

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF April 17, 2017

1. Roll Call

The DCTB Vice Chair called the meeting to order and the roll was taken as follows: (17-04-01)

<u> X </u>	Boots Sheets-Vice Chair
<u> X </u>	Traci Cromwell -Secretary
<u> X </u>	Roger VanSickle-Treasurer
<u> X </u>	Ed Helvey
<u> Ab </u>	Craig Zimmers
<u> X </u>	Troy Sabo

Staff present for the meeting:

<u> X </u>	Denny Schooley-Executive Director
<u> X </u>	Crystal James-Operations Director
<u> X </u>	Ginny Berry-Marketing and Public Relations Specialist
<u> X </u>	Tonya Layman-Mobility Manager
<u> X </u>	Tina Smith-Controller/HR Coordinator
<u> Ab </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> X </u>	Grant Bias-Safety and Security Training Manager

a. Approval of Absences (17-04-01)

It was moved by Ed and seconded by Traci to approve Craig's absence (17-04-01). Motion passed.

b. Pledge

2. Public Comment

None

3. Approval of Consent Agenda (17-04-02)

a. Agenda for April 19, 2017

It was moved by Ed and seconded by Roger to approve the Consent Agenda (17-04-02). Motion passed.

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b. Approval of minutes from March 15, 2017

Ed requested he be marked present at the last meeting, rather than being marked absent with a notation that he arrived late.

It was moved by Ed and seconded by Traci to approve the Minutes (17-04-02). Motion passed.

4. Reports

a. Department

Ginny shared the results of our recent Title 6 fixed route survey. Work is still the largest percentage of trip type, and second is shopping. 55.3% of respondents are in poverty. Three out of 64 respondents speak another language at home. We still need to work on reaching out to the Asian population, which is 3.2% of our ridership.

Denny noted that our ridership was up about 400 trips in March from what it was in February.

Grant explained that Homeland Security came on April 6th to discuss our final report. We scored very low as expected, but their report and letter should help us get future grants. They also advised us on very simple inexpensive things we can do to increase our score. They are certainly willing to help us and will be visiting us more often.

b. Executive Director

Denny, Ginny, Crystal, and Marcie attended the Orange Township Open House where area businesses, including Mt. Carmel, Adecco, Nationwide Convention Center, and COVA, shared their needs with Crystal and Marcie. Boots, County Administrator Ferzan Ahmed, and Director of Economic Development Bob Lamb attended as well. The Gazette featured an article and photo of the event.

Denny attended a seminar by the League of Women Voters on the growing problem of drug addiction in Delaware County. He is looking in to ways that DATA may be able to help.

Many staff members attended the annual OPTA Conference this week. A big topic of the conference was the state budget and how it affects transit. Denny met with Representative Rick Carfagna and informed him about public transit and its funding. Funding for transit in Ohio went way down during the Taft administration, but is working its way back up, and is currently about \$33 million.

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The Governor has said that sales tax revenue receipts are down by \$400 million and continue to fall. The federal government decided that managed care can no longer be taxed, which also greatly affects the state budget. Legislators are working on how to fix this and/or at least reduce the negative impact of it.

When funding to local governments gets cut, services are reduced, which affects the funding COTA gets from its 0.5% sales tax. If COTA loses out, they may not have as much money to trade with us. Denny suggested we need to keep all of this in mind when deciding what our future services are going to look like.

Denny shared that four of our drivers were presented with awards at the OPTA Conference. They were nominated and voted on by their peers for leadership, safety, customer service, and going above and beyond. Ed H. suggested taking these drivers to a Commissioners meeting where they can be recognized publicly. Ginny will also be putting them in the Gazette.

Ed asked how we did overall in terms of the ghost rider survey. Crystal explained we did very well, especially compared to when they came two years ago. We scored significantly higher in ADA announcements and they raved about our customer service. They stated our drivers are safe and so very helpful with guiding passengers where they need to go. Crystal said she is very proud of our drivers and what a strong cohesive group we have right now.

5. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending February 28, 2017 (17-04-03)

Income = \$77,548.23 with a gross profit of \$127,605.23

Expenses = \$51,524.20

Checking = \$678,553.94

Payroll = \$82,194.87

Denny added that we purchased 4 new buses in April and will be getting reimbursed for that with an operations grant of \$277,000. We also have the DERG grant and the OTPPP grant for five new buses coming up. Denny explained he is waiting to submit these grants until Congress passes a budget or extension through September. Current funding runs out April 28th.

It was moved by Ed and seconded by Troy to approve the Financial Status for month ending February 28, 2017 (17-04-03). Motion passed.

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6. New Business

a. Approval of Revised Passenger Code of Conduct Policy (17-04-04) (Grant)

Minor changes were made as a result of the last Board meeting. The term “disruptive” was defined as Craig requested.

It was moved by Traci and seconded by Roger to approve the revised Passenger Code of Conduct Policy (17-04-04). Motion passed.

b. Approval of Revised Firearms and Weapons Policy (17-04-05) (Grant)

Minor revisions since the last Board meeting include changing “community” to “DATA facilities” and “workplace” changed to “at DATA facilities”.

It was pointed out that the term “Board” needs changed to “board.”

It was moved by Roger and seconded by Troy to approve the revised Firearms and Weapons Policy (17-04-05).

c. Approval of Revised Sick Leave Donation Policy (17-04-06) (Tina)

Changes in formatting and to make the policy DCTB specific after separating from the County.

It was moved by Ed and seconded by Roger to approve the revised Sick Leave Donation Policy (17-04-06).

d. Approval of Revised DOT Physical Policy (17-04-07) (Tina)

Changes include:

- The title of the new form
- OTRP Risk Management Policy which requires DOT Physicals in order for drivers to be insured
- We will no longer use ARCPoint for re-certifications, but will still use them for pre-employment testing.
- It will now be the responsibility of the employees to obtain their DOT physical and maintain current medical certification at all times.

It was moved by Traci and seconded by Ed to approve the revised DOT Physical Policy (17-04-07). Motion passed.

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e. Approval of Revised Employee Discipline Policy (17-04-08) (Tina)

Per a discussion with our legal counsel, we needed to revise and clarify the section on administrative leave. If an employee is put on administrative leave for possible disciplinary action and the leave interferes with their regular work schedule, the leave must be paid.

It was moved by Roger and seconded by Traci to approve the revised Employee Discipline Policy (17-04-08). Motion passed.

f. Approval of Revised Personal Electronic Device Policy (17-04-09) (Tina)

Took out the section about no cell phone allowance when leave time is taken and no hours are actually worked. We want employees to be available to be contacted for meetings or work related questions or trainings.

It was moved by Ed and seconded by Roger to approve the revised Personal Electronic Device Policy (17-04-09). Motion passed.

g. Approval of Revised Procurement Policy (17-04-10) (Ed)

Denny noted a revision on page 2 to state that informal quotes will be maintained electronically and on pages 5-6 that vendor complaints on our procurements will be filed per FTA requirements.

It was moved by Traci and seconded by Ed to approve the revised Procurement Policy (17-04-10). Motion passed.

h. Approval to Dispose of Obsolete Equipment (17-04-11) (Ed)

Denny explained these are two tablet computers with an original cost of \$1,000 each in which parts were removed to be used on other computers.

It was moved by Traci and seconded by Roger to approve the disposal of obsolete equipment (17-04-11). Motion passed.

i. Approval of Service Contract with Alzheimer's Association (17-04-12) (Crystal)

Standard contract for group field trips

It was moved by Traci and seconded by Ed to approve the service contract with the Alzheimer's Association (17-04-12). Motion passed.

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j. Approval of Service Contract with Partners in Play (17-04-13) (Crystal)

Standard contract for group trips

It was moved by Traci and seconded by Troy to approve the Service Contract with Partners in Play (17-04-13). Motion passed.

k. Approval of Internet and Phone Provider Contract with WOW (17-04-14) (Ed)

Denny passed out copies of the 3-year contract with WOW. Since Time Warner has changed to Spectrum, we are switching to WOW for better service at a lower cost. We will save \$123 per month and go from a download speed of 20 to 120. The county prosecutor has reviewed and approved this contract.

It was moved by Roger and seconded by Troy to approve the contract with WOW (17-04-14). Motion passed.

