



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

Board Meeting Minutes
Wednesday, August 26, 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. **July 29, 2015** – Mr. Reid moved to approve the minutes. Mr. Perrill seconded the motion. The vote was Mr. Hiney-abstained, Mr. Middleton-yes, Mr. Perrill-yes, Mr. Reid-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**
 - 1) **Board Resolution 2015-08-26-01 (Vehicle Purchase)** – Mr. Collier reviewed the three vehicle options available for purchase on the State Contract. After discussion, Mr. Perrill moved the adoption of the resolution to purchase 10 Modified Minivans. 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.
 - 2) **Board Resolution 2015-08-26-02 (Procurement Manual)** – Mr. Perrill moved the adoption of the Resolution to adopt the Procurement Manual. 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 – None**
 - D. **Other - None**
5. **Reports**
 - A. **Board Chairperson Report**
 - Mr. Stroud gave highlights from the Miami Valley Regional Planning Commission (MVRPC) Executive Director's Report.
 - Mr. Stroud reported that David Reid had recruited a nominee to fill the vacant Transit Board position. An application has been sent to the candidate to fill out and then be submitted to the County Commissioners for their consideration. He also announced that Todd Hiney and David Middleton have agreed to serve another term on the Transit Board.
 - Mr. Stroud shared a "Going Places" booklet available through MVRPC. He expressed to the Board that the booklet can be ordered for any members interested in receiving one.
 - Mr. Stroud reported that the MVRPC has a new grant finder search tool that is available to Greene CATS.
 - Mr. Stroud report that a computer virus MVRPC was caught early did not compromise any sensitive data. He noted that the Transit Board should be on alert to threats.
 - B. **Chief Financial Officer Report**
 - Ms. Ratcliff stated that financial reports were not available. Staff vacations and illness have delayed the compilation of monthly verification and reports.

- Auditors were on site one day shy of a month. The auditor requested a lot of follow up and we have complied with all requests. Mr. Collier, Executive Director, is working on the one outstanding issue involving the planning grant.

C. Mobility Manager Report

- Ms. Webster presented her monthly report for July 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.
- Greene CATS Newsletter highlighted a Wright Place outing along with a picture of the riders.
- Ms. Webster thanked Mr. Perrill and Mr. Collier for assisting with the information display Greene CATS had during the Fairborn Corn Festival.

D. Executive Director July Report

- 1) Grants – Submitted the requested additional information for grant #OH-90-X832 for FY2013 FTA formula funds. The grant is approved. Hopefully will be able to draw funds in about a week from now.
- 2) Procurement
 - Conference call with Chair, Woody Stroud, the Finance Committee, and Chief Financial Officer, Marilyn Ratcliff with FTA representatives. FTA agreed to allow community members to serve on RFP selection committees, however did not waiver on allowing Transit Board members to serve. FTA provided sample documents of RFP selection committees' reports.
 - Alignment installed and operational.
 - Outdoor building sign installed.
 - Operations and Maintenance Request for Proposal was published July 31st. Pre-proposal meeting August 14th, proposals due August 28th.
 - Responded to approximately 80 questions submitted by proposers.
 - Expecting maybe 4 or 5 proposals for the Operations and Maintenance RFP
- 3) Contracts – Board of Development Disabilities (DD) provided a draft contract for non-medical transportation (riders not on Medicaid Waivers). DD hired RLS Associates (Rich Schultze) to provide consultation service for both Greene CATS and the DD Board during the transition to meet new requirements. John LaRock, Director of DD and Ken Collier, Executive Director of Greene County Transit Board, held a meeting with Rich Schultze to outline questions and concerns.
- 4) Working with DD on Medicaid Transportation Provider application. Should hear from the Ohio Department of Disabilities regarding the status of the application in about 30 days.
- 5) Will add another vehicle into service Monday through Friday in October due to increased JFS, TCN, and Friends Care service demand.
- 6) Reported on six complaints in July.

E. First Transit (FT) Report

A new phone system has been installed at the dispatch office and the staff is working through the learning curve. Landlord is patching all the sink holes in the lot. Safety Olympics Program is going well. It is leading to good talks in safety meetings and helps in finding solutions to problems.

6. **Upcoming meetings and events:** Transit Board (9/23, 8 am).
7. **Adjournment** – There being no further business, Mr. Stroud adjourned the meeting.


 Mr. Woodrow Stroud
 Chairperson, Greene County Transit Board

23 September 2015
 Date