

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

April 21, 2021

**I. Call to order**

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:06pm on April 21, 2021 at 205 N. Fifth Street, Zanesville, OH.

**II. Roll call**

Ms. Gill conducted a roll call. The following persons were present: Rob Gombeda, Robert Hill, Doug Hobson, Mary Kitzig, Ellen Rucker, Jody Spencer, James Spraggins, Kurt Ufholz and Keely Warden. Absent was Robert Guentter. Staff present were: Howard Stewart, Andrea Dupler, Nicki Silver, Rich Wood and Dianne Gill.

**III. Approval of Board Minutes**

The March minutes were reviewed. Mr. Hill made a motion to approve the minutes with a second by Ms. Kitzig. **Vote: (Verbal) In Favor – Unanimous at 12:06 pm.**

**IV. Official Communications**

Mr. Stewart stated that one of the Mom's employees, Tiffany Cornett, was being awarded by the Access Tuscarawas organization.

**V. Transit Director's Report**

Mr. Stewart gave his Transit Director's Report.

- **Belmont County** – Found a new building at the Train Depot in Barnesville for our Belmont County Satellite Office. Rent will be \$500 per month plus utilities.
- **Noble JFS** – SEAT was awarded the NEMT contract through Noble JFS with an end date of June 30, 2023 with a one year extension.
- **Belmont JFS** – currently working with them concerning their contract. We had a very good meeting with them on the 8<sup>th</sup>. We'll see what happens. NCR did about a 1/3 of their transportation.
- **NEORide** – We were supposed to start a survey but we've delayed it due to the Belmont County transition
- **Funding workshops** - SEAT staff has attended all workshops required for applications.

- **Community Immunity Rides** – We will be asking for approval of the contract tonight. Payment for transporting people to vaccination appointments. This is for Muskingum, Guernsey and Noble counties.
- **Support Vehicles** – We have found 3 vehicles for Road Supervisors to use. We need to use the minivans for transportation. The vehicles are all wheel drive and have been checked over by our maintenance department. We could possibly get all 3 for around \$25,000. Mr. Wood is doing some more research. Approval of the purchases will be added to new business today.
- **Employee Cookout** – On May 21<sup>st</sup>, we will be supplying the staff with lunch. Chef Stewart will be manning the grill!
- **Vehicles** – We are going to buy LTN, 8 & 2's this year from BSI in Columbus. They are on the state term contract.
- **Next Board Meeting** – Mr. Stewart wants to invite Jeannette Wierzbicki, the Executive Director of OMEGA to our May meeting for a conversation with our Board.
- We're working on the **transfers for NCR vehicles**. Payments have been made. The closing is scheduled for April 30, 2021.
- **DODD** – we are going through the application certification process to become a provider instead of having to go through Perry County Transit. This will be done in house and do our own billing. We need approval of some policies in order to proceed.
- **Medicaid** – Discussion of the brokerage system of Medicaid Transportation has now become a moot point. The current administration has no desire to do this.
- **Mayor of Zanesville** – He will attempt to get in contact with a person to serve on the board as a passenger representative.
- **Equitable Pay discussion** – Upon assumption of the Belmont County Mobility Manager contract, it was discovered that the Belmont County Mobility Manager is making \$6,000 smore per year to oversee one county mobility needs, as opposed to the Muskingum and Guernsey County Mobility Manager. A request will be made in New Business to make this a more equitable pay.
- **5307/5310/5311 discussion** – Mr. Stewart educated the Board of Trustees on the differences in these different funding sources. Mention was made by Mr. Stewart that perhaps SEAT can move into 5311 funding for the rural Belmont County residences.
- **Chamber of Commerce** – Mr. Stewart has been asked and accepted the 2022 Chamber of Commerce presidency.
- **Green Vehicles** – Ms. Kitzig asked if there has been any discussion regarding electric vehicles. Mr. Stewart said that many of the larger transit authorities such as COTA use these vehicles as well as CNG fuel. Mr. Stewart stated that we were part of a program

that were supposed to get some hybrid vehicles but due to a technicality in the proposal, it wasn't picked up.

