

**South East Area Transit
Board of Trustees
Regular Meeting Minutes**

December 14, 2022

I. Call to order

Mr. Guentter called to order the regular meeting of the South East Area Transit Board of Trustees at 12:04 pm on December 14, 2022 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

Ms. Gill conducted a roll call. The following persons were present: Ron Gombeda, Rob Guentter, Ellen Rucker, Jody Spencer, James Spraggins, Keeley Warden. Rocky Hill, Doug Hobson, and Kurt Ufholz were absent. Staff present were: Howard Stewart, Andrea Dupler, and Dianne Gill.

III. Oath of Office

Michael Norman was sworn in at 12:06pm.

IV. Official Communications

Passenger Christine Piatt spoke to the board with suggestions on service changes in Guernsey County. The board thanked her for her input and interest.

The mobility manager in Belmont County has decided to retire at the end of December. Belmont JFS has decided they will not be picking up that service. Discussion was held about the stopping of service in Belmont County and the redistribution of Belmont vehicles.

V. Approval of Board Minutes

The minutes for November 2nd were reviewed. Mr. Gombeda made a motion to approve the minutes with a second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:20 pm.**

VI. Reports

Ms. Dupler gave her Operations Report. The numbers are staying steady on what we are scheduling and the no show rate. Our denials have increased some but most of those are in Belmont County. Saturday, Sunday, and holiday transportation has increased for suboxone clinics has also increased. Any private pay is being denied on Saturday, Sunday, and on holidays so this is also affecting the denial rates. We have scheduled over 50000 more then we had at this time last year. There is a driver's meeting this coming Saturday. Next year we will have this meeting quarterly. This will allow for different training to be completed and allow us to bring in different trainers. Transit center staff will be having training twice a year on a Saturday. A meeting was held with Community Ambulance. We struggle transporting passengers with

mobility devices out of town because we are limited to only SEAT vehicles to transport them. We are hoping to coordinate something that will allow us to refer these passengers to Community Ambulance.

Mr. Stewart gave the Transit Director Report.

- The Muskingum/Guernsey mobility manager was awarded a grant of \$10,000.00 from the Community Foundation for wheelchair ramps in Muskingum County and has been nominated for an \$8000.00 grant from Care Source for Guernsey County wheelchair ramp assistance.
- Discussion held on having about 10-15 minutes at the beginning of each board meeting for education about transit. Examples of possible discussion could be fares, compliance, finance, etc. Discussion about potential orientation for new board members was held.
- Discussion was held about moving toward a Consent agenda to speed up the process of approving things like board minutes and finances.

A motion was made by Mr. Gombeda to approve the use of a Consent Agenda, with a second by Mr. Guentter.

Vote: (Verbal) In favor – Unanimous at 12:35 pm.

- A study has been conducted on Guernsey County's Street Route. We would like to look at numbers for Street Routes and potentially shift some staff to additional Demand Response trips. Something on this subject will be brought to the board in the future. We are also continuing to look at how we can better serve and operate more efficiently in Muskingum County as well.
- We are currently working on updating our website to make it more user-friendly and our riders guide maps are being worked on currently.

No maintenance report given. The report had been included in the packet.

Ms. Gill gave the October 2022 Financial Reports. The finance committee is going to start meeting monthly. The meetings will be held virtually the Tuesday before the board meeting. Moving forward, there will be a finance report done for each funding source instead of one report covering all financials.

The October Revenues were \$7,002,689 and the Expenses for the month were \$6,649,962 for a Year-to-Date gain of \$152,727. The October Balance Sheet showed Total Current Assets as of October 31, 2022, as \$4,036,236. Our Total Current Liabilities are at \$672,275 for a Positive Net Position of \$3,363,961.

Mr. Spraggins made a motion to accept the October financials, with a second by Ms. Rucker.

Vote: (Verbal) In Favor – Unanimous at 12:57 pm.

The following old debt was requested for write off from 2021: Astoria Place in the amount of \$1560.00 and Cambridge Health and Rehab in the amount of \$44.00.

Ms. Rucker made a motion to approve the 2021 old debt, with a second by Ms. Warden.

Vote: (Verbal) In Favor – Unanimous at 12:57 pm.

VII. Executive Session

A motion was made by Mr. Spencer to move to an Executive Session to discuss a Personnel Matter and was seconded by Ms. Rucker at 1:00 PM

Roll Call for session:

Ms. Gill conducted Roll Call. The following persons were present. Ron Gombeda, Rob Guentter, Michael Norman, Ellen Rucker, Jody Spencer, James Spraggins, and Keely Warden.

Executive session ended at 1:12

VIII. Old Business

No old business to discuss currently.



IX. New Business

No new business to discuss currently.



The next meeting date is to be determined.

X. Adjournment

Mr. Guentter adjourned the meeting at 1:15 pm with a motion to do so from Mr. Gombeda and a second from Ms. Rucker.

Vice-
Board President

Board Secretary/Treasurer

Witness

The first line has a signature that appears to be 'Rob Guentter'.
The second line has a signature that appears to be 'Michael Norman'.
The third line has a signature that appears to be 'Dianne Bell'.