

**Board Meeting Minutes  
Wednesday, January 4, 2017  
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. David Reid, Mr. Woody Stroud. Excused: Ms. Blanche Casey, Mr. Charles Rowland.
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Green (First Transit).
  - C. **Guests:** None
2. **Approval of Meeting Minutes**
  - A. **November 23, 2016** – Mr. Middleton moved to approve the minutes as written. Mr. Hiney seconded the motion. The vote was Ms. Gerard-had not yet arrived, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-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 2016-12-28-01 – 2017 Budget**  
Mr. Middleton moved the Greene County Transit Board adopt the CY2017 operating and capital budget. Mr. Reid seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
    - **Resolution 2016-12-28-02 – General Wage Increase**  
Mr. Hiney moved that the Board adopt a general wage increase of 3 % for all permanent Greene County Transit Board employees performing to standards effective December 10, 2016 with the pay period ending December 23, 2016 that will be paid on January 6, 2017. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
    - **Resolution 2016-28-03 – Incidental Charter and Miscellaneous Agency Work**  
Mr. Reid moved that the Board adopt CY2017 rate for incidental charter and miscellaneous agency work, effective January 1, 2017: \$28.16 x vehicle-hours + \$1.35 x vehicle-miles, or the equivalent \$52.48 per vehicle-hour where vehicle-hours and vehicle-miles are calculated between prior pick-up/drop-off and next pick-up/drop-off. Mr. Hiney seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
  - B. **Programs and Services Committee Action Items** – None
  - C. **Personnel Committee Action Items** - None
5. **Other Business**
  - **Election of Officers** – Mr. Stroud indicated that the present Vice Chair and Secretary/Treasurer were willing to continue serving in that capacity and entertained a motion to elect Mr. David Reid for Vice Chair and Mr. David Middleton for Secretary/Treasurer each for a one year term. Mr. Stroud so moved and Mr. Hiney seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
  - **Committee Appointments** – Mr. Stroud appointed the following individuals to Finance, Contracts, and Audit Committee: Ms. Blanche Casey, Mr. John LaRock, Mr. David Middleton (Chair), Mr. Woody Stroud. Mr. Stroud appointed the following individuals to the Programs and Services Committee: Ms. Kirsten

Bean, Ms. Els Daniels, Mr. Todd Hiney, Ms. Amy McKinney, Mr. David Reid (Chair), Ms. Jackie Rhodes, Mr. Woody Stroud. Mr. Stroud appointed the following individuals to the Personnel Committee: Ms. Anne Gerard (Chair), Mr. David Middleton, Mr. Rick Nelson, Mr. Woody Stroud.

- **MVRPC Appointments** - Mr. Woody Stroud appointed Mr. Stroud as MVRPC Board Delegate and appointed Mr. Ken Collier as his alternate. Mr. Stroud appointed Mr. Collier as TAC Delegate and Mr. Stroud appointed Mr. Stroud as the alternate.

## 6. Reports

### A. Board Chairperson Report

- Mr. Stroud distributed and reviewed the Miami Valley Regional Planning Commission's (MVRPC) Executive Director's Update noting the upcoming Annual Spring Dinner on April 19<sup>th</sup>.
- Mr. Stroud distributed the MVRPC 5310 Projects handout and explained the priorities.
- Mr. Stroud distributed the MVRPC Going Places Implementation Tools (Tool D, Regional Assets and Economic Analyses) handout, and discussed their uses.
- Mr. Stroud distributed a flier regarding the Dayton VA's 150<sup>th</sup> Celebration and Events in 2017.
- Mr. Stroud advised all Board members of expected ethics standards, offering his yearly reminder that members should be commitment to those standards.

### B. Chief Financial Officer Report

- Ms. Ratcliff reviewed the November Financials Report and November Productivity Report.

### C. Mobility Manager Report

- Ms. Webster presented her November 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:

- Close out amendments for one Job Access Reverse Commute and three New Freedom grants were submitted the first week of December. The other four active FTA grants are being spent down as planned.
- Work on procedures for submitting reports and a staffing plan are being developed. Revised Procurement procedures have been developed and DBE Reports submitted. He is working with consultant provided by FTA to conduct goal achievement analysis, develop a new goal and procedures for monitoring the DBE program.
- Provider Recertification Application to the Ohio Department of Developmental disabilities has been approved for three years until November 8, 2019.
- The 6 light transit vehicles on order will go into production during the second half of January. Delivery expected by the first week of February 2017. Tablets, cameras, and bike racks will need to be added on site at our maintenance facility.
- Conducted testing of and made revisions to flex routes. Revised time tables and time points. Met with operations staff for feedback and conducted a public input meeting along with fielding e-mails, social media, and phone calls. Project is on track to begin the revised routes on December 19, 2016.
- Reviewed 2 comments and 9 complaints.

### E. First Transit Report

- Dennis Green, General Manager of First Transit (FT), reported on a minor accident and discussed upcoming classes with crew members to review turning and maneuvering buses. He reported that Jason Brun will use a tablet for maintenance data. A driver was injured on Christmas Eve assisting a rider in a wheelchair up a ramp.

**Upcoming meetings and events:** Finance Committee (1/17, 12 noon), Programs Committee (1/17, 10:30 am), Personnel Committee (1/18), Transit Board (1/25, 8:00 am)

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

  
Mr. Woodrow Stroud  
Chair, Greene County Transit Board

  
Date