



Board Meeting Minutes
Wednesday, February 22, 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, Ms. Anne Gerard, Mr. Todd Hiney (arrived 8:04am), Mr. David Middleton, Mr. Charles Rowland, Mr. Woody Stroud. Excused: Mr. David Reid
 - B. Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Mr. Dennis Green (First Transit).
 - C. Guests:** None
- 2. Approval of Meeting Minutes**
 - A. January 25, 2017** – Mr. Middleton moved to approve the minutes as written. Mr. Rowland seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-had not yet arrived, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The minutes were approved.
- 3. Public comment on Action Items – None**
- 4. Action Items**
 - A. Personnel Committee Action Items – Anne Gerard**
 - **Resolution 2017-02-22-01 – Assistant Scheduler**

Mr. Rowland moved that the Board adopt the resolution to approve the addition of a part-time 20 hour per week scheduling assistant position because of the staffing need to meet the growing demand of calls, implement new procedures for scheduling rides, and offer longer hours of service. Mr. Middleton seconded the motion. During discussion, Mr. Hiney recommended that we consider a third roll over line to improve phone response and the consideration was so noted. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The motion was approved.
- 5. Other Business**
 - **Resolution 2017-02-22-02 – Mobile Data Terminals Contract**

Mr. Middleton moved that the Board adopt the resolution to approve the contract with RouteMatch in the amount of \$10,225 to install six mobile data tablet systems on the recently acquired 6 Light Transit Vehicles. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The motion was approved.
 - **Resolution 2017-02-22-03 – Security Camera Contract**

Mr. Hiney moved the Board adopt the resolution to approve the contract with SEON in the amount of \$24,809.04 to install six camera security systems on the recently acquired 6 Light Transit Vehicles. Ms. Gerard seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The motion was approved.

6. Reports

A. Board Chairperson Report

- Mr. Stroud reviewed the Miami Valley Regional Planning Commission’s (MVRPC) Executive Director’s Update mentioning that funding has been approved for the “Superstreet” project in Greene County.
- Mr. Stroud asked Mr. Collier to review the Greene CATS Anticipated Capital Improvements table for SFY 2018-2010 which was included in the Board packet. Mr. Collier reviewed the federally funded projects listed and the approval process by MVRPC, the Ohio Department of Transportation, and the Federal Transit Administration.
- Mr. Stroud distributed the *Bike Miami Valley MVRPC Board Update* highlighting the Link Dayton Bike Share Program and informing Board members that the Miami Valley Cycling Summit will be held on May 5th at Wright State University.
- Mr. Stroud reminded the Board of the upcoming Annual MVRPC dinner April 19, 2017.

B. Chief Financial Officer Report

- Ms. Ratcliff reviewed the January Financial Report and January Productivity Report.

C. Mobility Manager Report

- Ms. Webster presented her January Report sharing agency coordination efforts and travel training highlights. She discussed the meetings, events, and trainings attended, formally explained the Travel Training process detailing all the aspects that are involved allowing Board members to visualize the efforts and time investment for each trainee, and provided a presentation on the Miami Valley Ride Finder Website update.

D. Executive Director Report

- Mr. Collier reported that the Notification Module to provide riders with day before notifications of scheduled rides for the next day and allow them to confirm or cancel their ride was in the testing phase, signed a contractual agreement with cleaning services and he also reviewed 6 complaints received in January.

E. First Transit Report

- Dennis Green, General Manager of First Transit (FT), updated the Board on the construction progress at their worksite to add additional office and conference space.

Upcoming meetings and events: Program and Services Committee (3/21, 10:30 am), Finance Committee (3/21, 12:00 pm), Transit Board (3/29, 8:00 am)

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



Mr. Woodrow Stroud
Chair, Greene County Transit Board



Date