



Safe, Reliable, and Accessible Public Transportation

**Board Meeting Minutes
Wednesday, May 23, 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, Ms. Anne Gerard, Mr. Todd Hiney, Mr. David Middleton, Mr. David Reid, Mr. Charles Rowland, and Mr. Woody Stroud. Excused: none
Staff Members: Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Lucinda Flinn, Mr. Dennis Green (First Transit) and Mr. Jason Brun (First Transit). Excused: Ms. Shannon Webster.
Guests: Ms. Jackie Rhodes, Programs & Services Committee member
2. **Approval of Meeting Minutes**
 - A. **April 25, 2018** – 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-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The minutes were approved.
3. **Public Comment-** None
4. **Action Items**
 - A. **Finance Committee-** Mr. Middleton
 - 1) **Resolution 2018-05-23-01 – First Transit Contract Amendment-** Mr. Middleton moved that the Greene County Transit Board approve an additional \$15,847 for 20 additional Road Supervisor hours and the proposed facility credit of \$500 per month for maintenance provided to Miami County Transit vehicles. Ms. Casey seconded the motion. Mr. Reid moved to amend the proposed facility credit to \$300 per. The amendment died for lack of a second. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.
 - B. **Personnel Committee-** Ms. Gerard
 - 1) **Executive Director Evaluation**
 - At 9:17 am in accordance with ORC 121.22 (G) (1) to consider compensation for a public employee or official Mr. Stroud moved the Transit Board enter into Executive Session. Ms. Gerard seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Ms. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.
 - At 9:40am Mr. Stroud moved the Board end the Executive Session and resume open session. Ms. Gerard seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.
 - The Board thanked Mr. Collier for his continued service and complimented his performance.
 - 2) **Resolution 2018-05-23-02 – Compensation and Pay Policy-** Ms. Gerard moved that the Greene County Transit Board adopt the Greene County Commissioner’s Compensation and Pay Policy revised December 9, 2017 effective the pay period ending January 4, 2019. Mr. Rowland seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.
 - C. **Programs and Services Committee-** Mr. Reid
 - 1) **Resolution 2018-05-23-03 – Cancellation Policy-** Mr. Rowland moved that the Greene County Transit Board adopt the revised Cancellation Policy as presented effective June 1, 2018 with the following revisions:
 - 1) the time frame to be considered a cancelation was reduced to “two days prior to trip by noon to 1 hour

before scheduled pickup; 2) the word "shall" be changed to "may" in the fourth paragraph regarding suspending riders. Mr. Hiney seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, and Mr. Stroud-yes. The motion was approved.

- 2) **Resolution 2018-05-23-04 – Weekend Service Hours-** after a lengthy discussion exploring the implications of reducing weekend service with input from Ms. Jackie Rhodes, the Board of Developmental Disabilities Benefits Manager and member of the GCTB Program and Services Committee. Mr. Rowland moved that the Greene County Transit Board authorize the Executive Director to revise the Saturday and Sunday service hours to end traditional demand responsive service at 6 pm effective August 4, 2018. The motion died for lack of a second.

5. Reports

A. Board Chairperson-Woody Stroud

- 1) 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.
- 2) Mr. Stroud reviewed the MVRPC FY2018 "Dayton Urbanized Area Allocation" worksheet. Mr. Collier explained the allocation of the Formula Grant funds and stated that because of population and service increases Greene County Transit Board's portion of the grant has been gradually increasing annually.
- 3) Mr. Stroud handed out and discussed a map provided by MVRPC that identifies Priority High-Crash Locations.
- 4) Mr. Stroud handed out a copy of MVRPC's "Tale of the Trails" map. He noted that the Miami Valley region is the nation's largest paved trail network which provides 340 miles of paved, multi-use trails.

B. Chief Financial Officer Report

- 1) Ms. Ratcliff presented the April 2018 financial reports.
- 2) Ms. Ratcliff presented the April 2018 productivity reports.

C. Mobility Manager Report

- 1) Mr. Collier presented the April 2018 Mobility Manager report.

D. Executive Director Report

- 1) Mr. Collier stated that all grants are being spent down as planned. We continue to be reimbursed through a Federal Transit Administration section 5310 grant for Mobility Management expenses.
- 2) Mr. Collier reported the contract with TCN has been signed. The Greene County Job and Family Services (JFS) issued a Request for Proposals for NEMT in April for a one-year contract. A proposal has been submitted. The regional or state-wide brokerage model has been put on hold until the new State of Ohio administration is in place in January of 2019.
- 3) Mr. Collier purchased and had installed a new server and two new notebook computers. The desk for the Fiscal Support Specialist office has been received and installed. Shelves were purchased and installed in the records room providing an off the floor three shelf system to store required records.
- 4) Mr. Collier reported on the coordinated effort with First Transit to fully implement the use of tablets for trip manifests by conducting weekly meetings with operational staff to monitor the progress of this transition.
- 5) Mr. Collier shared the highlights of the sessions he attended at the recent three day OPTA conference.
- 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, reported that FT currently has an adequate number of trained drivers. One maintenance technicians resigned, but they have a very qualified employee they are hoping to transfer from another site into that position.
- 2) Mr. Green reported the contractor is installing epoxy resin flooring in the new section of the operations center.

Upcoming meetings and events: Finance Committee (6/19-12pm) Transit Board (6/27-8:00am)

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


Mr. Woodrow Stroud, Chair

6/27/2018
Date