action. In order to properly plan our single audit engagement, we need a draft copy of your schedule of expenditures of federal awards and summary schedule of prior audit findings.

Schedule of Expenditures of Federal Awards

The Uniform Guidance requires that the auditee identify in its accounts all federal awards received and expended, as well as the federal programs under which they were received. Federal program and award identification must include, as applicable, the CFDA title and number, the federal award identification number and year, the name of the federal agency, and the name of the pass-through entity, if any. This information enables the auditee to reconcile amounts presented in the financial statements to related amounts in the schedule of expenditures of federal awards.

The Uniform Guidance states that the auditee must prepare a schedule of expenditures of federal awards for the period covered by the auditee's financial statements, which must include the total federal awards expended as determined by 2 CFR 200.502. The Uniform Guidance also specifies what must go on the face of the schedule and what must go in the notes to the schedule.

At a minimum, the face of the schedule of expenditures of federal awards must:

- 1) List individual federal programs by federal agency. For a cluster of programs, provide the cluster name, list individual federal programs within the cluster of programs, and provide the applicable federal agency name. For research and development, total federal awards expended must be shown either by individual award or by federal agency and major subdivision within the federal agency. For example, the National Institutes of Health is a major subdivision in the Department of Health and Human Services (the federal agency).
- 2) For federal awards received as a subrecipient, include the name of the pass-through entity and the identifying number assigned by the pass-through entity.
- 3) Provide the total federal awards expended for each individual federal program and the CFDA number or other identifying number when the CFDA information is not available. For a cluster of programs, also provide the total for the cluster. Note that under the Uniform Guidance, all noncash awards must go on the face of the schedule.
- 4) Include the total amount of federal awards expended for loan or loan guarantee programs.
- 5) Include the total amount provided to subrecipients from each federal program.
- 6) The Uniform Guidance also provides that the following must be included in the notes to the schedule:
 - a) The balances of loan and loan guarantee programs (loans) outstanding at the end of the audit period for those loans described in 2 CFR 200.502(b). Note that loan information is not included in the notes to the schedule for loan and loan guarantees at institutions of higher education (when the loans are made to students, but the IHE does not make the loans). Furthermore, prior loan and loan guarantee balances for which there are no continuing compliance requirements other than to repay the loans are not required to be included in the notes to the schedule.
 - b) The significant accounting policies used in preparing the schedule and note whether or not the auditee elected to use the 10 percent *de minimis* indirect cost rate.

Summary Schedule of Prior Audit Findings

The auditee is responsible for follow-up and corrective action on findings relating to federal awards and the financial statements. As part of this responsibility, the auditee must prepare a summary schedule of prior audit findings. The auditee is not required to prepare a summary schedule of prior audit findings if there are no matters reportable therein. The summary schedule of prior audit findings must include the reference numbers the auditor assigned to audit findings in the prior schedule of findings and questioned costs. Because the summary schedule of prior audit findings may include audit findings from multiple years, it must include the fiscal year in which the finding initially occurred.

The summary schedule of prior audit findings must report the status of all audit findings (which encompass those defined in 2 CFR 200.516(a)) included in the prior audit's schedule of findings and questioned costs. The schedule must also include audit findings reported in the prior audit's summary schedule of prior audit findings unless those audit findings were listed as corrected, no longer valid or not warranting further action. Note that when audit findings were fully corrected, the schedule need only list the audit findings and state that corrective action was taken. When audit findings were not corrected or were only partially corrected, the schedule must describe the reasons for the audit finding's recurrence and planned corrective action and any partial corrective action taken. When corrective action taken is significantly different from corrective action previously reported in a corrective action plan or in the federal agency's or pass-through entity's management decision, the schedule must provide an explanation.

In accordance with 2 CFR 200.511, the summary schedule of prior audit findings must also include findings relating to the financial statements that are required to be reported in accordance with *Government Auditing Standards*. Although the Uniform Guidance technically limits the auditor's follow-up responsibility to audit findings in 2 CFR 200.516(a), *Government Auditing Standards* include a requirement that the auditor evaluate whether the auditee has taken appropriate corrective action to address findings and recommendations from previous engagements that could have a material effect on the financial statements or other data significant to the audit objectives.

The auditor cannot take responsibility for the preparation of the corrective action plan. However, the Uniform Guidance requires that we follow up on prior audit findings, perform procedures to assess the reasonableness of the summary schedule of prior audit findings prepared by the auditee in accordance with the Uniform Guidance, and report, as a current year audit finding, when the auditor concludes that the summary schedule of prior audit findings materially misrepresents the status of any prior audit finding. We must perform audit follow-up regardless of whether a finding relates to a major program in the current year.

Please provide us with at least a draft copy of your schedule of expenditures of federal awards and summary schedule of prior audit findings at your earliest convenience. However, in keeping with our audit planning schedule, this information must be received by us no later than September 3, 2020.

Timing of the Audit

Preliminary audit field work and final field work dates will be arranged with you based on mutually agreeable timing. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Central Pennsylvania Transportation Authority
- 6 -

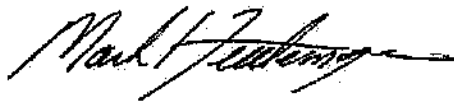
Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to Central Pennsylvania Transportation Authority.

This communication is intended solely for the information and use of the Board of Directors and is not intended to be and should not be used by anyone other than this specified party.

Sincerely,

RKL LLP

A handwritten signature in black ink, appearing to read "Mark S. Zettlemoyer", with a stylized flourish at the end.

