

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF July 17, 2019

1. PLANNING SESSION 6:00 p.m. to 8:00 p.m.

2. Roll Call – 8:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (19-07-01)

<u> X</u>	Boots Sheets-Chair
<u> X</u>	Ed Helvey-Vice Chair
<u> X</u>	Roger VanSickle-Treasurer
<u> X</u>	Troy Sabo
<u> X</u>	Jacob Fathbruckner
<u> X</u>	Becky Cornett
<u> X</u>	Fred Johnson

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> X</u>	Grant Bias-Safety and Security Training Manager

a. Approval of Absences (19-07-01)

none

b. Pledge

3. Approval of Consent Agenda (19-07-02)

a. Agenda for July 17, 2019 (19-07-02A)

It was moved by Roger and seconded by Ed H. to approve the Consent Agenda (19-07-02A). Motion passed.

b. Approval of minutes from June 19, 2019 (19-07-02B)

It was moved by Ed H. and seconded by Fred to approve the Consent Agenda (19-07-02B). Motion passed.

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4. Public Comment

none

5. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending May 31, 2019 (19-07-03)

Income = \$176,772

Expenses = \$239,766

Checking = \$530,289.53

Payroll = \$15,029.72

It was moved by Jacob and seconded by Troy to approve the Financial Status for month ending May 31, 2019 (19-07-03). Motion Passed.

6. Reports

a. Department

Ginny – Upcoming events: Tanger on Saturday with the Gillig for Touch-a-Truck, SourcePoint- AAA on 7/24, Touch-a-Truck next Friday at a church in Berlin. On Aug. 7, 10-15 people with a Self Advocates Group will be here to learn about DATA.

Grant – working on a new emergency preparedness plan for all employees

b. Executive Director

The results of the ODOT survey are included in the Board packet.

We are now Delaware County Transit and not DATA. New website is delcotransit.com. We will have a roll out to the community some time in the future.

In June we received the \$1.15 million from COTA.

I met with MORPC about our split for 2019.

With the increase to the state budget, our portion would increase by three times, from about \$50,000 to about \$150,000. If the increased state budget allows agencies to match other funds, there may be fewer lapsing funds for us to acquire in the future.

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7. New Business

a. Approval of revised DBE Policy (19-07-05)(Ed)

Disadvantaged Business Enterprise policy that has to be revised every three years with updated goals

It was moved by Roger and seconded by Ed H. to approve the revised DBE Policy (19-07-05). Motion passed.

b. Approval of revised Procurement Policy (19-07-06)(Ed)

Revised our policy to bring it in line with current state and federal limits

It was moved by Jacob and seconded by Troy to approve the revised Procurement Policy (19-07-06). Motion passed.

c. Board Member Discussion Topics

i. Executive Director annual review process (Fred)

Fred suggested it's important to look at past performance and set goals for the future. We can look at the process used by SourcePoint and APTA. The process can be similar to the one used to review the Board.

Denny will provide samples from his previous reviews, look at APTA's processes, and put it on the agenda for next month to finalize a process.

ii. Board annual self review (Fred)

Same as i. above.

iii. Goal and action plan for completing an operable strategic plan and annual maintenance of the plan (Fred)

Fred suggested this be completed prior to creating the next annual budget.

Denny explained that Marie can help us complete our strategic plan. He will send her the document Becky compiled and find out what her availability is. He noted that the \$7,000 budget for Marie may need to be increased. Denny also requested that Marie go over the Board's role of governance and the staff's role of management.

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Ed H. moved and Becky seconded to have Marie come back to assist us with completing our strategic plan. Motion passed.

iv. Establish improved financial reporting (Fred)

Fred requested that a Finance Committee be created that looks at how we're doing and where we're going. They can look at finances, budget, and our strategic plan and report to the Board monthly. Roger and Fred agreed to serve on the Finance Committee. It was decided that a third member would be determined at next month's Board meeting.

v. Updates to Customer Service Policies (Jacob)

After a situation in which a lady at Crosswoods called at 9:00 a.m. and was upset because our bus would not be back to Crosswoods until 4:15 p.m., Jacob suggested establishing some guidelines for how we would handle distraught passengers and when we should make exceptions to go get them. Denny explained that the staff has always had the authority to make the right decision in the given situation. He clarified that we will always do the right thing, never leave someone stranded, and never jeopardize someone's health or safety.

vi. Temporary increase in frequency of Board meetings (Jacob)

Jacob suggested meeting more often than once a month in order to more quickly complete our to-do items. It was decided that we will get Marie scheduled asap for strategic planning and then go from there.

8. Other Business – Open Comments

none

9. Adjourn

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