



*Safe, Reliable, and Accessible Public Transportation*

**Board Meeting Minutes  
Wednesday, May 29, 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, Mr. David Middleton, Mr. David Reid, Mr. Woody Stroud. Excused: Ms. Wendy Dyer, Ms. Anne Gerard, Mr. Todd Hiney.
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Lucinda Flinn, Ms. Shannon Webster, Mr. Dennis Green (First Transit).
  - C. **Guests:** None
  
2. **Approval of Meeting Minutes**
  - A. **April 24, 2019** – Ms. Casey moved to approve the minutes as written. Mr. Middleton seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The minutes were approved.
  
3. **Public Comment-** None
  
4. **Action Items**
  - A. **Finance Committee – David Middleton**
    - 1) **Resolution 2019-05-29-01 – Board of Developmental Disabilities Contract** - Mr. Middleton moved that the Greene County Transit Board authorize the signing of the approved contract agreement for June 1 – December 31, 2019 with the Greene County Board of Developmental Disabilities. Mr. Reid seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.
  - B. **Personnel Committee – Woody Stroud**
    - 1) **Executive Director Evaluation**
      - At 8:08 am in accordance with ORC 121.22 (G) (1) to consider compensation for a public employee or official Mr. Reid moved the Transit Board enter into Executive Session. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Ms. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.
      - At 8:56 am Mr. Middleton moved the Board end the Executive Session and resume open session. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.

The Board thanked Mr. Collier for his continued service and complimented his performance.
  - C. **Other – Ken Collier**
    - 1) **Resolution 2019-05-29-02 – Policy Manual Update and Revision** - Mr. Reid moved that the Greene County Transit Board (GCTB) adopt changes to its Policy Manual format and revisions for Chapter 1 – Introduction, Chapter 2 – Programs and Services, Section 2.1 – Public Transit, Chapter 3 – Personnel, Section 3.1 – Board Employees, and Chapter 4 – Finance, Contracts and Audit, Section 4.8 Financial, A-Q as revised. Mr. Middleton seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.
    - 2) **Resolution 2019-05-29-03 – JFS Contract Amendment** - Mr. Middleton moved that the Greene County Transit Board agree to amend the July 1, 2018 to June 30, 2019 contract with Greene County Department of Job and Family Services to extend the contract through June 30, 2020. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-

yes. The motion was approved.

## 5. Reports

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

- 1) Mr. Stroud reported Ms. Laura Loges longtime public relations staff member for Miami Valley Regional Planning Commission (MVRPC) announced her retirement effective on May 31, 2019. Mr. Stroud stressed the importance of participating in the upcoming 2020 Census, pointing out that a lack of participation by Greene County residents could reduce Ohio's 16 Congressional seats. MVRPC developed a Complete Count Committee (CCC) to increase awareness and motivate residents to participate in the census and that Greene County has also created a committee to encourage participation.
- 2) Mr. Stroud went over MVRPC's Transit Exclusive Planning Section 674.4 Transit Planning outline of GCTB utilization of local funds for planning projects including regional coordinated plans and the Miami Valley Rider Finder website managed by Greene County Mobility Manager Shannon Webster.
- 3) Mr. Stroud reviewed the Regional Profiles created by MVRPC which offer insight on where the Region stands by providing census data and maps on a variety of subjects.
- 4) Mr. Stroud handed out a Transportation Review Advisory Council (TRAC) Solicitation update memo. Intended for major new construction projects, GCTB is not eligible for the grant funding at this time.

### B. Chief Financial Officer Report

- 1) Ms. Ratcliff presented the April Financial, Productivity, and Ridership Reports.
- 2) Ms. Ratcliff reported that an accounting firm prepared Governmental Accounting Standards Board (GASB) 68 and GASB 75 entries free of charge. This is a new requirement to identify assets and liabilities on GCTB financial statements for Ohio Employee Public Retirement System benefits of GCTB employees.
- 3) Ms. Ratcliff reported that the annual financial report for the year ended December 31, 2018 has been filed with the State of Ohio as required.
- 4) Ms. Ratcliff reported that the 2018 National Transportation Database report has been submitted as required by the Federal Transit Administration (FTA) and that the Ohio Auditor of State had completed the Independent Auditor Statement for Financial Data as required every 10 years by FTA.

### C. Mobility Manager Report

- 1) Ms. Webster presented the April Mobility Management report.

### D. Executive Director Report

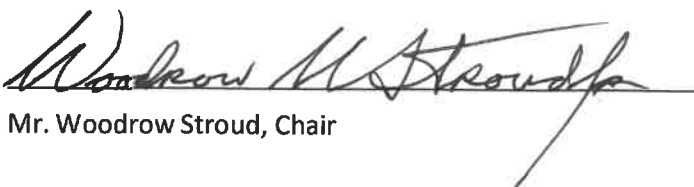
- 1) Mr. Collier reviewed the April Executive Director report.
- 2) Mr. Collier reviewed the April Comments and Complaints report regarding Greene CATS services and discussed responses and solutions.

### E. First Transit Report

- 1) Mr. Green reported three-fourths of the drivers have completed new Department of Developmental Disabilities training requirements.
- 2) Mr. Green that he is working with Ancil L. Dodge Auctions to sell about half of the vehicles (14) that have currently reached the end of their useful life this spring and the remainder in the fall.

**Upcoming meetings and events:** Transit Board (6/26-8:00am)

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

  
Mr. Woodrow Stroud, Chair

7/24/19

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Date