Mark S. Zettlemoyer, CPA, CFE
Partner

Central Pennsylvania Transportation Authority
Income Statement

For The Period Ended May 31, 2020

		Period To Date		Year To Date		Budget Variance
		Actual	Current Budget	Actual	Current Budget	
REVENUE						
	Operating Revenue	\$ 605,226.28	\$ 1,433,628.00	\$ 14,857,225.87	\$ 15,769,908.00	\$ (912,682.13)
	Grant/Contract Income	\$ 859,039.58	\$ 1,081,784.00	\$ 10,252,801.24	\$ 11,899,624.00	\$ (1,646,822.76)
TOTAL REVENUE		\$ 1,464,265.86	\$ 2,515,412.00	\$ 25,110,027.11	\$ 27,669,532.00	\$ (2,559,504.89)
EXPENSES						
	Wages	\$ 736,877.23	\$ 1,150,194.00	\$ 11,644,205.89	\$ 12,652,134.00	\$ 1,007,928.11
	Benefits	\$ 566,762.80	\$ 622,068.00	\$ 6,750,143.28	\$ 6,842,748.00	\$ 92,604.72
	Services	\$ 63,424.59	\$ 123,197.00	\$ 1,146,445.19	\$ 1,355,167.00	\$ 208,721.81
	Fuel	\$ 81,080.60	\$ 208,895.00	\$ 1,943,016.91	\$ 2,297,845.00	\$ 354,828.09
	Tires	\$ 4,859.71	\$ 19,292.00	\$ 160,202.62	\$ 212,212.00	\$ 52,009.38
	Parts	\$ 30,692.67	\$ 52,271.00	\$ 512,154.11	\$ 574,981.00	\$ 62,826.89
	Materials and Supplies	\$ 31,276.75	\$ 18,300.00	\$ 286,058.40	\$ 201,300.00	\$ (84,758.40)
	Utilities	\$ 46,263.86	\$ 54,925.00	\$ 613,207.39	\$ 604,175.00	\$ (9,032.39)
	Casualty and Liability Costs	\$ 59,222.61	\$ 62,850.00	\$ 748,891.56	\$ 691,350.00	\$ (57,541.56)
	Purchased Transportation	\$ 34,454.30	\$ 165,250.00	\$ 1,651,040.83	\$ 1,817,750.00	\$ 166,709.17
	Miscellaneous Expenses	\$ 7,128.72	\$ 16,070.00	\$ 190,065.95	\$ 176,770.00	\$ (13,295.95)
	Leases and Rentals	\$ 10,493.98	\$ 10,683.00	\$ 118,107.01	\$ 117,513.00	\$ (594.01)
	Passed Through Expenses	\$ 15,023.50	\$ 11,417.00	\$ 140,599.92	\$ 125,587.00	\$ (15,012.92)
TOTAL EXPENSES		\$ 1,687,561.32	\$ 2,515,412.00	\$ 25,904,139.06	\$ 27,669,532.00	\$ 1,765,392.94
TOTAL NON OPERATING GRANT INCOME **		\$ 10,036.39	\$ -	\$ 248,493.13	\$ -	\$ (248,493.13)
TOTAL NON OPERATING GRANT EXPENSES **		\$ 10,036.39	\$ -	\$ 248,493.13	\$ -	\$ (248,493.13)
REE/(EER)		\$ (223,295.46)	\$ -	\$ (794,111.95)	\$ -	\$ (794,111.95)
CAPITAL REVENUES AND EXPENSES						
	Capital Grant Income/(Refund)	\$ 15,695.23	\$ -	\$ 6,956,906.15	\$ -	
TOTAL CAPITAL REVENUES AND EXPENSES		\$ 15,695.23	\$ -	\$ 6,956,906.15	\$ -	
REE/(EER)		\$ (207,600.23)	\$ -	\$ 6,162,794.20	\$ -	
NET REE/(EER)		\$ (207,600.23)	\$ -	\$ 6,162,794.20	\$ -	

**Para Demonstration, 3P Ride, FindMyRide, CAT TA

Central Pennsylvania Transportation Authority
Balance Sheet

As of May 31, 2020

ASSETS

CURRENT ASSETS

Unrestricted Cash	\$ 2,985,790.62
Restricted Cash	\$ 492,712.49
Reserved Cash - Capital Projects	\$ -
Accounts Receivable	\$ 9,432,909.84
Materials & Supplies Inventory	\$ 425,744.55
Prepaid Expenses	\$ 522,639.26
Other Current Assets	\$ -

TOTAL CURRENT ASSETS	\$	13,859,796.76
----------------------	----	---------------

FIXED ASSETS

Buildings and Improvements	\$ 36,597,094.34
Revenue Equipment	\$ 38,403,923.28
Tools and Equipment	\$ 2,435,599.20
Accumulated Depreciation	\$ (26,996,243.20)

TOTAL FIXED ASSETS (NET)	\$	50,440,373.62
--------------------------	----	---------------

TOTAL ASSETS	\$	64,300,170.38
--------------	----	---------------

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable	\$ 310,490.97
Accrued Leave and Payroll	\$ 812,552.00
Accrued Expenses	\$ 58,239.61

TOTAL CURRENT LIABILITIES	\$	1,181,282.58
---------------------------	----	--------------

DEFERRED REVENUE

Revenue Received in Advance	\$ 12,048,866.18
-----------------------------	------------------

TOTAL DEFERRED REVENUE	\$	12,048,866.18
------------------------	----	---------------

OTHER LIABILITIES

Capital Lease Obligation	\$ -
Current Notes Payable	\$ -
Consortium Buses	\$ -

TOTAL OTHER LIABILITIES	\$	-
-------------------------	----	---

NET ASSETS

Unrestricted Equity	\$ 39,246,173.84
Restricted Equity	\$ 15,519.99
Capital Grants	\$ 11,808,327.79

TOTAL NET ASSETS	\$	51,070,021.62
------------------	----	---------------

TOTAL LIABILITIES AND NET ASSETS	\$	64,300,170.38
----------------------------------	----	---------------

Financial Statement & Statistical Notes for May 2020

- The financial statements, enclosed with these notes, are as of May 31, 2020. This is the end of the 11th Month of fiscal year 2019/2020.
- This month continues to reflect the impact of the COVID-19 pandemic on our operating statistics and financial performance.
 - The performance measurement charts gives a good visual showing costs continuing higher than normal with ridership and revenue much lower than normal.
 - During the month of May 2020, boarding fares were waived for both fixed route and express services.
 - Service began to return to normal levels of service this month with service almost returned to normal service in June 2020.
 - Extraordinary expenditures directly associated to COVID-19 were at \$395,330 as of May 31, 2020.
- Total revenue is 9% under budget.
 - Operating revenues – 58% under budget for May; 6% under budget YTD
 - None of the divisions or projects had better than budgeted operating revenue this month due to effects of COVID-19.
 - Grant income – 21% under budget for May; 14% under budget YTD
 - Paratransit divisional losses will be evaluated for subsidy at the close of the fiscal year.
 - We have been utilizing the Federal CARES Act funding in lieu of the State Act 44 to fund our monthly deficit beginning February 2020. The State Act 44 grant funding was reclassified and put back into our reserves to assist with cash flows and future sustainability of the system.
- Total expenses are 33% under budget for May; 6% under YTD
 - Expense categories performing over budget
 - Materials and Supplies (42% over budget YTD)
 - Purchase of additional cleaning supplies for pandemic control.
 - Miscellaneous Expenses (14% over budget YTD)
 - Higher than budgeted training and travel expenditures:
 - ASE Certifications
 - CDL Training
 - NTI Maintenance Leadership
 - Increased utilization of turnpike (tolls)
 - Divisions/projects exceeding expense budget.
 - Geisinger Health Plan – 27%
 - Purchased Transportation
 - This is a fully funded project – revenues will offset or more than offset any expense overages
 - Microtransit – 61%
 - Wages, benefits, fuel, tires, parts, casualty, cost allocation

