



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

**Board Meeting Minutes**  
**Wednesday, May 28, 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. David Reid, Mr. Woody Stroud. Excused: Mr. Todd Hiney,
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Cassie Mayer (WSU Intern).
  - C. **Guests:** None
2. **Approval of Meeting Minutes**
  - A. **April 23, 2014** - Mr. Middleton moved to accept the minutes. Mr. Perrill seconded the motion. The vote was Ms. Gerrard-yes, Mr. Perrill-yes, Mr. McCormick-abstained, Mr. Middleton-yes, Mr. Reid-Abstain, Mr. Stroud-yes. The minutes were approved.
3. **Public comment on Action Items** – None
4. **Action Items**
  - A. **Finance, Contracts and Audit Committee Action** - None
  - B. **Programs and Services Committee Action Items** - None
  - C. **Personnel Committee Action Items**
    - 1) **Executive Director Evaluation** – Ms. Gerard announced that the Personnel Committee had reviewed evaluation forms and recommended the Transit Board continue to use the previously adopted form. Mr. Collier was assigned to distribute the forms along with a list of accomplishments during the previous year to Board members. Board members were asked to return the completed evaluation forms to Ms. Gerard by June 10<sup>th</sup>.
  - D. **Other Action Items**
    - 1) **Procurement Policies – Resolution 2014-05-01**, Mr. Reid moved the adoption of the resolution to amend the procurement policies and procedures. Mr. McCormick seconded the motion. Mr. Collier reviewed revised policies and procedures with the Board. The vote was Ms. Gerrard-yes, Mr. Perrill-yes, Mr. McCormick-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
    - 2) **Programs of Projects – Resolution 2014-05-02**, Mr. McCormick moved the adoption of the resolution to approve the 2014 Program of Projects. Mr. Middleton seconded the motion. Mr. Collier reviewed the Plan of Projects for proposed spending of federal funds. The vote was Ms. Gerrard-yes, Mr. Perrill-yes, Mr. McCormick-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
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 the 50<sup>th</sup> Anniversary Celebration and commented on the excellent program provided at the event.

**B. Chief Financial Officer Report**

- 1) Ms. Ratcliff presented the Financial and Productivity and Service reports for April 2014. She reported that the financial audit field work had been completed and expects the final report and filling with the State Auditor to be completed by the end of June.

**B. Mobility Manager Report**

- 1) Ms. Webster presented her monthly report for April 2014. She highlighted the agency coordination efforts including Xenia Areas of Christian Ministries, and the Xenia YMCA. She reported on the Car and Life Programs and group Travel Training. She reported that she represented Greene CATS at the Greene County Transition Fair and the Miami Valley Regional Center.

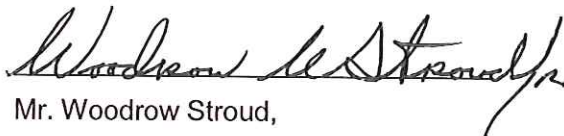
**C. Executive Director Report**

- 1) Mr. Collier presented his monthly report April 2014. He reported 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 there were no service cancellations due to weather conditions in April. He announced that a property management company has been hired to locate a potential new office space. He reported that 14 monthly passes for May were sold. He reported that the assistant scheduler position will close in early May with interviews and a selection expected by the end of the month. Mr. Collier also reported on comments and complaints received in April.

**6. First Transit Report** – No report.

**7. Meeting Dates** – The Program and Services Committee will meet on Tuesday June 17 at 10:30 am. The Finance Committee will meet on Tuesday, June 17 at 12:00 noon. The Personnel Committee will meet June 11<sup>th</sup> at 5:30 pm. The Transit Board will meet on June 25<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

27 June 2014  
Date