

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF May 18, 2011

1) The DCTB Chair called the meeting to order and the roll was taken as follows: (11-05-01)

 X Joe Clase, Chair
 X Tom Jones, Vice-Chair
 X Erwin Dugasz, Secretary
 X Boots Sheets
 X Tim Dodge
 X Ed Helvey
 X Roger VanSickle
 X Denny Schooley, Executive Director
 X Crystal James, Administrative/Operations Manager
 Ginny Berry, Marketing and Public Relations Specialist
 X Richelle Fout, Financial Analyst
 X Stephanie Cameron, Office Administrator
 X Kristi Kuhbander, HR Coordinator
 X Tonya James, Mobility Manager

It was moved by _____ and seconded by _____ to excuse the absences.
(11-05-01) Motion _____.

3) Public Comment

There was no public present

4) Approval of Consent Agenda (11-05-02)

It was moved by _____ Roger _____ and seconded by _____ Tom _____ to approve the Consent Agenda
(11-05-02). Motion _____ passed _____.

6) Status Reports

- a) **Operations Report**
Crystal handed out her operation report, she also mentioned we will be doing the Dump the Pump again on June 16, 2011 for fixed routes only.
- b) **Mobility Management**
Brochures and Volunteer apps were passed out for the travel training.
- c) **Marketing Report**
Ginny wasn't present but Kristi did add that since putting the Rider Stories on the website, we have been getting over 1000 hits. Denny also added that Ginny has completed her Leadership Delaware training provided through the Chamber of Commerce
- d) **HR, Safety, Training and Risk Management**

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- e) Kristi talked about the Travel Training Program also
Financial Report

1. Approval of Revised Program Budgets (11-05-03)

It was moved by Tim and seconded by Boots to approve the Revised Program Budgets. (11-05-03) The motion passed.

7) Action Items

a) Approval of Revised Safety Policy (11-05-04)

It was moved by Erwin and seconded by Roger to approve the Revised Safety Policy. (11-05-04) The motion passed.

b) Approval of TAC Membership (11-05-05)

It was moved by Erwin and seconded by Tim to approve the TAC Membership. (11-05-05) The motion passed.

8) Discussion

a) Business Plan Update- Goals / Strategies

Denny spoke about the 6 new policies to be established and put in place starting with next month as a result of the SWOT. Service Policy and Finance Policy will be the first ones to be established.

9) General Updates

Denny added a letter was written for the State of Good Repair. He also talked about the effects SB5 will have on DATA employees and the DCTB overall.

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 7:58 P.M.

