

Licking County Transit Board

Special Monthly Meeting

October 17, 2006

6:30 p.m.

Members Present

Marcia Phelps, Chairman, John Neibarger, Jim Watercutter, Mark Van Buren, Shirley Stare, Sandy Crane

Members Absent

William Schuler

Staff Present

Lorretta Frenton

Others Present

Herold Humphrey, Laidlaw; John Gale, Laidlaw; Carla Sargent-Wills, Job and Family Services

Chairman, Marcia Phelps called the Licking County Transit Board meeting to order at 6:30 p.m., October 17, 2006, in the Conference Room @ 763 E. Main St., Newark, Ohio.

Comments from Citizens

No comments were made.

Correspondence

Chairman Phelps asked if anyone had any questions regarding the correspondence list. A question was asked about the request for transportation of a hearing impaired student to and from the Zanesville area that was denied. Ms. Frenton explained that since the LCTB out of county services are only to medical facilities, this trip could not be provided as it would be considered charter services and the LCTB is prohibited from providing charter services.

Monthly Service Update by Laidlaw Transits Services, Inc. and LCTB Operations

Overview

Herold Humphrey spoke of his scheduling and production level goal of 2 to 2.5 passengers per hour. It is now at 1.7. He believes the goal is achievable.

Mr. Humphrey has started to enforce discipline and written warnings for all personnel.

Mr. Humphrey guest was John Gale. Per Mr. Humphrey and Ms Frenton, Mr. Gale is interested in employment with Laidlaw as the new Project Manager for the LCTB.

Ms. Frenton asked for two (2) LCTB members to meet with Mr. Gale to determine if he is a good fit here in Licking County. Members Sandy Crane and Mark Van Buren agreed to meet with Mr. Gale yet this week.

Mr. Humphrey has ordered more uniforms for the drivers.

LCTB Operations Overview – (As Needed)

None was needed at this time.

Reports from Coordination Subcommittee Members

Carla Sargent-Wills discussed the 09/20/06 meeting held at Red Lobster. She stated that Greg Walkerow from Holmes/Tuscarawas County Transit, that has a top of the line transit system, and Deb Grogean from Shelby County were in attendance at the First Round Table Meeting.

Ms. Wills also mentioned that the LCTB will host a Table Top Workshop, which is a mock disaster within Licking County. All coordination partners have been invited to attend. Those in attendance will learn what is required of them in an emergency. For those not providing transportation, they will learn how they can educate their clients when an emergency occurs. Formal invitations will be sent. Jeff Walker of the County's Homeland Security office will be facilitating this workshop.

Ms. Wills stated that an application was received for the Mobility Service Institute in Washington DC. The Coordinated Subcommittee will be working to gather information to submit this grant application so that a group can learn more on how to provide improved transportation to the disabled community in Licking County.

Old Business

People's Transportation Update

Ms. Frenton spoke to Mr. Jenkins about the issues raised at the October 3, 2006 meeting on his proposed contract. Mr. Jenkins has no problem with changes to his contract. He is to make changes to the contract and send to the LCTB. Once received, and the LCTB agrees with the contract, he asked for a letter of intent.

Coordination with the City of Newark Update

Shirley Stare expressed her concern about possible conflicts of interest when certain LCTB business items are discussed at LCTB meetings. Chairman Phelps stated that Ms. Stare could decline when voting occurred if she felt the need. Chairman Phelps also informed Ms. Stare that she could direct people to Ms. Frenton if they are concerned about business of the LCTB for clarification.

Ms. Frenton received an email from the City of Newark Transit Office. This was concerning a possible Citizens Advisory Committee (CAC) of the City of Newark to discuss transportation options for the City of Newark's Transit Operations. Ms. Frenton and the LCTB third party provider have been asked to attend meetings of this CAC in advisory capacities. Discussion followed.

A motion was made by Mark Van Buren to authorize Ms. Frenton and the LCTB third party contractor to attend these meetings in an information gathering capacity, to report to the LCTB at its first meeting after the CAC meetings to advise the LCTB of the happenings at the CAC meetings. At that time the LCTB will re-evaluate the use of LCTB staff and contractor time.

