

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday April 8th, 2015

LOCATION:

Mohican Resort and Conference Center, Rt #3, Loudonville, OH

MEMBERS PRESENT:

Howard Bailey
Jay Bennett
Connie Norman
Ellen Rucker
Kurt Ufholz
David Wagner
Kayla Wyers

MEMBERS ABSENT:

Jeff McKendry
Herb Perry
Tom Peters
Boyer Simcox

ALSO PRESENT:

Howard Stewart, Board Secretary-Treasurer, SEAT Transit Director
Dianne Gill, SEAT Business Director
Linda Minter, SEAT Operations Director
Rich Wood, SEAT Maintenance Director
Arlene Johnson, SEAT Transportation Supervisor
Bob Ruzkinsky, SEAT CPA

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Uffholz called the April 8th, 2015 Regular Board meeting to order at 3:12pm.

The Oath of Office was given to Mr. David Wagner as the newest member of the SEAT Board of Trustees.

APPROVAL OF MINUTES:

Mr. Bennett made a motion to accept the February Regular Meeting Minutes as presented. Second by Ms. Rucker **Vote: In favor – Unanimous (verbal vote) at 3:15pm**

OFFICIAL COMMUNICATIONS AND CLAIMS:

No official communications.

PUBLIC COMMENT PERIOD:

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

REPORTS:

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

Mr. Stewart stated that one of the audit issues from 2011 & 2013 had been taken care of. The other will be deducted from our 1st quarter reimbursement. Our 4th Quarter 2014 has been submitted and received. The investment account is what kept us afloat during these past four months.

Transit 101 is still going on. Mr. Stewart joined Ms. Minter and Ms. Gill for the March session on Financial Reporting. We were supposed to host the April session on Procurement but the state has decided that they need a larger space due to the fact that they are inviting all transits, not just the Transit 101 class due to the fact that procurement is a very important issue. It is now being held in May with the Module 5 following the next day.

We had our self-assessment inventory with OTRP, Ken Reed. We have already implemented most of the issues since our last visit with Mr. Reed, so all in all, we are doing well. One of the items we needed to address was the appointment of a Safety Officer. Mr. Stewart appointed Rich Wood, our Maintenance Director as the Safety Officer, according to our Risk Management Policy. We also will be requesting the Board's approval to appoint Mr. Wood as another alternate for the OTRP Board via a resolution in New Business.

The first TAC meeting was held on March 9th. We had five members show. It was a great meeting. We already had individuals volunteer to serve as chair and co-chair. The next meeting will be held June 9th. It was a good group and a good meeting.

We had a display at the Professional Day of Sharing this year. We had a table top display and banner printed to use in events like this to look more professional. We also had pencils and

candy made with our logo on them to pass out. Mr. Wood and Mr. Stewart went to the vehicle show for 6th graders with one of our buses to let the students go into the buses so they could see what they are like. Ms. Gill and our lead mechanic Jeff Fisher went to the Mid-East Career Expo and spoke to the Diesel Mechanic class on hiring techniques and real life experiences in their careers. We are also going to the Older Adult Extravaganza at the Pritchard-Loughlin Center on May 13th. We also have some requests for Travel Training from Emeritus and Clay House.

Mr. Ufholz and Mr. Stewart visited with Mr. Jay Jackson in the Village of Byesville. He was very receptive. He sees that transportation in Byesville is a needed product. The next step is to speak to their City Council and ask for their support. They meet the 2nd and 4th Tuesday of the month.

Mr. Stewart and Ms. Gill went to a Cost Allocation Training. This was mandatory if we ever want to submit a Cost Allocation Plan for approval. It was very extensive. We plan on doing one of these for a split in costs for operating vs. capitalized maintenance for square footage.

OTRP is offering a health pool for small transits now. They are already providing one for the larger transits, but now the smaller ones are being invited. We will have to complete a questionnaire.

Mr. Stewart, Ms. Minter and Ms. Johnson had a meeting with Golden Rule in Guernsey. Developmentally Disabled programs across the state are being pushed to mainstream their clients. We may be providing transportation for their clients. We have to be a Medicaid provider in order to do this. We used to have a number so we will try to reactivate it. Their clients are already comfortable with us.

We had an auditor come in from JFS to review the records. We received a letter last Friday that everything came back fine with no findings. That was for 2013-2014. They will be back in late summer to do 2014-2015.

In Guernsey County, we had to replace the gravel in the parking area. It was 40 ton of river gravel that was used. \$1300.00 was the cost. Mr. Wood also informed us that we were needing approximately 90 ton in the back of the Fairbanks building.

Mr. Mohler has made some progress at the Café at the Transit Center. He had asked to do some structural changes. We approved some and denied some. Mr. Ufholz asked if Mr. Mohler had signed a lease. Mr. Stewart stated he just signed an agreement, not a lease to cover him during the "getting ready" stages.

Mr. Stewart stated that we are on track this year to buy a support vehicle. We have a Jeep on site. A suggestion was made that Mr. Wood drive this vehicle home to use when he is called in on an alarm call, a snow plowing call, after hour accidents. This vehicle would be used for that purpose. It was stated that the use of this could be a tax issue.