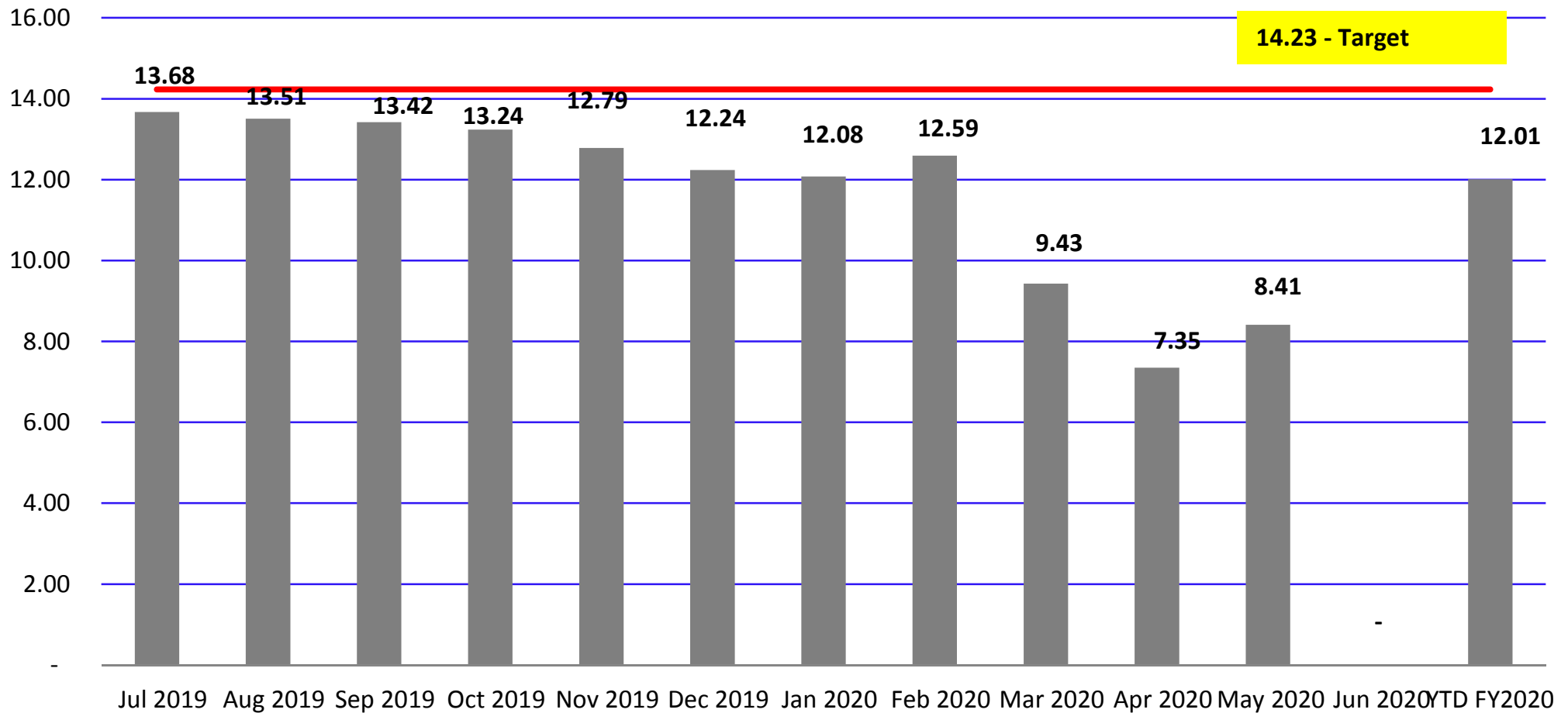
- Election of benefits by more employees in this service than anticipated during budget preparation
 - Higher than budgeted overtime
- Columbia – 3%
 - Wages, benefits, services, fuel, tires, parts, casualty
 - With KCab no longer being used for purchased transportation, we are incurring employee, fuel and other costs which were not budgeted
 - Higher than expected subcontracted vehicle repairs
 - Impact timing on accident repairs
 - Due to the events in Columbia Co., of no longer using the subcontractor (KCab), many of the vehicles needed mechanical and body work repairs. May financials continue to provide a better picture of normal events for evaluation of this change.
- Paratransit Division Performance

Division	REE/EER*	Amount	Variance to Budget
York/Adams	EER	(\$1,797,070)	(\$756,271)
Perry	EER	(\$92,012)	(\$26,679)
Montour	REE	\$62,031	(\$76,226)
Union/Snyder	REE	\$34,823	(\$19,678)
Columbia	REE	\$180,311	\$134,172
Cumberland	REE	\$183,828	(\$186,816)
Northumberland	REE	\$405,875	\$18,008
Franklin	REE	\$107,984	\$1,552

