



**Board Meeting Minutes**  
**Wednesday November 23, 2016**  
**2380 Bellbrook Avenue, Xenia, OH**

1. **Welcome and Introduction** – Chair, Woody Stroud, called the meeting to order and welcomed those present.
  - A. **Roll call of Board members** – Present: Ms. Anne Gerard, Mr. Todd Hiney, Mr. David Middleton, Mr. Woody Stroud. Excused: Ms. Blanche Casey, Mr. David Reid, Mr. Charles Rowland.
  - B. **Staff Members:** Mr. Ken Collier, Ms. Shannon Webster, Mr. Dennis Green (First Transit).
  - C. **Guests:** None
2. **Approval of Meeting Minutes**
  - A. **October 26, 2016** – Mr. Middleton moved to approve the minutes as written. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-abstained, Mr. Middleton-yes, Mr. Stroud-yes. The minutes were approved.
3. **Public comment on Action Items – None**
4. **Action Items**
  - A. **Finance, Contracts and Audit Committee Action Items**
    - **Resolution 2016-11-23-01 – Audit Acceptance**  
Mr. Middleton moved the Board accept the CY2015 financial audit and authorize its distribution to appropriate sources and to the general public, as requested. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
    - **Resolution 2016-11-23-02 – Minivan Service Contracts**  
Mr. Middleton moved that the Board agree to enter into 6 year/125,000 mile manufacturer's service contract for each of the ten 2016 minivans with Dave Dennis Chrysler. Mr. Hiney seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
    - **Resolution 2016-11-23-03 – RouteMatch Notification Module**  
Mr. Hiney moved that the Board authorize the agreement to be signed with RouteMatch in the amount of \$62,000 for the license, design, build, deployment and training of the Route Shout Notification Module. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
  - B. **Programs and Services Committee Action Items – None**
  - C. **Personnel Committee Action Items - None**
5. **Reports**
  - A. **Board Chairperson Report**
    - Mr. Stroud distributed and reviewed the Miami Valley Regional Planning Commission's (MVRPC) Executive Director's Update.
    - Mr. Stroud handed out the MVRPC News Release recognizing Geographic Information Systems (GIS) Day 2016 and encouraged members to visit the MVRPC GIS Resource Page
    - Mr. Stroud reported that the Executive Committee did not meet in November.
  - B. **Chief Financial Officer Report**
    - Ms. Collier reviewed the October Financials Report and October Productivity Report.

**C. Mobility Manager Report**

- Ms. Webster presented her October Report sharing agency coordination efforts and travel training highlights. She discussed the meetings, events, and trainings attended.

**D. Executive Director Report**

Mr. Collier reported that:

- the last reimbursement of Job Access Reverse Commute and three of the New Freedom grants were submitted on October 24, 2016 and will be closed out in November 2016. Services will continue using other funding or assistance. Other four active grants being spent down as planned.
- Milestone Progress Reports, Grant Closeout Schedule, and Federal Financial Reports have been submitted. For the Triennial Review. Procedures for submitting reports and a staffing plan are being developed. Revised. He is working with a consultant provided by FTA to conduct goal achievement analysis, developed a new goal, and procedure to monitor DBE program.
- he submitted additional documents requested for the Provider Recertification Application to the Ohio Department of Developmental Disabilities. One year certification expires November 8, 2016. Recertification will be for 3 years. We are Medicaid provider for 5 years.
- he placed an order for 6 LTV vehicles with Whitworth and the new copier was installed.
- testing and revisions to flex routes had been conducted, revisions made, and reviewed with drivers for feedback. A public input meeting was conducted on November 8, 2016. He was developing brochures and other means of communicating revisions. The launch date remains December 19, 2016.
- He reviewed 6 complaints.

**E. First Transit Report**

- Dennis Green, General Manager of First Transit (FT), reported on the minor accident at Wright State University and discussed upcoming Maneuvering/Turning Campaign.

**Upcoming meetings and events:** Finance Committee (12/20, 12 noon), Transit Board (12/28, 8:00 am)

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



Mr. Woodrow Stroud

Chair, Greene County Transit Board



Date