



Safe, Reliable, and Accessible Public Transportation

**Board Meeting Minutes
Wednesday, June 27, 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. Anne Gerard, Mr. Todd Hiney, Mr. David Middleton, and Mr. Woody Stroud. Excused: Ms. Blanche Casey, Mr. David Reid, Mr. Charles Rowland.
Staff Members: Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Lucinda Flinn, Mr. Dennis Green (First Transit).
Guests: None

2. **Approval of Meeting Minutes**
A. May 23, 2018 – Mr. Hiney moved to approve the minutes as written. Mr. Middleton seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, and Mr. Stroud-yes. The minutes were approved.

3. **Public Comment-** None

4. **Action Items**
A. Other- Mr. Collier
 - 1) **Resolution 2018-06-27-01 – First Transit Contract Amendment-** Mr. Middleton moved that the Greene County Transit Board agrees to amend the current Operations and Maintenance contract to include a facility credit to the Transit Board of \$350 monthly July 1, 2018, to offset the use of the maintenance shop by First Transit to perform maintenance on Miami County Transit vehicles. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, and Mr. Stroud-yes. The motion was approved.

 - 2) **Resolution 2018-06-27-02 – Job and Family Services NET Contract-** Mr. Middleton moved that the Greene County Transit Board agrees to enter into a one year contract with Greene County Department of Job and Family Services to provide NET Medicaid transportation. Mr. Hiney seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, and Mr. Stroud-yes. The motion was approved.

 - 3) **Resolution 2018-06-27-03 – Title VI Program-** Ms. Gerard moved that the Greene County Transit Board adopt the updated Title VI Program. Mr. Hiney seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, and Mr. Stroud-yes. The motion was approved.

5. **Reports**
A. Board Chairperson-Woody Stroud
 - 1) Mr. Stroud asked that the Board members to attend the 2018 Gubernatorial Candidates Forum on July 10, 2018, which will be held at the Hilton in Downtown Columbus. The campaigns of Attorney General and candidate Mike Dewine and Rich Cordray have confirmed they will attend. The candidates will discuss transit and infrastructure issues.

 - 2) Mr. Stroud handed out the MVRPC Greater Region Mobility Initiative packet and discussed the content of several slides in the report, noting transportation challenges of an elderly and disabled community. Mr. Collier and Ms. Webster provided further explanation for the goals of the initiative including the 9

Region Coordinated Transportation Plan. Mr. Stroud informed the Board that he and Mr. Collier, Ms. Webster and the MVRPC Director, Brian Martin, Admin Assistant, Teresa Wise, Director of Sustainable Solutions and Transportation Alternatives, Kim Lahman, Transit coordination planner, Alexandra Growel will be meeting the tomorrow to review Greene CATS operations.

B. Chief Financial Officer Report

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

C. Mobility Manager Report

- 1) Ms. Webster presented the May 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 2018 Certifications and Assurances have been signed and sent to Greene County Prosecutor's Office and our System for Award Management (SAM) has been renewed making us eligible to receive federal grants.
- 3) Mr. Collier announced The Greene County Job and Family Services (JFS) contract for Non-Emergency Medical Transportations NEMT. We received notice that the Greene County Transit Board and Xenia Adult Recreation and Services Center had both been award contracts again this year.
- 4) Mr. Collier approved a quote to purchase new compressor for maintenance shop. Delivery and installation is scheduled in June. This purchase completes the list of shop equipment budgeted for 2018.
- 5) Mr. Collier has continued weekly operational meetings with First Transit staff to fully implement the use of tablets for trip manifests. Most drivers have made the transition well and we are working with the dispatchers to capture all the data needed for verification before it is submitted. Cover sheets to capture summary information have been updated.
- 6) Mr. Collier hosted a trainer from Route Match (RM) for 4 days. Both Greene CATS and First Transit staff were provided four days of training with particular focus on schedulers and dispatchers.
- 7) 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 there was a non-preventable accident on I-675. A car traveling behind our minivan lost their brakes and rear-ended the CATS driver. The driver did not lose control of the vehicle, there was a passenger onboard; however, no one was injured. Subsequently the driver was recognized at FT's safety meeting.
- 2) Mr. Green reported the contractor completed the hallway between the old and new section of the operations center.

Upcoming meetings and events: Programs & Services (7/17 10:30), Finance Committee (7/17-12pm) Transit Board (7/25-8:00am)

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



Mr. Woodrow Stroud, Chair

7/25/2018

Date