

Board Meeting Minutes
Wednesday, November 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, 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, Ms. Lucinda Flinn, Mr. Dennis Green (First Transit).
 - C. **Guests:** Mr. Chad Whilding, City of Beavercreek Council, and Ms. Julia Godfrey.

2. **Approval of Meeting Minutes**
 - A. **October 25, 2017** – Mr. Rowland moved to approve the minutes as corrected. Mr. Middleton 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 minutes were approved.

3. **Public Comment-** Mr. Whilding (Beavercreek City Council) recommended the Beavercreek Senior Center contact Greene CATS regarding the possibility of piggybacking off Greene CATS scheduling software verses purchasing and maintaining their own software. Mr Whilding further commented the City of Beavercreek is pleased with service Greene CATS currently offers.

4. **Action Items**
 - A. **Other-Ken Collier**
 - 1) Mr. Collier presented the 2018 Budget Assumptions. Mr. Rowland suggested considering a contract with Greene County court systems. He recommended weighing the possible advantage of a contract for customers who do not have access to the Flex Routes. Agreed upon assumptions will be used to finalize the proposed 2018 budget for adoption.
 - 2) Mr. Collier presented a Strength, Weakness, Opportunity, and Threat analysis and proposed goals for 2018. Mr. Collier will revise the goals as needed and report back to the Board.

5. **Other Business**
 - A. **Election of Officers**
 - 1) Mr. Stroud nominated Mr. David Reid for Vice Chair for a one year term. There were no other nominees. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes, the nomination was approved.
 - 2) Mr. Stroud nominated Mr. David Middletown for Secretary /Treasurer for a one year term. There were no other nominees. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-abstain, Mr. Rowland-yes, Mr. Stroud-yes, the nomination was approved.
 - B. **Committee Appointments**
 - 1) Mr. Stroud appointed the following individuals to Finance, Contracts and Audit Committee: Ms. Blanche Casey, Mr. John LaRock of GCDD, Mr. David Middleton (Chair), Mr. Woody Stroud.
 - 2) Mr. Stroud appointed the following individuals to the Programs and Services Committee: Ms. Kirsten Bean of GCCHD, Mr. Todd Hiney, Ms. Amy McKinney of GCJFS, Mr. David Reid (Chair), Ms. Jackie Rhodes of GCDD, and Mr. Woody Stroud.
 - 3) Mr. Stroud appointed the following individuals to the Personnel Committee: Ms. Anne Gerard (Chair), Mr. David Middleton, Mr. Rick Nelson Retired, Mr. Charles Rowland, Mr. Woody Stroud.

C. MVRPC Appointments

- 1) Mr. Woody Stroud appointed Mr. Stroud as MVRPC Board Delegate and appointed Mr. Ken Collier as his alternate.
- 2) Mr. Stroud appointed Mr. Collier as TAC Delegate and Mr. Stroud appointed Mr. Stroud as the alternate.

6. Reports

A. Board Chairperson Report

- B.** Mr. Stroud reviewed the Miami Valley Regional Planning Commission's (MVRPC) Executive Director's Update. He discussed the renewal of the federal certification of the planning process. He noted that Mr. Stroud and Mr. Collier participated in a meeting during the certification process. The planning process as conducted by MVRPC, ODOT, and Greater Dayton RTA, Greene CATS and Miami County Transit meet the requirements. Mr. Stroud discussed the US 35 Valley/Trebein Road Intersection Widening Fund Proposal Report.

- C.** Mr. Stroud also discussed the MVRPC Global Information System (GIS) Map gallery. Mr. Green stated they have successfully started using this resource and thanked Mr. Stroud for the information.

D. Chief Financial Officer Report

- 1) Ms. Ratcliff presented the October Financial and Productivity Reports

E. Mobility Manager Report

- 1) Ms. Webster presented her October report and shared her agency coordination efforts, travel training, meetings, events, and trainings she attended.

D. Executive Director Report

- 1) Mr. Collier reported the three current FTA grants to fund the Capital Cost of Contracting, Operations, Planning, Vehicle purchases and Flex Route expanded peak service are being spent down as planned. We are also being reimbursed through a 5310 grant administered by MVRPC & Greater Dayton RTA for Mobility expenses. The CMAQ grant request will be submitted in November.
- 2) Mr. Collier discussed the installation of video equipment on the 8 recently delivered 22ft. -12-2 Light Transit Vehicles. The Tablets arrived the last week of October and will be installed within a week.
- 3) Mr. Collier informed the Board Cathy Muterspaw (formerly Assistant Scheduler) accepted the Fiscal Support Specialist position vacated by Lucinda Flinn when she accepted the Administrative Assistant position. The part-time Assistant Scheduler Jennifer Geis has accepted the full-time Assistant Scheduler vacated by Cathy Muterspaw. The remaining full-time Assistant Scheduler position will be filled from previous part-time applicants or reposting is necessary.
- 4) Mr. Collier reviewed the comment and 7 complaints.

E. First Transit Report

- 1) Mr. Green, General Manager of First Transit (FT), handed out a monthly newsletter showing what's going on @ FT.

Upcoming meetings and events: Mr. Collier will poll Transit Board members to determine their availability to attend the December meetings and adjust meeting dates accordingly. Tentatively the December Board meeting was planned for December 27, 2017.

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


Mr. Woodrow Stroud
Chair, Greene County Transit Board


Date