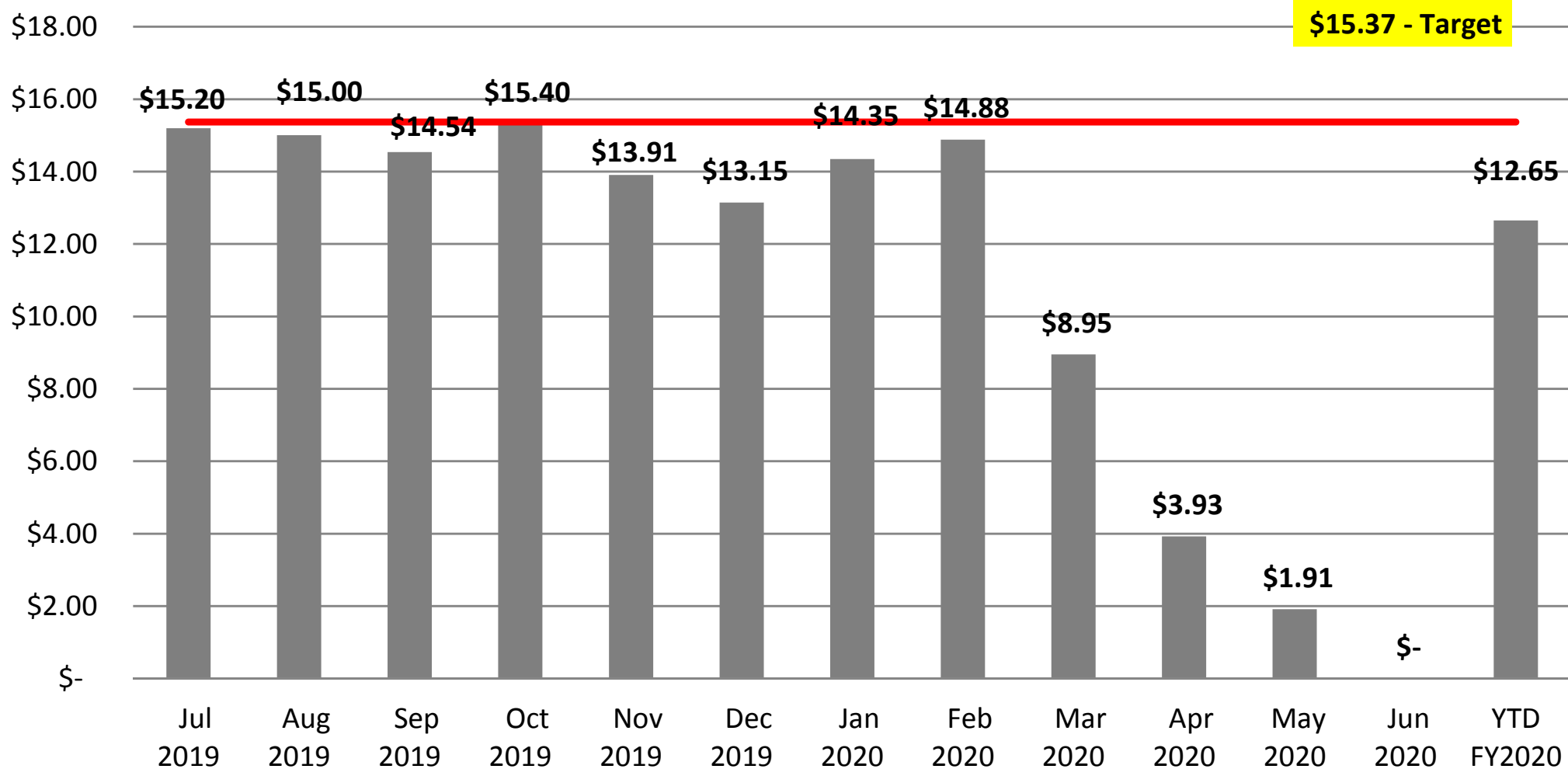
*REE=Revenue in Excess of Expenses ("Profit"); EER=Expenses in Excess of Revenue ("Loss")

- May 2020 was the 5th full month of the MATP program management for Indiana County
- There have been no draws on the ACNB line of credit.
- Capital purchases for the month of May 2020 totaling \$15,695
 - Zarfoss - PPC Plan Development & Training - \$150
 - York Transfer Center Renovation - \$6,055
 - Hanover Shelter - \$7,779
 - Safety Program Software Upgrade - \$1,524
 - Call Center/Phone Upgrades - \$187
- The PA DOT performance measurement charts have been updated for this fiscal year with the PA DOT targets. None of the four targets will be attained this fiscal year.

