

SOUTH EAST AREA TRANSIT
375 Fairbanks St * Zanesville, Ohio 43701 * (740) 454-8573
BOARD OF TRUSTEES MEETING
Wednesday, April 10, 2012

LOCATION:

224 Main Street, Zanesville, Ohio 43701

MEMBERS PRESENT:

Tom Peters
Jody Spencer
Paul DuBeck
Larry Kavulich
Roger Fitz
Alan Drake
Ellen Rucker
Kurt Ufholz

MEMBERS ABSENT:

Paul Quisling
Karen Adornetto

ALSO PRESENT:

Howard Stewart, SEAT Transit Director
Alicia Love, Board Secretary, SEAT Fiscal Officer
Arlene Johnson, SEAT Transportation Supervisor
Rich Wood, SEAT Maintenance Director
Linda Minter, SEAT Operations Director
Dianne Gill, SEAT Administrative Manager

PLEDGE OF ALLEGIANCE

CALL TO ORDER:

Mr. Spencer called the February 13th Regular Board meeting to order at 4:01pm.

APPROVAL OF MINUTES:

Mr. DuBeck made a motion to accept the March Regular Meeting Minutes as presented and Mr. Drake seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:03pm.

OFFICIAL COMMUNICATIONS:

No official communications were presented to the Board for review.

PUBLIC COMMENT PERIOD:

No public comments were heard at this time as no public members were in attendance.

TRANSIT DIRECTOR'S & OPERATIONS REPORT:

Mr. Stewart briefly went over the Transit Director's Report with the Board.

Mr. Stewart informed the Board both locations are at capacity employee-wise with the addition of a part-time bus hostler over in Cambridge who Ms. Johnson reports as being very thorough.

Mr. Stewart informed the Board he was in Guernsey County meeting with Lakeview and Wills Creek Apts regarding locations for the shelters. New signage has been ordered and received by maintenance staff.

Mr. Stewart indicated Union Negotiations are to begin with a meeting on April 17, 2013 at the Main Street Location. After meeting with the lead legal counsel, it was advised that since this meeting is non-economic issues only, Board members not be in attendance.

Mr. Stewart briefly went over the remainder of the Transit Director's Report.

Mr. Stewart reported Guernsey County Commissioners have agreed to provide the same amount of funding to SEAT as they did in 2012 - \$6,000 in kind rental of the office space and \$18,000 in cash for a total of \$24,000 of funding for CY2013. Mr. Stewart and Mr. Drake informed the Board of the intent to begin discussions towards the end of the year with the GCC to possibly increase funding for CY2014.

Mr. Spencer congratulated Mr. Stewart on his one year anniversary (April 23, 2013) as the SEAT Transit Director as well as informed him of the appreciation Mr. Spencer and the rest of the Board has of the job Mr. Stewart has done during that year.

Ms. Love briefly went over the February Operations Reports. Board Members provided suggestions on making the report easier to read as well as providing a few more tidbits of information.

Mr. Wood briefly discussed the Board with the February Maintenance Report.

Mr. Stewart informed the Board of a potential renter for the space at the 224 Main Street location. Melissa Ryan wants to possibly utilize the space for a coffee and sandwich shop. Mr.

Stewart asked the Board if this was an avenue they wanted to pursue. The Board decided, after some discussion, to go ahead and allow her to pursue the idea on a month to month lease basis.

Mr. Stewart informed the Board of a conversation with Community Ambulance regarding parking for some of their vehicles during the Genesis construction. Mr. Ufholz discussed his concerns over not charging them parking rental when SEAT is charging Nestle Purina for parking over at 224 Main Street. Mr. Stewart contacted Christine Sackwell at Community Ambulance and informed her of the request to charge for parking at the Fairbanks location. She stated she would have to look into whether additional funds were in her budget for parking and get back to Mr. Stewart. Community Ambulance has 12 PT Cruisers, 4 Vans, and a Trailer they need spaces for. SEAT would charge them \$15 per spot utilized.

FINANCIAL/RIDERSHIP REPORT

Ms Love presented the Board with unofficial February Financials. These financials were not accepted/voted on due to Mr. Ruzinsky not having sufficient time to prepare them as well as the very recent return of Ms. Love from maternity leave. The Board was informed the Finance Committee meeting had been postponed from its usual Monday meeting before the Board meeting to Monday, April 15, 2013 and the members would be given official financials at that time.

Mr. Stewart informed the Board Mr. Ruzinsky has received a promotion and will be slowly "weaning" SEAT of his services.

OLD BUSINESS

Mr. Stewart asked the Board that instead of going into executive session to discuss personnel, they form an H.R. Committee for the issues at hand. Mr. Spencer asked Ms. Rucker to be on the committee. Mr. Ufholz volunteered himself for the committee as well.

Mr. Stewart informed the Board he and Ms. Minter were meeting with Genesis officials in an attempt to find a solution to the transportation the organization will need during the impending construction. Genesis employees need transportation from the Faith United Methodist Church on Blue Avenue to the Good Samaritan Campus and construction workers need transported from the mall on Maple Avenue to the Bethesda Campus/Worksite.

Mr. Spencer asked the Board to approve the hotel room reimbursement for Mr. Stewart when he attended the ODOT Management Training class in Fayette County on March 20 & 21. Mr. Fitz made the motion to reimburse Mr. Stewart \$118.64 for the overnight travel expense incurred during ODOT Management Training March 20 & 21, 2013. Mr. DuBeck seconded the motion. There was no discussion prior to calling for a vote. Vote: In Favor – Unanimous (verbal vote) at 4:50pm.

