



*Safe, Reliable, and Accessible Public Transportation*

**Board Meeting Minutes  
Wednesday, July 24, 2019  
2380 Bellbrook Ave, Xenia, OH  
Conference Room**

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 (8:06 am), Mr. Todd Hiney, Mr. David Middleton, Mr. David Reid and Mr. Woody Stroud. Excused: Ms. Wendy Dyer, Ms. Anne Gerard
  - B. **Staff members** – Mr. Ken Collier, Ms. Lucinda Flinn, Ms. Shannon Webster, Mr. Dennis Green (First Transit) and Mr. Jason Brun (First Transit).
  - C. **Guests** – None
  
2. **Approval of Meeting Minutes**
  - A. May 29, 2019 – Mr. Hiney moved to approve the minutes as written. Mr. Middleton seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The minutes were approved.
  - B. June 26, 2019 – Mr. Middletown moved to approve the minutes as written. Mr. Hiney seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The minutes were approved.
  
3. **Employee Recognition** – Mr. Stroud presented Cathy Muterspaw with a plaque of appreciation for 5 years of dedicated service to the Greene County Transit Board as Fiscal Support Specialist and Assistant Scheduler.
  
4. **Public Comment** – None
  
5. **Action Items**
  - A. **Finance, Contracts and Audits** – Mr. Middleton
    - 1) **Resolution 2019-07-24-01 – Revised 2019 Budget**- Mr. Reid moved that the Greene County Transit Board adopt the revised CY2019 operating and capital budget. Mr. Middleton seconded the motion. The vote was Ms. Casey-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
    - 2) **Resolution 2019-07-24-02 – Policy Manual Revision - Accounts Payable** - Mr. Middleton moved that the Greene County Transit Board adopt the proposed Accounts Payable policies after striking the last sentence in Financial Section 4.8 paragraph 3. Payments of Accounts Payable. The proposed policies are replacing Financial Section 4.8 paragraphs T. Purchase Order Approval, V. Check Signing Authority and CC. Accounts Payable. The changes are made to the currently approved Policy Manual. Mr. Reid seconded the motion. The vote was Ms. Casey-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.

## 6. Reports

### A. Board Chairperson Report – Mr. Stroud

- 1) From the Miami Valley Regional Planning Commission (MVRPC) Executive Director's report Mr. Stroud highlighted the Greater Region Mobility Initiative (GRMI) that was launched in January 2018 to enhance transportation connections for those who are unable to drive or do not have access to personal transportation. Ms. Webster added that the comment period for the draft plan that has been created ended July 18, 2019 and that she and Mr. Collier had submitted comments throughout the process and on the final draft to identify needs and emphasize accuracy and consistency regarding Greene CATS service in the Greater Region. Mr. Stroud also noted that Brian O. Martin, Executive Director of MVRPC, presented on "Changing Demographics, Changing Times" at the National Association of Regional Councils (NARC) 53rd Annual conference and Exhibition. NARC serves as a national voice for a regional approach to planning for the future. Mr. Stroud noted that the changing demographics will affect future Transit Board services.

## 7. Chief Financial Officer Report

- A. Mr. Collier presented the June Financial, Productivity and Ridership reports.

## 8. Mobility Manager Report

- A. Ms. Webster presented the June Mobility Management report.

## 9. Executive Director Report

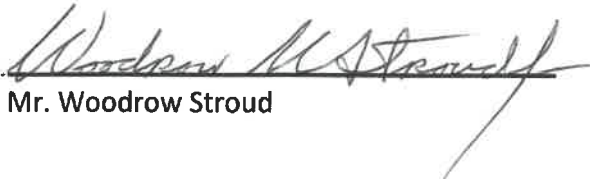
- A. Mr. Collier reviewed the June Executive Director Report.
- B. Mr. Collier reviewed the June Comments and Complaints report regarding Greene CATS services and discussed responses and solutions.

## 10. First Transit Report

- A. Mr. Green shared the all drivers would be receiving an additional twelve hours of training as well as the Safety Managers will be attending additional training offered in Kentucky. There were no reported accidents in June.

**Upcoming meetings and events:** Personnel Committee (8/13-12pm) Programs and Services Committee (TBD-10:30am), Finance, Contracts and Audit Committee (8/20-12pm), Transit Board (8/28-8:00am)

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

  
Mr. Woodrow Stroud

8/28/2019  
Date