

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

November 17, 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 November 17, 2021 at 205 N. Fifth Street, Zanesville, OH.

II. Roll call

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

III. Approval of Board Minutes

The October minutes were reviewed. Mr. Hill made a motion to approve the minutes with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:07 pm.**

IV. Official Communications

We are going to be in the Downtown Christmas Parade and will be presenting Justin Sowards with his Ambassadorship

V. Transit Director's Report

Mr. Stewart gave his Transit Director's Report.

- **Staffing** issues are still ongoing. It is getting better! We are hiring drivers.
- **ODOT** visited us and discussed Mobility Ohio and some of the plans they have for that.
- **Peer Conference** went great. We heard from people who said it was one of the best. Speakers were awesome. We had some larger transit agencies that were there and enjoyed it.
- We've been visiting several **new sites**. Mr. Stewart said that the Putnam Avenue property is going to auction. Mr. Hobson asked if we could approach them prior to the auction to express interest. Mr. Stewart said that it is already been planned for the auction. Mr. Spraggins made a motion to give Mr. Stewart permission to attend the auction and offer up to \$100,000 for the purchase of the 333 Putnam

Avenue building, with a second by Mr. Spencer. **Vote: (Verbal) In Favor – Unanimous at 12:25pm**

- **Masabi** will be on site on December 7th to review the fleet.
- Mr. Stewart and Ms. Dupler will be meeting with **Belmont County Commissioners**. They will be discussing the possibilities of moving the Belmont Mobility Manager there.
- **Belmont JFS** has a different method of doing distributing NEMT funds. Because of their method, the amount we are receiving as local match is lower than anticipated. We spoke of expanding into 5311 transportation for the non-covered areas of Belmont County. Local match would be required to do this. We will be watching it to see how it goes.
- Still have a **shortage of vehicles**. Will keep the board updated.
- **COVID Vaccinations** – We are only at 44% of employees vaccinated. Mr. Stewart asked if we should increase the incentive.

Mr. Hobson made a motion to increase the COVID vaccination to \$400 after a 90 day probationary period with the already incentivized employees receiving \$300. Second was made by Mr. Gombeda. **Vote: (Verbal) In Favor – Unanimous at 12:34pm**

- **Guernsey County Commissioners** – will be visiting December 6th.
- **Fiber** has been run to the building for the Gasboy Server. Updates will follow.
- **Juneteenth** – Mr. Stewart mentioned that June 19th is now a federal holiday. It is to honor Juneteenth. Discussion was had about offering that day as a paid holiday.

Mr. Hill made a motion to include Juneteenth as a paid holiday for the staff of South East Area Transit, with a second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:37pm**

- **We are** collecting proposals for legal representation for the upcoming union negotiations.

Ms. Dupler gave the Operations Report. She said that the phones are still ringing. We are trying to prioritize and made the recreational trips last. Work transportation is important to us. The 2nd and 3rd shifts are the issue. In October we averaged 491 calls a day, we also took 1500 delegate portal requests as well. Each of the five CSR's spend an average of 3.6 hours on the phone a day. Our new system shows us better analytics. We are able to set some metrics to even out the work. The average handle time for a staff member is just over 1 minute, 50

seconds. Overtime is up due to driver shortages and COVID. Street route started up again. We had over 1300 for the first full month in Muskingum County.

The Maintenance Reports were reviewed with no questions.

Ms. Gill gave the October Financial Reports. The YTD Revenue came in at \$6,309,383 and the YTD Expenses were \$5,178,996 for a gain of \$1,130,387. The October Balance sheet showed current assets of \$3,817,110 and current liabilities of \$502,127. This gives us a positive net position of \$3,314,983.

Mr. Spencer made a motion to approve the October Financials as presented, second by Mr. Hobson. **Vote: (Verbal) In Favor – Unanimous at 12:52pm**

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

Mr. Hobson made a motion to go into Executive Session, with a 2nd by Mr. Hill. **Vote (Roll Call) – all voted yes at 12:52pm.**

Came out of Executive Session at 1:03pm

VII. Old Business

Resolution 2021-28: Approve Compensation Admin Program – NBU Policy

The policy had been tabled by the Board at the October meeting and was presented again.

A motion was made by Mr. Hobson to approve Resolution 2021-28 as presented, with a second by Mr. Spraggins.

Vote: (Verbal) In Favor – Unanimous at 1:04pm

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VIII. New Business

Resolution 2021-29: Appoint 2022 Board Schedule

Two resolutions were presented to the Board for the Board meeting schedule for 2022. One schedule (A) kept the Board meetings at the 3rd Wednesday of the month and the other schedule (B) was the 2nd Wednesday of the month.

A motion was made by Mr. Hobson to approve Resolution 2021-29, schedule (B) making the 2nd Wednesday of the month the Board Meeting day, with a second by Mr. Hill.

Vote: (Verbal) In Favor – Unanimous at 1:05pm

The next meeting will be held Wednesday December 15, 2021 at 12:00pm

IX. Adjournment

Mr. Ufholz adjourned the meeting at 1:06pm with a motion to do so from Mr. Hill, and a second from Mr. Hobson.

Board President

Board Secretary/Treasurer

Witness

