



*Providing Safe, Reliable, and Accessible Public Transportation*

**Board Meeting Minutes  
Wednesday October 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. Blanche Casey, Ms. Anne Gerard, Mr. David Middleton, Mr. Charles Rowland, Mr. Woody Stroud. Excused: Mr. Todd Hiney, Mr. David Reid.
  - 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. **September 28, 2016** – Mr. Rowland 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. Rowland-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

**Executive Session** - At 8:04 a.m. in accordance with ORC 121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee or official Mr. Middleton moved the Board enter into Executive Session. Mr. Rowland seconded the motion. The vote was unanimous and the motion was approved. At 8:26 a.m. Mr. Middleton moved the Board end the Executive Session, Mr. Stroud seconded the motion. The vote was unanimous to return to public session and the motion was approved.

**C. Personnel Committee Action Items**

- **Resolution 2016-10-26-01 – To Approve Personnel Action**

Mr. Rowland moved to adopt the resolution to re-categorize the Mobility Manager position as non-exempt until such time as the compensation level exceeds the requirement as defined in the United States Department of Labor overtime rule effective December 1, 2016. Ms. Gerard seconded the motion. The Mobility Manager position meets the professional definition of “White Collar Employee” but falls below the required salary level to qualify as an exempt position. The vote was: Ms. Casey-yes, Ms. Gerard-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The resolution was adopted.
- **Resolution 2016-10-26-02 – To Approve Personnel Action**

Mr. Rowland moved the Board adopt the resolution to approve a 4% increase in base pay for the Chief Financial Officer retroactive to May 2, 2016 due to increased responsibilities of becoming a Medicaid Provider. Ms. Casey seconded the motion. The vote was: Ms. Casey-yes, Ms. Gerard-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The resolution was adopted.

**D. Other**

- **Resolution 2016-10-26-03 – Ohio Department of Transportation Urban Transit Program Grant Application**

Ms. Casey moved that the Greene County Transit Board adopt the resolution to authorize Kenneth D. Collier, Executive Director, to file and execute a contract for FY 2017 Urban Transit Program funds and to furnish such additional information as the Ohio Department of Transportation may require. Mr. Rowland seconded the motion. The vote was: Ms. Casey-yes, Ms. Gerard-yes, Mr. Middleton-yes, Mr. Rowland-yes, Mr. Stroud-yes. The

resolution was adopted.

## 5. Reports

### A. Board Chairperson Report

- Mr. Stroud distributed and reviewed the Miami Valley Regional Planning Commission's (MVRPC) Executive Director's Update noting the official ribbon cutting for the I-75 Modernization Project Completion and the awards MVRPC received in the Map Gallery Competition held during the 2016 Ohio Geographic Information System (GIS) conference.
- Mr. Stroud reported that he attended the 2016 celebration banquet with other Greene County representatives for the presentation of the "Sustainable Community of the Year Award" presented to the MVRPC and shared the news release describing that presentation.
- Handouts included Southwest Ohio Urbanized Area Boundaries map and a flyer advertising MVRPC's hosting of a free training session on GIS and the Census.
- Ms. Casey and Mr. Stroud have been reappointed to the Transit Board for three year terms by the County Commissioners.

### B. Chief Financial Officer Report

- Ms. Ratcliff reviewed the September Financials Report and September Productivity Report.

### C. Mobility Manager Report

- Ms. Webster presented her September Report sharing agency coordination efforts and travel training highlights. She discussed the meetings, events, and trainings attended.
- Ms. Webster presented newly produced travel training videos.

### D. Executive Director Report

- A job Access Reverse Commute and three New Freedom grants were concluded and will be closed out in October 2016. Services will continue using other funding or assistance. Four other active grants are being spent down as planned.
- Reported on progress of Triennial Review responses.
- Submitted Provider Recertification Application to the Ohio Department of Developmental disabilities. Recertification will be for 3 years and we are certified as a Medicaid Provider for 5 years.
- Obtained approval for copier lease contract. Signed contract to update the Miami Valley Rider Finder website and for maintenance. Completed Travel Training Videos. Finalized purchase order for 6 LTV vehicles.
- Tested and revised flex routes. Revised time table and time points. Target date to launch is December 19, 2016.

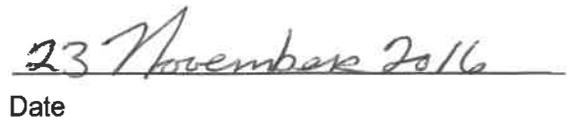
### E. First Transit Report

- Dennis Green, General Manager of First Transit (FT), reported on recent driver training and updated the board on building renovation progress. He added that FT employees enjoyed having a chili and soup cook off with Executive Director Ken Collier serving as one of the judges.
- Jason Brun reviewed Chrysler recalls and issues with minivans. He presented warranty options to Board members. Mr. Collier will proceed with the best warranty option and report to the Board at its next meeting.

**Upcoming meetings and events:** Program and Services (11/15, 10:30 am), Finance Committee (11/15, 12 noon), Transit Board (11/23, 8:00 am)

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

  
Mr. Woodrow Stroud  
Chair, Greene County Transit Board

  
Date