



*Safe, Reliable, and Accessible Public Transportation*

**Board Meeting Minutes  
Wednesday, March 30, 2022**

1. **Welcome and Introduction** – Chair Woody Stroud called the meeting to order at 8:01 am and welcomed all those present.
  - A. **Roll call of Board members** – Present: Ms. Blanche Casey, Ms. Wendy Dyer, Ms. Anne Gerard, and Mr. Woody Stroud. Excused: Mr. Todd Hiney, Mr. David Middleton, and Mr. David Reid.  
**Staff members present** – Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Ms. Dawn Enoch, Mr. Jason LeValley (First Transit), and Mr. Dennis Green (First Transit). **Guests** – Mr. Don Adams (Beavercreek Council).
2. **Approval of February 23, 2022, Meeting Minutes** – Ms. Gerard moved to approve the minutes. Ms. Casey seconded the motion. The vote was Ms. Casey – Yes, Ms. Dyer – Yes, Ms. Gerard – Yes, and Mr. Stroud – Yes. The minutes were approved.
3. **Public Comment on Action Items** – None.
4. **Action Items**
  - A. Finance Committee
    1. Resolution 2022-03-30-01 Procurement Policy – Ms. Casey moved to adopt the revised purchasing limits for different types of procurements to be in compliance with State and Federal regulations. Ms. Gerard seconded the motion. The vote was Ms. Casey – Yes, Ms. Dyer – Yes, Ms. Gerard – Yes, and Mr. Stroud – Yes. The resolution was approved.
  - B. Personnel Committee
    1. Resolution 2022-03-30-02 New Staff Positions – Ms. Dyer noted the discrepancies between the formatting of the two job descriptions. It was recommended by Mr. Collier to use the Assistant Scheduler format for both job descriptions. Ms. Enoch also noted that the Assistant Scheduler job description did not include the phrase “with a required 30-minute lunch”. Mr. Collier recommended the job descriptions be revised as noted above and the resolution be amended to reflect the changes. Ms. Casey moved to amend the resolution as recommended to reflect the changes. Ms. Dyer seconded the motion. The vote was Ms. Casey – Yes, Ms. Dyer – Yes, Ms. Gerard – Yes, and Mr. Stroud – Yes. The amendment was approved. Ms. Dyer then moved to approve the updated Job Descriptions for the Administrative Support Specialist and Assistant Scheduler as amended. Ms. Casey seconded the motion. The vote was Ms. Casey – Yes, Ms. Dyer – Yes, Ms. Gerard – Yes, and Mr. Stroud – Yes. The resolution was approved. Mr. Collier will review all current job descriptions to ensure uniformity of formatting.
    2. Service Revision Plan – Mr. Collier reviewed updates to the 2022 Service Revision Plan, including extending weekday hours to 10 pm, eliminating weekend hours, and increasing weekday flex hours from eight to ten daily as discussed at the March Programs and Services meeting. He also provided flex route coverage maps developed by the Greene County GIS Department, as well as probable run time schedules for the five flex lines. He then reviewed proposed fare changes, including a reduction for monthly passes if Saturday service is eliminated. Public input will be solicited during two meetings on April 5 and 6. Surveys polling current riders are also being distributed by drivers on the vehicles. A final plan is scheduled to be presented for approval at the April Transit Board meeting. Implementation is scheduled for July 1, 2022. No action was taken as this time.
5. **Reports**
  - A. **Board Chairperson Report – Woody Stroud**
    1. Miami Valley Regional Planning Commission (MVRPC)

- a. Mr. Stroud noted the following from the March 3, 2022, Executive Director's Update:
    - i. MVRPC staff will continue to monitor the release of data from the 2020 Census and provide updates as needed;
    - ii. that some areas in Greene County were underrepresented due to census-taking limitations caused by the COVID-19 Pandemic as well as non-participation of some demographics;
    - iii. that registration was now open for the 2022 Climate Change Seminar to be held Tuesday, April 26, 2022.
  - b. New officers – Mr. Stroud reported that the following Greene County officials were elected to the 2022-2023 Executive Committee: Debborah Wallace, Beaver Creek Township – 2<sup>nd</sup> Vice Chairperson; Michelle Clements, Bath Township; Joanna Garcia, City of Beaver Creek; Forrest Greenwood, City of Bellbrook; Brian Housh, Village of Yellow Springs; Tom Koogler, Greene County Commission; and Woody Stroud, Greene County Transit Board.
  - c. Disaster Recovery Leadership Board – the 20-member advisory board makes recommendations on funding proposals for the 2019 Memorial Day Tornado disaster relief funds donated to the Dayton Foundation. Funds raised so far have been expended on recovery projects, the primary use of these funds.
- B. Chief Financial Officer Report** – Ms. Ratcliff presented the February Financial and Productivity reports. She noted a significant increase in trip denials and fuel expenses.
- C. Mobility Manager Report** – Ms. Webster reviewed the February Mobility Management report regarding agency coordination, travel training, coordination meetings attended, marketing and communication, events. She also reported on the webinars and trainings in which she participated.
- D. Executive Director Report** – Mr. Collier reviewed the Executive Director's Report regarding grant management, vehicle disposal, including the sale of 3 modified minivans to Meigs County, COVID 19 pandemic response, operations, and comments and complaints.
- E. First Transit Report** – Mr. Green reminded everyone that the Federal mandate for wearing masks on vehicles was extended until April 18. He reported that the operating systems for all 45 onboard tablets were updated as part of an upgrade to move the RouteMatch database to a more capable and secure server platform. He also continues to recruit new drivers. First Transit has implemented a Breakroom Community Board where drivers identify unsafe areas in the field for peer-to-peer discussion. Mr. Green noted that decommissioned busses require extensive work to remove equipment and identifiers and that Master Technician Mr. LeValley has developed an operating plan to expedite future work on vehicles being prepped for sale.

**6. Adjournment** – There being no further business, Mr. Stroud adjourned the meeting.

**Upcoming meetings and events:** Finance Committee (4/19 – 12 pm), Personnel Committee (4/20 - 12 pm), Programs and Services Committee (5/16 - 1:30 pm), Transit Board (4/27- 8:00 am).

  
Woodrow W. Stroud, Chair

April 27, 2022  
Date