Mr. Spencer informed the Board the Cambridge Mayor has appointed Kayla Wyers the new SEAT Board Member. She works in the Economic Development Department.

NEW BUSINESS

Ms. Gill informed the Board that, after reviewing all the co-pays the non-union staff pays for the provided health insurance benefits, there were inconsistencies. Non-union staff is to be paying 12% of the premiums but most employees were paying less. Ms. Gill feels the reason behind this is due to when insurance rates went up, the amount the employees were paying was not increased as well. Beginning May 1, 2013, all non-union employee co-pays will be adjusted to the correct 12%.

Ms. Gill informed the Board of a "pay as you go" plan for Unemployment Compensation (UC) rather than the typical contributory (lump sum paid each year). Ms. Gill stated SEAT paid approximately \$21,000 into UC in 2012 but didn't have a single employee laid off during that time period. Instead of paying a set percentage on the first \$9,000 each employee makes during the year, if someone is laid off then SEAT would receive a monthly invoice to compensate the State. Both locations (Muskingum and Guernsey County) are running lean with employees so a lay-off is unlikely in the near future. Ms. Gill stated this decision would have to be made by November in order to take advantage of this option FY2014. Ms. Gill stated while speaking with Mr. DuBeck regarding this issue, the suggestion of allocating some money each month/pay period towards UC in the event it would occur did arise. Ms. Gill stated she would be contacting the attorney who spoke of this issue at the OTRP meeting as well as doing a bit more research into the matter and then bring it back to the Board at a later date. .

Mr. Stewart stated he is requesting an increase in the small purchases procurement from \$5,000 to \$10,000 to \$15,000 without written Board approval. As the Procurement Policy stands at the moment, all purchases above \$5,000 need to be brought before the Board. The Board discussed the issue and requested Mr. Stewart bring before them a new resolution outlining the new requirements for Board approval.

Resolution 2013-25: Cambridge YMCA Transportation – This resolution allows SEAT to provide transportation for the Cambridge Family YMCA summer camp. Transportation can be given to this organization due to the fact that persons being transported are 70% low income individuals. Transportation will be provided from June 1 through August 31, 2013 at the rate of \$2.05 per loaded mile.

Mr. Peters made a motion to accept Resolution 2013-25 as presented and Mr. Ufholz seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:17 p.m.

Resolution 2013-26: Fiscal/Compliance Officer Job Description – This resolution approves the change in the job description for the Fiscal/Compliance Officer (Ms. Love) retroactive to April 8, 2013, the employee's return to work date after maternity leave. The job description was attached to the resolution for the Board Members to review.

Mr. DuBeck made a motion to accept Resolution 2013-26 as presented and Mr. Fitz seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:20 p.m.

Resolution 2013-27: Retroactive Temporary Accounting Permissions – This resolution authorizes Dianne Gill, Administrative Manager, to have temporary authority to perform needed accounting functions during the maternity leave of the Fiscal Officer. The authority is retroactive to February 18, 2013 through April 8, 2013.

Mr. Kavulich made a motion to accept Resolution 2013-27 as presented and Ms. Rucker seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:21 p.m.

Resolution 2013-28: Debit Card Authorization – This resolution authorizes the application for Debit Cards for Howard W. Stewart Jr, Linda Minter, Richard Wood, Dianne Gill, and Alicia Love for usage ONLY of qualified travel expenses as well as in other emergency situations where check signers are not readily available. These cards are to be kept under lock and key and only used by prior approval by the Transit Director.

Mr. DuBeck made a motion to accept Resolution 2013-28 as presented and Mr. Ufholz seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor - Unanimous (verbal vote) at 5:22 p.m.

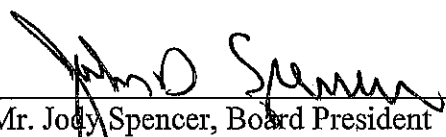
Resolution 2013-29: Debit Card Usage Policy – This resolution approves the Debit Card Usage Policy as written. This policy outlines when debit cards would be allowed for use as well as consequences for improper usage.

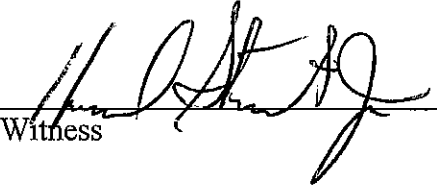
Mr. Peters made a motion to accept Resolution 2013-29 as presented and Ms. Rucker seconded the motion. There was no discussion prior to calling for a vote. Vote: In favor – Unanimous (verbal vote) at 5:26 p.m.

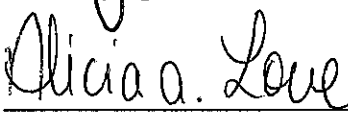
Mr. Stewart and Ms. Johnson discussed plans for the two meetings to be held in Guernsey County. Ms. Johnson stated she was having difficulty receiving phone calls back from the individual in charge of the room rental at the Library. The Board decided to push the first Guernsey County meeting back to June. A different date for the June meeting was also discussed as Mr. Stewart and Ms. Gill will be in Columbus for the OTRP Board meeting on June 12, the date currently scheduled for the SEAT Board meeting. Wednesday June 19, 2013 was decided upon and this meeting is to be held at the Crossroads Library in Cambridge, Ohio.

ADJOURNMENT

Mr. DuBeck made a motion to adjourn the February Regular meeting. Motion carried. Meeting was adjourned at 5:30 pm.


Mr. Joey Spencer, Board President


Witness


Secretary