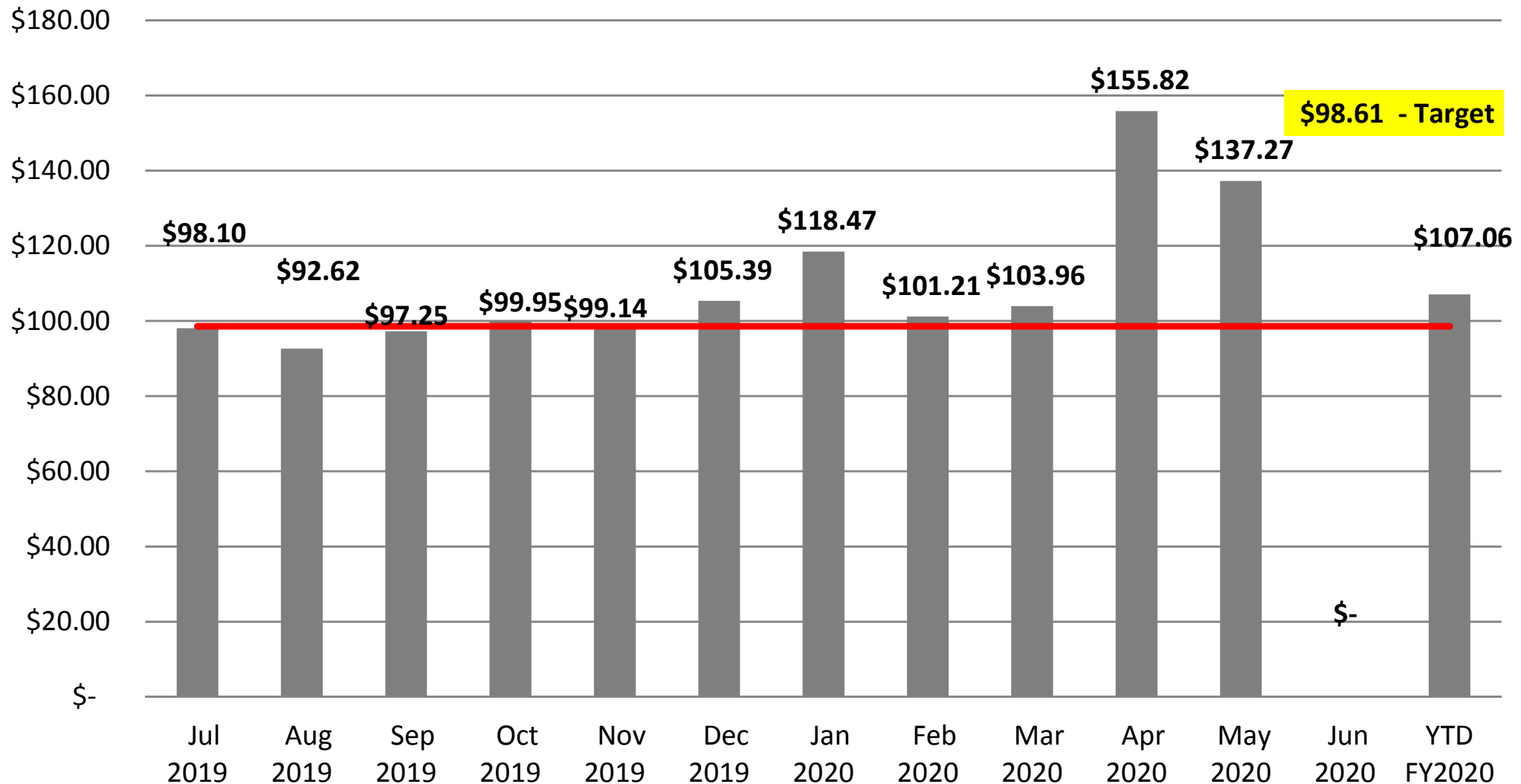
Passengers/Revenue Hour



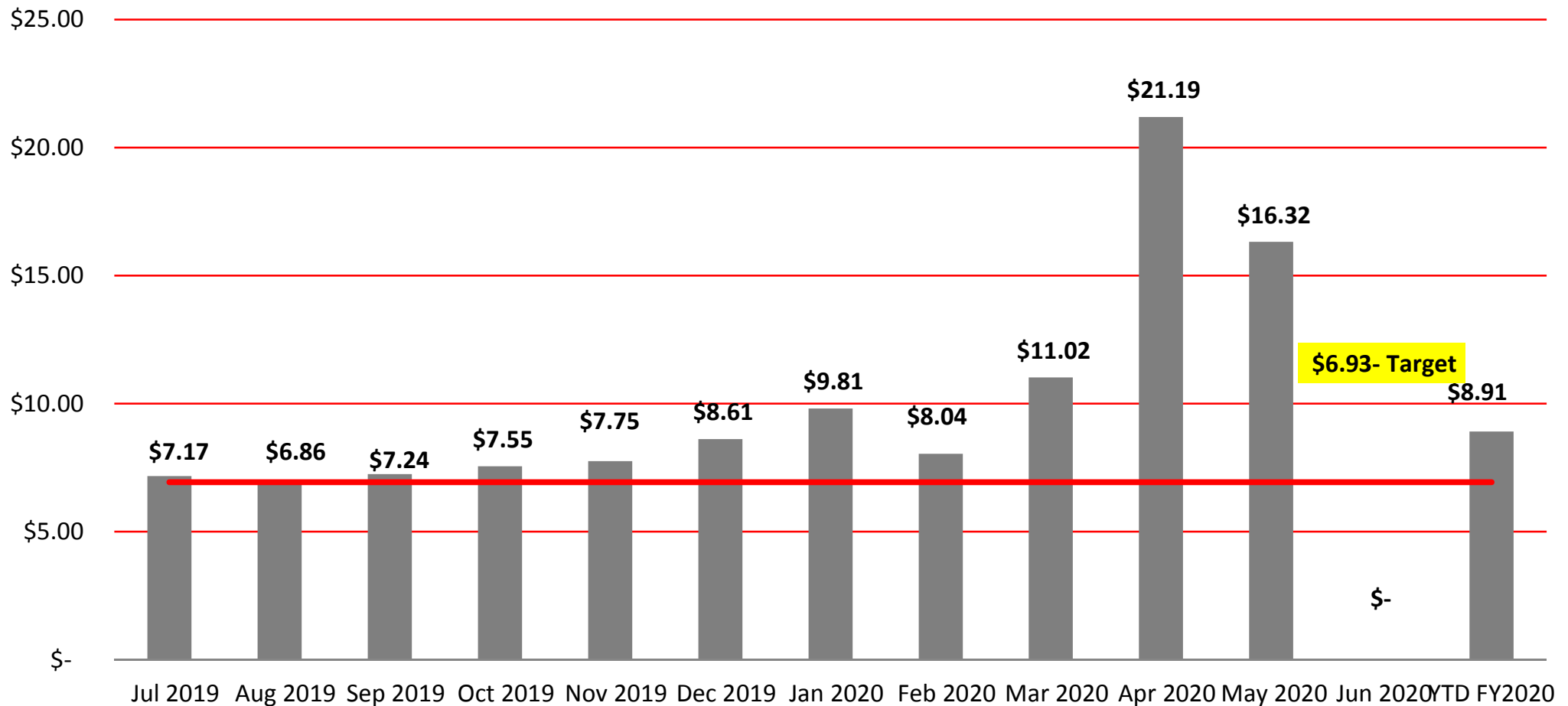
Operating Revenue/Revenue Hour



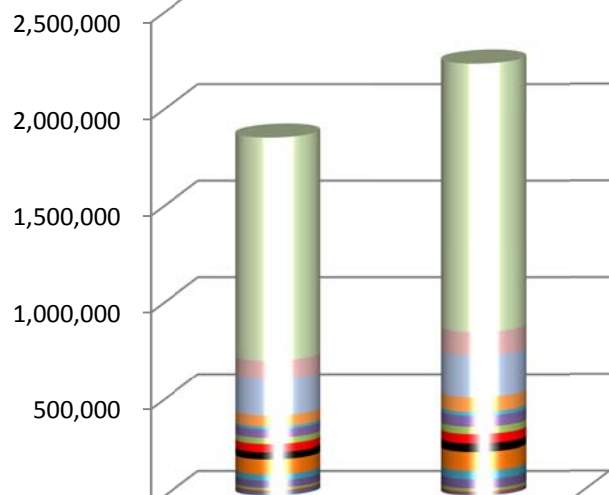
Operating Cost/Revenue Hour



Operating Cost/Passenger



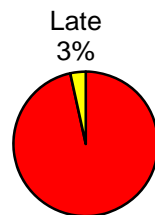
OPERATIONS – June



	YTD FY2020	YTD FY2019
FR York	1,151,141	1,387,791
Cumberland	99,216	119,229
York/Adams	186,832	219,993
Freedom Transit	57,244	76,065
Montour	14,675	20,234
Union/Snyder	44,229	56,946
Perry	32,128	37,917
Franklin	39,775	48,301
Columbia	36,822	41,350
Northumberland	77,417	96,927
Express North	31,561	44,511
FR Hanover	37,349	46,998
Express South	13,870	16,295
Express 15 North	12,251	13,917
Microtransit*	15,069	7,139

