

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF April 21, 2010

1) The DCTB Chair called the meeting to order and the roll was taken as follows: (10-03-01)

 X Gary Dougherty, Chair
 X Joe Clase, Vice-Chair
 X Ben Brown, Secretary
 X Boots Sheets
 X Tom Jones
 X Erwin Dugasz
 X Roger VanSickle
 X Denny Schooley, Executive Director
 X Crystal James, Administrative/Operations Manager
 X Ginny Berry, Executive Assistant
 X Richelle Fout, Financial Analyst
 X Stephanie Cameron, Clerical Assistant
 X Kristi Dalton, HR Coordinator

2) Public Comment

There was no public present

3) Approval of Board Minutes of March 17, 2010. (10-04-02)

It was moved by Roger and seconded by Tom to approve the minutes of the March 17, 2010 Board Meeting. Motion passed (10-04-02)

4) Operations Report

Crystal passed out a pie chart of Total Ridership in March, with a breakdown of percentages of all trip types

- ACTION ITEM - Approval of revised Drug and Alcohol Policy (10-04-03)

It was moved by Joe and seconded by Boots to approve the revised Substance Abuse Policy. (10-03-04) The motion passed.

5) Marketing Report

Ginny told the board that a reporter from the Delaware Gazette rode one of the buses today to get information on an article about our continued increase in ridership.

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6) HR, Safety, Training and Risk Report

- ACTION ITEM - Approval of revised Safety and Security Policy (10-04-04)

It was moved by _____ and seconded by _____ to approve the revised Safety and Security Policy. (10-04-04) The motion _____.

This motion (10-04-04) was tabled until the next meeting due to not having a finalized document from the attorney

- ACTION ITEM - Approval of Addendum 1 to the Public Record Policy (10-04-05)

It was moved by _____ **Joe** _____ and seconded by _____ **Erwin** _____ to approve the Addendum 1 and Record Retention Schedule to the Public Records Policy. (10-04-04) The motion _____ passed _____.

7) Financial Reports

Richelle had nothing further to add

It was moved by _____ **Boots** _____ and seconded by _____ **Tom** _____ to approve the Financial Status and Records for the month ending March 31, 2010. (10-04-04) The motion _____ passed _____.

8) Action Items

- a) **Approval of refreshments for public meetings and staff development meetings (10-04-07)**

It was moved by _____ **Tom** _____ and seconded by _____ **Roger** _____ to approve providing refreshments at public and staff development meetings for CY 2010. (10-04-07) The motion _____ Passed _____.

9) Adjourn

- i) **There being no further business to transact, Joe _____ moved to adjourn the meeting with Erwin _____ seconding the motion. Meeting was adjourned at 7:50 pm.**

