

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

September 15, 2021

I. Call to order

Mr. Ufholz called to order the regular meeting of the South East Area Transit Board of Trustees at 12:01pm on September 15, 2021 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

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

III. Approval of Board Minutes

The May minutes were reviewed. Mr. Hill made a motion to approve the minutes with a second by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 12:02 pm.**

IV. Official Communications

There was no official communications.

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report.

- **Staffing** issues are still ongoing. We continue to hire staff, train staff and then hire more. Finding employees is very difficult right now.
- **Had to cancel the planning session** with Jeff Crouchley due to travel restrictions with COVID. It will be rescheduled at a later date.
- **ODOT** – Mr. Stewart had a conversation with Chuck Dyer. It was a conversation regarding a smaller call center instead of doing a large regional call center. He asked if we would be interested in doing something like that and we said we would.
- **Virtual Compliance Visit** – With the Department of Medicaid. The items needed were in several different places, but we did well.
- **OPTA** – Conference is going on right now. Mr. Wood is there representing SEAT. It is in Akron this year at the convention center there.

- **Washington County** – We were ordered out of Washington County due to the fact that there is already a 5311 provider in Washington County. ODOT thought it best that we no longer serve it.
- **Muskingum County** – We completed our CCMEP contract and renewed our NEMT contract.
- **Validators** – We are in the process of getting the EZ Fare process compiled. There is some confusion on our passengers' part, so we are getting the process reviewed and update, having the Marketing and Media Coordinator reach out and take care of this.
- **OTRP Board Retreat** – Ms. Gill and Mr. Wood attended it. The conversation regarding SEAT there was about our growth. Due to our increased miles, our cost increased, but that was to be expected.
- **Arlene Johnson** – Ms. Johnson retired after 21 years with SEAT. We had a little get together for her to tell her goodbye.
- **Benches** – Mr. Stewart directed Mr. Wood to replace the tables and benches outside of the office.
- **Tree Service** – In the middle of summer we had a tree service come in and give us a bid to remove some of the trees on Fairbanks. It will be between \$12,000 - \$15,000 worth of trees removed. A to Z Tree Service and Allied Tree Service both bid on it.
- **Vehicles** – We have ordered vehicles but may not get them for at least 18 months due to the shortage of parts & employees thus causing the vendors not to be able to fulfill the contracts. We are trying to help each other out with vehicles currently. We are going to have Mr. Wood remove the catalytic converters off of the disabled vehicles.
- **Cookout** – We are looking at possibly having a weiner roast at an employee's home in the fall.
- **Customer Appreciation Day** – Scheduled for October 8th. We are starting the street route back on October 4th. We are having this day to try to bring people out and let them know about the street routes. We will be offering COVID vaccinations and flu shots.
- **Marketing** – Ms. Harrah and Mr. Stewart are working on a calendar for marketing.
- **Advertising** – We are working on a flyer to give to out to prospective advertisers for our buses. We have had an increase in requests for vinyl to be placed on our buses.
- **Identification for Contract Vendors** – we are working with Allegra printing for some type of identification for our vendors. The magnetic signs we had for them are blowing off the car. We are looking into a illuminated type of sign.
- **Skip Dunkle** – our former ODOT representative Skip Dunkle tragically passed away last month. He will be missed.

- **MOMS** – We have sent a 30 day letter terminating our contract with Access Tusc for the CHW program. We are trying to wrap it up through the end of October, 2021. We are then putting MOMS on the back burner. We need the space that MOMs is currently in. Dispatch will be moving over to that area.
- **Belmont County Mobility Management** - Mr. Stewart is going to reach out to Belmont County Senior Services to see if they would be willing to take care of the Belmont County Mobility Management for 2023. Having someone long distance makes it hard to give them the support they need.
- **Passenger Suspension Committee** – Mr. Stewart talked about forming a committee of Board members to review appeals made by passengers who have been suspended from service. The specific passenger who is currently requesting an appeal had several incidents in the past. They were reviewed with Ms. Dupler. After reviewing the situation, the Board made a unanimous decision to not allow the appeal to proceed. The board directed us to send a certified letter to her, notifying her of the change.

Mr. Hill made a motion to permanently ban Ms. Russell from transportation, with a second by Mr. Spraggins. **Vote (In Favor) – Unanimous at 12:36pm**

- **New Phone System** – We have a new phone system being installed this week and next. Ms. Gill has been working with AT&T to get the transition made smoothly. We are all looking forward to the update.
- **Non Union Insurance** – We will be looking into changing insurance for the Non Union Staff. This will have to be done before the end of March 31, 2022. We have reached out to OTRP Health TP for a quote. The insurance will be the same or better. We will not offer less than the employees already have.

Operations Report was given by Ms. Dupler. She stated that in May she made the comment that her goal was to get us to 15,000 trips scheduled in a month. In June and July we hit 17,000. In August we had to step back because people were thinking of us as a taxi cab. We set some parameters and requirements. We educated the passengers on the new process. We still ended up with 15,000 for the month of August. With street route coming back in Muskingum County, there could be a chance of not having enough demand response drivers to cover the riders who choose to remain on demand response and not go back to fixed route. We had our first meeting regarding the new contract. Phone calls are up 41% from last year. We are all looking forward to the new phone system.

Maintenance Report – Mr. Stewart said that the report was enclosed for their review. There were no questions.

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

The July Income statement had a total YTD revenue of \$4,503,358. The YTD expenses totaled \$3,470,380. That gives us an overall gain of \$1,032,878 through the end of July.

The July Balance sheet showed cash of almost \$3,000,000 in the bank with an AR of \$752,953. Current Asset total is \$3,735,980. The total current liabilities are \$567,047 for a positive net position of \$3,168,932.

Mr. Spencer made a motion to approve the July Financials as presented, second by Mr. Guentter.

Vote: (Verbal) In Favor – Unanimous at 12:55pm

VI. Executive Session – An executive session was needed to discuss a personnel/employment matter.

Mr. Spencer made a motion to go into Executive Session, with a 2nd by Mr. Hill. **Vote (Roll Call) – all voted yes at 12:56pm.**

Came out of Executive Session at 1:19pm with a motion by Mr. Guentter and a second by Mr. Spencer.

VII. Old Business

A motion was made by Mr. Spencer to **approve the new Organizational Chart** presented to the Board, second was made by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 1:19pm

A motion was made by Mr. Guentter to approve the MOU **raising the Scheduler's pay** from \$13.19/hr to \$15.00/hr effective October 1st, 2021, when the current MOU expires, with a second by Mr. Spraggins.

Vote: (Verbal) In Favor – Unanimous at 1:20pm

A motion was made by Mr. Spencer to **table Resolutions 2021-24 & 2021-25** included on the agenda until the next Board meeting, with a second by Mr. Guentter.

Vote: (Verbal) In Favor – Unanimous at 1:21pm

VIII. New Business

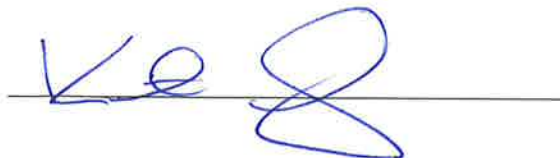
There was no new business due to the tabling of the Resolutions.

The next meeting will be held Wednesday October 20, 2021 at 12:00pm

IX. Adjournment

Mr. Ufholz adjourned the meeting at 1:22pm with a motion to do so from Ms. Warden, and a second from Mr. Spencer.

Board President



Board Secretary/Treasurer



Witness