



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

Board Meeting Minutes
Wednesday, March 25, 2015
Room 99 at 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. Todd Hiney, Mr. David Middleton, Mr. Bill Perrill, Mr. Woody Stroud, Excused: Mr. Bud McCormick, Mr. David Reid.
 - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Green (First Transit)
 - C. **Guests:** None
2. **Approval of Meeting Minutes**
 - A. **February 25, 2015** – 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, Mr. Perrill-yes, 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 - None**
 - C. **Personnel Committee Action Items – None**
 - D. **Other – Ken Collier – Planning, a preliminary review of proposed projects**
 - 1) Mr. Collier outlined the projects related to service not yet implemented.
 - Mr. Collier suggested that we work with our funders to reprioritize the flex route projects to begin the weekend and evening services before doubling the frequency on during peak hours.
 - 2) Proposed projects
 - Automated Call Service (Capital money available, purchase RouteMatch Software)
 - Flex Route Revision (Revise for a better routing and include new scheduling office)
 - Bus Replacement Schedules (Purchase annually out of formula grant. Purchase smaller vehicles for community routes)
 - Van Pool Program (Determine type of program, consider administrative support, operational costs, and finding matching funds)
 - WSU Service Contract (Consider contracting with WSU to include their current service and enhance the Orange Flex Route)
 - 3) Mr. Collier will present additional information regarding the grant projects at the April Board meeting.
 - 4) Mr. Stroud pointed out that the information discussed was the first of our strategic planning sessions
5. **Reports**
 - A. **Board Chairperson Report**
 - Mr. Stroud distributed the Miami Valley Regional Planning Commission (MVRPC) Executive Director's Report.
 - Mr. Stroud shared the MVRPC News Release highlighting the Board and Officer elections. Chair: Jan Vargo, Huber Heights, First Vice-Chair: Carol Graff, Beaver Creek Township – Greene County, Second Vice-Chair: John O'Brien, Miami County Commission. Preble County is now represented on the Executive Committee with the addition of Chris Day and Mr. Woody Stroud continues his service on the Executive Committee.
 - Mr. Stroud encouraged Board members to attend the MVRPC Spring Banquet on April 22nd.
 - B. **Chief Financial Officer Report**
 - Ms. Ratcliff presented the Financial and Productivity and Service reports for February 2015.
 - There were no comments and five complaints for the month of February.
 - C. **Mobility Manager Report**

- Ms. Webster presented her monthly report for February 2015. She discussed the agency coordination efforts and reviewed the Life Program. The program has 10 current participants, 0 new participants, and 1 application was received.
- Ms. Webster reviewed meetings, events, and trainings she attended. She highlighted all her travel training efforts.
- Ms. Webster was asked to serve on two separate panels for OPTA in June.

D. Executive Director January Report

1) Closed Grant OH-37-X060 – Late Night Service (Purple Line) 2/13/2015.

2) Procurement

- The installation of the cameras in 8 remaining buses has been scheduled for March 13th and the incorrect placement of the entry facing cameras is being addressed.
- Developed a transition plan with Greene County IT and obtained quotes for IT service.
- Time Warner will be running fiber optic cable to the Bellbrook Ave. office the third week of March. Cabling inside the building for both phone and data will be installed the following week. Orders for phone and data systems have been placed. The furniture order has been revised.

3) Operations

- Seven days in February service was limited including three days in a row (19, 20, 21) that all service, with the exception of dialysis, was cancelled due to inclement weather. Flex service ran beginning at noon on the 20th.
- All service Sunday, February 1st was cancelled. DD was on Plan A (limited service to Greene Inc) two days and Plan B (no transportation to Greene Inc or the Atrium) one day. However community routes including JFS, DD, fare box (public), and flex routes continued to operate.
- The scheduling office had a delayed opening (9 AM) on two days.
- West CAT public transit service in western Clark County ended service on February 20th after the City Council of New Carlisle voted to cut its annual \$5,000 local match to the service.

4) Upcoming events

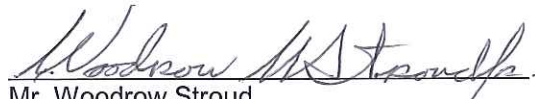
- Miami Valley Regional Planning Commission Annual Meeting – April 22, 2015.
- Ohio Public Transit Association Annual Conference – Columbus, Ohio – June 9-11, 2015.
- April 8th, scheduling office move to new facility on Bellbrook Ave.
- Business After Hours, April 9th 4:30 p.m. to 6:30 p.m.
- Ribbon cutting for new office to be announced.

7. First Transit Report

- First Transit General Manager, Dennis Green, shared the progress on the damaged bus stating it was about half way completed. The chassis is almost together. Car Star is rolling the metal, and should meet the target date at the end of April.
- A group from Developmentally Disabled riders took a tour of the First Transit facility. Mr. Greene invited them back to help wash buses when they have the United Way benefit.
- Maintenance is starting the "Lean Program". Work orders can be put in using iPads at their work stations.
- Starting a HIPPA pilot program. Only First Transit location doing this. Will have a measurable way to review that all staff are adhering to medical information privacy rules in all aspects of their duties.

8. **Meeting Dates** – Personnel Committee – no April meeting, Program Committee (4/21, 10:30 a.m.), Finance Committee (4/21, 12:00 pm), Transit Board (4/29, 8 a.m.).

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


Mr. Woodrow Stroud
Chairperson, Greene County Transit Board

29 April 2015
Date