

**Board Meeting Minutes
Wednesday, January 25, 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. Blanche Casey, Mr. Todd Hiney, Mr. David Middleton, Mr. Charles Rowland, Mr. Woody Stroud. Excused: Ms. Anne Gerard, Mr. David Reid
 - 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. **January 4, 2017** – Ms. Casey moved to approve the minutes as written. Mr. Middleton seconded the motion. The vote was Ms. Casey-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Rowland-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 2017-01-25-01 – 2017 DD Contract**

Mr. Middleton moved the Greene County Transit Board adopt the resolution to authorize the signing of the attached contract agreement with the Greene County Board of Developmental Disabilities with following corrections: making 12:00 p.m. two working days prior the deadline for schedule changes and sending invoices to Myra Jackson rather than Frank Latona since he has retired. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The motion was approved.
 - **Resolution 2017-01-25-02 – 2017 TCN Contract**

Mr. Middleton moved that the Board adopt the resolution to authorize the signing of the TCN Behavioral Health Services contract at the rate of \$25.86 per each one way trip completed within Greene County and \$10.99 per hour for attendants as required for youth under 14 years of age. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The motion was approved.
 - B. **Programs and Services Committee Action Items**
 - **Resolution 2017-01-25-03 – Flex Route Weekend Service**

Mr. Hiney moved that the Board adopts The Flex Route weekend service provisions for the routes being developed to begin May 6, 2017. Mr. Rowland seconded the motion. The vote was Ms. Casey-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The motion was approved.
5. **Other Business- None**
6. **Reports**
 - A. **Board Chairperson Report**
 - Mr. Stroud distributed and reviewed the Miami Valley Regional Planning Commission's (MVRPC) Executive Director's Update pointing out the *2015 Benefits of MVRPC Membership* summary report which was to be included with the 2017 MVRPC committee delegate forms. Mr. Stroud requested Mr. Collier email Board members this summary. Mr. Stroud also noted the funding for the US 35 "Superstreet" is on track to be approved by the end of March. This project is of particular interest to the Greene County Commissioners including Commissioner Bob Glaser, Greene County's representative to the Board.
 - MVRPC Annual dues have been paid and Mr. Stroud appointed himself as GCTB representative to the Executive Board and alternate to the Technical Advisory Committee and Mr. Collier representative to the Technical Advisory Board and alternate to the Executive Board.
 - Mr. Stroud shared a hand out on *Small Town and Rural Multimodal Networks Guide* aimed at improving bicycle and pedestrian safety.
 - Mr. Stroud spoke at the January 5th Greene County Commissioners meeting about the new flex route system and

provide schedules to the Commissioners. A representative from Xenia Gazette news was at the meeting and published an article in the January 26th newspaper about the route changes. Mr. Stroud shared a copy of the article with Transit Board members at the meeting.

- Mr. Stroud reported that he had spoken with Fairborn Mayor Dan Kirkpatrick recently to regarding the flex route changes. A Fairborn citizen had complained at a Fairborn Council meeting that the Blue Line no longer included Kroger. Mr. Stroud informed the Mayor that riders could transfer from the Blue Line to the Yellow Line to access Kroger and provided justifications for that and other changes made to the routes.

B. Chief Financial Officer Report

- Ms. Ratcliff reviewed the December Financial Report and December Productivity Report.
- At the request of Mr. Hiney, Ms. Ratcliff provided comparison graphs of the earliest historical data provided through the end of 2016.

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.
- During Ms. Webster's 3 year service as mobility manager, she has provided over 50 individuals with travel training including initial assessments, in the field instruction, and follow up home visits.
- Ms. Webster completed yearly CPR training.
- Ms. Webster is updating the Miami Valley Ride Finder and will do a presentation at the next Board meeting.
- Ms. Webster informed Board members that Butler County is looking to provide a link to the Greater Dayton RTA also allowing connection with Greene CATS.

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 other four active FTA grants are being spent down as planned.
- Corrective actions for Technical Assistance and Procurement have been submitted. Disadvantaged Business Enterprise (DBE) Reports have been submitted.
- The contract for the installation of the Notification Module was executed and after 2 conference calls, the goal to begin using the Notification Module is March 1st.
- The service contracts for 10 modified minivans were executed.
- Finalized Time Tables and turn by turn directions for routes and trained staff on revisions. Distributed brochures and other media notices. Began expanded flex route service on December 19th and overall went quite well.
- Reviewed 3 comments and 7 complaints.

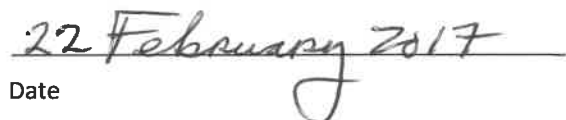
E. First Transit Report

- Dennis Green, General Manager of First Transit (FT), thanked Ms. Webster and Mr. Collier for getting blinker sticks from MVRPC and the hats and gloves from the Public Health Department. Consumers were most appreciative.
- Mr. Green stated they now have 50 drivers, not including monitors.
- First Transit is rolling out the "Be Safe" program guiding management and safety personnel to use each moment as a coaching opportunity rather than always using discipline.
- Mr. Green mentioned the meeting held with the IT specialist from First Transit that had expertise in using the RouteMatch Software. He offered ideas and suggestions on how to more fully utilize the system.

Upcoming meetings and events: Personnel Committee (2/8, 4:00 pm), Transit Board (2/22, 8:00 am)

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


Mr. Woodrow Stroud
Chair, Greene County Transit Board


Date