

**PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**

BOARD OF TRUSTEES MEETING MINUTES

**PARTA ADMINISTRATION BUILDING
2000 SUMMIT ROAD
KENT, OHIO 44240**

June 27, 2019

Board Members Present:

Dominic Bellino, Vice President	Jeff Childers	Timothy Lassar
Rick Bissler, President	Debbie Davison	Frank Vitale
Marge Bjerregaard	Brian Gray	Karen Wise
Richard Brockett	Dave Gynn, TPO	

Board Members Not Present:

Virginia Harris (1st excused absence) Jeremy Moldvay (6th excused absence)
Pete Kenworthy (8th excused absence)

Staff Present:

Claudia Amrhein	Kelly Jurisch	Rebecca Schrader (arrived after roll call)
Denise Baba	William Nome, Legal Counsel	Brian Trautman
Marcia Fletcher	Clayton Popik	

Guests Present:

Morgan Tipton

CALL TO ORDER

President Rick Bissler welcomed everyone and called the meeting to order at 7 p.m. An oral roll call followed, and **a quorum was present.**

Mr. Bissler said the meeting minutes for the May 23, 2019 Board meeting were distributed. He entertained a motion to accept the minutes. Ms. Marge Bjerregaard made a motion to approve the minutes as presented. Mr. Frank Vitale seconded the motion. **Motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Bissler asked Ms. Morgan Tipton if she had any comments.

Ms. Tipton said she was glad to be here and thinks PARTA is doing important work.

GENERAL MANAGER'S REPORT

Mr. Bissler thanked Ms. Tipton and said the General Manager's report was distributed in the Board packet. He asked Ms. Claudia Amrhein if she had anything she would like to highlight.

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Ms. Amrhein thanked everyone for coming and noted that Mr. Jeremy Moldvay was on his way but had to take a different route because of flooding on Route 43. She said she would be happy to answer any questions about what she covered in the Board packet. She highlighted that PARTA is going through a transition with the parking system at the Kent Central Gateway. Unbeknownst to PARTA, Linkology closed its doors in early June and is not the only one affected. PARTA is working with the equipment manufacturer SKIDATA to re-establish a relationship for service and support.

Mr. Bissler asked if SKIDATA was able to provide the service and support.

Ms. Amrhein said yes, but it's going to take time because they don't have a presence in Ohio, but they are located in different places around the world and in the United States. They're working to build up a system of support in Cleveland.

Mr. Frank Vitale asked if Linkology was a software provider.

Ms. Amrhein said the best comparison is Linkology is like a car dealer. They were the distributor and installer of the hardware and software equipment that was purchased in 2017.

Mr. Vitale asked if SKIDATA was going to get another dealer or distributor for Ohio and Kentucky.

Ms. Amrhein said it sounds like they're leaning towards establishing their own presence, but that is not for sure yet.

Mr. Vitale asked if SKIDATA was a large company.

Ms. Amrhein said they are worldwide and are present in 130 countries.

Mr. Nome said they do the parking for the Cleveland Clinic, which is the largest employer in the State of Ohio. It's not a small operation.

Ms. Amrhein said years ago when the equipment that was originally purchased was bought out by another company and 3M decided to get out of the parking business, SKIDATA bought the rights to the firmware and software and produced the only solution for migrating from the old Legacy system to their new system. Linkology was the dealer in this area for the SKIDATA solution.

Mr. Vitale asked what Linkology was being paid to oversee this software.

Ms. Amrhein said it's a moot point because the two (2) year warranty period is ending. They told PARTA on June 4 that they closed June 3. They have been paid for installing, running, and supporting the equipment.

Mr. Bissler asked if there were any other questions. Hearing none, he thanked Ms. Amrhein and said the Finance Committee report will be first since Mr. Moldvay had not yet arrived to give the report of the Administration Committee.

FINANCE COMMITTEE REPORT

Mr. Bellino said nothing much went on last month. Revenues were a little short and the Capital Maintenance Grants are still being applied for. Some of that money should be coming in next month. Year-to-date is still in the black and ahead of budget. KSU Revenues was a bit down last month but that's typical of the season. Sales Tax Revenues are down a little bit this month but

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year-to-date are good. There were three (3) pays in May, which inflated expenses a little bit, but overall everything looks good year-to-date. Nothing surprising. There are five (5) pages of minutes to read.

Mr. Bissler thanked Mr. Bellino and asked if there were any questions. Hearing none, he asked Mr. Richard Brockett or Ms. Karen Wise to give the report of the Administration Committee since Mr. Moldvay was not yet present.

ADMINISTRATION COMMITTEE REPORT

Ms. Wise said the committee met early in the morning on June 14. Attending were herself, Mr. Moldvay, Mr. Brockett, and Mr. Gynn. They discussed three (3) resolutions: one (1) related to the Attendance Policy for the Board and the other two (2) related to amendments to the Substance Abuse Policy as well as the Drug-Free Workplace Policy. All three (3) resolutions were proposed to be taken to the Board tonight.

