



*Safe, Reliable, and Accessible Public Transportation*

**Board Meeting Minutes  
Wednesday, October 25, 2017  
2380 Bellbrook Avenue, Xenia, OH**

1. **Welcome and Introduction** – Chair Woody Stroud called the meeting to order and welcomed those present.
  - A. **Roll call of Board members** – Present: Ms. Blanche Casey, Ms. Anne Gerard, Mr. Todd Hiney, Mr. David Middleton, Mr. Woody Stroud. Excused: Mr. David Reid, Mr. Charles Rowland
  - B. **Staff Members:** Mr. Ken Collier, Ms. Marilyn Ratcliff, Ms. Shannon Webster, Mr. Dennis Green (First Transit), Jason Brun (First Transit).
  - C. **Guests:** None
  
2. **Approval of Meeting Minutes**
  - A. **September 27, 2017** – Mr. Middleton moved to approve the minutes as corrected. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes, Ms. Gerard-not present. The minutes were approved.
  
3. **Public comment on Action Items – None**
  
4. **Action Items**
  - A. **Finance Committee – David Middleton**
    - **Resolution 2017-10-25-01 Lease Agreement** – Mr. Hiney moved that the Greene County Transit Board authorize the Executive Director to notify Mt. Holly Farms, Inc. of Transit Board’s intent to extend the current lease and negotiate with Mt. Holly Farms, Inc. to obtain a 3 to 5 year lease with 3 to 5 year renewal terms to include the exclusive use of the conference room, an automatic front door and awning, and a flat monthly rate for utilities. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
    - **Resolution 2017-10-25-02 First Transit Staffing** - Mr. Middleton moved that the Greene County Transit Board authorize the Executive Director to negotiate and bring to the Transit Board for approval a proposal to add 20 additional hours per week to the Dispatch and Road Supervisor positions with a cost not to exceed a total amount of \$30,000 in 2018, \$30,600 in 2019, and \$31,200 in 2020. Mr. Hiney seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
  
  - B. **Personnel Committee – Anne Gerard**
    - **Resolution 2017-10-25-03 Revise Organizational Chart** - Ms. Gerard moved that the Greene County Transit Board adopts the revised Organizational Chart as of October 28, 2017. Mr. Middleton seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
    - **Resolution 2017-10-25-04 Update Job Descriptions** - Ms. Gerard moved that the Greene County Transit Board adopt the updated job descriptions for the Scheduling Supervisor and Scheduler as recommended by the Personnel Committee. Ms. Casey seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
  
  - C. **Programs and Services - Woody Stroud**
    - **Resolution 2017-10-25-05 No Show Policy** – Mr. Stroud moved that the Greene County Transit Board adopt the amended No Show policy revision effective November 1, 2017. Mr. Middleton seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.
  
    - **Resolution 2017-10-25-06 Student Semester Flex Route Pass** - Ms. Casey moved that the Greene County Transit Board adopt the revision of flex route fares to allow eligible high school or college students to purchase five (August-December) or (January-May) passes for the price of four. Mr. Middleton seconded the motion. The vote was Ms. Casey-yes, Ms. Gerard-yes, Mr. Hiney-yes, Mr. Middleton-yes, Mr. Stroud-yes. The motion was approved.

**5. Other Business – None**

**6. Reports**

**A. Board Chairperson Report**

- Mr. Stroud recognized Ms. Ratcliff efforts ensuring that the Greene County Transit Board receive the Ohio Auditor of State Award having a clean 2016 Audit Report. He noted that the accomplishment was acknowledged at the Miami Valley Regional Planning Commission (MVRPC) Board meeting.
- Mr. Stroud reviewed MVRPC Executive Director’s Update noting the Miami Valley Equity Regional Profiles for Transportation and Business and Industry. It is one of several profiles that take census data and provide a more user friendly and understandable picture of the regions characteristics.
- Mr. Stroud also distributed the MVRPC’s Transportation Performance Management Overview presentation noting it’s goals of providing efficient and innovative use of federal funds in the policy decision making process. He also announced an upcoming Silver Tsunami Supporting Ohio’s Aging Drivers meeting and distributed accompanying flier.

**B. Chief Financial Officer Report**

- Ms. Ratcliff presented the September Financial and Productivity Reports

**C. Mobility Manager Report**

- Ms. Webster presented her September report and shared her agency coordination efforts, travel training, meetings, events, and trainings she attended.

**D. Executive Director Report**

- Mr. Collier reported he attended an Ohio Public Transit Association (OPTA) Board meeting last week regarding Non-Emergency Medicaid trips. The Ohio Department of Medicaid is considering contracting out for a state brokerage System for Non-Emergency Medical Transportation (NEMT) beginning July 1, 2018. Simultaneously the Ohio Department of Transportation (ODOT) is working on standardizing standards across all state agencies who fund/ provide transportation and piloting two regional brokerage system including one at MVRPC for a 9 county region including Greene County. Either way if adopted Greene CATS would no longer contract directly with Greene County Job and Family Services to provide NEMT transportation but have to apply to be a provider with the broker. OPTA, ODOT, and Greene CATS will each be responding to a Request For Information from the State of Ohio to describe to current services in place and advocate that all providers be required to meet minimum standards and regional systems use public and private collaborations.
- Mr. Collier reported the 5310 Funding for the Mobility Manager has been approved by the MVRPC. The three current FTA grants to fund the Capital Cost of Contracting, Operations, Planning, Vehicle purchases and Flex Route expanded peak service are being spent down as planned.
- Mr. Collier informed the Board Debbie Bullock (formerly Administrative Assistant) has accepted the Lead Scheduler position and Lucinda Flinn (formerly Fiscal Support Specialist) has accepted the Administrative Assistant position.
- Mr. Collier reviewed 4 complaints.

**E. First Transit Report**

- Mr. Green, General Manager of First Transit (FT), informed that Board that they are having monthly safety meetings and bimonthly Dispatcher meetings.

**Upcoming meetings and events:** Programs and Services Committee (11/21/17 – 10:30 am), Finance Committee (11/21/17 – 12 pm), Transit Board (11/22 or 11/29 - 8:00 am). Mr. Collier will poll Transit Board members to determine their availability to attend the November meeting and adjust meeting dates accordingly.

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

  
Mr. Woodrow Stroud  
Chair, Greene County Transit Board

11/22/2017  
\_\_\_\_\_  
Date