



Safe, Reliable, and Accessible Public Transportation

**Board Meeting Minutes
Wednesday, April 25, 2018
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. David Reid, Mr. Woody Stroud. Excused: Ms. Anne Gerard, and Mr. Charles Rowland.
Staff Members: Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Lucinda Flinn, Mr. Dennis Green (First Transit) and Jason Brun (First Transit).
Guests: Alexandra Growel (Transit Coordination Planner, Miami Valley Regional Planning Commission)
2. **Approval of Meeting Minutes**
 - A. **March 28, 2018** – Mr. Middleton moved to approve the minutes as written. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Mr. Hiney-abstain, Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The minutes were approved.
3. **Public Comment-** None
4. **Action Items**
 - A. **Other-** Ken Collier
 1. **One and Three Year Goals-** Mr. Collier explained each goal and the timeline they would be completed. Mr. Collier requested Board participation in establishing additional three year goals.
5. **Reports**
 - A. **Board Chairperson-Woody Stroud**
 - 1) Mr. Stroud presented Mr. Collier with a certificate and pin recognizing 6 years of dedicated service.
 - 2) Mr. Stroud met Ms. Jill Dietrich, Senior Executive Service (SES) Director, Dayton VA Medical Center. Ms. Dietrich has succeeded Mr. Glen Kostie as Director. She intends to be active in the community as was Mr. Kostie and appreciates transit services meeting veteran’s needs.
 - 3) Mr. Stroud encouraged the Board to read Brian Martin’s Executive Director Update which highlights new funding opportunities on the Miami Valley Regional Planning Commission (MVRPC) website.
 - 4) Mr. Stroud described the MVRPC 2018 “Drive Less, Live More” initiative kick off. The initiative collaborates with entities around the community to create opportunities to use alternative transportation.
 - 5) Mr. Stroud spoke to Pete Landrum, Beavercreek City Manager, who praised Mobility Manager Shannon Webster for the travel training opportunity on the Orange Flex Route last summer.
 - 6) Mr. Stroud reminded the Board to complete the Executive Director’s annual performance evaluation and deliver to Personnel Chair, Anne Gerard by May 2. He invited all Board members to attend the Personnel Committee on May 9 at 4:00pm.
 - B. **Chief Financial Officer Report**
 - 1) Ms. Ratcliff presented the March 2018 financials and productivity reports.
 - C. **Mobility Manager Report**
 - 1) Ms. Webster presented the March 2018 Mobility Manager report.
 - 2) Ms. Webster reported on her coordination with the Dayton VA’s Transportation Department to provide transportation for veterans needing handicapped accessible rides.
 - D. **Executive Director Report**
 - 1) Mr. Collier handed out information on the Veterans Moving Forward event to provide information

about community service that support veterans which will be held 5/23/18 at Wright State Student Union. Greene CATS will provide free Flex Route transportation to this event. Greene CATS will have a booth at the event.

- 2) Mr. Collier stated that all Operations funds in the 2016 Formula Grant have been expended. The remaining funds will be used to purchase vehicles in 2018. The Congestion Management Air Quality (CMAQ) grant is being spent down as planned. Applications for the 2017 Formula grant for Operations and Vehicle replacement in 2018 are being processed. We also continue to be reimbursed through a 5310 grant for Mobility Management expenses.
- 3) Mr. Collier reported a contract proposal has been submitted to TCN and that the Greene County Job and Family Services (JFS) contract ends in June. JFS will be issuing a Request for Proposal (RFP) in April. The contract period would be for one year. After that, a state-wide or regional brokerage system will be implemented and Greene CATS would have to apply to continue being a provider.
- 4) Mr. Collier reported the purchase order for 3 LTV's has been processed, and that a three-year Information Technologies Support contract with SureTec had been secured.
- 5) Mr. Collier shared two options, provided by the City of Xenia, for the possible relocation of the bus shelter by using the north side of the Xenia Town Square along the bike path on Church Street.
- 6) Mr. Collier reviewed comments and complaints regarding Greene CATS services and discussed responses and solutions.

E. First Transit Report

- 1) Mr. Green, General Manager of First Transit (FT) reported that FT currently has 50 drivers and 15 monitors. One of their maintenance technicians resigned but they have a very qualified employee they are hoping to transfer from another site into that position. Also one of their dispatchers joined the Air Force and will be leaving shortly. At this time they are conducting interviews for that position.
- 2) Mr. Green states they are implementing a new record keeping/payroll system.
- 3) Mr. Green reported that the carpet is being installed in the new section of the operations center making them another step closer to completing their construction project.

Upcoming meetings and events: Personnel Committee (5/9 – 4:00 pm) Program and Services Committee (5/15-10:30am) Finance Committee (5/15-12pm) Transit Board (5/23-8:00am)

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


Mr. Woodrow Stroud, Chair

5/23/2018
Date