

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF October 16, 2009

#### 1) The DCTB Chair called the meeting to order and the roll was taken as follows:

Gary Dougherty, Chair  
 Wes Buchanan, Vice Chair  
 Joe Clase  
 Ben Brown, Secretary  
 Boots Sheets  
 Magnum Davis  
 Erwin Dugasz  
 Denny Schooley, Executive Director  
 Crystal James, Administrative/Operations Manager  
 Ginny Berry, Executive Assistant  
 Richelle Fout, Financial Analyst  
 Stephanie Cameron, Clerical Assistant

Chair Gary Dougherty acknowledged guests that were present and provided them with an opportunity to make any public comments. There were no comments.

#### 2) Approval of Board Minutes of September 11, 2009. (09-10-01)

It was moved by Boots and seconded by Joe to approve the minutes of the September 11, 2009 Board Meeting. (09-10-01)

#### 3) Operations Report

Crystal gave her operations report. Discussion was held regarding the bus sizes, routes and limited capacity. The board directed Management to come up with proposed solutions to the issue at hand to present to the board.

#### 4) Marketing Report

Ginny gave her marketing report. No additional information or discussion was held.

#### 5) Financial Reports

Richelle gave her financial report. No additional information or discussion was held.

It was moved by Boots and seconded by Joe to approve the financial reports for the month ending September 30, 2009. (09-10-02)

#### 6) Chair appointment of nominating committee for 2010 officers

Gary appointed Ben Brown and Boots Sheets to the nominating committee. The election of officers will be held in December.

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### 7) Action Items

**Establish 2010 regular board meeting dates and times (09-10-03)**

**Resolution 09-10-10 was tabled until the November meeting.**

<b>Jan -</b>	<b>May -</b>	<b>Sep -</b>
<b>Feb -</b>	<b>Jun -</b>	<b>Oct -</b>
<b>Mar -</b>	<b>Jul -</b>	<b>Nov -</b>
<b>Apr -</b>	<b>Aug -</b>	<b>Dec -</b>

**Approval of revised Procurement Policy (09-10-04)**

It was moved by Joe and seconded by Boots to approve the revised procurement policy. The motion passed. (09-10-04)

**Approval of revised Safety and Security Policy (09-10-05)**

After discussion, the board agreed that

1. prior to additional medical testing, the additional testing must be pre-approved by DATA Management
2. If additional testing is required, the board will reimburse the employee up to \$200.00 per employee per year for actual costs incurred for the additional testing.

It was moved by Joe and seconded by Erwin to approve the revised Safety and Security Policy with the above stated clarifications. (09-10-05) The motion passed.

**Approval of HR Coordinator position (09-10-06)**

It was moved by Boots and seconded by Joe to approve the HR Coordinator position (09-10-06) Erwin opposed. The motion passed.

### 8) Discussion Items

#### **By-Laws Revisions**

The board agreed that they will review the By-Laws Revisions at the November Meeting.

#### **Board Involvement of Personnel / Human Resources**

Gary indicates that the Personnel/ Human Resources should be left to the management. The only time any of this information should be brought to the board is for a major issue. Joe added it should only be if the issue will lead to litigation and possibly cost DATA money.

#### **Notification of Inaccessible Records**

Denny stated that the information in the summary report was for informational purposes.

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### **Evaluation of Executive Director**

Gary proposes that they conduct another evaluation of the Executive Director. There will be an evaluation tool distributed at the November meeting and the evaluation should be conducted between the November meeting and December meeting by all board members so the evaluation can be presented at the December meeting.

### **Absentee Board Member participation**

Denny discussed the issue that was brought up. Erwin suggested putting the board minutes and resolutions on the website as well as board member and administration email addresses for the public to access.

### **General Updates**

Denny discussed the General Updates. Additional discussion occurred concerning the 3C rail project.

### **g) Public Discussion**

A public guest, Mr. Ruggles provided comments and questions concerning the Board functions. Board members responded to his questions and concerns and emphasized that many of the functions are established from the Ohio Revised Code and that the Delaware County Commissioners are the appointing authority.

### **Board member Absences**

Erwin moved to excuse the absence of Wes and not of Ben and Magnum, motion failed due to lack of a second to the motion.

It was moved by Boots and seconded by Joe to not excuse Magnum, Ben, or Wes. Erwin opposed. Motion passed.

**Gary appointed Joe to serve as secretary for the meeting to in Ben's absence.**

## **9) Adjourn**

- i) **There being no further business to transact, Erwin moved to adjourn the meeting with Boots seconding the motion. Meeting was adjourned.**

