

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF June 20, 2018

1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (18-06-01)

<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> Ab</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 (18-06-01)

It was moved by Roger and seconded by Ed H. to approve Craig and Jacob's absences (18-06-01). Motion passed.

b. Pledge

2. Public Comment

none

3. Approval of Consent Agenda (18-06-02)

a. Agenda for June 20, 2018

Denny requested to add Resolution (18-06-08) to the Agenda to approve funds for a team building event in July.

It was moved by Traci and seconded by Ed H. to approve the Consent Agenda (18-06-02). Motion passed.

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4. Financial Status – Treasurer’s Report

a. Approval of Financial Status for month ending April 30, 2018 (18-06-03)

Income = \$1,007,252.08

Expenses = \$183,733.93

Checking = \$839,416.44

Payroll = \$21,152.82

It was moved by Ed H. and seconded by Troy to approve the Financial Status for month ending April 30, 2018 (18-06-03). Motion passed.

5. Reports

a. Department

Crystal – She and Denny met with several businesses from the industrial park that are interested in possibly partnering with us to help get refugees from Franklin County to work in Delaware County. These business work with CRIS (Community Refugee Immigration Services), which is an organization which helps get refugees and immigrants the resources they need. The idea is that DATA would build fixed routes designed for these business, and the businesses would fund them.

Ginny shared that she has been busy working on the Open House and service changes for July. She will be going to an event at Tanger tomorrow.

Boots thanked and congratulated all staff for a job well done on the mission and vision meeting, as well as, the Open House.

Ed H. asked what was left to do on the remodel. Ed P. explained that some doors still need replaced, along with some minor work in the shop.

Denny explained that phase two of construction for paving the lot and installing bus shelters has been put on hold. The original grant request included plans for CNG, but we later decided not to do CNG. ODOT gave us the approval for that, but failed to get approval from FTA.

b. Executive Director

none

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6. New Business

a. Approval of Revision to the Leave Policy (18-06-04) (Tina)

Tina explained the revision was some wording adding to allow Crystal to decide when part-time drivers are required or not required to use leave time when they have requested an entire day off. The decision will be made based on how many hours are worked that week.

It was moved by Roger and seconded by Traci to approve the revision to the Leave Policy (18-06-04). Motion passed.

b. Approval of Annual Service Changes (18-06-05) (Crystal)

Crystal passed out a summary of fixed route changes to take place on July 2nd. Changes are based on making timing work better. One stop was removed due to no ridership, and a few stops were relocated within a block of the existing stop.

It was moved by Ed H. and seconded by Troy to approve the annual service changes (18-06-05). Motion passed.

c. Approval to Dispose of Obsolete Items (18-06-06) (Ed)

Ed P. explained these items include an outdated computer, doors purchased for the remodel that weren't able to be used, and old seat belt tie downs.

It was moved by Roger and seconded by Traci to approve the disposal of obsolete items (18-06-06). Motion passed.

d. Approval of Management Merit Pay Increases (18-06-07)

Denny explained this was discussed at last month's Board meeting, but we didn't have a Resolution.

It was moved by Ed H. and seconded by Traci to approve the management merit pay increases (18-06-07). Motion passed.

e. Approval of Funds for All-Staff Team Building Luncheon (18-06-08)

Tina explained the purpose of the event and requested the funds in order to have a food truck on site to serve lunch to all staff after the event.

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It was moved by Ed H. and seconded by Traci to approve funds for team building luncheon (18-06-08). Motion passed.

7. Other Business – Open Comments

Denny thanked the Board for coming to the Open House and mission and vision meeting.

8. Adjourn

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