

**Board Meeting Minutes  
Wednesday July 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. Todd Hiney, Mr. David Middleton, Mr. David Reid, Mr. Charles Rowland, Mr. Woody Stroud.
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Debby Bullock, Mr. Dennis Green (First Transit).
  - C. **Guests:** Mr. Chad Whilding, Beavercreek City Council
2. **Approval of Meeting Minutes**
  - A. **June 29, 2016** – Mr. Rowland moved to approve the minutes as written. Mr. Reid seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Reid-yes, Mr. Rowland-yes, Mr. Stroud-yes. The minutes were approved.
3. **Public comment on Action Items – None**
4. **Action Items - None**
5. **Reports**
  - A. **Board Chairperson Report**
    - 1) **State Transportation Improvement Plan (STIP)** – Ken Collier, at Mr. Stroud’s request, reviewed the MVRPC (Miami Valley Regional Planning Commission) Anticipated Capital Improvements SFY2016-2019 chart exhibiting funds going to Greene County Transit Board for operating assistance.
    - 2) **Federal Transit Administration (FTA) Triennial Review** – Mr. Stroud shared listing the preliminary results of the Triennial Review. Mr. Collier reviewed the three major categories explaining the preliminary results.
  - B. **Chief Financial Officer Report**
    - Presented June Financial Report and June Productivity Report.
    - Final sign off of Financial Audit still pending due to staffing changes in the State Auditor’s office.
  - C. **Mobility Manager Report**
    - Ms. Webster presented her June Report highlighting a referral from Greene County Board of Developmental Disabilities (GCBDD) for home and field training for a young adult male Beavercreek resident with Cerebral Palsy and the collaborative project with GCBDD to provide travel training for its Summer Youth Boot Camp.
  - D. **Executive Director Report**

Mr. Collier reported:

    - **Grant Management** – Grant application for the FY 2015 Formulas Grant Funds was submitted to the Federal Transit Administration on June 3<sup>rd</sup> and is under review and that a public participation meeting for Program of Projects was held receiving two comments regarding extending flex service to Bellbrook.
    - **Medicaid Reimbursement** – Submitted first reimbursement claim for January through May. Medicaid approved \$365,000 with approximately \$64,000 of reimbursement dollars that need corrected due to coding errors. Procedures are being developed with the GCBDD to correct for future submissions.
    - **Contracts** – Awarded contract to provide Non-Emergency (NET) transportation for Job and Family

Services for state fiscal year beginning July 1, 2016 through June 30, 2017.

- **Procurement** – Completed work on updated logo design and continued the work on the production of the 15<sup>th</sup> anniversary video.
- **Personnel** – Implemented the plan to shift responsibilities as a result of hiring the Fiscal Support Specialist who will also be trained on the token count process, creating productivity reports, and other financial processes and procedures. Scheduling Supervisor will begin training the assistant schedulers how to schedule reserved rides on flex route deviations.
- **Administration** – Renewed Liability, Property, and Vehicle Insurance Policy for another 3 years.
- **No complaints or comments for the month of June.**

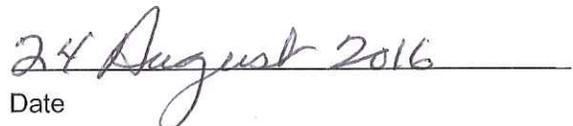
**E. First Transit Report**

- Dennis Green, General Manager of First Transit, reported that construction continues to go well. Piping is almost complete. Resurfacing: lot is cut, graveled, and rolled.
- There had been a rear end collision of one of the minivans in June but our driver was not at fault.
- Continued training of new administrative assistance, dispatchers, and road supervisors and working toward meeting staffing requirements for the weekend shifts.

**6. Upcoming meetings and events:** 15<sup>th</sup> Anniversary Celebration (7/28, 11 am – 1 pm), Finance Committee (8/16 12:00 p.m.), Transit Board (8/24, 8:00 a.m.)

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

  
Mr. Woodrow Stroud  
Chair, Greene County Transit Board

  
Date