

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF
January 20, 2016

1. Roll Call

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

<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>	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>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>Ab</u>	Grant Bias-Operations Supervisor

a. Approval of Absences (16-01-01)

b. Pledge

2. Introduction of Invited Guests/Discussion

a Discussion of statutory requirements and authority

Guests were County Prosecutor Eric Penkal, Representative Andy Brenner and his aide, Dan Tallick.

Denny explained the need for us to provide temporary ramps at the homes of passengers and how state legislation limits our authority to do creative and innovative things to better serve the community, which is what federal regulations encourage us to do.

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Since the County Prosecutor says no to these kinds of projects, Denny's questions are, is the prosecutor correct, can we change the prosecutor's attitude toward this, and do we need to change legislation, and if so, how.

Representative Brenner explained the process of introducing a bill and stated he can certainly draft something to help us and get legislators to support it. Getting others from DATA's side to support the bill would help as well.

Brenner explained that Ohio code has to change or match the federal guidelines in order to give DATA the authority to take on specific action or projects that it does not already have the authority to do. He suggested that we start calling all the other transit agencies in Ohio to get them to contact their state reps. The more state reps we can get on board for the same cause, the faster the bill is likely to move.

Craig suggested speaking with OPTA's lobbyist about this issue. Denny explained he hadn't thought about reaching out to others across the state because this issue only affects Transit Boards, not Transit Authorities, and there are only about 4 other Transit Boards in Ohio.

Brenner suggested our next step should be to decide what we want in the legislation based on what we want to be able to do. Then he will draft something and we can begin sharing it with others to gain support.

3. Public Comment

No public present.

4. Approval of Consent Agenda (16-01-02)

a. Agenda for January 20, 2016

b. Minutes of December 16, 2015

It was moved by Ed and seconded by Tim to approve the Consent Agenda (16-01-02).
Motion passed.

5. Reports

a. Board Committees

i. Finance – No meeting

b. Department

Crystal explained a hand out which detailed ridership rates from 2013 through 2015. She noted that we hit a record last year. She shared monthly ridership rates broken

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down each year by fixed route and demand response, annual fixed route ridership by run, average daily fixed route ridership by route, and senior fixed route ridership by month.

Crystal noted that she and Denny met with Giant Eagle yesterday. Giant Eagle wants to partner with us in getting people, including employees, to their store at Lewis Center. They want to have a stop, possibly a shelter, and may be interested in wrapping a bus. Denny added that this meeting was initiated by Commissioner Barb Lewis who was contacted by Giant Eagle.

c. Executive Director

Four new buses arrived this week and will be on the road in a couple of weeks. These are short buses with a wider wheel base, and they have integrated child safety seats.

Crystal's FTA Drug and Alcohol Audit closed and we are now in complete compliance.

6. Treasurer's Report-Financial Status

a. Approval of Financial Status for month ending December 31, 2015 (16-01-03)

Total income for Dec. = \$42,859.44

Total expenses for Dec. = \$181,766.43

2015 Total Income = \$1,780,811.35

2015 Total Expenses = \$1,897,263.26

Checking account = \$512,968.09 and payroll account = \$31,764.90.

It was moved by Craig and seconded by Tim to approve the Financial Status (16-01-03). Motion passed.

7. Unfinished Business

a. FMLA and Leave Policy-Awaiting Prosecutor's office review

Denny explained we received feedback from the County Prosecutor this morning and will bring the policies to the Board next month for approval.

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Denny thanked Tina and Kathy for their work on presenting to staff on Saturday what they learned from the FTA FMO Seminar they attended in Chicago last summer.

8. New Business

a. Approval of DOT Physicals Policy (16-01-04)-(Tina/Crystal)

Tina explained the purpose and reason for this new policy to ensure that all DATA drivers pass DOT Physicals and maintain current medical certification.

Denny explained the effective date of the policy is 3/21/16 to allow for time to find a new provider and educate all the employees.

It was moved by Craig and seconded by Tim to approve the DOT Physicals Policy (16-01-04). Motion passed.

b. Approval of Contract with Cyntox Bio-Hazard Solutions (16-01-05)- (Ed)

Ed explained this is a contract to provide us with our own biohazard contain to dispose of our own biohazard waste and Cyntox will come and empty the container.

It was moved by Craig and seconded by Tim to approve the contract with Cyntox Bio-Hazard Solutions (16-01-05). Motion passed.

c. Approval to purchase refreshments for DCTB/DATA sponsored meetings and trainings (16-01-06)

Denny explained he revised the resolution to include the phrase “excluding alcohol” and to set a maximum cost of \$200.00 per event.

It was moved by Craig and seconded by Tim to approve the purchase of refreshments (16-01-06). Motion passed.

d. Approval of Video Recording Policy (16-01-07)- (Ed) tentative

Removed from agenda

9. Other Business—Open Comments

10. Adjourn

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