Furthermore, Ms. Frenton will inform all LCTB board members of the dates and times of the CAC meetings.

Jim Watercutter seconded the motion.

A vote was called. The motion carried unanimously.

MORPC – Policy Committee Report (As Needed)

Chairman Phelps had nothing to report.

Coordinated Public Transit Human Services Transportation Plan Update

Ms. Frenton stated that LCATS has nothing new to report. However they do have surveys that will be sent to local social service agencies, available to users of public transit services in both the Newark/Heath area and throughout Licking County, and to non-users of the services. LCATS requested a review of the surveys by Newark Transit Operations, the LCTB and ODOT. Those comments will be addressed and surveys distributed in the near future. LCATS had hoped to have this process completed in November but will have to re-evaluate the situation and adjust the completion date as necessary.

Promoting Licking County Sited on Vehicles

Ms Frenton has the print layout for Greater Licking County Visitors and Convention Bureau and is waiting to hear when the sign company can letter the vehicle. She hopes to have the press release on this vehicle completed by the end of this month.

Outreach

Chairman Phelps stated that Ms. Frenton and Ms. Sheets will speak with the staff at Pathway about the LCTB Services on Monday October 23, 2006, that Ms. Frenton will speak with the County Trustees on October 19, 2006, and Ms. Phelps and Ms. Frenton will address the Veterans Commission about the LCTB transit services on November 8, 2006.

Suggestions were made to reach out to more groups.

Ms Frenton will be ordering promotional items to distribute. She stated that the LCTB has two (2) new riders and one (1) applicant as a result of the Pataskala newspaper article.

Other Old Business

Chairman Phelps asked if there was any other old business. Ms. Frenton stated that Ottawa County has expressed their thanks for the vehicle that was transferred to them earlier this year. They emailed a picture of the vehicle that was shared with the Board.

New Business

Program of Progress – Motion to adopt

Chairman Phelps stated that the LCTB hosted a public hearing on the 2007 budget yesterday at 4:00 pm in this room. There were no citizens in attendance. No comments have been received in writing either by mail or email. Lorretta has requested a motion to accept the POP as presented. Discussion followed.

Mark Van Buren made motion to accept the POP.

Shirley Stare seconded the motion.

A vote was called. The motion carried unanimously

Update to Policies – Request formation of Committee to Review

Chairman Phelps informed the board that Ms. Frenton and Cathy Sheets attended an ODOT workshop on Policies and Procedures. In addition, Ms. Frenton believes it is time to review our policies and procedures and update as needed. She would like to a committee to look over the policies and see what new ones we may need. Donna Flack of MRDD has agreed to also sit on this committee. Ms. Frenton would like for two (2) board members to also be on this committee. She has requested a motion to set this committee and the members.

Jim Watercutter and John Neibarger agreed to be on this committee.

Mark Van Buren made motion to form this subcommittee to review policies and update as needed. Members of the subcommittee: Jim Watercutter, John Neibarger, and Donna Flack.

Jim Watercutter seconded the motion.

A vote was called. The motion carried unanimously.

Resolution 06-21 – Adopting the LCTB Limited English Proficiency (LEP) Policy

Ms. Frenton reviewed the LEPs of Licking County and found that there are very few Licking County residents that do not understand, at least on a limited basis, English. Therefore, at this time, she believes there is no reason to invest in additional resources to assist in translating English to another language. This will continue to be monitored and should the need arise, will be brought to the attention of the LCTB for updates.

John Neibarger made motion to accept Resolution 06-21.

Jim Watercutter seconded the motion.

A vote was called. The motion carried unanimously.

Resolution 06-22 – Authorizing and Directing Chairman to Execute and File Application for Grants and Execute the Contracts

This is an annual resolution that permits the LCTB to apply for and execute grants for services. FTA's website will be available soon for staff to submit the grant application for 2007 operating funds. In addition, ODOT's grant for state funds, is available at this time and is due in December. This resolution is needed to submit these, and other grants.