Mr. Bissler asked if the committee discussed nominations.

Ms. Wise said there was a brief discussion about Mr. Gynn accepting the role of Vice President; Mr. Moldvay volunteering for Temporary Presiding Officer, and Mr. Bissler accepting the position of the President.

Mr. Bissler said it sounds like the Administration Committee has a slate. He said if anybody else was interested in any of those roles, they should contact any member of the committee as the election is next month and nominations go right up to the election.

Ms. Wise said the Administration Committee will be meeting just prior to next month's Board meeting.

Mr. Bissler thanked Ms. Wise and said none of the other committees met.

PERSONNEL COMMITTEE REPORT

The Personnel Committee did not meet.

OLD BUSINESS

None.

NEW BUSINESS

Resolutions

Ms. Amrhein noted that the design plans for the vehicle storage building are being finalized and will be brought forward by the end of the summer, which means a meeting of the Operations Committee will need to be held in August.

Mr. Bissler then moved on to Resolution #2019-06-01.

#2019-06-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES TO ADOPT THE BOARD OF TRUSTEES ATTENDANCE POLICY.

Mr. Bissler said the policy was included in the Board packet and he hoped everyone had a chance to read it. The real crux is the three (3) meetings that had to be canceled because there wasn't a quorum. This policy provides a way to get advance notification from the Board members regarding attendance. The policy states that notification must be provided to Ms. Marcia Fletcher 24 hours before the meeting or the absence will be unexcused. It's going to be a change for everyone. He said he will be contacting those Board members who haven't responded on Wednesday morning before the Board meeting to confirm attendance. He then asked for a motion to approve the resolution.

Motion: Marge Bjerregaard

Second: Brian Gray

Mr. Bissler asked if there were any other questions or discussion.

Mr. Vitale asked what it means if he calls in six (6) times with an excused absence.

Mr. Bissler said there is nothing in the policy that refers to excused absences but if a Board member has five (5) excused absences and there are 12 Board meetings a year, that Board member needs to look at their attendance and decide if this is really something they want to do. The sad part is the Board doesn't have the right to tell any Board member that they are no longer a part of the Board. That is up to the appointing authority. The Board will be spending more time looking at attendance and contacting the appointing authorities if it becomes an issue.

Mr. Jeff Childers said excused and unexcused absences should just be eliminated and either the Board member is absent or not.

Mr. William Nome said there are always going to be excused absences. The unexcused absences tend to indicate a lack of interest. It's minimal for a Board member to pick up the phone or send an email to indicate they will not be at a meeting. Attendance issues must be handled by the appointing authorities, which is different from committees. The *PARTA* Board does have the authority internally to control excused and unexcused absences from committee meetings though. Evaluating the reason for an absence can get subjective. It's objective to either call or send an email, or not.

Mr. Bellino said part of the intention of that policy is also to not inconvenience others who would be attending a meeting. If there won't be a quorum, it's good to notify everybody else in advance that they don't need to come. If there's a legitimate reason for not coming and notification is provided ahead, that indicates the Board member is concerned about their attendance and the other Board members having to come to a meeting where business can't be conducted.

Mr. Bissler said even if there wasn't a distinction between excused and unexcused, it's still up to the appointing authority to do something different. If a Board member missed seven (7) meetings last year, the appointing authority could reappoint them and this Board can't do much about it.

Mr. Vitale asked if this Board ever experienced a Board member not coming to five (5) or six (6) out of the 12 meetings and the appointing authority wanted to reappoint them and the appointing authority was informed that this Board member wasn't at meetings very much, could they provide somebody better.

Mr. Bissler said there has not been a situation where the appointing authority reappointed a Board member that way, but this Board has no control over that, other than to place an opinion. The sad part is with a lot of these positions, there are committees that operate short a person

because it's difficult getting people involved. All that is being asked of Board members is a commitment. He asked if there were any other questions or comments.

Mr. Bellino noted that the policy does apply to committees too. The Finance Committee did not have a quorum on Tuesday, so it does affect committees because nothing can be voted on.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeremy Moldvay	EXCUSED		David Gynn	<u>X</u>	<u> </u>
Pete Kenworthy	EXCUSED		Frank Vitale	<u>X</u>	<u> </u>
Jeff Childers	<u>X</u>	<u> </u>	Richard Brockett	<u>X</u>	<u> </u>
Karen Wise	<u>X</u>	<u> </u>	Virginia Harris	EXCUSED	
Debbie Davison	<u>X</u>	<u> </u>	Timothy Lissan	<u>X</u>	<u> </u>
Marge Bjerregaard	<u>X</u>	<u> </u>	Brian Gray	<u>X</u>	<u> </u>
Dominic Bellino	<u>X</u>	<u> </u>	Rick Bissler	<u>X</u>	<u> </u>

Hearing no further discussion, Mr. Bissler said the next resolution is #2019-06-02.

