



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

Board Meeting Minutes
Wednesday, July 29, 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: Ms. Anne Gerard, Mr. David Middleton, Mr. Bill Perrill, Mr. David Reid, Mr. Woody Stroud. Excused: Mr. Todd Hiney.
 - 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:** Mr. Bud McCormick, Mr. Tom Koogler.
2. **Recognition** – Chair Woody Stroud presented a plaque to recognize Mr. Bud McCormick for his service and dedication in assisting the Greene County Transit Board with achieving their mission. Commissioner Tom Koogler also offered words of appreciation. Board members also thanked Mr. McCormick for his service. As a part of the recognition, Resolution 2015-07-29-03 was also adopted by the Board. See resolution below.
3. **Approval of Meeting Minutes**
 - A. **June 24, 2015** – Mr. Middleton moved to approve the minutes. Mr. Perrill seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The minutes were approved.
4. **Public comment on Action Items - None**
5. **Action Items**
 - A. **Finance, Contracts and Audit Committee Action Items**
 - 1) **Executive Session** – Mr. Perrill moved the Transit Board enter into an Executive Session to discuss the matters that Federal rules require the Public Body to keep confidential that being the Service Provider Request for Proposal (RFP). Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved. – Mr. Collier reviewed the RFP for the Operations and Maintenance of the Greene County Public Transit Service. Minor corrections and changes were made by the Board. – Mr. Perrill moved the termination of the Executive Session. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
 - 2) **Board Resolution 2015-07-29-01 – Service Provider RFP** – Mr. Reid moved the adoption of the resolution with noted changes. The RFP is to be issued July 31, 2015. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
 - B. **Programs and Services Committee Action Items – David Reid**
 - 1) **Resolution 2015-07-29-02 – Title VI Program** – Mr. Reid commented on the discussions held in the previous Programs and Services Committee meeting relating to Title VI. Mr. Collier then highlighted applicable sections of the Title VI Program document. Mr. Reid moved the adoption of the Title VI resolution. Mr. Perrill seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
 - C. **Personnel Committee Action Items – None**
 - D. **Other – Woody Stroud**
 - 1) **Resolution 2015-07-29-03 – McCormick Recognition** – Mr. Middleton moved the adoption of the resolution to recognize Mr. McCormick's service. Mr. Reid seconded the motion. The vote was Ms. Gerard-yes, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-yes, Mr. Stroud-yes. The Motion was approved.
6. **Reports**
 - A. **Board Chairperson Report**

- Mr. Stroud noted that there was not a Miami Valley Regional Planning Commission (MVRPC) meeting this past month.
- Mr. Stroud attended the Greene County Commissioners meeting and reported that Commissioner Bob Glaser expressed his compliments for the recent service the Board of Commissioners received from Greene CATS.
- Mr. Stroud recounted the focal points of the FTA conference call regarding the procurement manual initiated during the Finance Committee Meeting of which all Finance Committee members and the Executive Director and the Chief Financial Officer were in attendance.
 1. The language granting Transit Board members the opportunity to serve on a Selection Committee for Request For Proposal was rejected by the FTA.
 2. FTA officials approved allowing key community Stake Holders to serve on the Selection Committee.

B. Chief Financial Officer Report

- Ms. Ratcliff presented the Financial and Productivity and Service reports for June 2015. Mr. Middleton suggested adding detailed descriptions on the register. Ms. Ratcliff updated the Board on the continuing Financial Audit.

C. Mobility Manager Report

- Ms. Webster presented her monthly report for June 2015. She discussed the agency coordination efforts and reviewed the Life Program, meetings, events, and trainings; highlighting all her travel training efforts.
- Ms. Webster is taking back the responsibility for Miami Valley Ride Finder. Mr. Green mentioned that a fee is charged to vendors on this type of site in other areas of the country. Mr. Stroud recommended the fee aspect be investigated to help financially support the service.

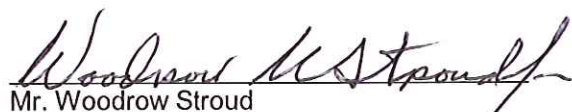
D. Executive Director Report

- 1) Grants - Submitted grant #OH-90-X832 for capital cost of contracting 2015, replacement of light transit vehicles 2015, and planning 2015. Closed out grant #OH-90-X667. Closed out grant #OH-95-X155. Held Program of Projects public meeting on June 29th. There was no public in attendance and no comments submitted.
- 2) Procurement – Submitted request with FTA for alternative language in the Procurement Manual, placed order for alignment system and the outdoor building sign is scheduled to be installed mid-July.
- 3) Contracts - The Transit Board will have to become a Medicaid provider in order to carry Board of Developmental Disabilities (DD) riders who are on Medicaid waivers beginning January 1, 2015. We will no longer be the default by contract provider for these riders. Met with staff of Friends Care Center to discuss possible contract service for dialysis patients.
- 4) Operations - Began new TCN contractual service to transport clients to appointments. Two additional vehicles have been added to the schedule Monday – Thursday. Service for youth attending Integrated Youth Services in the summer also required the addition of two buses daily Monday-Friday. Providing between two and five field trips per day for the DD Board to involve their participants in activities that integrate them into the community.
- 5) Reported on the 11 complaints for June.

- E. First Transit (FT) Report** – Training was done for the new alignment system and 2 vehicles have already been properly aligned. F.T. initiated a new safety incentive program. Each driver will keep a diary and will be rewarded for their success in meeting goals. Maintenance was awarded the FT “Distinguished Lean Shop” award competing with 167 shops around the country. New incentives for new hires are being adopted.

7. **Upcoming meetings and events:** Program and Services Committee (8/18, 10:30 am), Finance Committee (8/18, 12:00 pm), Transit Board (8/26, 8 am).

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


 Mr. Woodrow Stroud
 Chairperson, Greene County Transit Board


 Date