Mark Van Buren made motion to accept Resolution 06-22.

Sandy Crane seconded the motion.

A vote was called. The motion carried unanimously.

Resolution 06-23 – Approving the Certificate of Substantial Completion for the LCTB Facility

This resolution is in support of the resolutions passed by the Licking County Board of County Commissioners accepting the work completed to construct this facility.

Jim Watercutter made motion to accept Resolution 06-23.

Shirley Stare seconded the motion.

A vote was called. The motion carried unanimously.

Ms. Frenton requested Executive Session to discuss personnel matters.

Jim Watercutter made a motion to enter into executive session to discuss personnel matters.

*Sandy Crane seconded the motion.
A vote was called. The motion carried unanimously.*

The LCTB entered Executive Session at 7:40 p.m. to discuss personnel matters.

Mark Van Buren made a motion at 7:45 p.m. to end the Executive Session and continue with the open meeting.

*Sandy Crane seconded the motion.
A vote was called. The motion carried unanimously.*

Chairman Phelps stated that no decisions were made while the LCTB was in Executive Session.

Resolution 06-24 – Adopting and Setting the LCTB 2007 Budget

This resolution will adopt and set the 2007 budget. Corrections in the documents mailed to the LCTB have been made and distributed. Discussion followed.

Mark Van Buren made motion to accept Resolution 06-24.

*Shirley Stare seconded the motion.
A vote was called. The motion carried unanimously.*

Resolution 06-25 – Authorizing the Chairman of LCTB to enter into Contracts for Transportation Services with Job and Family Services (JFS) and the Licking County Board of MR/DD

This resolution will permit the LCTB to enter into contracts with these two agencies for 2007 services.

Sandy Crane made motion to accept Resolution 06-25.

*Mark Van Buren seconded the motion.
A vote was called. The motion carried unanimously.*

Resolution 06-26 – Expressing Concern Regarding the Current Level of State Public Transportation Funding

Chairman Phelps stated that as discussed at last month's meeting, the state funding for transportation has been cut by 63% since 2000. This resolution is encouraged by the Ohio Public Transit Association (OPTA) to let public officials know the situation regarding Ohio's financial support of public transit services.

Sandy Crane made motion to accept Resolution 06-26.

*Jim Watercutter seconded the motion.
A vote was called. The motion carried unanimously*

Resolution 06-27 Authorizing and Directing the Chairman of the Board to fulfill the Necessary Requirements to Purchase Vehicles for Use in the Provision of Public Transit Service for LC Residents and Visitors from ODOT State Term Contract

This resolution is required every 2 years to allow the LCTB to participate in the state term contract to purchase vehicles.

Mark Van Buren made motion to accept Resolution 06-27.

*Shirley Stare seconded the motion.
A vote was called. The motion carried unanimously.*

Resolution 06-28 – Authorizing and Directing the Chairman of the Board to Sign an Amendment to the Contract for Transit Services with Laidlaw Transit Services, Inc. for the balance of 2006

The current amendment with Laidlaw Transit Services, Inc. for 2006 will not cover expenses through the end of this year. The amendment will complete the anticipated expenses for 2006. There is no increase in the hourly rate or the fixed rate; only the number of hours of service.

John Neibarger made motion to accept Resolution 06-28.

Mark Van Buren seconded the motion.

A vote was called. The motion carried unanimously.

Informational Items

Ms. Frenton stated that she will not be present at the November 14, 2006 meeting as she is attending classes.

The Board discussed doing something special for the December meeting. This will be discussed again at the November meeting.

Adjournment

A motion was made by John Neibarger to adjourn the meeting.

Mark Van Buren seconded the motion

A vote was called. The motion carried unanimously.

The meeting was adjourned at 8:00 p.m.

Next Meeting

The next LCTB meeting will be held **November 14, 2006 @ 6:30 pm @ Transit Facility**

Respectfully submitted,

Christine Rice/Lorretta Frenton
LCTB Clerk/General Manager