7. Discussion Items

a. Books on Buses (Traci – Crystal)

Traci explained her idea for working with the Kiwanis group to put books on the buses. Kiwanis will pay for the pouches and the books. Skyline Chili has agreed to help by donating \$500 to Kiwanis, and they will publicize the event and have a bus there to accept the donation. Skyline Chili has also agreed to host a donation day when people can donate a book and get a coupon for a free coney dog.

Troy asked if someone is going to track the use of the program and stock of books. Crystal said they are still in the planning stages of figuring out all the details.

b. Holiday Reduced Hours (Denny – Crystal)

Denny explained he wanted to get the Board's thoughts before officially bringing something to them. He explained the difficulty of scheduling enough drivers for what we call "Hot Days" that are next to a holiday and ridership is low, for example Black Friday. It is very difficult to fairly decide and grant these days off to drivers because so many want these days off.

Denny explained that the Employee Committee has been working on a solution and actually tested out having drivers sign up to work the "hot days" based on reduced service hours for those days. Hours would be 8 a.m. – 4 p.m. rather than 5:30 a.m. – 7 p.m. This

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worked out pretty well and we found that we wouldn't have to deny anyone time off that they wanted.

Denny stated we are here to serve the public, so would reduced hours on these days be reasonable? We don't want to deny the public in order to cater to the employees.

Ed asked about those who are required to work on those days who use the bus to get to work?

Tina explained that several options were presented to all drivers and dispatchers, and reduced hours was the most popular choice. Denny explained currently we have been granting time off based on first come first serve and accepting requests up to a year in advance, but there are issues and complaints will this because the same people tend to get the same days off every year. Also, early morning drivers have a great advantage over afternoon drivers when it comes to turning their requests in first.

Traci said her biggest concern is communicating these days and hours to the public when the days would change from year to year. She would also like more information on the typical ridership on these hot days as to who is riding and why. She suggested a plan in which each person could choose just one hot day off per year.

Crystal stated that from what she has found in the past for hot days, demand response is about 10% of the normal ridership and fixed route is about 50% of the normal ridership.

c. Potential Future Services (Denny – Crystal – Tonya)

Denny discussed the state budget and sales tax. We need more money in order to increase services, so how do we get that money? Sales tax is a common funding source for transit, however, in 2000 our property tax levy failed miserably, and the Commissioners have to put a tax on the ballot for us. They only have 0.25% left, so it is doubtful that they will give that to us.

With the sales tax revenue continuing to drop, what other options do we have? Denny suggested that maybe we should sit tight for now. We should first have a plan before we ask for more money, as people need to know what their money is going to be used for. We need to find out what the people need and want, develop a plan for that need, then ask for the money to fund that particular project.

Denny shared three ideas for new services to pursue for the future.

- 1.) Working with the Stepping Up Program, which helps individuals with drug and alcohol addiction to get out of poverty. Denny and Crystal met with the county jail to discuss developing routes that would go to the jail twice a day. Then in working with United

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Way for a grant, we could provide people coming out of jail with an unlimited fixed route pass to help them get home, to an agency for help, and/or to a job. The hope is that we could help people not return back to jail. It wouldn't cost us anything, but has the potential of great revenue. For example, the STEP program we did back in 2015 brought in over \$17,000 in a six month period. We have heard back from United Way that they are interested in working with us on this, and the Stepping Up Program is also very important to Commissioner Barb Lewis.

- 2.) DATA on Demand, which would be an Uber type service that we would first provide on Thursday, Friday, and Saturday nights just in Delaware City using sedans. The drivers would get paid a piece rate, rather than an hourly rate, based on the trips they provide. We are working with Richwood Bank to begin accepting credit cards on our vehicles, online, and offering DATA cards that would work like a reloadable gift card. This would all be a big part of allowing us to provide the DATA on Demand service.
- 3.) Reduced Demand Response fares and day passes, in which the county would be split up into five regions, one for each day of the week. Each day of the week, that particular region would have reduced demand response fares, and get an unlimited fixed route day pass to use as much as they want on all fixed routes for that day. This would hopefully increase ridership, as well as revenue by having more people on the bus at the same time for demand response trips.

8. Other Business-Open Comments

none

9. Adjourn

With no further business to conduct, the Vice-Chairman adjourned the meeting.