

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF September 14th, 2011

#### 1) The DCTB Chair called the meeting to order and the roll was taken as follows: (11-09-01)

  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  
  X   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.  
(11-09-01) Motion \_\_\_\_\_.

#### 2) Public Comment

James Glendenning- DATA Driver arrived at 7:30 to observe only.

#### 3) Approval of Consent Agenda (11-09-02)

It was moved by \_\_\_\_\_ Roger \_\_\_\_\_ and seconded by \_\_\_\_\_ Tom \_\_\_\_\_ to approve the Consent Agenda  
(11-09-02). Motion \_\_\_\_\_ passed \_\_\_\_\_.

#### 4) Status Reports

##### a) Operations Report

Nothing to add

##### b) Mobility Management

Nothing to add

##### c) Marketing Report

Ginny added that we will be having a Garage Sale on Oct 8<sup>th</sup> to Benefit PIN of Delaware

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d) **HR, Safety, Training and Risk Management**

Nothing to add

e) **Financial Report**

Nothing to add

### 5) Action Items

a) **Approval of Support for MORPC Sustainable Communities HUD Grant Application (11-09-03).**

It was moved by Tim and seconded by Ed to approve Supporting MORPC Sustainable Communities HUD Grant Application (11-09-03). Motion passed.

b) **Approval of revised Drug and Alcohol Policy (11-09-04)**

It was moved by Tom and seconded by Roger to approve the revised Drug and Alcohol Policy (11-09-04). Motion passed.

### 6) Discussion

DCTB in 10 years

Discussion was held. Final document will be incorporated in the Business Plan

### 7) General Updates

In Board Summary

### 8) Executive Session - For Consideration of Employment, Dismissal, Discipline, Promotion, Demotion, Evaluation Or Compensation Of A Public Employee.

It was moved by Ed and seconded by Tom to enter into Executive Session. A roll call vote was taken:

Erwin-	Aye	Ed-	Aye
Boots-	Aye	Tom-	Aye
Tim-	Aye	Roger-	Aye
Joe-	Aye		

No action was taken during the Executive Session.

It was moved by Ed and Seconded by Boots to exit Executive Session. A Roll Call vote was taken:

Erwin-	Aye	Ed-	Aye
Boots-	Aye	Tom-	Aye
Tim-	Aye	Roger-	Aye
Joe-	Aye		

### 9) Action Items

a) **Approval of separate Job Description for Information Technology Administrator and eliminate joint job description (11-09-05).**

It was moved by Tim and seconded by Boots to approve the Job Description for Information Technology Administrator and Eliminate Joint Job Description (11-09-05). Motion passed.  
Erwin- Nay

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### 10) Adjourn

- i) There being no further business to transact, Ed moved to adjourn the meeting with Roger seconding the motion. Meeting was adjourned at 8:25 P.M.
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