



Providing Safe, Reliable, and Accessible Public Transportation

**Board Meeting Minutes
Wednesday August 24, 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. Woody Stroud. Excused: Mr. Todd Hiney, Mr. David Reid, Mr. Charles Rowland.
 - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Mr. Dennis Green (First Transit), Mr. Jason Brun (First Transit).
 - C. **Guests:** None
2. **Approval of Meeting Minutes**
 - A. **July 27, 2016** – Mr. Middleton moved to approve the minutes as written. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Middleton-yes, Mr. Stroud-yes. The minutes were approved.
3. **Public comment on Action Items – None**
4. **Action Items**
 - A. **Finance Committee – Grant Close Out Schedule**
 - Mr. Collier presented the closeout schedule for ten active grants with the Federal Transit Administration (FTA). By October six of the grants will be spent and /or closed out. Any remaining funds will be de-obligated. The remaining grants will allow us to be reimbursed for the Capital Cost of Contracting out our service, Buses, Planning, Mobility Management and the expansion of flex routes in 2016 and 2017. No action was required.
5. **Reports**
 - A. **Board Chairperson Report**
 - Mr. Stroud distributed and reviewed the Miami Valley Regional Planning Commission's (MVRPC) Executive Director's Update.
 - Mr. Stroud shared a copy of MPO Coordination and Planning Area Reform. He explained the proposal to change boundaries for the SW Ohio Urbanized Zone Areas. He expressed the concern of the MVRPC Board that combining all urbanized zones into one MPO would create a Board size that would be unmanageable if every jurisdiction continued to be represented.
 - Mr. Stroud noted that the terms of Ms. Casey and Mr. Stroud would end October 31, 2016. He requested that they provide him with applications for reappointment if they wish to be reappointed.
 - B. **Chief Financial Officer Report**
 - Ms. Ratcliff reviewed the July Financials Report.
 - Ms. Ratcliff reported a delay in 2015 financial audit due to retirements and transition of staff at the Auditors of State and additional requirements. No projected date for completion at this time however the report must be completed by September 30, 2016 for federal funds.
 - C. **Mobility Manager Report**
 - Ms. Webster presented her July Report sharing agency coordination efforts and travel training highlights. She discussed the meetings, events, and trainings attended.
 - D. **Executive Director Report**
 - Mr. Collier reported on the status of various grants, Medicaid reimbursement and resubmissions, and the continued work on processes and procedures with the Board of Developmental Disabilities to improve and correct future Medicaid submissions.
 - Mr. Collier reported that FTA representatives were on site July 20 - July 21 to conduct the 2016 Triennial

Review. Summary of Preliminary findings were presented to the Transit Board at July Meeting.

- Mr. Collier shared that the 15th Anniversary Celebration was held on July 28, 2016 with approximately 60 individuals attending. The highlight was a 10 minute video telling the story of 15 years of service by Greene CATS. The video will be posted on the website and be used at presentations to groups.
- Mr. Collier reported that there was one complaint for the month of July.

E. First Transit Report

- Dennis Green, General Manager of First Transit, reported that construction at the maintenance facility continues to go well with the drainage work and the retention pond being completed.
- Mr. Green also reported that he conducts monthly Safety meetings with drivers and attendants where he explained the new following distance rule increase to 6 to 8 seconds particularly during snowy, icy, and rainy weather.
- Mr. Green also reported that they identified and reported a counterfeit one dollar bill collected on the one of the routes.

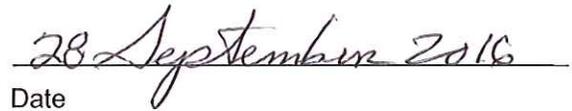
6. Upcoming meetings and events: Personnel Committee (9/14, 4 p.m.), Program and Services Committee (9/20, 10:30 a.m.), Finance Committee (9/20, 12 noon), Transit Board (9/28, 8:00 a.m.)
Also: Ms. Casey informed Board members that the VET Summit for Greene County is November 14, 2016

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



Mr. Woodrow Stroud

Chair, Greene County Transit Board



Date