

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF March 20th, 2013

1) The DCTB Chair called the meeting to order and the roll was taken as follows: (13-03-01)

<u>Ab</u>	Tom Jones- Chair
<u>X</u>	Boots Sheets- Vice Chair
<u>X</u>	Roger VanSickle- Secretary
<u>Ab</u>	Erwin Dugasz
<u>X</u>	Tim Dodge
<u>X</u>	Ed Helvey
<u>X</u>	Traci Cromwell

Staff present for the meeting:

<u>X</u>	Denny Schooley- Executive Director
<u>Ab</u>	Crystal James- Operations Director
<u>X</u>	Ginny Berry- Marketing and Public Relations Specialist
<u>X</u>	Richelle Tirado- Controller
<u>X</u>	Tonya James- Mobility Manager
<u>Ab</u>	Grant Bias- Operations Supervisor
<u>X</u>	Tina Smith-HR Coordinator
<u>Ab</u>	Ed Pierson-IT Specialist

a) Approval of Absences (13-03-01)

It was moved by Roger and seconded by Ed to excuse Tom and Erwin's absences.

2) Public Comment

No public present.

3) Approval of Consent Agenda (13-03-02)

- a) Agenda for March 20, 2013
- b) Minutes of February 20, 2013

It was moved by Ed and seconded by Tim to approve the Consent Agenda (13-03-02). Motion passed.

4) Reports

- a) Board Committees
 - i. Finance
 - ii. Legislative

Committees did not meet.

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b) **Executive Director**

Denny deferred to old business.

c) **Departments**

Ginny announced that she will be attending OPTA's marketing committee meeting in April in Akron to get new marketing ideas.

Traci suggested Ginny look into an Earth Day event coming up in April to be held at Mingo.

5) **Financial Status**

a) **For month ending February 28, 2013 (13-03-03)**

Denny brought to the attention of the Board that we have over \$100,000 in our shock loss fund.

It was moved by Tim and seconded by Roger to approve the financial status for month ending February 28, 2013 (13-03-03). Motion passed.

6) **Unfinished Business**

a) **Update of Salary & Wage Scales**

Denny explained that we have lost four more employees, three to retirement (health related), and one resignation. He explained the hiring process, background checks, and the time involved. He noted that the county wage scales have not been updated since 2005, so our starting pay of \$10.00 per hour for drivers is no longer competitive. He explained that we will research current pay rates to bring comparisons to the Board.

Denny explained that since we are currently under the county, all of our financial reports are completed on both a cash and an accrual basis. This can get very messy, especially with recording times worked on various programs and tracking leave liability. As we move forward, we will report directly to FTA, and their fiscal year is different from ours. Overall, having to reconcile everything with the county causes us a lot of time and work. Denny explained that Richelle has looked into a management service company that could replace the county's role with our agency, especially in dealing with payroll. Denny and Richelle met with the Deputy Auditor about splitting away from the county. There really are not negative consequences involved. We would, however, have some work to do, such as establishing our own checking account, tax ID number, etc. Denny requested meeting with the Financial Committee to discuss all of these issues prior to the May board meeting. The meeting was set for May 1st at 3:00.

b) **Update of Health Insurance Options**

Denny explained that we have formed a committee, which met with a broker today with some sample healthcare plans and rates. He wants to inform more of the employees that will be affected before deciding on specific plans. He noted that we are looking into offering an HSA plan, as well as a traditional plan. He and Richelle met with Liberty Township and discussed what they are doing with their healthcare plans. He explained that what we are finding is very encouraging for both the agency and its employees.

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Denny announced that legislation is in progress to allow demand response under MAP-21. He also noted that OPTA is taking up the car seat issue. He is supposed to meet with Kris Jordan, but hasn't yet. The issue is that drivers should not be held responsible for car seat safety/installation on the buses.

Denny requested permission from the Board to proceed with legislative change to allow DATA to secure revenue from sources other than transportation. He explained that most transit systems with maintenance departments do sell their services. He requested that the legislative committee meet to discuss this issue. The Board granted Denny permission to pursue the issue with Andy and Kris.

Denny explained that he met with ODOT, MORPC, and COTA and came to an agreement to use the same federal formula used to distribute funds. He noted that our 2013 money is about \$600,000. COTA thinks it is their money. We would have to apply for the money, and be able to match it. Denny explained he would like to ask COTA to give us 80% of it as local money, and they could keep the other 20%. Then we would not have to match the funds, and we could use it however we wanted. Denny asked the Board if they had any objections to making this request of COTA. There were no objections.

7) New Business

a) **Adjust 2013 appropriations between object codes (13-03-04)**

Denny explained that we had to adjust our shock loss fund and pay an unexpected \$18,000 in property taxes. We now need to move money from salaries to services.

It was moved by Ed and seconded by Tim to adjust appropriations between object codes (13-03-04). Motion passed.

b) **Approve appropriations for State of Good Repair (13-03-05)**

Denny explained that these are funds to be used this year to move forward with the MKC contract and facility rehab.

It was moved by Roger and seconded by Traci to approve appropriations for State of Good Repair (13-03-05). Motion passed.

c) **Approval of Contract with DJFS (13-03-06)**

Denny explained that our current contract with DJFS expires at the end of March. He showed the video of the March 4th commissioner's meeting in which JFS requested more money to cover their transportation costs through March. He noted that he will be at the Commissioner's meeting tomorrow morning when the new DJFS contract is to be approved.

It was moved by Tim and seconded by Traci to approve the contract with DJFS (13-03-06). Motion passed.

d) **Approval of Vehicle Mechanic Job Description (13-03-07)**

Denny informed the Board that our current maintenance coordinator is retiring at the end of March, and he would like to post for an in-house mechanic.

It was moved by Roger and seconded by Ed to approve the vehicle mechanic job description (13-03-07). Motion passed.

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8) Other Business-Open Comments

Ginny announced that she will be meeting, in April, with a third party advertiser out of Indiana. They are a more nationalized company that may have more to offer.

Denny updated the Board on the shelter. He explained that we have received two quotes, but they were much higher than expected. He plans to approach the city again and attempt to resolve their concerns.

Denny also announced that we are currently not planning to extend service hours. This is due to the uncertainty of funding for this year and next year, as well as the lack of drivers.

9) Adjourn

It was moved by Ed and seconded by Tim to adjourn. There being no further business to transact, the Vice Chairman adjourned the meeting.
