

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF October 19, 2016

#### 1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (16-10-01)

<u>X</u>	Tom Jones-Chair
<u>X</u>	Boots Sheets-Vice Chair
<u>X</u>	Traci Cromwell -Secretary
<u>X</u>	Roger VanSickle-Treasurer
<u>Ab</u>	Ed Helvey
<u>Ab</u>	Tim Dempsey
<u>X</u>	Craig Zimmers

#### 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>Ab</u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u>Ab</u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (16-10-01)

It was moved by Craig and seconded by Roger to approve Ed's absence (16-10-01). Motion passed.

#### b. Pledge

#### 2. Public Comment

No public present.

#### 3. Approval of Consent Agenda (16-10-02)

##### a. Agenda for October 19, 2016

##### b. Approval of minutes from September 28, 2016

It was moved by Roger and seconded by Boots to approve the Consent Agenda (16-10-02). Motion passed.

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### 4. Financial Status

#### a. Approval of Financial Status for month ending August 31, 2016 (16-10-03)

Income = \$106,982

Expenses = \$190,657

Checking = \$151,312.95

Payroll = \$65,444.42

Net accrual income = -\$324,314, \$1 million plus will be coming from COTA soon.

It was moved by Roger and seconded by Boots to approve the Financial Status for month ending August 31, 2016 (16-10-03). Motion passed.

### 5. Reports

#### a. Department

Tonya updated the Board on the status of grant applications:

Rides to Wellness-This was meant to help give access to transportation to health care appointments. 78 applications were submitted, and 19 were funded. We were recommended, but did not receive this grant due to the weakness of our Coordination Plan. We will be working with MORPC on our Coordination Plan so we can reapply for this grant in 2017.

Denny noted that we have a Coordination Plan that was developed in 2008 and needs updated. MORPC is working on this plan and uniting Franklin County's plan with our plan.

Security Grant for \$550,000-While our application was great, we did not receive the grant because we are too small. If COTA would have applied on our behalf, we probably would have received the grant. Homeland Security visited us last week and toured our facility. Everything they pointed out that we needed was planned for with the Security Grant. Homeland Security is going to prepare a formal assessment of DATA that they suggested should be submitted with our next grant application in order to help receive necessary funding.

Ginny shared that as a result of the Transit Development Study, we have developed a Branding Committee to work on changes and new ideas for our brand. A part of this is

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establishing uniforms for drivers. Another part is developing slogans that will be printed on the back of our buses to raise awareness and get attention.

Crystal explained the idea is to make something catchy that sticks in someone's mind that they will talk about with others. An example is the slogans on the back of Jimmy John's employee shirts. Our slogans will get attention and help increase awareness of who we are and what we do. Ginny handed out a list of 10 possible slogans, which was narrowed down from about 50 ideas. Denny noted he wanted to make the Board aware that this was coming and make sure no one had any major objections. The Board was receptive and seemed to think it was a good idea and worth a try. Craig suggested using some slogans that target younger ages and communicates that the bus is for everyone. Traci suggested that our rebranding efforts should include emphasis on our change from demand response to fixed routes for everyone.

### b. Executive Director

Denny stated we are still working on investigating the possibility of DATA on Demand service and are answering several questions from the county prosecutor.

We have applied for the DERG grant, which is through ODOT and the EPA. This grant is meant to reduce diesel emissions. The grant is for \$415,000 and would fund a 29-foot bus at 100% to replace our trolley. We should find out in December if we receive the grant. One of these buses visited this week and drove our Green Route with great success.

The I-71 service is projected to start around 2020. Denny is meeting with MORPC tomorrow to discuss funding for 5 more 29-foot buses. Delivery of one of these buses is 20 months from the time of order, so we want to get moving on this and possibly start a route from the church on Rt. 36/37 into COTA in Columbus at least during rush hours prior to 2020.

## 6. New Business (no action items this month)

### a. Results of Title VI Surveys

Ginny explained we conducted a one-day fixed route survey on Sept. 30<sup>th</sup>. Our last survey was in March. Ridership for the purpose of jobs decreased and for shopping increased. We are still a little low on our Asian ridership compared to the demographics of the county. The percentage of respondents who have ridden on Saturdays increased from 49% to 61%. The comments received were very positive and complimentary of our service and our drivers. People are still requesting more Saturday service, including longer hours and the Green Route.

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### **b. Triennial Review Update**

Denny explained that the FTA will come look over everything we are doing every 3 years, and our first review is coming up in 2017. FTA sent us a consultant/reviewer for two days who worked with all staff to prepare us for the upcoming review. We have a lot of work to do, and Denny gave the Board a couple of examples of changes we need to make in regards to policies and documentation of our procedures. If we are found to be out of compliance with anything, we will have to report directly to FTA often and long term until we have proven we have corrected the issue and are in compliance.

Grant has been designated as the project manager in charge of helping all staff complete the required Pre-Triennial Review Packet that is due on Dec. 16<sup>th</sup>.

### **c. Wage Scale Discussion**

Denny asked for Board opinions on how to maintain our wage scales so we don't fall way behind again. We would like to develop a policy that states what are wage scales will be based on and how often they will updated according to that. Craig suggested that the cost of living should definitely be taken into consideration. Denny stated we will bring back some kind of proposal for this to the Board in the near future.

### **7. Executive Session—Executive Director performance review**

Boots moved to go into Executive Session. Craig seconded the motion. A roll call vote was taken as follows:

Boots – Yes

Traci – Yes

Roger – Yes

Craig – Yes

Tom - Yes

Boots moved to come out of Executive Session, Craig seconded the motion. Motion Passed

### **8. Approval of Executive Director Contract Renewal (16-10-04)**

Craig moved to renew the employment contract with Dennis Schooley to include the 3% wage increase. Traci seconded the motion. Motion Passed

### **9. Other Business – Open Comments**

The board discussed starting the November meeting at 6:15 PM to allow time for the state auditors to provide an explanation of the audit report for the CY2015 audit. Next month's meeting will begin at 6:15.

### **10. Adjourn**

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