MAINTENANCE – June

Preventative Maintenance



On-time
97%

84 PMs Complete; 3 Overdue

York – 47 Completed; 0 Overdue

Adams – 4 Completed; 0 Overdue

Cumberland – 6 Completed; 0 Overdue

Northumberland – 12 Completed; 1 Overdue*

Franklin – 5 Completed; 1 Overdue*

Columbia – 2 Completed; 1 Overdue*

Montour – 2 Completed; 0 Overdue

Union/Snyder – 6 Completed; 0 Overdue

Perry – 0 Completed; 0 Overdue

*- Miscommunication due to vacation

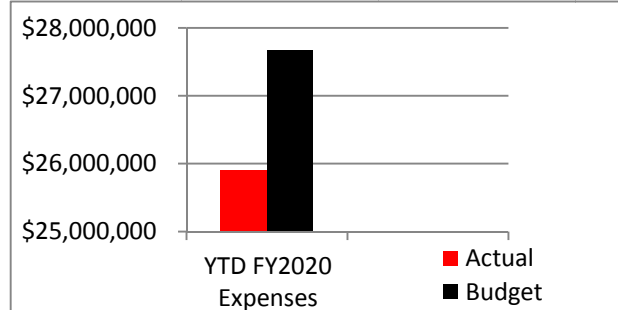
Road Calls:

	June 2020	YTD FY2020	June 2019	YTD FY2019
Mechanical	9	98	3	46
Non-Mech.	26	405	51	582

SAFETY – June

	June 2020	YTD FY2020	June 2019	YTD FY2019
Preventable	11	101	7	161
Non-Preventable	5	64	3	90
Passenger Injury	1	16	1	7
Employee Injury	0	16	0	22

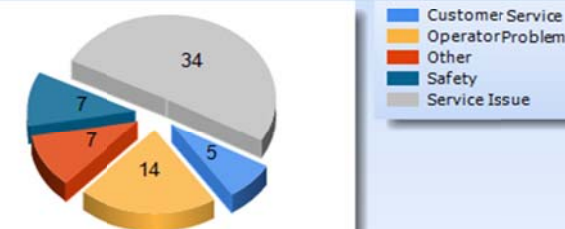
FINANCE – May



CUSTOMER COMPLAINTS – June

Count distribution by Category

67 Total Complaints



	June 2020	YTD FY2020	June 2019	YTD FY2019
Total Complaints	67	1,174	86	1,180

MARKETING – June

	June 2020	YTD FY2020	June 2019	YTD FY2019
PR Exposures	6	82	4	101
Outreaches	0	65	7	123
Pageviews	52,856	189,947		
Unique Pageviews	38,426	139,579		
Bikes	810	10,354	1,381	13,739

**New website launched 2/2020

RESOLUTION NO. 2023

**AUTHORIZING AN AMENDMENT TO AUTHORITY PRESCRIPTION DRUG AND
OVER THE COUNTER MEDICATION POLICY**

WHEREAS, the Central Pennsylvania Transportation Authority desires to protect transit employees, passengers, and the general public, and ensure that safety-sensitive employee use of any prescription (Rx) or over-the-counter (OTC) medications will not adversely impact their job performance; and,

WHEREAS, it is not the intent of the CPTA to limit employees from obtaining the treatment and medications they need for their health and well-being, but to ensure that employees are always “fit for duty”; and,

WHEREAS, the Federal Transit Administration recognizes the potential dangers associated with such medications and urges transit providers to exercise oversight in this regard; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that the changes to the Prescription Drug And Over The Counter Medication Policy, be adopted and instituted.

CERTIFICATION OF OFFICERS

OF

CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on July 9, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority



CPTA POLICY MEMO

POLICY TITLE: PRESCRIPTION DRUG (Rx) and OVER THE COUNTER (OTC) MEDICATION POLICY

Effective Date: April 1, 2014, revised July 26, 2018, revised July 9, 2020

PURPOSE

The purpose of this policy is to provide guidelines for safety-sensitive employees in balancing the treatment of illness and the requirements of performing a safety-sensitive function. It is not the intent of this policy to limit employees from obtaining the treatment and medications that they need for their health and well-being, but to ensure that employees are “fit for duty.”

In the interest of protecting transit employees, passengers, and the general public, the CPTA must ensure that safety-sensitive employee use of any prescription (Rx) or over-the-counter (OTC) medications, or any combination of drugs being taken, will not adversely impact their job performance. The employee must, therefore, inform the prescribing medical practitioner of the employee’s job duties performed, and then request the medical practitioner to evaluate the employee’s health condition; currently used Rx and/or OTC medications; and, dietary supplements along with any new prescription to determine if the employee can safely perform his/her safety-sensitive job functions.

By approving the use of the prescribed medication, the medical practitioner is ensuring to the greatest extent possible that the employee’s job duties can be performed safely. If the medical practitioner cannot provide such assurance, the employee will be removed from safety-sensitive functions, and the medical practitioner will be asked to determine the duration of the employee’s medical disqualification.

1. APPLICABILITY

- 1.1 This policy applies to all CPTA Safety-Sensitive employees.
- 1.2 The procedure set forth herein applies only to medications that would have an effect while at work.

2. RESPONSIBILITY

- 2.1 The employee is required to notify the prescribing medical provider, for Prescription medications, and a medical provider or licensed pharmacist for all Over-The-Counter medications, of the safety-sensitive nature of his or her job duties.
- 2.2 The employee has the responsibility to discuss the potential effects of any Rx/OTC drugs with the prescribing physician, including any adverse impact on the safe performance of safety-sensitive job duties. The employee is encouraged to consider and/or discuss with the physician alternative treatments that do not have



performance altering side effects and that do not compromise the quality or effectiveness of treatment.

- 2.3 In the event that any side effects are experienced from the use of a Rx/OTC medication, which have the potential to affect the performance of safety sensitive job duties, the employee has the responsibility to inform their supervisor immediately so that fitness for duty may be assessed.
- 2.4 The employee is required to provide to the Human Resources Department a “Release to Work” medical information form for each Rx/OTC medication taken, signed by the prescribing physician, for Rx medications, and by the physician or a licensed pharmacist for OTC medications.
- 2.5 Employees have the personal responsibility to assess their fitness for duty while using a Rx or OTC medication. They should not report for, or remain on, duty while being adversely affected by a prescription medicine even if they have the “Release to Work” form from the prescribing physician, or if the OTC medication being taken has no warning label.

3. PROHIBITED BEHAVIORS

The use or abuse of medications that impacts employees’ ability to perform their safety sensitive duties is strictly prohibited. The following are examples of behaviors that are prohibited:

- a. Using a prescription (Rx) medication that is not legally prescribed for the employee.
- b. Using an Rx or over-the-counter (OTC) medication in excess of the prescribed dosage.
- c. Not taking medications for medical conditions that could affect the performance of safety sensitive duties.
- d. Using any medication that contains alcohol within four (4) hours before performing safety sensitive functions.
- e. Using any medication that adversely impacts the employee’s ability to safely perform his/her safety-sensitive job functions.
- f. The use of a combination of OTC’s with the same active ingredients that could result in an overdose.

