

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
February 17, 2016

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (16-02-01)

<u>X</u>	Tom Jones-Chair
<u>Ab</u>	Boots Sheets-Vice Chair
<u>X</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>Ab</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 (16-02-01)

No absences to excuse.

b. Approval of Absences from January 2016 (15-01-01)

It was moved by Traci and seconded by Roger to approve Tom's absence (15-01-01). Motion passed.

c. Pledge

2. Public Comment

No public present.

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3. Approval of Consent Agenda (16-02-02)

a. Agenda for February 17, 2016

b. Approval of minutes from January 20, 2016

It was moved by Roger and seconded by Ed to approve the Consent Agenda (16-02-02). Motion passed.

4. Reports

a. Board Committees

i. Finance – No meeting

b. Department

Crystal- We had around 1,600 total ridership for January. Currently reviewing the fixed routes for changes, which will be sent to Ginny by May and go into effect in July.

Traci shared that she was approached with a request for a stop to be added at PIN.

c. Executive Director

Denny- Tim set up a meeting with a village councilman from Shawnee Hills. Tim and Denny met with him and discussed DATA providing transportation to Shawnee Hills, the zoo, between Shawnee Hills and Powell, and serving the needs of senior citizens of Shawnee Hills.

This was the first time that DATA has ever been invited to a meeting with a village or township.

5. Treasurer's Report-Financial Status

a. Approval of Financial Status for month ending January 31, 2016 (16-02-03)

Total income for Jan. = \$39,665.79

Total expenses for Jan. = \$199,147.96

Checking account = \$407,741.11

Payroll account = \$29,889.45

Roger stated he wasn't completely comfortable with the reports as he noticed some changes. Denny explained that we are in the process of reorganizing financial records

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with Bob, so there may be some inaccuracies with the financial statements that will be resolved by next month.

It was moved by Ed and seconded by Roger to tentatively approve the Financial Status pending adjustments to be made for next month (16-02-03). Motion passed.

6. Unfinished Business

a. Approval of MORPC 5310 Program (16-02-04) (Tonya/Denny)

This is a 2-year grant of \$296,000 in capital funds and \$67,000 in operating funds.

It was moved by Tim and seconded by Craig to approve the MORPC 5310 Program (16-02-04). Motion passed.

b. Approval of revised FMLA Policy (16-02-05) (Tina/Denny)

Denny explained this policy is more of a replacement than a revision. Military leave is now included. At an FMLA training, he and Tina learned that an employer cannot force an employee to take FMLA. The County Prosecutor said we can force employees to take FMLA, but we don't have to. We have decided to include in our policy that we will not force employees to take FMLA for extended medical leave, but they can if they so choose.

Traci asked why the Prosecutor suggested we force employees to take FMLA. Denny replied that the Prosecutor was concerned about employees stacking non-FMLA leave with FMLA leave and being out for too long. Denny explained that we are not concerned that it will be an issue for us as we require Board approval for all extended leave beyond 12 weeks.

It was moved by Craig and seconded by Tim to approve the revised FMLA Policy (16-02-05). Motion passed.

c. Approval of revised Leave Policy (16-02-06) (Tina/Denny)

Denny explained that we made revisions to the Leave Policy to better correlate with the new FMLA Policy, and to clarify that extended medical leave not qualifying for FMLA will be handled in the same manner as medical leave that does qualify for FMLA.

It was moved by Roger and seconded by Traci to approve the revised Leave Policy (16-02-06). Motion passed.

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7. New Business

a. **Approval of Facility Maintenance Policy (16-02-07)-(Ed)**

This is a new policy required because our building was purchased with federal funds. It describes the plan to maintain the facility and assets in order to comply with FTA guidelines.

It was moved by Tim and seconded by Craig to approve the Facility Maintenance Policy (16-02-07). Motion passed.

b. **Approval of Video Recording Policy (16-02-08)- (Ed)**

Denny explained that we do not have any video in place yet, but wanted to have this policy first for public records purposes. He noted that the systems we will use will be rewriteable and will rewrite approximately every 30 days.

Ed asked about what type of manual recording we would be doing. Denny replied that would include video taken with a phone or device such as a Go Pro to be used for training and/or disciplinary purposes.

It was moved by Traci and seconded by Ed to approve the Video Recording Policy (16-02-08). Motion passed.

c. **Approval of Safety and Security Manager Position (16-02-09) (Tina/Crystal)**

Denny explained that the safety and security requirements of federal legislation under MAP21 and the FAST Act have grown so large that we need a separate position to be responsible for safety, security, training, and compliance. The plan is to move Grant into this new position and 5307 funds can be used for his wages because the position deals with safety and security.

It was moved by Craig and seconded by Roger to approve the Safety and Security Manager Position (16-02-09). Motion passed.

d. **Approval of Road Supervisor Position (16-02-10)- (Tina/Crystal)**

Denny explained that this position will replace our current Operations Supervisor position and will provide direct on-the-road support to drivers. This position can also be paid for with 5307 funds since it is direct operations.

Denny noted that we are thinking of hiring two people for this position, one full-time and one part-time, in order to provide a supervisor on duty during all operating hours.

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Their shifts will overlap slightly so they will have time to coordinate, as they will both share responsibility over all drivers and dispatchers.

It was moved by Craig and seconded by Roger to approve the Road Supervisor Position (16-02-10). Traci voted No. Motion passed.

e. **Approval of Service Contracts for Alpine House, NCR, and Source Point Enrichment Center (16-02-11)- (Crystal)**

These are standard contracts using contract rates that have already been approved by the Board.

It was moved by Tim and seconded by Ed to approve the contracts with Alpine House, NCR, and Source Point Enrichment Center (16-02-11). Motion passed.

8. Discussion

a. **Discussion of DJFS Contract**

Denny explained that we have contracted with DJFS since our existence. He explained how we have always figured our contract rates based on revenue hours broken out by types of service. Now JFS is asking to see direct cost only and not pay for any overhead and no more than a 15% administration fee. They are proposing that we adhere to their specific federal regulations. They have us a document to tell us how to calculate their rates, as well as their proposed contract, which includes extensive unreasonable requirements. Denny said he would prefer to not contract with them at all, but there may be ramifications with the commissioners. He will continue to provide general public transportation, not medical transportation, and contract service at a fully allocated cost.

Denny also shared that JFS has put out an RFP for transportation, which concerns him that if we do contract with them, we are not guaranteed any amount of money or number of trips.

If we calculate rates the way JFS is asking us to, Denny stated he believes their cost will increase significantly. He explained that they want us to do all of their administrative work, but are not willing to pay for it.

Denny requested direction from the Board on the next step to take.

Ed stated we cannot go into a hole and proposed we end negotiations with JFS.

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Craig stated he thinks the Board is in agreement with the direction Denny wants to proceed, to not accept a contract at this point as their contract is cost prohibitive for us and we cannot operate at a loss.

b. Discussion of Legislative Liaison

The Board discussed the possibility of a legislative liaison to work on behalf of DATA. More discussion and updates will be made at the next Board meeting in March.

9. Other Business—Open Comments

none

10. Adjourn

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