



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

**Board Meeting Minutes**  
**Wednesday, April 23, 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: Ms. Anne Gerard, Mr. Bill Perrill, Mr. Bud McCormick, Mr. David Middleton, Mr. Woody Stroud. Excused: Mr. Todd Hiney, Mr. David Reid.
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Mr. Dennis Green (First Transit), Cassie Mayer (WSU Intern).
  - C. **Guests:** None
2. **Approval of Meeting Minutes**
  - A. **March 26, 2014** - Mr. Perrill moved to accept the minutes. Mr. McCormick seconded the motion. The vote was Ms. Gerrard-yes, Mr. Perrill-yes, Mr. McCormick-abstained, Mr. Middleton-yes, Mr. Stroud-yes. The minutes were approved.
  - B. **February 26, 2014** - Mr. McCormick moved to accept the minutes as amended. Mr. Perrill seconded the motion. The vote was Ms. Gerrard-abstained, Mr. Perrill-yes, Mr. McCormick-yes, Mr. Middleton-abstained, 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**
    - 1) **Camera RFP – Resolution 2014-04-01**, Mr. McCormick moved the adoption of Resolution 2014-04-01 to publish the Security Camera Request For Proposal. Mr. Perrill seconded the motion. Mr. Collier reviewed the RFP with the Board. The vote was Ms. Gerrard-yes, Mr. Perrill-yes, Mr. McCormick-yes, Mr. Middleton-yes, Mr. Stroud-yes. The resolution was adopted.
    - 2) **Grant Closeout Schedule – Resolution 2014-04-02**, Mr. Middleton moved the adoption of Resolution 2014-04-02 to approve the federal grant close out schedule. Mr. Perrill seconded the motion. Mr. Collier reviewed the close out schedule with the Board. The vote was Ms. Gerrard-yes, Mr. Perrill-yes, Mr. McCormick-yes, Mr. Middleton-yes, Mr. Stroud-yes. The resolution was adopted.
    - 3) **Salary Increase – Resolution 2014-04-02**, Mr. McCormick moved the adoption of Resolution 2014-04-03 to approve a 1% general wage increase for permanent employees effective January 25, 2014. Mr. Perrill seconded the motion. The vote was Ms. Gerrard-yes, Mr. Perrill-yes, Mr. McCormick-yes, Mr. Middleton-yes, Mr. Stroud-yes. The resolution was adopted.
  - B. **Programs and Services Committee Action Items** - None
  - C. **Personnel Committee Action Items** - None
  - 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. He also provided the press release about and list of the approved Going Places Implementation Tools and discussed the concept of Implementation tools.
- 2) Mr. Stroud appointed David Middleton, Todd Hiney, and Bud McCormick from the Board along with Ken Collier and Marilyn Ratcliff from the staff, and Dennis Green and Jason Brun from First Transit to serve on a Technical Review Committee to evaluate the Security Camera RFPs. He asked Mr. Collier to also recruit a member from the County IT department to serve on the committee.

### B. Chief Financial Officer Report

- 1) Ms. Ratcliff presented the Financial and Productivity and Service reports for March 2014. She noted that a savings of 1 ½ percent was realized on the March invoice by making the payment in the month the expense occurred. She reported that the financial auditors will be conducting the 2013 audit the following week.

### B. Mobility Manager Report

- 1) Ms. Webster presented her monthly report for March 2014. She highlighted the agency coordination efforts including TCN, Community Action Partnership, Greene County Circles, GC Parks and Trails, Greater Dayton RTA, NAMI Lighthouse. She reported on the Car and Life Programs and group Travel Training. She represented Greene CATS at the WSU Employability Expo for Disabled Adults.

### C. Executive Director Report

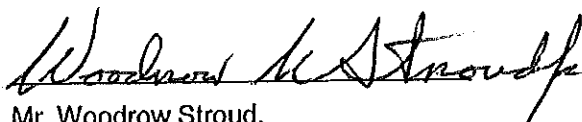
- 1) Mr. Collier presented his monthly report for March 2014. He report on the progress in responding to issues raised in the FTA Triennial Review. He reported on the progress of the mobile data terminal and security camera procurements. He noted that service was limited two days in March due to weather conditions. He reported that the monthly passes for May were now on sale. He reported that current staff member Debbie Bullock was promoted to the Administrative Assistant position effective April 5th. Mr. Collier also reported on comments and complaints received in March.

## 6. First Transit Report

- 1) Mr. Green reported that he and Marilyn Ratcliff had conducted a meeting with the Flex Route drivers to introduce the pass program and discuss safety concerns and possible route changes.

7. Meeting Dates – The Finance Committee will meet on Tuesday, May 20 at 12:00 noon. The Personnel Committee will meet May 14<sup>th</sup> at 5:30 pm. The Transit Board will meet on May 28<sup>th</sup> at 8:00 am. No other committees will meet in April.

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

  
Mr. Woodrow Stroud,

Chairperson, Greene County Transit Board

28 May 2014  
Date