4. PRESCRIPTION (Rx) MEDICATIONS

Prescription medications are meant to be taken only by the individual for whom the prescription is written. The prescribing physician or healthcare professional must indicate, in addition to the patient’s name, the name of the substance, the quantity/amount to be dispensed, instructions on frequency and method of administration, the number of refills, if any, and the date. For the purposes of this policy, a legally prescribed drug is one that is documented on the release form by a person licensed to prescribe controlled substances



for medical treatment in the State of Pennsylvania or the State of Maryland. The prescription bottle alone is not sufficient to meet the requirements of this policy.

The appropriate use of Rx medications is not prohibited. The employee must refrain from performing any safety-sensitive function any time their ability to safely perform their job duties is adversely impacted by the use of a prescription medication.

4.1 Obtaining the prescription.

The Central Pennsylvania Transportation Authority (CPTA) requires that all safety-sensitive employees obtain a completed “Release to Work” form (sample form attached) from their physician for each Rx medication prescribed for use while in working status indicating whether they should be medically disqualified from performing safety-sensitive functions during the duration of the treatment.

4.1.1 The employee is responsible for providing the prescribing physician with the “Release to Work” form. The “Employee’s Section” is to be completed before giving the form to the physician. Additionally, the employee shall directly advise the physician if he/she drives a vehicle, operates a vehicle or performs other safety-sensitive duties.

4.1.2 The employee is responsible for discussing the potential effects of any prescription medication with the prescribing physician, including its potential to impair mental functioning, motor skills or judgment, as well as any adverse impact on the safe performance of his/her safety-sensitive job duties.

4.1.3 The employee is encouraged to ask his/her physician for alternative treatments that do not have performance altering side effects.

4.2 Prescribing physician’s certification.

4.2.1 An employee will be medically disqualified from the performance of safety-sensitive functions if the physician determines that the employee’s medical history, current condition, side effects of the medication being prescribed and other indications pose a potential threat to the safety of coworkers, the public and/or the employee.

4.2.2 CPTA will make the “Release to Work” form available to employees for the guidance of their prescribing physician and his/her communication with CPTA. No other form is acceptable under this policy.

4.2.3 The prescribing physician’s determination is subject to review by CPTA’s physician who may consult with the prescribing physician to obtain additional information as necessary. Based on the information provided, the CPTA’s physician may overrule the prescribing physician and disqualify the employee. (In this event, the CPTA physician’s overruling will suffice as the “Physician’s Section” of the “Release to Work” form.) Should the CPTA physician disagree with the employee physician and third party physician will be consulted.



4.3 Using the prescription.

- 4.3.1 Ultimately, the employee may be the best judge of how a substance is impacting him/her. As such, the employee has the responsibility to inform the prescribing physician of performance altering side effects and request medical disqualification from performance of safety-sensitive duties. (Employees on duty should immediately contact their supervisors for relief from safety-sensitive work.)
- 4.3.2 Employees in possession of a “Release to Work” form disqualifying them from performing safety-sensitive duties are to convey the form to the designated CPTA representative to explain their absence. This form will be acceptable in lieu of having a doctor’s note.
- 4.3.3 Employees medically withheld under 4.2.1 above shall be carried as “sick” on their attendance record. This will be counted as an occurrence under the Absenteeism Policy.
- 4.3.4 Employees released to work while taking a prescribed medication may report to work without further notice as long as they have the “Release to Work” form on their person, as well as a copy in their medical file.

5. OVER-THE-COUNTER MEDICATIONS

Over-the-Counter (OTC) medications are legal, non-prescription substances taken for the relief of discomforting symptoms. These medications come in a variety of forms, including capsules, powders, tablets, and liquids, and can be used as fever reducers, to relieve pain and the symptoms of colds, flu, and allergy symptoms; appetite suppressants; bowel preparations; sleeping aids; and stimulants.

The appropriate use of OTC medications is not prohibited. However, the employee has the responsibility to read all warning labels and contraindication notices and, if necessary, discuss the potential effects of any OTC medication, combination of OTC’s, use of Rx medications, dietary supplements, and health conditions with a medical practitioner or pharmacist including its potential to impair mental functioning, motor skills, or judgment. Employees must refrain from performing a safety-sensitive function any time their ability to safely perform their job duties is adversely impacted by the use of OTC medications.

5.1 Selecting an over-the-counter medication.

- 5.1.1 It is the responsibility of safety-sensitive employees, when selecting an over-the-counter medication, to read all warning labels before selecting it for use while in working status.
- 5.1.2 Medications whose labels indicate they may affect mental functioning, motor skills or judgment should not be selected. The advice of a pharmacist, if available at the purchase site may be helpful in making a selection appropriate to the employee’s job duties.



- 5.1.3 If no alternate medication is available for the condition, employees should seek professional assistance from their pharmacist or physician.
- 5.2 How the pharmacist or physician can assist with selection.
 - 5.2.1 The pharmacist has knowledge of a variety of medicines and medicinal ingredients and possible side effects, and may be able to offer guidance concerning alternative medicines available.
 - 5.2.2 The physician may be able to select an over-the-counter medication that will be effective without having the potential for negative impact.
 - 5.2.3 The physician may determine that no satisfactory over-the-counter remedy exists, and may prescribe a controlled medication under section 5, above.
 - 5.2.4 The physician may determine that an over-the-counter medication with potentially negative impact is the preferred choice for treatment and can use the “Release to Work” form to withhold the employee from work. As with a prescription medication, employees are to convey the “Release to Work” form when used in this application to the designated CPTA representative to explain their absence.
 - 5.2.5 Employees medically withheld under section 5.2.4 above shall be carried as “sick” on their attendance record. This will be counted as an occurrence under the Absenteeism Policy.
 - 5.2.6 Employees released to work while taking a prescribed medication may report to work without further notice as long as they have the “Release to Work” form on their person, as well as a copy in their medical file.
- 5.3 Using over-the-counter medication.

Ultimately, the employee may be the best judge of how a substance is impacting him/her. As such, the employee has the responsibility to refrain from using any over-the-counter medication that causes performance altering side effects, whether or not the label warns of them. The at-work employee is to contact his/her supervisor for relief from safety-sensitive duties and seek the assistance of his/her physician in selecting an alternative treatment.

6. Cannabidiol (CBD) Products

- 6.1 The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate.
- 6.2 The Department of Transportation’s Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will



verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.

