

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF November 20, 2013

1. The DCTB Chair called the meeting to order and the roll was taken as follows: (13-11-01)

<u> X </u>	Tom Jones- Chair
<u> X </u>	Boots Sheets- Vice Chair
<u> X </u>	Roger VanSickle- Secretary
<u> X </u>	Erwin Dugasz
<u> X </u>	Ed Helvey (sitting in while awaiting reappointment)
<u> X </u>	Traci Cromwell

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>	Richelle Tirado- Controller
<u> ab </u>	Tonya James- Mobility Manager
<u> X </u>	Tina Smith-HR Coordinator
<u> X </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u> X </u>	Carolyn Roshon, DATA Driver

a. Approval of Absences (13-11-01)

None to approve

b. Pledge

2. Public Comment

No public present.

3. Approval of Consent Agenda (13-11-02)

- a. Agenda for November 20, 2013
- b. Minutes of October 16, 2013

It was moved by Erwin and seconded by Boots to approve the Consent Agenda (13-11-02). Motion passed.

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4. Reports

a. Board Committees

i. Finance-no meeting

ii. Legislative-no meeting

b. Department

Tina

-Working on revising the county's Employee Policy Manual to fit DATA

-10% wage increase for all LTC and COMOT employees was effective 10/12/13.

-Employee Committee Meetings are starting up again.

-We hired 2 new drivers, and one quit after training due to the stress level of the job.

-Hiring is on hold for now.

c. Executive Director

Nothing to add

5. Financial Status

a. Approval of financial status for month ending October 31, 2013 (13-11-03)

It was moved by Erwin and seconded by Traci to approve the financial status for month ending October 31, 2013 (13-11-03). Motion passed.

b. Approval of budgeted appropriation changes for CY 2013 (13-11-04)

This is to move \$45,000 from salaries and benefits to services and supplies.

It was moved by Erwin and seconded by Roger to approve the budgeted appropriation changes for CY 2013 (13-11-04). Motion passed.

6. Unfinished Business

a. No new updates

7. New Business

a. Chairman appointment of Officer Nominating Committee.

Erwin and Traci accepted appointment.

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b. Approval of extended Family Medical Leave for an employee (13-11-05)

Extended leave for Dave Echols.

It was moved by Erwin and seconded by Traci to approve extended FMLA for an employee (13-11-05). Motion passed.

c. Approval of general public fare rates and fare structure (13-11-06)

Denny explained the new rates in compliance with the approved budget. He explained that COA will support about 28% of fixed routes through a grant. COA plans to provide \$50 per client (any senior in Delaware County) per month for demand response transportation. DATA plans to track and administer these funds and trips. Denny explained that he would like to set this up as a contract, separate from COA's existing contract for medical transportation. We still plan to work with COA and help them purchase their own vehicles. Denny is not sure that we will have any cooperation from DD on establishing their own transit system.

It was moved by Erwin and seconded by Traci to approve general public fare rates and fare structure (13-11-06). Motion passed.

d. Approval of CY 2014 contract rates for demand response (13-11-07)

Denny explained that charges will be at a fully allocated cost. Each contract can be written on a per-mile or per-hour basis. We will also charge for wait time, dead runs, and late cancellations.

It was moved by Erwin and seconded by Traci to approve CY 2014 contract rates for demand response (13-11-07). Motion passed.

8. Other Business-Open Comments

Tom asked if the construction on Rt. 315 and Rt. 23 has affected us and our routes. Crystal explained that we have had some minor issues with the green route that we are working to resolve, but drivers have managed to adjust successfully for demand response trips.

9. Adjourn

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