



Safe, Reliable, and Accessible Public Transportation

**Board Meeting Minutes
Wednesday, March 27, 2019
2380 Bellbrook Avenue, Xenia, OH**

1. **Welcome and Introduction** – Chair Woody Stroud called the meeting to order and welcomed all those present.
 - A. **Roll call of Board members** – Present: Ms. Blanche Casey, Ms. Wendy Dyer, Ms. Anne Gerard, Mr. Todd Hiney, Mr. David Middleton, Mr. Woody Stroud. Excused: Mr. David Reid
 - B. **Staff Members:** Mr. Ken Collier, Mr. Dennis Green (First Transit).
 - C. **Guests:** None

2. **Approval of Meeting Minutes**
 - A. **February 27, 2019** – Mr. Middleton moved to approve the minutes as written. Mr. Hiney seconded the motion. The vote was Ms. Casey-yes, Ms. Dyer- yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The minutes were approved.

3. **Public Comment-** None

4. **Action Items**
 - A. **Other - Ken Collier**
 - 1) **Policy Manual Introduction Chapter 1 Update** – Mr. Collier presented the revised changes and additions from the February Board meeting with some additional minor changes. Grammatical errors were also corrected. Mr. Collier will incorporate the corrections into the final proposed revision which will be considered for approval by the Transit Board at a future meeting.

5. **Reports**
 - A. **Board Chairperson Report-** Mr. Stroud
 - 1) Mr. Stroud reviewed the FY2019 FTA 5307 Dayton Urbanized Area allocation pointing out the Greene CATS allocation of \$1,529,523. Mr. Collier explained that the formula agreement with the Greater Dayton RTA and Miami County Transit has been in place since 2004 when Greene CATS federal funding changed from Rural to Urban as a result of the 2000 Census. The agreement is based primarily on population, vehicles miles, and passenger miles.
 - 2) Mr. Stroud reviewed the Miami Valley Regional Planning Commission (MVRPC) Executive Director's Update pointing out that the staff was pictured and identified in update. Mr. Stroud reported that he had been reelected to the Executive Committee. Mr. Stroud attended the funeral of the Executive Director Brian Martin's wife who passed away unexpectedly.
 - 3) Mr. Stroud appointed new Transit Board member Wendy Dyer to the Personnel Committee. Since there are already two other Transit Board members on the committee and Mr. Stroud attends as an Ex-Officio member, Mr. Middleton is stepping down from that committee to avoid a quorum of Board members attending.
 - 4) Mr. Stroud distributed an email notice received from MVRPC encouraging participation in an open-house style workshop to gather information for the upcoming 2020 Census Participation Statistical Area Program.

6. **Chief Financial Officer Report**
 - A. Mr. Collier presented the February Financial, Productivity, and Ridership Reports noting that the revenue and expenses were both higher than budgeted because the Greene Inc. transportation did not start up until March

1 and Greene CATS was still providing service to their participants in January and February.

7. Mobility Manager Report

- A. Mr. Collier presented the February Mobility Management report noting that Ms. Shannon Webster had conducted her first 8-hour DRIVE passenger assistance training for Greene Inc. drivers.

8. Executive Director Report

- A. Mr. Collier reviewed the February Executive Director report noting that green stress balls with the Greene CATS logo were handed out to all Greene Inc. riders on the last day they were transported February 28, 2019. A card signed by drivers, attendants, dispatchers, and schedulers thanking them for riding with Greene CATS was also mailed to each rider.
- B. Mr. Collier reviewed the February Comments and Complaints report regarding Greene CATS services and discussed responses and solutions.

9. First Transit Report –

- A. Mr. Green reported that all 14 attendants were laid off due to the Greene Inc. service ending and several drivers resigned to work for Greene Inc. Also, the transition has begun to reduce the fleet from 45 to 30 vehicle. He reported that 40 drivers remain allowing him to have an AM and PM standby driver who can fill in when a scheduled driver calls in sick. Something he has not been able to do in a while because of a driver shortage.
- B. Mr. Green has hired a high school senior to work part-time in the evenings processing manifests and learning Dispatch. She applied at a job fair sponsored by Greene County's Ohio Means Jobs.

Upcoming meetings and events: Personnel – (TBD for April), Finance Committee (4/16-12pm), Transit Board (4/24-8:00am)

Adjournment – There being no further business, Mr. Stroud adjourned the meeting.


Mr. Woodrow Stroud

4/24/19
Date