

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF January 18th, 2012

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

 X Erwin Dugasz, Secretary*
 X Boots Sheets
 X Tim Dodge
 X Ed Helvey
 X Traci Cromwell

Staff present for the meeting:

 X Denny Schooley- Executive Director
 X Crystal James- Administrative/ Operations Manager
 X Ginny Berry- Marketing and Public Relations Specialish
 X Richelle Fout- Financial Analyst
 X Stephanie Cameron- Office Administrator

 X Kristi Kuhbander- HR Coordinator
 X Tonya James- Mobility Manager

2) Due to the Secretary, Erwin Dugasz, being the only remaining officer appointed position on the board; he was the acting Chair for this meeting. He appointed Tim to serve as the acting Secretary for this month.

It was moved by _____ and seconded by _____ to excuse the absences.
(21-01-01) Motion _____.

Due to no absences, no vote was taken

3) Public Comment

No public present

4) Approval of Consent Agenda (12-01-02)

- a) **Agenda for January 18, 2012**
- b) **Minutes of December 21, 2011**
- c) **Financial Status for Month and Year ending December 31, 2011**
- d) **Approval of Refreshment Purchases for public board and committee meetings, planning meetings, DCTB hosted meetings and trainings, and semi- annual staff training for calendar year 2012.**

It was moved by Tim and seconded by Ed to approve the Consent Agenda
(11-12-02). Motion passed.

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5) Administrative / Operations Status Reports

a) **Operations Report**

Crystal had nothing to add

b) **Mobility Management**

Tonya had nothing to add

c) **Marketing Report**

Ginny talked about reaching out to the OSHP as well as other emergency management departments about giving info out to those they may encounter that are in need of transportation.

d) **HR, Safety, Training and Risk Management**

Nothing to add

e) **Financial Report**

Richelle added that we still have additional receivables that will be coming in

6) Discussion / Action Items

a) **Approval of Building Lease Renewal (12-01-03).**

It was moved by Boots and seconded by Ed to approve the renewal of the lease of the building (12-01-03). Motion passed.

b) **Approval of Revised DCTB By-Laws (12-01-04)**

It was moved by Boots and seconded by Traci to approve the revisions to the DCTB By-Laws (12-01-04). Motion passed.

c) **Approval of Creation and Appointments of a Standing Finance Committee (12-01-05)**

It was moved by Tim and seconded by Boots to approve of creating and appointing members to a Standing Finance Committee (12-01-05). Motion passed.

Board Members on committee: Traci, Ed Staff: Denny, Richelle

d) **Approval of Creation and Appointments of an Ad-Hoc Committee for: (12-01-06)**

It was moved by Boots and seconded by Ed to approve of creating and appointing members to an Ad-Hoc Committee For: (12-01-06). Motion passed.

i. **Child Restraint Legislation**

ii. **Township Transit Grant Legislation**

Board members on committee: Traci, Tim and Erwin Staff: Denny, Crystal

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e) Approval of Creation and Appointments of an Ad-Hoc Committee for Vehicle Maintenance (12-01-07)

It was moved by Tim and seconded by Traci to approve of creating and appointing members to an Ad-Hoc Committee for Vehicle Maintenance (12-01-07). Motion passed.

Board Members on Committee: Boots and Tim Staff: Denny, Richelle and Crystal

f) Approval of County Auditor Org Key Changes (12-01-08)

It was moved by Tim and seconded by Traci to approve of the Changes to the County Auditor Org Keys (12-01-08). Motion passed.

g) Discussion of Service, General Public Service Fares and Business Plan

It was decided by the board that a weekend work session is needed to discuss this topic in full as well as doing research together

7) Audit Outcomes:

- a. COA Grant Financial Review
- b. COA Grant Programmatic Compliance Review
- c. OTRP Safety- Prevention- Audit (SPA)
- d. ODOT Triennial Quality Assurance Review

Denny informed the board of how high we scored on all of our audits, but particularly the ODOT Triennial Quality Assurance Review.

8) New Business/ Comments

Board member Traci Cromwell commented on how little information our public minutes are providing. Discussion was held by the board and it was concluded that the minutes are in accordance with the requirements of the Ohio Revised Code and no changes are necessary.

9) General Updates- See Board Summary:

No official confirmation on how much money the city will be giving us for the local match of the budget.

10) Adjourn

- i) There being no further business to transact, Tim moved to adjourn the meeting with Boots seconding the motion. Meeting was adjourned at 8:55 P.M.