7. DISCIPLINE

- 7.1 A safety-sensitive employee who violates this policy is to be removed from service immediately.
- 7.2 Violation of this policy will subject an employee to disciplinary action up to and including termination of employment.
- 7.3 Once removed from service under .1 above, an employee may not be returned to safety-sensitive duties until evaluated and released by a CPTA physician. Release to work may involve participation in an Employee Assistance Referral.
- 7.4 Violations of section 6.2 above, where an employee has a positive Drug Test result, even if attributable to CBD, it is still a violation of the Substance Abuse Policy and the employee is subject to disciplinary action, up to and including termination of employment.

NOTE: *An employee who self-reports a problem with the abuse of Rx or OTC medications or other substances that have performance altering effects in violation of this policy prior to reporting to work will be referred to the CPTA Employee Assistance Program for rehabilitation assistance without incurring disciplinary action.*

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY – SAFETY SENSITIVE
EMPLOYEE RELEASE TO WORK FORM FOR PRESCRIPTION MEDICATIONS**

1. **EMPLOYEE:** Complete the “Employee’s Section” on the reverse of this form and provide the form to your prescribing physician for completion of the “Physician’s Section.”
 2. **PHYSICIAN:** Please consider the following information and complete the “Physician’s Section” on the reverse of this form. Thank you for your assistance.
-

CONSIDERATIONS

- A.** The following list of medications of concern if used while performing safety-sensitive work is not definitive or all-inclusive, but is provided as a starting point for your consideration.

Analgesics –

Aspirin w/codeine, Codeine, Darvocet, Darvon, Demerol, Dilaudid, Empirin Compound w/codeine, Levo-Dromoran, Methadone, Morphine, Percocet, Percodan, Soma Compound w/codeine, Talacet, Talwin, Tylenol w/codeine, and Vicodin.

Anti-Motion Sickness –

Antivert, Dramamine, Marezine, Phenergan, Transderm-Scop.

Tranquilizers & Sedatives –

Ativan, Benadryl, Centrax, Compazine, Dalmane, Diazepam, Equani, Halcion, Haldol, Libritabs, Librium, Limbitrol, Paxipam, Phenergan, Prolixin, Serax, Stelazine, Thorazine, Tranxene, Valium, Vlarelease, Xanax.

Antidepressants –

Adapin, Amitriptyline, Asendin, Deprol, Desyrel, Elavil, Endep, Etrafon, Limbitrol, Lithium, Ludiomil, Marplan, Nardil, Norpramin, Pamelor, Parnate, Petrofrane, Sinequan, Surmontil, Tofranil, Triavil, Vivactil.

Barbiturates –

Alurate, Butisol, Dilantin, Mebaral, Nembutal, Pentobarbital, Secobarbital, Seconal, Sedapap, Tuinal.

Skeletal Muscle Relaxants –

Flexeril, Parafon, Soma.

Non-Prescription Cough & Cold Remedies, Antihistamines –

Bendaryl, Bromfed, Chlrotrimetron, Comtrex, Contac, Deconamine, Dimetapp, Dristan, Drixoral, Externdryl, Fedahist, Kronofed, Naldecon, Nolamin, Novafed, Ornade, Phenergan, Rondec, Rynatan, Sinubid, Sinulin, Tavist-D.

- B.** The employee should not be released to work unless you are comfortable that, given the safety-sensitive nature of this patient’s job duties, his/her medical history, current condition and possible side effects of the prescribed medication(s), it is your professional opinion that the medication(s) will have no adverse influence on the employee’s performance of his/her safety-sensitive job duties.

(over)

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY – SAFETY SENSITIVE
EMPLOYEE RELEASE TO WORK FORM FOR PRESCRIPTION MEDICATIONS**

Employee's Section:

Printed Name _____ SS# _____

Employee's Safety-Sensitive Job Function – check those that apply.

- ☐ Operate a transit bus or train.
- ☐ Operate a non-revenue service vehicle requiring a commercial driver's license (e.g., trucks over 25,000 lbs.).
- ☐ Control the dispatch or movement of transit buses or trains.
- ☐ Maintain/repair transit buses or trains or the electro-mechanical systems controlling train movement.
- ☐ Supervisor whose duties require the performance of any of the above functions. (Check those that apply.)

Medication(s) currently being taken _____

I attest that the foregoing information is complete and correct:

Employee Signature _____ Date _____

Physician's Section:

As the attending physician, I have prescribed the following medication(s) to be taken from

_____ to _____

_____ Name of Medication	_____ Dosage
_____ Name of Medication	_____ Dosage

(PLEASE CHECK ONE OF THE FOLLOWING.)

- ☐ Employee may not perform safety-sensitive duties while taking this medication. (Employee – give form to your supervisor.)
- ☐ Employee released to perform safety-sensitive duties while taking this medication. (Employee – keep form on your person while at work.)

_____ Physician's Printed Name	_____ Telephone No.
_____ Signature	_____ Date

RESOLUTION NO. 2024

RENEWED COMMITMENT OF CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY'S DIVERSITY STATEMENT

A Commitment to Inclusion, Equity, Equality and Racial Justice

WHEREAS the Authority and its Board of Directors are mindful of the recent events throughout the country related to equity and racial justice, and;

WHEREAS the Authority remains committed to being an organization that celebrates diversity and inclusion, and;

WHEREAS racism, prejudice, discrimination, bigotry, nor hate have any place at the Authority, and the agency is committed to equity, and treating everyone in our workplace and community with dignity and respect, and;

WHEREAS the Authority pledges to ensure it is doing its part to address solutions and uphold its responsibility to provide access to affordable, equitable mobility options for everyone, and;

WHEREAS as a public transportation provider the Authority is proud to be part of an industry that plays a critical role in improving people's lives regardless of race, ethnicity, economic standing, age, gender, or physical ability;

NOW THEREFORE BE IT RESOLVED that the Authority Board of Directors hereby renews its commitment to the following Diversity Statement as a guiding principle:

The diversity of the people of Adams, Columbia, Cumberland, Franklin, Montour, Northumberland, Perry, Snyder, Union and York Counties has been the source of innovative ideas and creative accomplishments throughout the service area's history into the present. Diversity - a defining feature of our past, present and future - refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, socioeconomic status, geographic region and more.

Because the core mission of the Central Pennsylvania Transportation Authority is to serve the interests of the area, it must seek to serve the diversity among its passengers, stakeholders and among its employees. The Central Pennsylvania Transportation Authority has a compelling interest in making sure that people from all backgrounds are confident that access to our services and employment is possible from all groups.

Therefore, the Central Pennsylvania Transportation Authority renews its commitment to the full realization of its historic promise to recognize and nurture our mobility and employment goals by supporting diversity and equal opportunity in its employment and services.

CERTIFICATION OF OFFICERS
OF
CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on July 9, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority