DELAWARE COUNTY TRANSIT BOARD
BOARD MEETING

MINUTES OF
June 16th, 2021

1. **Roll Call – 5:30 p.m.**

The DCTB Chair called the meeting to order and the roll was taken as follows: (21-06-01)

Ab	Kelsey Scott
X	Chase Waits
Ab	Anna Karousis
X	Dick Schrock
X	Boots Sheets (arrived late)
X	Dave Black-Treasurer
X	Fred Johnson-Chair

a. **Pledge**

b. **Review of Mission, Vision, and Goal**

i. **VISION** – A valuable resource supporting the community by providing a ride for anyone.

ii. **MISSION** – Making lives better by connecting people to their community through safe and reliable transportation.

iii. **2020 to 2024 Goal** – DCT will be the mobility leader in Delaware County and a mobility partner to the surrounding region. It will provide useful, effective transit for Delaware County riders and become customer centric in its product design.

c. **Approval of Absences (21-06-01)**

Dick moved and Dave seconded to approve Boots, Anna, and Kelsey's absence. (21-06-01). All in favor. Motion passed.

2. **Approval of Consent Agenda (21-06-02)**

a. **Agenda for June 16, 2021 (21-06-02A)**

Fred requested taking the nominating committee report and election of vice chair off the agenda until Kelsey is present.

b. **Approval of minutes from May 19, 2021 (21-06-02B)**

Fred previously emailed Denny a revision to the May minutes for the conversation that took place after the executive session. Denny explained that the piece about not negatively affecting his retirement was taken out, but the minutes are the Board's minutes.

Dave moved and Chase seconded to approve the consent agenda and minutes as amended from May 19, 2021. (21-06-02A, 21-06-02B). All in favor. Motion passed.

3. Open Discussion and Q&A on the May 19th Board Action to Replace Longtime Executive Director Dennis Schooley

Several DCT employees were present and had questions and concerns for the board. Fred read the press release that went out, but did not read aloud the compliment within it about Denny. He asked if there were any questions.

Questions included:

Q. What has changed about our mission and vision that are posted on the wall?
A. Fred – They still apply, but we want to change the capabilities to get there.

Q. Where are you going? What is the new direction?
A. Fred – We want to help more people on a regular basis, including those in need and those going to work.

Q. What qualities are you looking for in a new director?
A. Fred – Kelsey and Dick are working on the job description.
Dick – We're looking for vision, more involvement in the community and serving businesses. This comes in part from the county commissioners who have asked us to make changes.

Q. What background do board members have in transportation?
A. None

Q. If you're going to make decisions about what we do, maybe you should get out there and see what we do. Have you ridden the bus?
A. A couple a board members replied they had ridden on the previous fixed routes.

Q. What is the plan?
A. Fred – Expansion of hours. The most important thing is adding a new person with the capabilities in leadership to provide the planning to go forward with that. The job description explains three dimensions of planning; program, project, and strategic planning, and skill set development.

Q. Where is the money coming from for this?
A. Fred – It will be the charge of the new director to work on long term public funding.

Fred said they have asked Denny to stay involved, but we don't know what the answer is to that yet. The goal is evolution, not revolution. The goal is not to turn it upside down, but to move it forward.

Q. What commissioner is driving this? That single name? Every single commissioner has come to the board and said that there needs to be a change in leadership, correct?
A. Dick – They have not come to the board, that was part of the interview process that we were asked to do to become a member of this board.

Q. Has there been a study of what the people want?
A. Fred – A study was completed by the agency in 2016 and by MORPC three and a half years ago.

Fred stated the Delaware County Commissioners did not make this decision. He said the interview process always includes the question of how will you improve Delaware County. The decision to move in a new direction is the board's decision. We want more of a leadership role in central Ohio.

Dick stated the commissioners have interest in seeing Delaware County Transit improve its services.

Q. What are you going to do for us drivers? Without us, you have nothing. What is your plan for us?
A. Fred – Making sure we have a great front line is the responsibility of management.

4. Public Comment

Denny announced that this is the last board meeting for virtual participation. The legislation allowing virtual participation for public meetings expires on July 1, 2021.

