DELAWARE COUNTY TRANSIT BOARD
BOARD MEETING

MINUTES OF
April 15th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-04-01)

X	Boots Sheets-Chair
X	Fred Johnson-Vice Chair
X	Jacob Fathbruckner-Secretary
X	Dave Black-Treasurer
X	Roger VanSickle
X	Becky Cornett
X	Dick Schrock

Staff present for the meeting:

X	Denny Schooley-Executive Director
X	Crystal James-Operations Director
X	Ginny Berry-Marketing and Public Relations Specialist
X	Tonya Layman-Mobility Manager
X	Tina Smith-Controller/HR Coordinator
X	Ed Pierson-Facilities, Assets, and Technology Manager
X	Grant Bias-Safety and Security Training Manager

a. Pledge

b. Approval of Absences (20-04-01)

None

2. Approval of Consent Agenda (20-04-02)

a. Agenda for April 15, 2020 (20-04-02A)

Roger moved and Dick seconded to approve the agenda for April 15, 2020 (20-04-02A). All in favor. Motion passed.

b. Approval of minutes from March 18, 2020 (20-04-02B)

Dave moved and Jacob seconded to approve the minutes from March 18, 2020 (20-04-02B). All in favor. Motion passed.

3. Public Comment

none

4. Strategy and Operations Planning Committee Report (Becky)

a. **Updates**

Fred will share his proposal later in the meeting.

The Commissioners have received our Strategic Plan, and we haven't heard anything back from them yet.

5. Financial Status/Finance Committee Report (Dave)

a. Approval of Finance Committee Report(s), Minutes of April 3, 2020 and Financial Status as of February 29, 2020 (20-04-03)

Financial Status, as of Feb. 29, 2020:
Total Revenue = $805,000

Total Expense = $185,000

Net Profit = $619,900

Cash Balance = $1,882,000

Finance Committee Minutes:

Reduced rates for demand response were discussed and a revised business change plan is in progress.
Committee is working on a grants schedule and status report to present to the Board later.
Will be working on cash reserves guidelines.
Discussing whether DCT is a business, and if not, then what is it?
Working on contract rates.
We will receive $2.7 million from the CARES Act.
Next committee meeting is May 1st.

It was moved by Dave and seconded by Dick to approve the Financial Status for month ending February 29, 2020 and Finance Committee Minutes for April 3, 2020 (20-04-03). All in favor. All in favor. Motion Passed.

6. Updates/Presentations

a. Department

Ed P. – Paving of the lot has been pushed back to the end of April, expected to begin on April 29th.

Ginny – Our new website is now live.

Crystal – We will be suspending all fixed routes on Monday.

Grant – Our Safety Policy has been revised and has gone out to the Safety Committee for review. It will be coming to the Board next month for approval. A new Pandemic Plan also went out to the committee and I will be working on a specific COVID-19 Plan for moving forward.

b. Executive Director

We have begun our annual state financial audit, which will be all electronic this year.

Fiscal year 2021 OTP2 applications came out today, so we will be working on our application.

Fred asked for an update on ridership and customer perception of no fixed routes. Denny replied that doing only demand response type service allows us to control ridership for essential travel only and to restrict buses to no more than 3 passengers at a time. Ridership is extremely varied, we had 61 trips today, 52 trips yesterday, and have 43 scheduled for tomorrow. We are not sure about ridership for the rest of the year.

We have a conference call with FTA tomorrow, as well as a coordination meeting with MORPC, COTA, and Licking County tomorrow morning.

Tonya shared monthly demand response ridership: 1,588 trips for Feb., 1,207 trips for Mar., and 410 trips so far for April.

7. New Business

a. Approval of Emergency Paid Sick Leave Policy for COVID-19 (20-04-04) (Tina)

In accordance with the passage of the Families First Coronavirus Response Act (FFCRA), we would like to adopt this temporary policy (April 1 – Dec. 31, 2020) that provides the

details of the emergency paid sick leave that employees are entitled to if they are directly affected by COVID-19 and meet any one of six qualifications.

Fred moved and Dave seconded to approve the Emergency Paid Sick Leave Policy (20-04-04). All in favor. Motion passed.

b. **Approval of Emergency Expanded FMLA Policy for COVID-19 (20-04-05) (Tina)**

This is another temporary policy with the same effective dates, through the end of the year, that addresses the other part of the Families First Act. This expansion to FMLA provides another qualification for FMLA leave related to COVID. The only reason an employee can qualify for FMLA due to COVID is if they meet the fifth qualifying reason of the act, which is that they are unable to work or telework because their minor child has no school or childcare due to COVID and no other suitable person is available to care for the child.

Dick moved and Roger seconded to approve the Emergency Expanded FMLA Policy (20-05-04). All in favor. Motion passed.

c. **Approval of Revised Employee Policy (20-04-06) (Tina)**

A revision has been made so that our probationary period can be based on number of hours worked rather than length of employment. Currently, we have a 90-day probationary period for all new employees. In some instances, this doesn't allow enough work time to fairly evaluate a new part-time employee before their probationary performance review. We would like to change the probationary period to 320 hours worked after training, which is based on the amount of time worked by a full-time employee in a 90-day period. This will be more fair and consistent for all employees by allowing them to be evaluated based on the same number of hours worked regardless if they are part-time or full-time employees.

Jacob moved and Dick seconded to approve the revised Employee Policy (20-06-04). All in favor. Motion passed.

d. **Approval to enter into contract for purchase of low floor vehicles (20-04-07)(Ed)**

We received two proposals, which were pretty comparable. One was for vehicles very similar to our current Fords, but more expensive. The other was for RAM's, which are new on the market, get better gas mileage, and have a more modern look.

Roger moved and Becky seconded to approve the contract for purchase of low floor vehicles (20-04-07). After discussion about how many vehicles should be approved for purchase at this time and possible revisions to the contract, Roger withdrew his

motion and Becky withdrew her second. The resolution and contract will be revised and brought back to the Board at its next meeting on April 29th for approval.

e. **Establishing an updated COVID-19 Plan of Action (20-04-08)(Denny)**

Our current COVID plan expires on April 17th. This proposed resolution is meant to supersede and replace that one. It covers services, requirements for passengers, and admin pay for employees from March 23rd through May 1st. The CARES Act is giving us $2.7 million to cover all COVID expenses, and this admin pay will cost approximately $150,000.

Discussion followed which included hazard pay for front line workers, but not office staff, and the possibility of admin pay at 20% of regular wages rather than 100%. Boots called for a vote based on the resolution as written.

Jacob moved and Roger seconded to approve the updated COVID-19 Plan of Action (20-04-08). Boots-yes, Roger-yes, Jacob-yes, Fred-No, Becky-yes, Dick-yes, Dave-no. Motion passed.

f. **Discussion of "Everyday Life Recovery Plan" (Currently Non-Action)(Fred)**

Fred shared his proposal for services moving forward from the pandemic. He suggested meeting frequently over the next two to four weeks to put this plan together. Becky stated we should wait until after Denny provides information from Thursday's meetings with MORPC, COTA and FTA.

8. Other Business – Open Comments

Denny – We have set a special Board meeting for Wed. April 29th at 5:00 p.m. to discuss and approve an extended COVID plan and the purchase of low floor vehicles.

9. Adjourn

The Chairman adjourned the meeting.