**Operations Report** was given by Ms. Dupler. She stated that we are having a difficult time finding an afternoon (12pm-8pm) dispatcher. We are on our 3<sup>rd</sup> one at the moment. We feel that the hours are a deterrent. We scheduled over 13,000 trips in March. Our new goal is 15,000. We also had over 10,000 demand response riders for the first time. We are still up on rides and down on overtime. The vendors had a meeting and are all up to date with training and policies.

**Maintenance Report** – Mr. Wood shared his March reports. He announced that two of his employees are leaving at the end of the week. We took delivery of some new jacks and jack stand. We have a new oil recyclable container coming tomorrow.

Ms. Gill gave the **financial reports** for March, 2021.

The March Income statement had a total YTD revenue of \$1,897,002 with \$527,200 of that being added to the Transit Reserve Fund. The YTD expenses totaled \$1,335,611. That gives us an overall gain of \$561,391 through the first quarter of the year.

The March Balance sheet showed cash of over \$1,848,003 in the bank with an AR of \$1,355,261. Current Asset total is \$3,296,204. The total current liabilities are \$423,455 for a positive net position of \$2,872,749.

Mr. Spencer made a motion to approve the March Financials as presented, second by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:46pm**

## **VI. Old Business**

### **Resolution 2021-16: Authorizing Close of Transactions with National Church Residences**

Authorization requested to allow Mr. Stewart to sign any and all documents for the closing of the transaction with National Church Residences.

Mr. Hobson made a motion to accept Resolution 2021-16 as presented, with a 2<sup>nd</sup> by Mr. Spraggins **Vote: (Verbal) In Favor – Unanimous at 12:47pm**

## **VII. New Business**

### **Resolution 2021-15: Authorizing Ohio Rides to Community Immunity (RCI) Program**

Mr. Stewart shared that approval was needed for the contract for the COVID vaccination program.

Mr. Spraggins made a motion to accept Resolution 2021-15 with a change in the date, with a 2<sup>nd</sup> by Ms. Rucker. **Vote: (Verbal) In Favor – Unanimous at 12:50pm**

**Resolution 2021-17:** Approve Signing of Contract with Noble County JFS for NEMT transportation.

As mentioned earlier, SEAT was awarded the NEMT transportation contract with Noble County JFS. Authorization to sign is needed.

Mr. Hobson made a motion to accept Resolution 2021-17 as presented, with a 2<sup>nd</sup> by Ms. Kitzig. **Vote: (Verbal) In Favor – Unanimous at 12:51pm**

**Resolution 2021-18:** Approve DODD Required Policies

As mentioned earlier, policies were presented for the approval of the Board of Trustees. They were:

1. SEAT-MUI and UI Policy
2. SEAT-Supervision of Staff Policy
3. SEAT-Internal Monitoring and Evaluating Procedures to Improve Services Delivered Policy
4. SEAT-Person-Centered Planning Self Determination Policy
5. SEAT-Individual Satisfaction Policy
6. SEAT-Management of Individual's Personal Funds Policy

Mr. Hill made a motion to accept Resolution 2021-18 as presented, with a 2<sup>nd</sup> by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 12:52pm**

\*Mr. Ufholz stated that approval was needed by the Board to approve the purchase of three support vehicles.

Mr. Spencer made a motion to allocate up to \$30,000 for the purchase of three support vehicles, with a 2<sup>nd</sup> by Mr. Spraggins. **Vote: (Verbal) In Favor – Unanimous at 12:52pm**

\*As mentioned earlier by Mr. Stewart, and equitable pay increase is being requested for the Muskingum/Guernsey County Mobility Manager. A request to raise the annual salary to \$41,600 from the current \$35,568.

Mr. Hobson made a motion to approve the increase in the Muskingum/Guernsey county Mobility Manager's salary, retroactive to April 1<sup>st</sup>, 2021 with a second by Ms. Kitzig. **Vote: (Verbal) In Favor – Unanimous at 12:54pm**

The next meeting will be held Wednesday May 19<sup>th</sup>, 2021 at 12:00pm

## **VIII. Adjournment**

Mr. Ufholz adjourned the meeting at 12:55pm with a motion to do so from Mr. Hill, and a second from Mr. Hobson.

Board President



Board Secretary/Treasurer



Witness

