



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

Board Meeting Minutes
Wednesday, January 27, 2016
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. Blanche Casey, Ms. Anne Gerard, 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. Debby Bullock, Mr. Dennis Green (First Transit)
 - C. **Guests:** None
2. **Approval of Meeting Minutes**
 - A. **December 23, 2015** – Mr. Middleton moved to approve the minutes as written. Ms. Gerard seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Middleton-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 – None**
 - B. **Programs and Services Committee Action Items - None**
 - C. **Personnel Committee Action Items – Anne Gerard**
 - 1) **Resolution 2016-01-27-01 – Fiscal Support Specialist Position** – Ms. Gerard moved to adopt the resolution to create a Fiscal Support Specialist position to satisfy the staffing need to replace the Fiscal Manager position. Mr. Middleton seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
 - 2) **Resolution 2016-01-27-02 – Organizational Chart** – Ms. Gerard moved the adoption to revise the Greene County Transit Board (GCTB) Organizational Chart to reflect recently approved and planned staffing changes. Mr. Reid seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
5. **Other Business – Woody Stroud**
 - A. **Resolution 2016-01-27-03 - Incidental Charter Rates CY2016**

Mr. Stroud moved the adoption of the resolution for the CY2016 Rate for Incidental Charter Rate and Miscellaneous Agency work. Mr. Reid seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Stroud-yes. The motion was approved.
6. **Reports**
 - A. **Board Chairperson Report**
 - Mr. Stroud reported that there was no January Miami Valley Regional Planning Commission (MVRPC) Board meeting adding that it is time for selecting new officers for the organization. Mr. Stroud was asked to be on the nominating committee. The MVRPC annual meeting will be April 14th at the Dayton Marriot at 6:00 pm.
 - Mr. Stroud reported that Mr. Middleton is in the process of contacting a possible candidate to fill the vacant position on the GCTB
 - Mr. Stroud reminded GCTB members for the need to comply with the required Conflict of Interest standards as included in the GCTB Policy Manual, III. Finance/Contracts, C. Legal, 22. Conflict of Interest and the Ohio Ethics Law found in Chapter 102 of the Revised Code.
 - Mr. Stroud reported and encouraged Board members to attend the Ohio Public Transit Association Conference, April 19-21.

B. Chief Financial Officer Report

- Ms. Ratcliff presented the November/December Financial Report and the November/December Productivity Report.

C. Mobility Manager Report

- Ms. Webster presented her December Report reviewing Agency Coordination Efforts. She reported that the Life program ended December 31, 2015 with 13 participants. She outlined meetings, trainings, and shared travel training highlights as well as additions, updates, and changes to the MiamiValleyRideFinder.

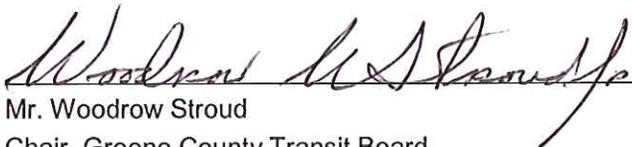
D. Executive Director Report

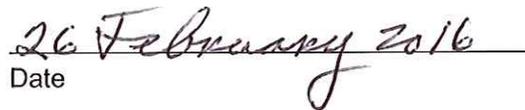
Mr. Collier presented his December reported including the following information:

- The Federal Transit Administration in process of converting to a new Transit Award Management System (TrAMS). Submissions have been suspended until March of 2016.
- He started compiling information requested for 2016 Triennial Review scheduled for week of July 18th.
- He forwarded the FY 2016 contract with Board of Developmental Disabilities (DD) signed by Chairman Stroud to the DD fiscal officer for final approval. Continued working with DD consultant, Rich Schultze. Medicaid Provider application approved and Medicaid audit completed which involved onsite unannounced visit.
- The warranty work to repair or replace rotors on mini-vans completed. He is working to resolve back up camera issues. He began executing contract to letter mini-vans. The SEON Security Cameras for the minivans have been shipped and installation is scheduled for the end of February.
- That continued testing of configurations and usage of the modified mini-vans was being conducted. The preliminary determination is to remove the front passenger seat which will accommodate one wheelchair passenger and four ambulatory passengers. A light transit vehicle will be assigned if there are two wheelchair passengers traveling simultaneously.

E. First Transit Report

- General Manager, Dennis Green, updated the Board on the two-way radio system being installed to replace cell phones by P&R Communications. The radio system should be operational by mid-February.
 - Reported that an Internal Health Information Privacy Act (HIPA) audit went well and will have results soon. Additional security features were added to the wireless network to better secure information.
 - Reported that Blizzak Tires installed for winter use and are highly recommended.
7. **Upcoming meetings and events:** Personnel Committee (2/10, 4:00 pm), Program and Services Committee (2/16, 10:30 am), Finance Committee (2/16, 12:00 pm), Transit Board (2/24, 8:00 am).
8. **Adjournment** – There being no further business, Mr. Stroud adjourned the meeting.


Mr. Woodrow Stroud
Chair, Greene County Transit Board


Date