

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF July 21st, 2021

1. Roll Call – 5:30 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (21-07-01)

<u> X </u>	Kelsey Scott
<u> X </u>	Chase Waits
<u> Ab </u>	Anna Karousis
<u> X </u>	Dick Schrock
<u> Ab </u>	Boots Sheets
<u> X </u>	Dave Black-Treasurer
<u> X </u>	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 (21-07-01)

Dave moved and Kelsey seconded to approve Boots and Anna’s absences. (21-07-01). Roll Call Vote. All in favor. Motion passed.

2. Approval of Consent Agenda (21-07-02)

a. Agenda for July 21, 2021 (21-07-02A)

Fred requested to move executive session to the last item on the agenda.

Kelsey moved and Dick seconded to approve the agenda for July 21, 2021. (21-07-02A). Roll Call Vote. All in favor. Motion passed.

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b. Approval of minutes from June 16, 2021 (21-07-02B)

Dave moved and Dick seconded to approve the minutes from June 16, 2021. (21-07-02B).

Dave made the following requests for changes to the minutes:

Remove the second sentence on page 1, Item 2b.

Page 2, Item 3, change the second sentence to Fred read a portion of the press release and change a couple of board member to three board members.

Dave moved to approve the June 16 minutes as amended. There was no second.

Dave moved and Dick seconded to table the minutes until the next board meeting. All voted in favor. Motion passed.

3. Public Comment

DCT driver Mark explained he was embarrassed by Fred's mispronunciation of Denny's last name at last month's board meeting. Fred said he has been wrong for four years, asked Denny for the correct pronunciation and apologized. Mark stated that the government does not just drop grants upon us as Fred suggested at the last meeting. He asked Fred why he resigned from the board. Fred's reply was that we were not making progress, but then he withdrew his resignation. Mark asked for clarification that Fred decided to terminate Denny's contract at his first meeting as chair, and Fred confirmed that was correct. Mark asked if Fred and Dave both served on the SourcePoint board in the past and they confirmed yes. Dave stated he completed his term with them. Mark asked how long the board has been working on replacing Denny and Fred stated since that board meeting.

DCT staff member Ed explained that ever since Fred joined the board everything has been a battle, he has taken the agency backward and still has not explained what the new vision is that he has. Fred stated he hopes we thrive as we move forward.

Denny's wife spoke about his history with DCT since it's inception and all the work he has done. She stated she knows in her heart he has done nothing wrong, the respect that others have for him is amazing, and he deserves to finish what he started.

4. Operational Activity Reports

Denny explained that operations are going well and all areas are continuing to increase. Flex set another record for June. We had 120 new passengers for the month of June just on Flex. Some of those are youth. Denny gave kudos to staff and Ginny for going out into schools and getting the

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word out. KPI's are trending in the way we want the to with a slow and steady climb in our post-pandemic world.

Dave asked for clarification on not renewing the Motion Media contract as mentioned in the management report. Denny explained that this contract only generates about \$24,000 per year and for branding purposes, we would like to keep outside advertising off of the outside of the vehicles. He explained that we would be discussing the pros and cons of that at the next finance committee meeting.

Dave requested more information regarding Medina County's visit. Denny explained that the Medina County Administrator and Assistant County Administrator are coming because they have been here before and were impressed with our operations. They have asked to visit to learn more about our operational processes and procedures.

Fred asked about Denny's meeting with Pinkerton from COTA. Denny explained it was a brief discussion about coordination and how to best move people back and forth between Columbus and Delaware, as well as the IMI grant and the VIA study.

5. Financial Status/Finance Committee Report (Dave)

a) Approval of Finance Committee Report(s), Minutes of July 8, 2021 and Approval of Financial Status as of May 31, 2021 (21-07-03)

Financial Status, as of May 31, 2021:

Denny explained that cash is still very good. We are still waiting on the funds from COTA and will be checking with them. Of a total of \$105,000 from the RCI grant for free vaccine transportation, we have only spent less than \$8,000. This grant is good through Dec. 31, 2022. We are still waiting to hear from ODOT in regards to the OTP grant for 2022. Regardless of what we are awarded, we will still need to replace our HVAC system, as well as gutters and downspouts.

Finance Committee Minutes: July 8th (Dave)

Changing the SourcePoint funding approach was discussed and staff will be going back to SourcePoint with what our wishes are for the combined funding of the grant and bus bucks.

It was moved by Dave and seconded by Dick to approve the Financial Report and Status as of May 31, 2021 (21-07-03). Roll Call Vote. All in favor. Motion Passed.

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6. Nominating Committee Report and Election of Vice-Chair (21-07-07)

Chase and Kelsey nominated Anna Karousis as Vice-Chair. Fred asked for other nominations and there were none.

It was moved by Kelsy and seconded by Chase to elect Anna as Vice Chair (21-07-07). All in favor. Motion passed.

7. New Business

a) Approval of Revised Criminal Background Check Policy (21-07-04)

SourcePoint will now be conducting our background checks, so revisions were made to the policy and the waiver to reflect this change.

Dave moved and Dick seconded to approve the revised Criminal Background Check Policy (21-07-04). All in favor. Motion passed.

b) Approval of Willow Brook Service Contract (21-07-05)

This is our standard service contract. Willow Brook has finally opened back up for adult day care after being closed because of the pandemic.

Dave moved and Dick seconded to approve the Willow Brook Contract (21-07-05). Roll call vote. All in favor. Motion passed.

c) Approval of Revised Fare Policy (21-07-06)

Minor changes were made to the policy to reflect our name change and Flex service. The exact fare rates have been removed and replaced with a reference to our website.

Dave moved and Dick seconded to approve the revised Fare Policy (21-07-06). Roll call vote. All in favor. Motion passed.

8. Other Business – Open Comments

Tina requested a vote be taken on the revisions Fred made to Resolution 21-05-09 at last month's meeting.

Dick moved. Dave seconded. All in favor. Motion passed.

Fred requested for staff to notify board members of any scheduled driver/employee meetings, including TAC meetings, so they have the opportunity to attend.

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Distribution/Discussion of Draft Summary of Unified Statement of “Where Are We Going?”

Fred explained that two months ago he asked board and staff to submit what they see for DCT in five years. He stated that some people did provide valuable input and he took other studies that have been done over the years and put together a draft document. He distributed the draft and requesting that everyone review it for feedback and discussion at next month’s board meeting. Tina asked if staff could see the individual feedback that was provided by those that submitted it. Fred said yes, on an individual basis.

9. Executive Session – To consider the employment of a public employee.

Dave moved and Chase seconded to go into executive session. Roll call vote. All in favor. Motion passed.

Dave moved and Kelsey seconded to come out of executive session. Roll call vote. All in favor. Motion passed.

10. Open Business – Other Comments

Fred stated that the board is not going to respond yet to Denny’s letter and they are looking into their options.

Chase reminded staff that the board wants to know when meetings are so they can get to know employees.

Kelsey explained that the board has decided to add an addition to Resolution 21-05-09 which authorizes entering into a contract with Novak for recruiting and consulting services and revising the budget from \$20,000 to \$60,000.

Dave moved and Dick seconded to revise Resolution 21-05-09. All in favor. Motion passed.

11. Adjourn

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