5. Operational Activity Reports

Denny noted that ridership is coming back up. Dave requested establishing targets to work toward that would be brought to the next meeting.

a) Expanded Service Update

Denny stated he sent out a written statement today via email that explained we have six applicants coming in tomorrow for a Get to Know DCT Show. SourcePoint is going to begin doing our background checks for us, which should give us results much more quickly. We plan to proceed with expansion in stages as we are able to obtain more employees and will also be working on developing Route 23 service.

b) Board Service Priority

Denny asked the board to prioritize the steps for expansion so staff knows where to focus their time and energy. He explained that the biggest request we get from the public is expanded hours for city Flex, but the board seems to have a large focus on Route 23.

6. Financial Status/Finance Committee Report

a) Approval of Finance Committee Report(s), Minutes of June 3, 2021 and Approval of Financial Status as of April 30, 2021 (21-06-03)

Financial Status, as of April 30, 2021:

Denny stated we will be receiving our normal state allocation from ODOT for 2022 in the amount of $145,000. We should hear the determination on our OTP2 applications sometime in early July.

Finance Committee Minutes: June 3rd (Dave)

The committee discussed the request from SourcePoint to combine Bus Bucks and the grant into one grant/contract. Staff was asked to write up how they want the program to look and bring it to the next finance committee meeting. Also discussed was determining how and when to use the grants that have been allocated to us. Revisions to the financial reports were requested, which Denny made for tonight's board packet. Fred requested clarification on the math associated with Flex miles versus the number of people transported.

It was moved by Dave and seconded by Dick to approve the Financial Report and Status as of April 30, 2021 (21-06-03). All in favor. Motion Passed.

7. Nominating Committee Report and Election of Vice-Chair

Removed from agenda.

8. New Business

a) Approval of Promotional Community Event Transportation (21-06-04)

This is to give approval to conduct one-time event service for events such as The Taste of Powell throughout the county. These community-based events benefit us through marketing and awareness. This resolution covers no more than 10 events per year, no

more than $500 per day, with a total maximum cost of $5,000. First Friday shuttle service is not included in this resolution, as it has already been approved separately.

Dick moved and Chase seconded to approve promotional community event transportation (21-06-04). All in favor. Motion passed.

b) Approval of Revised Safety Plan and Safety Policy (21-06-05)

Our Safety Plan is required to be renewed and submitted to FTA each year. The plan was put together in collaboration with ODOT and MORPC. The only revisions were to change names, such as the change of the board chair.

Revisions to the Safety Policy include adding the definition of an accident and noting that CPR/First Aid training will be online or through EMS.

Fred requested an update at the next meeting on our safety standards and our performance ratings as Grant has provided before.

Dave moved and Dick seconded to approve the revised safety plan and safety policy (21-06-05). All in favor. Motion passed.

c) Approval of Fixed Route Changes (21-06-06)

The current suspension of fixed routes expires on June 30, 2021. We would like to completely and permanently suspend the previous fixed routes as they existed prior to the pandemic. We have been working with VIA and COTA on service for Route 23. Possibilities include running a fixed route during peak times from Delaware to Crosswoods and/or providing demand response service for $1 in the Route 23 area like we did during the pandemic. We would like to bring a proposal to the finance committee for Route 23 service.

It was decided to revise the resolution to continue the suspension on the Route 23 Fixed Route (Green Route) until Aug. 31, 2021.

Dave moved and Dick seconded to approve, with revisions, the fixed route changes (21-06-06). All in favor. Motion passed.

9. Other Business – Open Comments

Denny asked the board to prioritize the steps of service expansion and explained staff's recommendation as listed below:

1. Saturday Flex 6 am – 6 pm
2. Saturday Demand Response 6 am – 6 pm
3. Route 23 Cooridor
4. Flex extended weekday hours
5. Demand Response fare reduction
6. Demand Response extended weekday hours

Dick suggested focusing on Saturday service first. Fred agreed and suggested even shorter service hours on Saturdays to start would be acceptable. Denny said his only concern with shorter hours is getting people to and from work, so the Saturday hours may be adjusted based on the needs of the passengers.

10. Executive Session – To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Dave moved and Dick seconded to go into executive session. All in favor. Motion passed.

Dick moved and Dave seconded to come out of executive session. All in favor. Motion passed.

11. Adjourn

With no other business to conduct, the chairman adjourned the meeting.