



**Board Meeting Minutes
Wednesday, March 25, 2020
2380 Bellbrook Ave, Xenia, OH
Via Conference Call**

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. Wendy Dyer, Ms. Anne Gerard, Mr. David Middleton, Ms. Blanche Casey, and Mr. Woody Stroud. Excused: Mr. David Reid, Mr. Todd Hiney
 - B. **Staff members** – Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Mr. Dennis Green (First Transit), Mr. Jason Brun (First Transit), Ms. Christi Greene.
 - C. **Guests** – Ms. Elizabeth Baxter, Miami Valley Regional Planning Commission (MVRPC)
2. **Approval of Meeting Minutes**
 - A. February 26, 2020– Mr. Middleton moved to approve the minutes as written. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Ms. Dyer-yes, and Mr. Stroud-yes. The minutes were approved.
3. **Public Comment** – None
4. **Action Items**
 - A. **Other**
 1. **Coronavirus (COVID 19) Response Plan-** Mr. Collier included a memorandum outlining actions taken in response to the COVID 19 pandemic including increased sanitization and social distancing efforts being taken both in the offices and on the vehicles. The Flex Routes continue to operate as normally scheduled although scheduled routes are decreasing do to cancellations. Flex Route hours would be reduced if there is a significant loss of CDL drivers. Additional funding opportunities to offset revenue loss are being explored at this time.
 2. **Review of Proposed Fare Increase-** Mr. Collier reviewed a follow up report providing three options for changes to fares for scheduled rides. No action was taken at this time and the proposals have been tabled for the foreseeable future.
5. **Reports**
 - A. **Board Chairperson Report**
 1. From the Miami Valley Regional Planning Commission (MVRPC) Executive Director’s Update Mr. Stroud noted:
 - a. Through a partnership with the Dayton Foundation, MVRPC staff is working collaboratively on equity. The Equity Leadership Team will work to identify solutions that address long term inequity Ms. Baxter added they are currently in the process of hiring an Equity Manager.
 - b. MVRPC welcomed two new staff: Tawana Keels, Director of Finance and Human Resources Administration, and Aliza Tourkow, Sustainability Planner.
 2. Greene County Transit Board - Transit Exclusive Planning
 - a. Mr. Stroud had Mr. Collier report on the work elements of the MVRPC Work and Budget Plan being conducted by the Greene County Transit Board (GCTB).
 3. Disaster Recovery Leadership Board
 - a. Mr. Stroud provided a report listing the community members representing various parts of the region, including Greene County Commissioner Bob Glaser. Mr. Stroud will serve as Chair. Mr.

described the responsibility of the leadership board and its oversight of recovery efforts in Greene, Miami and Montgomery counties.

4. Executive Committee Board

a. Mr. Stroud reported on the elections to the MVRPC Executive Committee. Elected as Chairperson was Chris Mucher- Miami Township (Greene County), First Vice Chair was Greg Simmons- Miami County and Second Vice Chair Sara Lommatzsch- City of Riverside. Mr. Stroud will continue to serve as well on the Executive Committee representing the Greene County Transit Board.

5. Mr. Stroud noted that he had received and returned his CENSUS form and encouraged Transit Board members to do likewise because of the impact the results will have on federal funding and representation in congress

B. Chief Financial Officer Report

Ms. Ratcliff presented the February Financial and Productivity reports. Ms. Ratcliff reported that the Financial Audit filing deadline has been postponed till June.

B. Mobility Manager Report

Ms. Webster presented the February Mobility Management report. Ms. Baxter added that the printing of the Staying Connected Guide providing public and private mobility options for Greene, Montgomery, and Miami County has been postponed, and will be re-evaluated on April 6.

C. Executive Director Report

Mr. Collier reviewed the February Executive Director report and Comments and Complaints. In response to Mr. Stroud's question regarding the upcoming Operations and Maintenance Request for Proposal, Mr. Collier stated there may be a slight delay and adjustments may need to be made in regards to vendor presentations as the result of the COVID-19 pandemic. The goal remains to have a contract approved by the Transit Board by the end of September.

First Transit Report

1. Mr. Green informed the board of a minor accident involving a Greene CATS vehicle. There were no injuries. Mr. Greene reported that actions have been taken in response to the COVID 19 pandemic resulting in added safety and sanitizing measures on the vehicles and in office. Mr. Green has expressed concern about routes falling apart due to excessive cancellations, resulting in a loss of work for drivers.

Upcoming meetings and events: Personnel Committee (5/19 – 10:30 am), Finance Committee (5/19-12 pm), Transit Board (4/29 – 8 am).

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


Mr. Woodrow Stroud, Chair

4/29/2020

Date