

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF February 21, 2018

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (18-02-01)

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

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> Ab </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> Ab </u>	Grant Bias-Safety and Security Training Manager

a. Approval of Absences (18-02-01)

It was moved by Traci and seconded by Jacob to approve Craig's absence (18-02-01). Motion passed.

b. Pledge

2. Public Comment

none

3. Approval of Consent Agenda (18-02-02)

a. Agenda for February 21, 2018

It was moved by Roger and seconded by Ed H. to approve the Consent Agenda (18-02-02). Motion passed.

b. Approval of minutes from January 17, 2018

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It was moved by Traci and seconded by Ed H. to approve the minutes from January 17, 2018 (18-02-02). Motion passed.

4. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending December 31, 2017 (18-02-03)

Income = \$82,557

Expenses = \$130,552

Checking = \$600,465.46

Payroll = \$28,817.13

It was moved by Traci and seconded by Troy to approve the Financial Status for month ending December 31, 2017 (18-02-03). Motion passed.

5. Reports

a. Department

Crystal announced that service cuts go into effect next Thursday, March 1st and we haven’t gotten a lot of feedback from the community.

b. Executive Director

Denny explained he met with the SHARE Transportation Group, which is a new group that started providing transportation in Oct. 2017. They are targeting businesses such as manufacturing and warehouse jobs to help get low income immigrants in common housing areas to work. They also work with Amazon, National Church Residences, and Denison University. They have cameras and technology on their vehicles that is helping to develop driverless vehicles.

6. New Business

a. Approval to Submit Application to MORPC for Section 5310 (18-02-04) (Denny/Tonya)

5310 is federal funding for senior citizens and people with disabilities. Our application is for \$543,136 for two years to cover mobility management, operations, and preventative maintenance for demand response service.

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It was moved by Roger and seconded by Jacob to approve submitting an application to MORPC for Section 5310 (18-02-04). Motion passed.

b. Approval of Revisions to Drug and Alcohol Policy (18-02-05) (Crystal)

Crystal explained that FTA is requiring us to change the word “opiates” to “opioids” because there is now a broader panel for testing that includes prescription opioids such as Percocet and Vicodin. This could be a potential problem for us because if an employee tests positive for an opioid, the MRO will contact the employee, who then has five days to get the prescribing doctor to contact the MRO to verify a valid prescription. If there is a valid prescription, the test is negative. If there isn’t a valid prescription, the test is positive, which means termination. The key factor is education the employees so they clearly understand their responsibilities.

Troy noted that the word “opioids” was misspelled several times in the policy.

It was moved by Traci and seconded by Ed H. to approve revisions to the Drug and Alcohol Policy (18-02-05). Motion passed.

c. Approval of Service Contract Rates for 2018 (18-02-06) (Crystal)

Troy asked how the new rates compare to the 2017 rates. Denny explained they have increased slightly.

Jake asked if these new rates cause us to lose money per mile. Denny said no, that everything is taken into account based on our statistics.

It was moved by Ed H. and seconded by Roger to approve service contract rates for 2018 (18-02-06). Motion passed.

d. Discussion and Approval of Revisions to By-Laws (18-02-07) (Board)

Denny explained that Traci had questioned the restrictions and guidelines on Board members speaking in public on behalf of DATA. Our by-laws currently state that the Executive Director or his designee will be the spokesperson for DATA. Denny asked if this should be changed to include Board members.

Traci asked if Board members would be allowed to go to the Commissioners to ask for money for DATA. Boots replied no.

Ed H. said he believes the Board is to be one voice that speaks only through the Executive Director or Chair.

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Boots explained that when Board members are speaking in public they need to verbally clarify that they are speaking on their own behalf and not on the behalf of the DATA Board.

The Board agreed that no revisions to the By-Laws were needed.

e. Discussion – Strategic Planning Process and Review of MORPC Scope

Denny explained that MORPC has agreed to provide us with a third-party consultant to facilitate and guide the Board through developing a mission statement and developing plans and goals for the future.

Ed H. asked if perhaps others should be involved, such as drivers, passengers, or other agencies. Denny said he doesn't believe the community needs to be involved until later when we begin working on specific services. He added that the facilitator may also have advice about whether anyone else should be involved and when.

Troy noted that the Board should make sure everything is covered in the scope that we want to talk about so nothing is missed and that best practices should be addressed in meeting one.

Jacob suggested we require them to present the final report to us and answer questions, rather than just providing the report.

Denny suggested that maybe we should request an expert in transportation. He said his goal with having a facilitator and strategic planning is to help him understand the direction to go in and what goals to meet in order to know what we would use additional funding for. He said the estimated time line is to start the meetings in April and have the final report by July.

Jacob motioned and Traci seconded to move forward with the scope. Denny said he would follow up with MORPC and share the Board discussion and what we want, and then relay the response back to the Board. Motion passed.

7. Other Business – Open Comments

Traci shared that she was excited to see that someone has used the Board email on the DATA website.

8. Adjourn

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