

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF December 16, 2015

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (15-12-01)

<u> X </u>	Tom Jones-Chair
<u> Ab </u>	Boots Sheets-Vice Chair
<u> Ab </u>	Traci Cromwell -Secretary
<u> X </u>	Roger VanSickle-Treasurer
<u> X </u>	Ed Helvey
<u> X </u>	Tim Dempsey
<u> X </u>	Craig Zimmers

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> X </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> Ab </u>	Grant Bias-Operations Supervisor

a. Approval of Absences (15-12-01)

No absences to approve. No requests were made.

b. Pledge

2. Public Comment

No public present.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

3. Approval of Consent Agenda (15-12-02)

a. Agenda for December 16, 2015

b. Minutes of November 18, 2015

It was moved by Ed and seconded by Tim to approve the Consent Agenda (15-12-02).
Motion passed.

4. Reports

a. Board Committees

i. Finance – No meeting

b. Department

none

c. Executive Director

Ed asked what we will be able to do differently now that the new 5-year transportation bill has passed. Denny explained that not much will change, except we will be better able to plan for the future knowing the funds will be there.

5. Treasurer's Report-Financial Status

a. Approval of Financial Status for month ending November 30, 2015 (15-12-03)

Total income for Nov. = \$55,876.76

Total expenses for Nov. = \$157,300.89

Checking account = \$653,117.62 and payroll account = \$21,277.76.

It was moved by Roger and seconded by Craig to approve the Financial Status (15-12-03). Motion passed.

6. Unfinished Business

a. FMLA and Leave Policy-No additional information-Working with Prosecutor's office

Denny explained that staffing has changed, and we have been assigned a new Prosecutor. We will be meeting with him when he becomes available.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

7. New Business

a. **Nominating Committee Report and Election of CY 2016 Officers (15-12-04)-(Tim and Traci)**

Committee nominates Boots for Vice Chair, Traci for Secretary, and Roger for Treasurer.

It was moved by Tim and seconded by Ed to approve the officers for CY 2016 (15-12-04). Motion passed.

b. **Approval of 2016 regular Board meeting dates and times (15-12-05)- (Denny)**

All are the 3rd Wed. of each month except Sept. is on the 4th Wed. due to the fair and The Jug.

It was moved by Craig and seconded by Tim to approve the 2016 board meeting dates and times (15-12-05). Motion passed.

c. **Approval of Service Animal Policy (15-12-06)- (Tonya)**

The policy outlines the requirements of FTA and ADA. There are two questions that drivers can ask: "Is that a service animal?" and "What task does it provide?"

Service animals are allowed to ride regardless of type, number, or allergies of others. Pets/comfort animals must be in a carrier.

It was moved by Roger and seconded by Craig to approve the Service Animal Policy (15-12-06). Motion passed.

d. **Approval of Reasonable Modification Policy (15-12-07)- (Tonya)**

This policy is also required by FTA and ADA. Drivers are required to make reasonable modifications for paratransit and disabled passengers.

It was moved by Tim and seconded by Ed to approve the Reasonable Modification Policy (15-12-07). Motion passed.

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

e. **Approval of Employee File Policy (15-12-08)- (Tina)**

This policy explains what files we keep for each employee, the contents of each, how long we keep the contents, and who has access.

It was moved by Tim and seconded by Roger to approve the Employee File Policy (15-12-08). Motion passed.

f. **Approval of revised Farebox Reconciliation Policy (15-12-09)- (Tina)**

Every three days, all funds from fare boxes are collected, reconciled, and deposited at Richwood Bank. Changes were made to the policy to incorporate the fact that we now use Richwood Bank, and not the County Auditor.

It was moved by Tim and seconded by Craig to approve the revised Farebox Reconciliation Policy (15-12-09). Motion passed.

8. **Other Business—Open Comments**

Denny explained that we will continue bringing new and revised policies to the Board to make sure we meet FTA requirements and stay up to date with changes.

9. **Adjourn**

There being no further business to transact, the Chairman adjourned the meeting.