



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

Board Meeting Minutes
Friday February 26, 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. Anne Gerard, Mr. Todd Hiney, Mr. David Middleton, Mr. Woody Stroud. Ms. Blanche Casey, Mr. David Reid - excused.
 - B. **Staff Members:** Mr. Ken Collier, Ms. Shannon Webster, Mr. Jason Brun (First Transit)
 - C. **Guests:** None
2. **Approval of Meeting Minutes**
 - A. **January 27, 2016** – Mr. Middleton moved to approve the minutes as written. Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-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 – Woody Stroud**
 - 1) **Resolution 2016-02-26-01 – Bus Purchase** – Mr. Stroud moved the adoption of the resolution to authorize the Executive Director to participate in the Ohio Department of Transportation contracts for the purchase of 6 El Dorado light transit vehicles at a cost of approximately \$70,000 each from Whitworth Bus Sales which the Department has entered into pursuant to ORC 5513.01(B). Ms. Gerard seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
 - B. **Programs and Services Committee Action Items - None**
 - C. **Personnel Committee Action Items – Anne Gerard**
 - At 11:10 a.m., Mr. Hiney moved to enter into Executive Session to consider the promotion, and compensation of a public employee in accordance with ORC 121.22 (G) (1). Mr. Middleton seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
 - At 12:00 p.m., Mr. Hiney moved the Board end Executive Session and resume open session. Mr. Middleton seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
 - 1) **Resolution 2016-02-26-02 – Scheduling Supervisor Position** – Ms. Gerard moved the adoption of the resolution to approve the Scheduling Supervisor job description as recommended by the Personnel Committee. Mr. Hiney seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
 - 2) **Resolution 2016-02-26-03 – Personnel Action** – Ms. Gerard moved the adoption of the resolution to authorize the Executive Director to fill the Scheduling Supervisor position from existing qualified staff. Mr. Middleton seconded the motion. The vote was Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
5. **Other Business – Woody Stroud**
 - A. **Facility Planning** – Board members discussed new facility options.
 - B. **Flex Route Planning** – Board members discussed preliminary flex route changes including extending the Red Line to Central State University, extend the Yellow Line south to the Greene County Service Center on Ledbetter Road, restructure the Blue, Greene and Orange routes to go by or near more points of destination and possibly move transfer point in Fairborn to parking lot near Teleperformance.
6. **Reports**
 - A. **Board Chairperson Report**

- Mr. Stroud shared with the board the Miami Valley Regional Planning Commission's (MVRPC) Executive Director Update. Included was a handout discussing the US35 superstreet proposal.
- Mr. Stroud distributed a hard copy of slide presentation for MVRPC "Draft Open Space Plan".
- Mr. Stroud reported that he attended Greene County Commissioners meeting to speak to them on the status of replacing the vacant Board position.
- Mr. Stroud announced that the Annual MVRPC Dinner will be held April 14th and encouraged Board members to attend.
- Mr. Stroud reminded Board members that they have copy of the Ethics policies in their Board notebooks. He also shared a local newspaper article regarding the improper use of public employee time on the job.
- Ms. Gerrard, Mr. Middleton and Mr. Stroud met informally with visitors Dale Brunner (YMCA), Chad Whilding (City of Beavercreek), and Charles Rowland (Babb & Rowland) at the originally scheduled meeting time of 8:00 am, Wednesday, February 24, 2016 at which a quorum was not obtained and no official business was conducted.

B. Chief Financial Officer Report - Unavailable

C. Mobility Manager January Report

- Ms. Webster presented her January Report reviewing Agency Coordination Efforts. She outlined meetings, trainings, and shared travel training highlights.

D. Executive Director Report

Mr. Collier presented his January report including the following information:

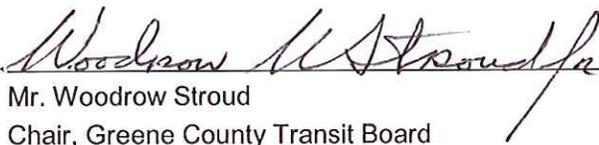
- The Federal Transit Administration is in the process of converting to a new Transit Award Management System (TrAMS). Submissions have been suspended until March of 2016.
- Continued the process of submitting information requested for 2016 Triennial Review scheduled for week of July 18th.
- The Ohio Office of Medicaid conducted an onsite inspection, the last step before final approval can be awarded. As a result we have updated our procedures to include new exclusion lists that need to be checked for all employees. We are also working with Greene County Board of Developmental Disabilities to obtain documentation indicating Greene CATS as the provider of choice for each individual rider and existing background check documentation. No specific timeline was provided to receive notice of final approval.
- Resolved the issue of back up cameras on the mini-vans which were not installed during production by negotiating a \$300 per vehicle cost reduction. The vans did however come equipped with a sonar warning detection system that is operable. The lettering of the mini-vans was completed. Also purchased computer software and laptop computer for diagnostic testing of minivans.
- Developed initial procedures for assigning minivans and scheduling routes accordingly.
- Due to increased workload for schedulers retained a former intern to work temporarily 20-30 hours a week conducting verification.
- Developed job description for Fiscal Specialist

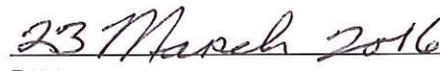
E. First Transit Report

- Jason Brun, First Transit - two-way radio system installed by P&R Communications.
- All cameras are installed on Mini-vans, back up cameras are wired for security purposes. Sonar is used as part of back up/reverse feature for vehicle.
- Reported that Blizzak Tires installed for winter use on minivans and are highly recommended.

7. Upcoming meetings and events: Personnel Committee (4/13, 4:00 pm), Program and Services Committee (3/22, 10:30 am), Finance Committee (3/22, 12:00 pm), Transit Board (3/30, 8:00 am).

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


 Mr. Woodrow Stroud
 Chair, Greene County Transit Board


 Date