

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF October 19th, 2011

#### 1) The DCTB Chair called the meeting to order and the roll was taken as follows: (11-10-01)

  X   Joe Clase, Chair  
  X   Tom Jones, Vice-Chair  
      Erwin Dugasz, Secretary  
      Boots Sheets  
  X   Tim Dodge  
  X   Ed Helvey  
  X   Roger VanSickle  
  X   Denny Schooley, Executive Director  
  X   Crystal James, Administrative/Operations Manager  
      Ginny Berry, Marketing and Public Relations Specialist  
  X   Richelle Fout, Financial Analyst  
  X   Stephanie Cameron, Office Administrator  
  X   Kristi Kuhbender, HR Coordinator  
  X   Tonya James, Mobility Manager

It was moved by   Roger   and seconded by   Ed   to excuse the absences.  
(11-10-01) Motion   passed  .

#### 2) Public Comment

No Public Present

#### 3) Approval of Consent Agenda (11-10-02)

It was moved by   Tom   and seconded by   Tim   to approve the Consent Agenda  
(11-10-02). Motion   passed  .

#### 4) Status Reports

##### a) Operations Report

Nothing to add

##### b) Mobility Management

Nothing to add

##### c) Marketing Report

Nothing to add

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

Kristi reminded the board that they are welcome to attend the bi-annual employee training day on November 12<sup>th</sup> from 8:30-1:30

**e) Financial Report**

**(1) Approval of changes to the 2011 Budget appropriations (11-10-07).**

It was moved by         Roger         and seconded by         Tim         to approve the changes to the 2011 Budget appropriations (11-10-07). Motion         passed        .

### 5) Action Items

**a) Approval of Personal Electronic Device Policy (11-10-03).**

It was moved by         Tim         and seconded by         Tom         to approve the Personal Electronic Device Policy (11-10-03). Motion         passed        .

**b) Approval to enter into contract for State E&D Program (11-10-04)**

It was moved by         Tom         and seconded by         Ed         to entering into contract with the State E&D Program (11-10-04). Motion         passed        .

### 6) Discussion

Discussion was held about the 2012-2022 Business Plan Action List

### 7) General Updates

In Board Summary

### 9) Executive Session - For Consideration of Employment, Evaluation Or Compensation of a Public Employee.

*Chris Betts from the Prosecutors office arrived at approximately 7:15 and remained at the meeting during the Executive Session.*

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

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

No action was taken during the Executive Session.

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

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

### 10) Action Items

a) **Approval of position and description for Customer Service Representative (11-10-05).**

It was moved by           Roger           and seconded by           Tom           to approve the Position and Job Description for Customer Service Representative (11-10-05). Motion           passed          .

b) **Approval of Contract for Executive Director (11-10-06).**

It was moved by           Tim           and seconded by           Roger           to approve the Contract for the Executive Director (11-10-06). Motion           passed          .

### 10) Adjourn

i) **There being no further business to transact,           Tim           moved to adjourn the meeting with           Ed           seconding the motion. Meeting was adjourned at           9:50           P.M.**

