

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF March 21, 2018

#### 1. Roll Call

The DCTB Chair called the meeting to order and the roll was taken as follows: (18-03-01)

<u>  X  </u>	Boots Sheets-Chair
<u>  X  </u>	Ed Helvey-Vice Chair
<u>  X  </u>	Traci Cromwell -Secretary
<u>  X  </u>	Roger VanSickle-Treasurer
<u>  X  </u>	Craig Zimmers
<u>  X  </u>	Troy Sabo
<u>  X  </u>	Jacob Fathbruckner

#### Staff present for the meeting:

<u>  X  </u>	Denny Schooley-Executive Director
<u>  X  </u>	Crystal James-Operations Director
<u>  X  </u>	Ginny Berry-Marketing and Public Relations Specialist
<u>      </u>	Tonya Layman-Mobility Manager
<u>  X  </u>	Tina Smith-Controller/HR Coordinator
<u>  X  </u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u>      </u>	Grant Bias-Safety and Security Training Manager

#### a. Approval of Absences (18-03-01)

none

#### b. Pledge

#### 2. Public Comment

none

#### 3. Approval of Consent Agenda (18-03-02)

##### a. Agenda for March 21, 2018

It was moved by Roger and seconded by Traci to approve the Consent Agenda (18-03-02). Motion passed.

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### **b. Approval of minutes from February 21, 2018**

It was moved by Ed H. and seconded by Jacob to approve the minutes from February 21, 2018 (18-03-02). Motion passed.

### **4. Financial Status – Treasurer’s Report**

#### **a. Approval of Financial Status for month ending January 31, 2018 (18-03-03)**

Denny announced that we will be getting almost \$2.5 million in lapsing funds

Income = \$64,055.83

Expenses = \$180,785.72

Checking = \$205,532.70

Payroll = \$66,231.73

Denny explained we have \$300,000 to put on a grant once Congress passes a full year budget.

It was moved by Traci and seconded by Ed H. to approve the Financial Status for month ending January 31, 2018 (18-03-03). Motion passed.

### **5. Reports**

#### **a. Department**

Ginny explained that she and Denny plan to put some additional funding into marketing, advertising, awareness, and education. Denny added that this is an extremely important goal we have in order to gain public support and financial support from the community.

Ed P. said there has been about a month delay in our new buses arriving due to suspension work. He also explained that we will be terminating and buying out our current contract with Accent for our phone system and switching to WOW. The current server required for the phone system through Accent is causing major problems with our computer systems. Switching to WOW will also save us about \$300 per month.

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### b. Executive Director

Denny shared that we are getting almost \$2.5 million in lapsing funds. This is a result of our partnerships and good relationships with MORPC, ODOT, and COTA. This is federal money that will go to COTA first, then COTA will pass it down to us as local money that we can use for anything.

Denny explained that the lapsing funds are from Loraine, Parkersburg, and Springfield and span over two fiscal years. These agencies didn't have the local match to be able to use the funds, so ODOT steps in to reassign the funds so they don't go back to FTA. We may have the opportunity to receive expiring funds again in future years. We will keep working with ODOT and COTA to stay on top of these funds.

We still have our grant for diesel emission reduction to replace the trolley, but haven't had the 20% match that's required, until now. We will be moving forward with ordering our new 30-foot bus.

Denny explained that now we can work on how we can better serve the community with new services and better, more affordable demand response, including DATA on Demand. We will continue moving forward with the strategic planning and also work with the TAC on other service ideas. In addition, we will not have to take money from our OTRP shock loss fund to balance the budget and can perhaps even put more money in toward investments to earn more money.

Traci asked Denny to bring something to the Board to make up for the pay raises that the admin staff gave up. Denny said this would be included in a modified budget and new requests that he will be bringing to the Board.

Denny shared that Medicaid announced today that they will be going to a brokerage system by July 2019. This may greatly affect our contracts with JFS and adult daycare. Our demand response revenues will be affected as these contract trips are all demand response trips that are currently being subsidized. We may have to decide if we want to be a provider under the brokerage.

## 6. New Business

### a. Approval of Service Contract Amendment with DJFS (18-03-04) (Denny/Crystal)

We met with JFS about a month ago and established new contract rates for 2018 and some standardized definitions.

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It was moved by Roger and seconded by Craig to approve the service contract amendment with DJFS (18-03-04). Motion passed.

**b. Approval of revisions to Safety Policy and elimination of Seatbelt Policy (18-03-05) (Crystal)**

Denny explained that our policy has always been to follow state law for child seats. Under 40 pounds or 4 years old must be in a seat, and under 4 feet 9 inches tall or under 8 years old must be in a booster seat. In the law, taxi cabs are exempt from car seats, but public transit vehicles are not specifically included in that exemption. However, in looking at the law more closely, it states that vehicles that are required by USDOT to have seat belts installed at the time of manufacture must require car seats. Our buses are NOT required by USDOT to be manufactured with seatbelts. They only come with seatbelts because we buy from the ODOT list and ODOT requests seatbelts. In addition, under the law, if car seats are used on our buses, the operator is responsible for them. We don't want that responsibility or liability as it is not possible for us to train all drivers on all types of car seats. OTRP is also in agreement with us not requiring child seats on our buses.

It was moved by Craig and seconded by Troy to approve revisions to the Safety Policy and elimination of the Seatbelt Policy (18-03-05). Motion passed.

**c. Approval of Service Contract for Willowbrook (18-03-06) (Crystal)**

Annual standard service contract

It was moved by Traci and seconded by Troy to approve the service contract for Willowbrook (18-03-06). Motion passed.

**d. Approval of funds for Outstanding Employee Performance Luncheon (18-03-07)**

Tina explained that we have developed our own employee recognition program modeled after the program OPTA did last year that we participated in. Employees will vote on their co-workers in four different categories; customer service, goes above and beyond, strong leader, and safety conscientious. We have ordered plaques that will be presented to the winners at the next Board meeting and will be displayed in the DATA office. Winners will be presented with a nice certificate to keep. We would also like to take the winners and their supervisors out to lunch.

Roger moved to amend the maximum amount for the luncheon to \$300. Traci Seconded. Motion passed.

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It was moved by Craig and seconded by Jacob to approve funds for outstanding employee performance luncheon (18-03-07). Motion passed.

### **7. Other Business – Open Comments**

None

### **8. Adjourn**

With no further business to conduct, the Chairman adjourned the meeting.