

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF October 16, 2013

#### 1. The DCTB Chair called the meeting to order and the roll was taken as follows: (13-10-01)

|           |                            |
|-----------|----------------------------|
| <u>X</u>  | Tom Jones- Chair           |
| <u>X</u>  | Boots Sheets- Vice Chair   |
| <u>X</u>  | Roger VanSickle- Secretary |
| <u>X</u>  | Erwin Dugasz               |
| <u>Ab</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>X</u>  | Crystal James- Operations Director                     |
| <u>Ab</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>X</u>  | Ed Pierson-Facilities, Assets, and Technology Manager  |

#### a. Approval of Absences (13-10-01)

There were no absences to approve.

#### b. Pledge

#### 2. Public Comment

No public present.

#### 3. Approval of Consent Agenda (13-10-02)

- a. Agenda for October 16, 2013
- b. Minutes of September 25, 2013

It was moved by Roger and seconded by Ed to approve the Consent Agenda (13-10-02). Motion passed.

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### 4. Reports

#### a. Board Committees

##### i. Finance-Budget update

Ed explained that he and Roger met with DATA staff to discuss the budget. He stated he thought the budget was fair and accurate and that they recommend approval. He also said the committee discussed the need for increasing wages in order to attract and retain quality employees. The committee suggested a large increase now, then another smaller increase in next year's budget.

Denny explained that the committee also discussed increasing DATA's line of credit to \$250,000, just for security purposes in case a need arises.

##### ii. Legislative-No meeting

#### b. Department

Departments had nothing to add.

#### c. Executive Director

Denny added that DATA is exploring the possibility of providing Medicaid transportation. We are looking into the passport program and IO's. This revenue would create local funds to match federal funds.

### 5. Financial Status

#### a. Approval of financial status for month ending September 30, 2013 (13-10-03)

It was moved by Traci and seconded by Boots to approve the financial status for month ending September 30, 2013 (13-10-03). Motion passed.

### 6. Unfinished Business

#### a. Update and Review of CY 2014 Services

Denny announced that he met with DD, COA, and NCR, and it doesn't look like any of us will be ready for major changes in January. Instead, we are looking to make some minor changes in Jan. and hold off on fares or major changes until April.

### 7. New Business

#### a. Approval of CY 2014 Budget (13-10-04)

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Denny explained he expects the budget to change. Current grants from other agencies may turn into contracts next year. The budget includes a 15% increase for all staff except for administration.

Roger also noted that the budget includes some large purchases, but they are justified.

It was moved by Ed and seconded by Roger to approve CY 2014 Budget. (13-10-04). Motion passed.

### **b. Approval of revisions to wage scales (13-10-08)**

10% increase to wage scales and 10% wage increase to all staff except admin. and maintenance.

Erwin questioned the total cost of the increase and why the county wage scales have been stagnant since 2005. Ed explained the commissioners put the scales together, then several agencies moved away from them. Denny noted that the last response he got from the commissioners was that they did not want to put any money toward revising the wage scales.

It was moved by Boots and seconded by Traci to approve revisions to wage scales (13-10-08). Motion passed.

### **c. Approval of filing an application with ODOT for state funding (13-10-05)**

This is the first time we have had to do this. Amount will be \$119,000.

It was moved by Boots and seconded by Traci to approve filing an application with ODOT for state funding (13-10-05). Motion passed.

### **d. Discussion of fixed route transfers**

Denny explained that an agreement was made between DATA and COTA several years ago to accept each other's transfers at Crosswoods. Now it has come to attention that both COTA and DATA are losing money because passengers have been getting transfers for free. The question arises for both agencies as to whether we should be accepting transfers at all. Denny explained that we will work on cleaning up our procedures on transfers and educate and train our drivers and passengers.

## **8. Executive Session**

Consideration of employment, evaluation, or compensation of a public employee

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Boots moved and Roger seconded to enter into Executive Session. Roll was taken.  
No action was taken in session. Boots moved and Ed seconded to come out of session.

### **9. Action Items**

#### a. Consider employment contract with Denny Schooley (13-10-06)

Two modifications were made to the contract: wage increase of 2% and a requirement of 5 consecutive days of vacation taken.

Traci moved and Erwin seconded to approve the employment contract with Denny Schooley (13-10-06). Motion passed.

#### b. Consider leave balances (13-10-07)

Roger moved and Ed seconded to approve payout of accumulated leave (13-10-07). Motion passed.

### **10. Other Business-Open Comments**

none

### **11. Adjourn**

There being no further business to transact, the Chairman adjourned the meeting.