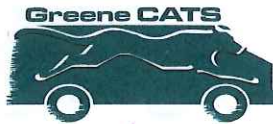




**Greene County Transit Board**  
**Providing Safe, Reliable, and Accessible Public Transportation**

**Board Meeting Minutes**  
**Wednesday, February 26, 2014**  
**Room 99 in 571 Ledbetter Road, 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: Mr. Bill Perrill, Mr. Todd Hiney, Mr. Bud McCormick, Mr. David Reid, Mr. Woody Stroud. Excused: Ms. Anne Gerard, Mr. David Middleton,
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Mr. Dennis Green (First Transit), Cassie Mayer (WSU Intern).
  - C. **Guests:** Mr. Jerry Petrak (Beavercreek City Council).
2. **Approval of January 29, 2014 Meeting Minutes**
  - A. Mr. Perrill moved to accept the minutes as amended to include Ms. Ratcliff as excused. Mr. McCormick seconded the motion. The vote was Mr. Perrill-yes, Mr. Todd Hiney, Mr. Bud McCormick, Mr. David Reid, Mr. Stroud-yes. The minutes were approved.
3. **Public comment on Action Items** – None
4. **Action Items**
  - A. **Finance, Contracts and Audit Committee Action Items - None**
  - B. **Programs and Services Committee Action Items**
    - 1) **Flex Route Pass Program – Resolution 2014-02-01** - Mr. Reid moved the adoption of Resolution 2014-02-01 to create a Flex Route Pass Program. Mr. McCormick seconded the motion. Mr. Collier provided a detailed explanation for the Board. Mr. Reid provided additional input from the Program and Services Committee that helped to develop the program. The vote was Mr. Perrill-yes, Mr. Todd Hiney, Mr. Bud McCormick, Mr. David Reid, Mr. Stroud-yes. The resolution was adopted.
  - C. **Personnel Committee Action Items**
    - 1) **On Call Policy – Resolution 2014-02-02** – Mr. Collier reviewed the On-Call policy as revised by the Personnel Committee. Since there were unresolved questions after some discussion Mr. Reid moved and Mr. McCormick seconded the motion that the policy be reassigned to the Personnel Committee for further revision to clarify the meaning of on-call status and exactly when compensation would be provided. The vote was Mr. Perrill-yes, Mr. Todd Hiney, Mr. Bud McCormick, Mr. David Reid, Mr. Stroud-yes. The motion was approved.
  - D. **Other Action Items - None**
5. **Reports**
  - A. **Board Chairperson Report**
    - 1) Miami Valley Regional Planning Commission (MVRPC) – Mr. Stroud provided the most recent Executive Director Report and reported that he had been asked to serve on the Nominating Committee. He also encouraged Board members to register for the Annual Spring Dinner on April 23, 2014.
    - 2) Triennial Review – Mr. Stroud reviewed the summary of findings of the Triennial Review conducted by the Federal Transit Administration in January and distributed the full report to the



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Board. The Board has until May 26, 2014 to respond to deficiencies noted in four areas, Technical, Procurement, Disadvantaged Business Enterprises, and Planning/Program Projects. There were no deficiencies found in the other fourteen areas reviewed.

- 3) Mr. Stroud provided a sample review form for conducting the annual review of the Executive Director. He requested that Board members review the sample and submit any comments or suggestions for its use to Anne Gerrard, Chair of the Personnel Committee for their review and update of the current evaluation form.

### B. Chief Financial Officer Report

- 1) Ms. Ratcliff presented the Financial and Productivity and Service reports for December 2013. She noted that for CY2013 the Transit Board ended the year with a Total Net Operating Income of \$18,780. Mr. Collier noted that overall ridership as measured by one way trips had returned to levels previously seen before the fare increases were instituted in July ending the year providing only 3,178 or 2% less trips than in 2012.

### B. Mobility Manager Report

- 1) Ms. Webster presented her monthly report for January 2014. She highlighted the agency coordination efforts including American Red Cross, Joni & Friends, Jeremiah Tree, the Miami Valley Regional Planning Commission, Central State University, Wilberforce University, and Volunteers of America. She reported on the Car and Life Programs, and group Travel Training conducted for social workers at Soin Hospital. And the Greene County Educational Service Center.

### C. Executive Director Report

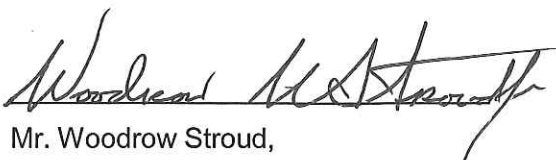
- 1) Mr. Collier presented his monthly report for January 2014. He reported that the FTA Triennial Review had been conducted and that the Board will have 90 days after the report is finalized to fix any issues raised in the report. He has requested revised proposals from vendors for the mobile data terminal project. He noted that all service was cancelled or limited six days in January due to snow or extreme cold. He reported that he is working with the County's Personnel Office to post the Administrative Position and that annual or probationary reviews had been conducted for all staff. Mr. Collier also reported on complaints received in January.

## 6. First Transit Report

- 1) Mr. Green reported on monthly safety meetings covering proper lifting techniques and evacuations.

7. **Meeting Dates** – The Finance Committee will meet on Monday, March 10 at 12:00 noon and the Personnel Committee will meet March 12 at 5:30 pm. The Transit Board will meet on March 26th at 8:00 am. No other committees will meet in March.

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

  
Mr. Woodrow Stroud,

Chairperson, Greene County Transit Board

26 March 2014  
Date