



Date of Memo: April 12, 2023
Current Meeting: May 19, 2023
Board Meeting: May 25, 2023

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Director of Governance & Audit Brian Atkinson
SUBJECT: Consideration and approval of maintenance & stockroom review

ACTION ITEM A – 7

RECOMMENDATION:

Review and receive Governance & Audit Maintenance & Stockroom Review

- See Reference Item 2022-10

BACKGROUND:

Procurement and Operations requested Governance and to perform a review of IPTC’s Maintenance & Stockroom Management Process.

IPTC is preparing to move to a multi-site structure and the Maintenance and Stockroom function will be, to some extent, duplicated at the new facility. IPTC recently updated the D365 and Dynaway systems for the Stockroom inventory and Maintenance processes.

DISCUSSION:

The objective was to obtain an understanding of key processes supporting IPTC’s Maintenance and Stockroom functionality and assess the effective use of the system supplied processes. In addition, as with all reviews, the aim was to also identify any potential opportunities for improvement and automation.

The scope of the audit was to review the work order process, staffing/training, CORE item processing, inventory levels as well as the utilization of D365/Dynaway system.

As a result of the review, five opportunities have been noted for process improvement. Three observations have been rated high and two observations have been rated medium, therefore making the overall rating of the review as high. Observations are:

- Dynaway Utilization
- Work Order Process
- Inventory Levels
- Staff Concerns
- Core Process

ALTERNATIVES:

N/A

FISCAL IMPACT:

No fiscal impact.

DBE/XBE DECLARATION:

N/A

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Governance & Audit Committee on May 19, 2023.