

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF February 20th, 2013

1) The DCTB Chair called the meeting to order and the roll was taken as follows: (13-02-01)

<u>AB</u>	Tom Jones- Chair
<u>X</u>	Boots Sheets- Vice Chair
<u>X</u>	Roger VanSickle- Secretary
<u>X</u>	Erwin Dugas
<u>X</u>	Tim Dodge
<u>X</u>	Ed Helvey
<u>X</u>	Traci Cromwell

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>	Richelle Tirado- Controller
<u>X</u>	Tonya James- Mobility Manager
<u>AB</u>	Grant Bias- Operations Supervisor
<u>X</u>	Tina Smith-Financial Clerk
<u>AB</u>	Ed Pierson-IT Specialist

a) Approval of Absences (13-02-01)

It was moved by Roger and seconded by Ed to excuse Tom Jones' absence.

2) Public Comment

No public present.

3) Approval of Consent Agenda (13-02-02)

a) **Agenda for February 20, 2013**

It was moved by Ed and seconded by Erwin to approve the Consent Agenda (13-02-02). Motion passed.

b) **Minutes of January 16, 2013**

c) **Approval of Public Meeting Refreshments**

It was moved by Traci and seconded by Tim to approve public meeting refreshments (13-02-02). Motion passed.

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4) Reports

a) Board Committees

i. Finance

Committee did not meet.

ii. Legislative

Committee did not meet.

b) Executive Director

i. Update on Affordable Care Act

Denny explained that in the past we have followed the county with healthcare. With changes and the ACA, we would like the opportunity to explore other insurance companies and/or other options for offering healthcare. We have established a Healthcare Committee that will be meeting to discuss strategies and a plan for moving forward.

ii. Update on MAP-21 & Funding

Denny explained that our issue is going to be with obtaining local match. We still don't know exactly what federal funding will look like. We will be a designated recipient and report directly to FTA. The resolution (13-02-10) will allow Denny to request a grant. Our attorney will write a letter to authorize us to report to FTA. Then it goes to ODOT, and then the governor must approve us as a designated recipient.

It was moved by Tim and seconded by Traci to authorize Denny to file applications with FTA (13-02-10). Motion passed.

c) Departments

Denny explained that the city has decided they do not want to install the shelter due to capabilities of employees and liabilities. We will get three quotes from outside contractors. Ed Pierson will be helping with this. We will go with a company that we can use in the future for installation on non-city property.

Denny announced that Tina has taken the position of HR Coordinator and attended the OPTA HR meeting last week. Ohio Administrative Law has changed rules for background checks and now requires six database checks for all applicants and employees.

Ginny explained that we are just now beginning to sell ads for the Go & Know program after trying to resolve all IT issues.

5) Financial Status

a) For Month ending January 31, 2013 (13-02-03)

It was moved by Tim and seconded by Ed to approve the financial status for month ending January 31, 2013 (13-02-03). Motion passed.

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b) **Final for year ending December 31, 2012 (13-02-08)**

It was moved by Ed and seconded by Roger to approve the financial status for year ending December 31, 2012 (13-02-08). Motion passed.

Upcoming Events

Crystal announced that she will be going to Lima for an ADA meeting, and three employees are going to ODOT for reasonable suspicion training to recognize drivers under the influence. She has five applicants selected to possibly hire for driving. We had three drivers go for CDL testing, and all three failed. There is a meeting Friday to discuss what went wrong. Since we use an outside source for CDL training, it is possible that incorrect material was used. Employees pay for the testing one time and can take the test up to three times in a year. DATA then reimburses the cost. Crystal explained that she is looking to change from Hometown Urgent Care, and go back to Ohio Health for physicals and drug and alcohol testing.

Richelle explained that she is heading up the new healthcare committee, which will meet Friday to discuss a plan and strategies for looking into other healthcare options.

Denny explained the Board & Management Event Calendar for this year, which lists reoccurring events/activities we must complete. He intends to maintain and update this piece for each BOARD packet.

6) Unfinished Business

a) **Approval of Contract with MKC for A&E (13-02-04)**

Denny explained the process of securing a contract with MKC, our architect and engineering firm, and stated that the contract is now ready for BOARD approval.

It was moved by Erwin and seconded by Tim to approve the contract with MKC for A&E (13-02-04). Motion passed.

b) **Approval of Revised Cancellation and No-Show Policy (13-02-05)**

Denny explained that we added wording to allow a client's representative to petition on their behalf if necessary.

It was moved by Roger and seconded by Ed to approve the revised cancellation and no-show policy (13-02-05). Motion passed.

7) New Business

a) **Increase appropriations for capital (13-02-06)**

Denny explained the need to increase funds to purchase larger CDL vehicles, which requires moving 2012 funds to 2013 funds.

It was moved by Traci and seconded by Erwin to increase appropriations for capital (13-02-06). Motion passed.

b) **Authorize travel expenses for FTA Training workshop (13-02-07)**

Denny explained due to new FTA requirements, there is a two day workshop being offered in Chicago for all transits switching from a rural to an urbanized system. The workshop is primarily

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financially based. Denny and Richelle are requesting funds to cover airfare, hotel, and meals so they can both attend.

It was moved by Tim and seconded by Traci to approve travel expenses for the FTA training workshop (13-02-07). Motion passed.

c) Appointing Tina Smith as first alternate board member to the OTRP (13-02-09)

Denny explained the need to replace Richelle with Tina as the first alternate board member to OTRP due to her new HR position.

It was moved by Roger and seconded by Tim to appoint Tina Smith as first alternate board member to the OTRP (13-02-09). Motion passed.

8) Other Business-Open Comments

Denny, Roger, and Traci recently met with Prosecutor Carol O'Brian. She felt a meeting was necessary as DATA continues to ask questions that result in a reply of "no."

In regards to township funding, it is acceptable for townships to contribute money to the transit system if the wording is correct and specific in its purpose. Records must be kept to document the purpose and the actual spending of the funds. Townships can provide money to match Federal funding, which would be 50% to be used for transportation in their area. Townships must be made aware of risks associated with audits. Denny is going to draft a letter to submit with the correct wording.

As far as the Marion Transit Agency, Prosecutor O'Brian replied with a no because our statute does not specifically give us the authority to do that, or any outside additional service to create revenue. We only have the authority to provide transportation.

Denny explained that he has sent a letter to ODOT requesting grant money to pay for a consultant or to provide the service to use an outside professional to investigate means for local funding. We need professionals backing and supporting Denny when requesting local funding.

Denny asked the BOARD for guidance in which direction he should proceed in regards to obtaining local funding. Should he pursue a tax levy, revenues from doing outside service/maintenance, or should we work toward legislative change to authorize us to do outside service?

Traci suggested there may be issues with a government agency that is tax exempt providing services to outside tax-paying companies or individuals. She suggested we consider moving toward becoming an RTA, Regional Transit Authority, to get out from under the control of the commissioners. Denny explained that an RTA is formed by a group of entities who agree to join, and each entity appoints a representative to the Authority's board. In this case, we would only serve the areas that join our RTA.

9) Adjourn

It was moved by Ed and seconded by Roger to adjourn. There being no further business to transact, the Vice Chairman adjourned the meeting.
