

PARTA

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING MINUTES
PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240**

September 24, 2009

Members Present

Dominic Bellino, VP
Hal Farrier
Lynn Kelley
Roy Richards

Marge Bjerregaard
Virginia Harris
Timothy Lissan
Ken Wolf

Michael Bogo
Frances Hernan
R.T. Mansfield

Staff Present

John H. Drew, Jr.
Claudia Amrhein
Bryan Smith
Joseph Yensel

Lori Life
Frank Hairston
Brian Trautman

William Nome, Legal Counsel
Rebecca Schrader
Doug Wagener

Members Not Present

Rick Bissler, President

Brian Gray

Terri Moldvay

Observers Present

Lloyd Atkinson

Dave Harmon

CALL TO ORDER

Vice President Dominic Bellino called the meeting to order at 7:00 p.m. An oral roll call was done. A quorum was present.

The minutes from the August 27, 2009 meeting were presented for approval. Mr. Richards stated that he was not present at this meeting. However, his name does not appear at all. Ms. Hernan made a motion to accept the minutes as corrected. Ms. Bjerregaard seconded the motion. **Motion to approve as corrected passed unanimously.**

GUEST COMMUNICATIONS

None heard.

GENERAL MANAGER'S REPORT

Mr. Bellino stated that this report was included in the board packet. Mr. Drew would be glad to answer any questions. Hearing none, Mr. Drew stated that PARTA Management will have a meeting on Monday, September 28, 2009 at 7:00 p.m. with the Ravenna Streets and Sidewalks Committee at Ravenna City Hall to give a presentation on the new Ravenna Raven route. He further stated that immediately after tonight's Board meeting, this same presentation will be given to all Board members that would like to see it.

Mr. Bogo asked Mr. Drew to take five (5) minutes to summarize the issue with the Raven route.

Mr. Drew explained the issue regarding the Raven route and the purpose for the presentation to the Ravenna Streets and Sidewalks Committee.

Discussion was heard regarding the public meetings that were held on the new route changes in Kent and Ravenna. Mr. Drew stated that senior management also went to senior living complexes and group homes to advise them of changes to routes.

Finance Committee Report:

This committee met on Tuesday, September 22, 2009. Mr. Bellino presented his report, reviewing highlights of the meeting minutes and financial reports.

Personnel Committee Report:

This committee did not meet.

Facilities Committee Report:

This committee did not meet.

Operations / Planning Committee Report:

This committee did not meet.

Public Records Commission:

This commission did not meet.

OLD BUSINESS

Multimodal Project - Mr. Mansfield stated that he was not aware of any new developments and asked Mr. Smith to comment. Mr. Smith stated that *PARTA* has applied for a \$21M TIGER grant to the Secretary of Transportation to build the multimodal facility in downtown Kent. The grant winners will be announced in January 2010. Mr. Bellino asked if there is another meeting scheduled or if the meetings are called as needed. Mr. Smith stated that currently the meetings are called as needed.

NEW BUSINESS

Ms. Amrhein stated that not a lot of time is spent talking to the Board about the efforts that are taken at *PARTA* to prepare for emergencies. However, *PARTA* staff spends a lot of time preparing for the worst, in whatever form it might take, whether natural disaster or other type of emergency. For this season, a pandemic plan has been prepared. We work cooperatively with the Portage County Emergency Management Agency and the Portage County Health Department to keep abreast of developments relating to the H1N1 virus. A plan has been put in place that we think will help to guide us in the event that an outbreak occurs. We are following the guidelines that are set forth through the Portage County Health Department and the Center for Disease Control (CDC). We will be put in a position where decisions will have to be made depending on the severity of any type of outbreak. We have put a plan in place to address the reduction or suspension of service that might occur where the Health Department would order us to amend or change our services. We have identified our transportation services that we see as essential – those that we would not suspend – and have established protocols for how those services would be carried out. We have initiated some protective measures both for the seasonal vaccine and for the H1N1. We will provide seasonal flu vaccines to our employees again this year on October 8th and October 16th. If a vaccination for the H1N1 is available to us, we will offer that as well. We have taken steps for vehicle and building disinfection. Hand sanitizers have been installed in all of the buses and throughout the building to help in preventing the spread of a virus and to keep our employees safe. We may have to change the way we normally think about some employment practices in telling employees to stay home if they are sick to prevent the spread of a virus within the workplace and also to prevent the spread of a virus within the community. The Health Department will determine the priority for who gets the H1N1 vaccines. We anticipate that we will be in the higher priority, as a first responder.

Mr. Mansfield asked if any of the staff have the NIM (National Incident Management) Certification. Mr. Trautman stated that he and Mr. Jim Smith both have that certification.

Ms. Amrhein stated that *PARTA* also has a continuity of operations plan in place, as well as a succession plan to deal with any unplanned absences or changes in personnel in the event of an emergency.

RESOLUTIONS:

None.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

Mr. Mansfield made a motion the meeting be adjourned. Ms. Bjerregaard seconded the motion. Motion to adjourn passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Life CPS/CAP". The signature is written in black ink and is positioned above the typed name.

Lori Life CPS/CAP
Executive Assistant