Mr. Bennett asked what background Mr. Wood had for the Safety Officer position. Mr. Stewart stated that Mr. Wood has extensive experience. He is part of the LEPC committee for the county. He goes to all of the Safety Council meetings put on by the Chamber of Commerce. He has also attended the BWC Safety Congress for the past five years.

Mr. Bennett asked questions about the cost allocation plan. Mr. Stewart stated that we would split the costs based upon square footage. Ms. Gill stated that the plan would have to be submitted to the Office of External Audits for approval before it could be used.

Ms. Minter gave the **February and March Operations Report**. She stated that February was a tough month due to weather. Cancellations and no shows were out of sight. March looks better than February. Our contract rides have been increasing. We bill by zone in Muskingum County but by mileage in Guernsey County. That is because each county operates differently. As of March 1, we implemented denials. This gives a more accurate account of what services are

needed. By implementing the denials, we can now control overtime. There have been operational changes as well. There are some clients who are having some issues with adjusting to this denial system, but it is something we have to go through.

Mr. Wood reviewed the **February and March Maintenance Reports**. He stated that there was an error in March's report. The current month columns are correct. The error was in the previous month. Overtime is up a little due to absences. When you have a small number of employees, someone will end up with overtime when one person is off. The March report will be corrected and forwarded to the Board once we return to the office. Mr. Wood stated that some items have been sold on GovDeals.com. For the month of March, we made \$361.00 in net proceeds.

FINANCIAL REPORTS:

Ms. Wyers presented the Board with the January and February Financials. In January, SEAT showed a \$4,212 gain and a positive net position of \$248,923. In February, SEAT showed a \$7,701 gain with a positive net position of \$248,196. Changes were made to the presented Financials in order to reflect the above numbers. The correct numbers were projected on a screen for all to see and review. Corrected reports will be emailed once we return to the office.

Mr. Stewart mentioned that we were told at a training we had been to in March, that it would be best to present cash-based financial statements to our Board instead of accrual based. Mr. Ruzinsky said that would not be a wise move. He said that they don't give a true picture of the health of the company. His recommendation is to stay with accrual only.

Mr. Bennett made a motion to accept the January and February Financials as amended and presented on the screen and Mr. Bailey seconded the motion. **Vote: In favor – Unanimous (verbal vote) at 4:15 pm.**

EXECUTIVE SESSION:

Ms. Wyers made a motion to go into Executive Session, second by Ms. Rucker. **Vote: In favor – Unanimous (verbal vote) at 4:16pm.**

Mr. Bennett made a motion to come out of Executive Session, second by Ms. Norman. **Vote: In favor – Unanimous (verbal vote) at 4:59pm.**

OLD BUSINESS:

Resolution 2015-12: Approve Revised Discipline Policy. We have been reviewing our policies at SEAT. We have had many different opinions about this and wanted to have a concise policy to give us direction on discipline. We needed a guideline. It has been reviewed by legal counsel. Mr. Bennett asked if it was agreed upon with the union and Mr. Stewart stated that it was.

Mr. Bailey made a motion to accept the Resolution and Ms. Rucker seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 4:34pm.**

NEW BUSINESS:

Resolution 2015-10: Approve New Policies. Sexual Harassment, Anti-Bullying and Exposure Control Plans were presented to the Board for approval. Mr. Stewart stated that these are in compliance with the Risk Control Plan from OTRP.

Mr. Bennett made a motion to accept the Resolution and Ms. Wyres seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 4:35pm.**

Resolution 2015-11: Approve Purchase one of LTV 16+2 and one LTV 12+2 from the Ohio Term Contract. Mr. Stewart stated that an approximate cost for each of these is \$60,000. We can't give a definitive price because the price is set by the state term contract.

Ms. Norman made a motion to accept the Resolution and Mr. Wagner seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 4:38pm.**

Resolution 2015-13: Authorize Transit Director to make Procedure changes. This resolution gives the Transit Director the authority to make procedural changes instead of waiting for the next Board meeting. Since the Transit Director has the day-to-day authority to operate, these changes should be under his/her authority to make as well. The Board will still approve all policies but procedures would fall under Transit Director.

Mr. Bennett made a motion to accept the Resolution and Ms. Norman seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 4:41pm.**

Resolution 2015-14: Appoint Alternate OTRP Board Member. Due to Mr. Wood's appointment as Safety Officer, he should be an alternate for the OTRP Board of Directors as well.

Ms. Wyers made a motion to accept the Resolution and Ms. Rucker seconded the motion. **Vote: In Favor – Unanimous (verbal vote) at 4:42pm.**

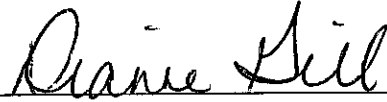
The next scheduled Board Meeting is for Wednesday May 13, 2015 at the Board Summit at Crossroads Branch Library in Cambridge, OH at 4:00pm.

ADJOURNMENT:


Ms. Wyers made a motion to adjourn the April Regular meeting and Ms. Rucker seconded the motion. Motion carried. Meeting was adjourned at 4:42pm..



Officiating Board Representative



Witness



Secretary