

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF February 15, 2017

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (17-02-01)

<u>Ab</u>	Tom Jones-Chair
<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>X</u>	Craig Zimmers
<u>X</u>	Troy Sabo

Staff present for the meeting:

<u>X</u>	Denny Schooley-Executive Director
<u>Ab</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>X</u>	Grant Bias-Safety and Security Training Manager

a. Approval of Absences (17-02-01)

It was moved by Traci and seconded by Craig to approve Tom's absence (17-02-01). Motion passed.

b. Pledge

2. Public Comment

None

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

a. Agenda for February 15, 2017

b. Approval of minutes from January 18, 2017

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

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

4. Reports

a. Department

Ed asked about the changes with advertising that Ginny had mentioned in her department report. She explained that we learned from FTA that we have to go out for bid for advertising on our buses because we are earning revenue on an FTA funded vehicle. Our contract with Motion Media ends July 31st.

Grant announced that two officers from Homeland Security came in to complete an assessment. They asked about 90 questions of various staff and drivers and took a tour of the facility. We should have a report back from them within 30 days of the visit, which will help us in applying for future grants for needed equipment such as cameras and door lock systems. Homeland Security also offered to come do a suspicious package training. They emphasized the importance of proper security for us because we are next to Columbus, and terrorists tend to live and work in suburbs and actually strike in the adjacent large city.

Grant also mentioned he is working to finalize a Passenger Code of Conduct, as well as, a Firearms Policy to bring to the Board next month.

Ed H. mentioned he knows a retired general who does security and training for the Board of Elections that may also be a good resource for us.

Denny explained the rising cost of employee benefits and asked the Board's opinion on possibly changing our usual procedure of only hiring part-time with no benefits, to offering full-time positions with the option of individual health coverage, and if the employee wanted family, they could take it, but DATA would only pay DATA's portion of the single rate and the employee would be responsible for the rest. This change would not affect current employees, whose coverages and rates would remain the same. Denny said the idea would be to use the benefits as a bargaining tool to hire and retain more drivers.

Boots asked the opinion of each Board member:

Traci-Did not agree with grandfathering current employees, as all employees should be treated the same.

Craig-Agreed with treating everyone the same, asked to see some numbers before making a decision, and stated this plan would definitely hurt you when hiring professional staff.

Roger-Questioned what is actually legal, and would like some research to be done first.

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Troy-Suggested a gradual change in which we would possibly reduce DATA's portion of the family coverage, rather than eliminating it all together.

Denny explained we will discuss this again in the future with more information and data.

b. Executive Director

Denny explained it has been a very busy month for him as he has been meeting with many different groups and officials within the community. All are in agreement that there is a need for transportation in Delaware County and agree that a plan for the future is important. There will be another meeting on Feb. 27th to discuss what the priorities are, what we need to do, and how we will pay for it. County Administrator Ferzan Ahmed believes transportation is important and understands it is subsidized. This should be an advantage to us in that he works directly with the County Commissioners.

Denny explained that each person at the table views the transportation issue based on their own area. Troy asked if there was one common need or goal, and Denny said transportation to jobs seems to be a common goal.

Denny noted he will be meeting with COTA this week to discuss their redesigned routes that begin May 1st to make sure we coordinate our services with their changes.

Craig asked if we have met with big employers like Tanger to discuss possible shuttle service. Denny explained we did meet with Tanger and they were not interested, as they didn't believe they would have a transportation problem.

Traci mentioned she completed the recent MORPC survey and encouraged others to do so as well. Denny explained the survey was about revising the current coordinated plan.

Denny said he and Troy went to a Delaware City work session on city parking downtown and offered, "tell us what we can do." There is an idea of DATA starting with service for First Fridays and then maybe expanding later.

5. Financial Status – Treasurer's Report

a. Approval of Draft Financial Status for month ending December 31, 2016 (17-02-03)

Net Income = +\$169,664.18

Expenses = about \$119,000

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Checking = \$1,056,773.24

Payroll = \$23,453.28

It was moved by Craig and seconded by Ed to approve the Draft Financial Status for month ending December 31, 2016 (17-02-03). Motion passed.

6. New Business

a. Approval of revised Employee Policy (17-02-04) (Tina)

Tina explained that this is a reorganization of our current handbook and the County's employee policy. This new revised policy will be combined with essential employee policies to form the new DCTB Employee Handbook.

It was moved by Ed and seconded by Troy to approve the revised Employee Policy (17-02-04). Motion passed.

b. Approval of revised Transit Asset Management Policy (17-02-05) (Ed)

Ed explained that we added that we will pursue warranties on our assets as available and needed.

It was moved by Ed and seconded by Craig to approve the revised Transit Asset Management Policy (17-02-05). Motion passed.

c. Approval of revised Facility Maintenance Policy (17-02-06) (Ed)

Ed explained that we learned from FTA that we needed to add more details and be more specific.

It was moved by Roger and seconded by Ed to approve the revised Facility Maintenance Policy (17-02-06). Motion passed.

d. Approval of Travel Policy (17-02-07) (Tina)

Tina explained that we added covering an employee's deductible up to \$500 for uncontrollable damage to their personal vehicle while on work travel.

It was moved by Ed and seconded by Roger to approve the Travel Policy (17-02-07). Motion passed.

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e. Approval to dispose of obsolete equipment (17-02-08)(Ed)

Ed explained this is permission to dispose of an old bus we haven't used in a long time, and he does get approval from ODOT before disposing.

It was moved by Traci and seconded by Craig to approve the disposal of obsolete equipment (17-02-08). Motion passed.

7. Other Business-Open Comments

Traci asked how we handle the Tom situation. Boots said we need to keep waiting and see what happens. Denny explained that it is up to the Board as to what they decide to do, when they decide to remove Tom, and then petition the Commissioners for a replacement.

8. Adjourn

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