



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

Board Meeting Minutes
Wednesday March 23, 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 (arrived 8:09 a.m.), Mr. Todd Hiney, Mr. David Middleton, Mr. Woody Stroud. Mr. David Reid - 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. **February 26, 2016** – Mr. Middleton moved to approve the minutes as written. Mr. Hiney seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-arrived after vote, 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 2016-03-23-01 – CDBG Grant** - Mr. Middleton moved the adoption of the resolution to authorize the Executive Director to file an application requesting \$120,000 in CDBG (Community Development Block Grant) funds for the flex route expansion project and furnish such additional information as the Ohio Department of Development may require in connection with the application. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-arrived after vote, 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 – None**
5. **Other Business – Ken Collier**
 - A. **Facility Planning** – The Board reviewed the estimated cost for Greene CATS acquiring 3,000 square feet within the REACH Center to house Administrative/Scheduling Offices. Final plans are still being developed. Construction is tentatively scheduled to begin in 2017 with the project finishing sometime in 2018. Mr. Collier will follow up with all questions, clarifications, and concerns noted by Board Members. The Board will evaluate the responses before deciding whether or not to move forward with this project.
6. **Reports**
 - A. **Board Chairperson Report**
 - Mr. Stroud shared with the board the Miami Valley Regional Planning Commission's (MVRPC) Executive Director Update. He encouraged Board members to attend the upcoming 2016 Annual Spring Dinner. Registration and payment are due by Friday, April 1st.
 - Mr. Stroud distributed a copy of MVRPC News Release highlighting Greene County members elected to the Executive Committee: Deborah Wallace – Beavercreek, Carol Graff – Beavercreek Township, Dan Kirkpatrick - Fairborn, Bob Glaser - Greene County, and Woody Stroud - Greene County Transit Board.
 - The Greene County Commissioners will consider the appointment of Charles Rowland to the Greene County Transit Board at their next meeting.
 - The Dayton Development Coalition will give a report on Greene County Economic issues on Friday, March 25 at the Pentagon Tower in Beavercreek and Board members may attend.
 - The Ohio Public Transit Association (OPTA) Conference is April 19 – 21 and will include speakers from the Ohio Auditors Office on the April 20.

B. Chief Financial Officer Report

- Ms. Ratcliff reviewed the January Financial and Productivity Reports.
- Ms. Ratcliff gave an update on the ongoing financial audit.

C. Mobility Manager January Report

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

D. Executive Director Report

Mr. Collier reported that he:

- Continued submitting information for Triennial Review scheduled for the week of July 18;
- Submitted additional requested documentation as a result of the onsite inspection by Ohio Medicaid and he is waiting on final notification of approval;
- Continued working with Developmental Disabilities to obtain documentation indicating Greene CATS as provider of choice for Medicaid eligible riders and began testing submission of invoices for reimbursement.
- Worked with scheduling software vendor, RouteMatch to resolve extreme slow problem;
- Secured proposals for 15 year anniversary video and logo refinement for potential providers;
- Developed initial procedures for assigning buses or minivans and scheduling routes respectively.
- Developed job description for Scheduling Supervisor.

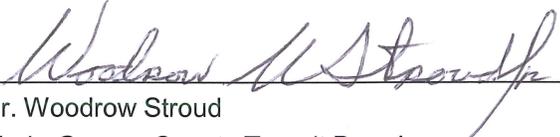
Mr. Collier reviewed the 4 Complaints filed in February.

E. First Transit Report

- Dennis Green, General Manager of First Transit reported that:
- The Health Insurance Portability and Assurance Act compliance audit was completed and that the Xenia Operations received a Certificate of Compliance;
- The annual Drug and Alcohol data report was submitted. To be compliant at least 25% of all safety sensitive personnel must be randomly tested which was the case in 2015. During that year there were no positives on random tests, or the two post-accident tests. Also, no tests were conducted due to no reasonable suspension.
- Secured Wi-Fi and password protection.
- Safety meeting next week. Conclusion of Olympics contest. A couple employees eligible for prizes.
- Dennis Green and Jason Brun will be attending the OPTA Conference.

7. **Upcoming meetings and events:** Personnel Committee (4/13, 4:00 pm), Program and Services Committee (4/19, 10:30 am), Finance Committee (4/19, 12:00 pm), Transit Board (4/27, 8:00 am).

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



 Mr. Woodrow Stroud
 Chair, Greene County Transit Board



 Date