

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF June 21, 2017

#### 1. Introduction of new Board member Jacob Fathbruckner

Jacob explained he was born in Delaware, ran for County Commissioner two years ago, and works for Anthem.

#### 2. Roll Call

**The DCTB Vice Chair called the meeting to order and the roll was taken as follows: (17-06-01)**

<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>  Ab</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>  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 (17-06-01)**

It was moved by Ed H. and seconded by Craig to approve Troy's absence (17-06-01). Motion passed.

#### **b. Pledge**

#### **3. Public Comment**   none

#### **4. Approval of Consent Agenda (17-06-02)**

##### **a. Agenda for June 21, 2017**

##### **b. Approval of minutes from May 17, 2017**

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

It was moved by Roger and seconded by Traci to approve the Consent Agenda (17-06-02). Motion passed.

### 5. Reports

#### a. Department

none

#### b. Executive Director

none

### 6. Financial Status – Treasurer’s Report

#### a. Approval of Financial Status for month ending April 30, 2017 (17-06-03)

Income = \$69,432 and net profit of about -\$120,000

Roger reported we are currently about \$3,000 under budget for this year.

Denny said the State Auditors have completed their audit and asked if the Board would like the auditors to come back to meet in person to go over the final audit report with the Board. The Board agreed that wouldn't be necessary.

Denny noted that we will be seeing an increase in payroll with several vacations being taken and needing to pay some overtime in order to cover extra trips due to JFS canceling their contract with ACME Cab.

It was moved by Craig and seconded by Traci to approve the Financial Status for month ending April 30, 2017 (17-06-03). Motion passed.

### 7. New Business

#### a. Nomination and Election of Vice-Chair (17-06-04)

Boots asked for a single vote and stated that Ed Helvey has expressed interest in the position. Boots asked if anyone else was interested and no one replied. Ed H. clarified that the position is just for the remainder of this year.

It was moved by Roger and seconded by Craig to elect Ed H. as Vice-Chair (17-06-04). Motion passed.

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

**b. Approval to submit grant application to SourcePoint (17-06-05) (Tonya)**

This is our annual grant to subsidize fixed route fares for seniors. We are requesting the same amount as last year, \$201,000.

Roger abstained from voting.

It was moved by Traci and seconded by Ed H. to approve submitting a grant application to SourcePoint (17-06-05). Motion passed.

**c. Approval of revised Code of Conduct Policy (17-06-06) (Grant)**

Grant explained he took out the definition of disruptive behavior because the term disruptive wasn't used anywhere else in the policy.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the revised Code of Conduct Policy (17-06-06). Motion passed.

**d. Approval of a service contract with Alpine House of Columbus (17-06-07) (Crystal)**

Standard contract for retirement home field trips.

It was moved by Traci and seconded by Roger to approve the service contract with Alpine House (17-06-07). Motion passed.

**e. Approval of a service contract with Glen Oak Elementary (17-06-08) (Crystal)**

Standard contract for summer program field trips.

It was moved by Traci and seconded by Ed H. to approve the service contract with Glen Oak Elementary (17-06-08). Motion passed.

**f. Approval of service changes effective July 5, 2017 (17-06-09) (Crystal)**

All route changes have been finalized. We had eight people attend the public hearings and several public comments came in after that. This will be our largest service change to date. We really focused the changes on getting more people to more jobs. The Green Route has been completely revamped with three morning and three evening express routes, and all midday service routes consistent. Thirty new stops have been added to the fixed routes, with sixteen of those being on the green route. The fixed routes will be named by color only and not direction. The food pantry on London Rd. has been added to the Pink Route that goes to PIN on Wednesdays, and there is a new stop at the jail that will run at the

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

beginning and end of the day and go directly back to the hub. Crystal stated she looks for increased ridership due to these changes, especially on the Green Route.

Traci reported she has had several calls about the need for better communication in order for us to connect better with COTA.

Denny commended Crystal on really digging into the needs of the community and jobs in planning these service changes. He explained we would like to add free fixed route fares to the resolution for the first week of these new changes, which would be July 5<sup>th</sup> -9<sup>th</sup>. Jake asked what the estimated loss in revenue would be and Denny replied about \$600.

It was moved by Traci and seconded by Craig to approve service changes effective July 5, 2017, with the addition of free fixed route fares from July 5-9 (17-06-09). Motion passed.

### **g. Approval of Revised Employee Policy (17-06-12) (Tina)**

Tina explained she added three new sections: Computer Use, Social Media, and DATA Property.

It was moved by Ed H. and seconded by Roger to approve the revised Employee Policy (17-06-12). Motion passed.

### **8. Other Business-Open Comments**

Boots asked for any comments from Jake on his first meeting. Jake replied everything seemed pretty straight forward and he appreciated getting the Board packet prior to the meeting so he could be prepared.

### **9. Adjourn**

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