



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

Board Meeting Minutes
Wednesday, June 24, 2015
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: Mr. Todd Hiney, Mr. David Middleton, Mr. Bill Perrill, Mr. David Reid, Mr. Woody Stroud, Ms. Anne Gerard-excused.
 - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Green (First Transit), Mr. Jason Brun (First Transit).
 - C. **Guests:** None
2. **Approval of Meeting Minutes**
 - A. **May 27, 2015** – Mr. Perrill moved to approve the minutes as corrected, adding Ms. Shannon Webster as a staff member present. Mr. Middleton seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-had not yet arrived, 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) **Board Resolution 2015-06-24-01 – Procurement Manual** – Mr. Reid moved the adoption of the resolution to adopt the Procurement Manual. Mr. Middleton seconded the motion. Mr. Collier reviewed the Procurement Manual items of concern discussed at the Finance Committee meeting on June 16th and communicated the changes. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted. The Board requested that Mr. Collier and Mr. Stroud will submit a request to the Federal Transit Administration (FTA) to revise the manual allowing Board members to serve on the Selection Committee.
 - 2) **Board Resolution 2015-06-24-02 – Bus Purchase** – Mr. Middleton moved the adoption of the Resolution to award TESCO the contract in the amount of \$437,505 to purchase five light transit vehicles on behalf of the Greater Dayton Regional Transit Authority. Mr. Hiney seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
 - 3) **Board Resolution 2015-06-24-03 – Alignment Equipment** – Mr. Reid moved the adoption of the Resolution to award Southern Automotive Garage Equipment Inc. the contract in the amount of \$30,662 to purchase the specified alignment system using ARRA grant funds. Mr. Perrill seconded the motion. The vote was Mr. Hiney-yes, Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
 - 4) **Board Resolution 2015-06-24-04 – JFS Contract** – Mr. Perrill moved the adoption of the resolution to approve the Greene County Department of Job and Family Services Contract Extension for one year. Mr. Reid seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
 - 5) **Board Resolution 2015-06-24-05 – Plan of Projects** – Mr. Middleton moved the adoption of the resolution to amend the Program of Projects and adopt along with previous amendments as the Final Program of Projects unless amended due to public input. Mr. Reid seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.
 - 6) **Board Resolution 2015-06-24-06 – Medicaid Provider Application** – In response to the Ohio Department of Disabilities requirements, the GCTB may need to become a Medicaid provider in the near future. Mr. Reid moved the adoption of the resolution tasking Executive Director, Ken Collier, to submit the application to the State of Ohio to become a Medicaid provider for Non-Medical Transportation. Mr. Middleton seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The resolution was adopted.

B. Programs and Services Committee Action Items - None

C. Personnel Committee Action Items – Mr. Woody Stroud (in absence of Committee Chair, Ms. Anne Gerard)

- Mr. Middleton moved the Board go into Executive Session for the purpose of communicating the results of the Executive Director Evaluation and compensation review in accordance with ORC 121.22 (G) (1). Mr. Reid seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
- Mr. Hiney moved the Board end the Executive Session. Mr. Reid seconded the motion. The vote was Mr. Hiney-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.

5. Reports

A. Board Chairperson Report

- Mr. Stroud distributed the Miami Valley Regional Planning Commission (MVRPC) Executive Director's Report.
- The Transportation Review Advisory Council (TRAC) assists the Ohio Department of Transportation (ODOT) in developing a project selection process. Mr. Stroud noted that the MVRPC Executive Director sits on the primary committee that directs funds.
- Mr. Stroud thanked Greene CATS staff for presenting him the completed Policies and Procedures Manual for the Board's review at the next meeting. He noted Ms. Ratcliff's reorganization of the policy manual and Ms. Bullock's research of previously passed revisions.
- Mr. Stroud reported that the Greene County Commissioners had not acted on a Board member replacement for Mr. McCormick.

B. Chief Financial Officer Report

- Ms. Ratcliff presented the Financial and Productivity and Service reports for May 2015 and the April cash flow statement.

C. Mobility Manager Report

- Ms. Webster presented her monthly report for May 2015. She discussed the agency coordination efforts and reviewed the Life Program.
- Ms. Webster reviewed meetings, events, and trainings; highlighting all her travel training efforts.
- Executive Director, Ken Collier, accepted May is Bike Month proclamation at the Xenia City Council meeting.
- Ms. Webster was commended by Mr. Perrill for her excellent presentations at the OPTA conference and Mr. Hiney stated that she was doing a fantastic job overall.
- Ms. Webster has been elected to a 3 yr. term membership on the advisory council for Council on Aging.
- Mr. Stroud asked how the Transit Access Fund was doing. Ms. Webster reported no agencies had taken advantage of the program yet.

D. Executive Director April Report

- 1) Grants – Submitted grant revisions to expend expiring funds and close out grants with unspent funds.
- 2) Procurement
 - Worked with FTA consultant to develop procurement manual.
 - Design work on outside sign was finalized and the permit application submitted.
- 3) Visited Springfield City Area Transit to see demonstration of kneeling Light Transit Vehicle.
- 4) Contracts – Reported that the guidance published by the Auditor of State and the Ohio Department of Disabilities regarding contract rates allowed Greene CATS to contract with the Greene County Developmental Disabilities Board (DD) at the fully allocated cost rate. DD would have to issue and Request for Proposal. To be the provider of record for Medicaid however, Greene CATS would have to apply to become a provider and be reimbursed from the Ohio Department of Developmental Disabilities at the allowable reimbursement rate.

5) Reported on the 1 comment and 5 complaints in May.

E. First Transit (FT) Report

No accidents in May. Police requested FT assistance in taking two stranded power wheel chair individuals home. FT General Manager and Maintenance Manager visited Springfield City Area Transit to see demonstration along with Executive Director. Mr. Green communicated incident involving a tree branch piercing the top of a bus and reviewed Development Disability passenger incident. The bus in repair should be back by Tuesday. Ford had door and hood on back order.

6. **Upcoming meetings and events:** Program and Services Committee (7/21, 10:30 am), Finance Committee (7/21, 12:00 pm), Transit Board (7/29, 8 am) agreed upon by consensus.

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


Mr. Woodrow Stroud
Chairperson, Greene County Transit Board


Date