#2019-06-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO AMEND THE SUBSTANCE ABUSE POLICY.

Mr. Bissler entertained a motion to accept the resolution.

Motion: David Gynn Second: Debbie Davison

Mr. Bissler asked Ms. Kelly Jurisch to talk about this resolution. He said she did a wonderful job with the report in the packet and he thanked her for highlighting the areas that changed.

Ms. Jurisch said the changes are from the FTA and must be followed to get funding. The main change is in the classification of drugs. With the opioid crisis, there are new classifications of drugs which had to be incorporated. There were also changes made due to the structural changes in positions this year, particularly with the Chief of Staff position. There were also some other minor updates. The FTA does a nice job of providing a checklist of what is required in the policies so some of the changes do reflect that. These changes help in preparing for the Triennial Review next year.

Mr. Bissler asked if there were any questions for Ms. Jurisch.

Mr. Vitale asked if the changes to the policy were more lenient or stricter or more technical.

Ms. Jurisch said the changes are more technical with the classification of drugs and position titles. PARTA has a zero-tolerance policy so if an employee does drugs and tests positive, they are out. It can't get any stricter than that.

Mr. Bissler said that's more than appropriate since they're transporting people in the county.

Ms. Jurisch said overall, as a nation, the number of positives has increased. With medical marijuana and the passage in Colorado to lead the way in recreational and medical use of marijuana, the FTA has been watching that over the last five (5) years. This year, the FTA increased the percentage of the random pool for drug testing to 50%. It had been lowered to 25% of the random pool for drug testing. Testing is done all days and times of operation. If clients are being serviced at 3 a.m., which is done with Kent State University, the employee must be tested if their name is pulled.

Mr. Bissler asked if there were any other questions.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeff Childers	<u>X</u>	_____	Pete Kenworthy	<u>EXCUSED</u>	
Marge Bjerregaard	<u>X</u>	_____	Timothy Lissan	<u>X</u>	_____
Frank Vitale	<u>X</u>	_____	Debbie Davison	<u>X</u>	_____
Dominic Bellino	<u>X</u>	_____	David Gynn	<u>X</u>	_____
Jeremy Moldvay	<u>EXCUSED</u>		Virginia Harris	<u>EXCUSED</u>	
Karen Wise	<u>X</u>	_____	Brian Gray	<u>X</u>	_____
Richard Brockett	<u>X</u>	_____	Rick Bissler	<u>X</u>	_____

Hearing none, Mr. Bissler moved on to Resolution #2019-06-03.

#2019-06-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES TO AMEND THE DRUG-FREE WORKPLACE POLICY.

Mr. Bissler entertained a motion to approve the resolution.

Motion: Marge Bjerregaard Second: Karen Wise

Ms. Jurisch said the Drug-Free Workplace Policy mirrors the Substance Abuse Policy. The Drug-Free Workplace Policy was created under the Ohio BWC program, which provides a rebate to *PARTA*. The Drug-Free Workplace Policy covers all employees of *PARTA*, not just safety-sensitive employees, which is what the Substance Abuse Policy covers. Those who are not performing safety-sensitive functions are covered under the Drug-Free Workplace Policy.

Mr. Bissler asked if there were any other questions.

Mr. Vitale asked if medical marijuana was now legal in Ohio.

Ms. Jurisch said it is legal in Ohio but it's still a federal schedule 1 illegal drug. An individual could have a prescription for it, but they could not drive for *PARTA*.

Mr. Bissler said Mr. Bellino can tell you the companies that sell medical marijuana can't bank.

Mr. Bellino confirmed that they can't open a bank account and transact business. They deal in cash. An existing customer went into that business and the bank had to ask the customer to leave.

Mr. Nome noted that alcohol has been recreational for a long time. It may be legal, but there are things that can't be done under the influence. There are prescription medications that have been available for years prescribed by a doctor legally but there are certain circumstances where that prescription can't be taken. It sounds like it's a new thing but it's just a continuation of the way it's always been.

Mr. Bissler asked if there were any other questions. Hearing none, a roll call vote was taken.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	<u> </u>	Richard Brockett	<u>X</u>	<u> </u>
David Gynn	<u>X</u>	<u> </u>	Brian Gray	<u>X</u>	<u> </u>
Virginia Harris	EXCUSED	<u> </u>	Jeremy Moldvay	EXCUSED	<u> </u>
Marge Bjerregaard	<u>X</u>	<u> </u>	Dominic Bellino	<u>X</u>	<u> </u>
Pete Kenworthy	EXCUSED	<u> </u>	Jeff Childers	<u>X</u>	<u> </u>
Karen Wise	<u>X</u>	<u> </u>	Debbie Davison	<u>X</u>	<u> </u>
Timothy Lissan	<u>X</u>	<u> </u>	Rick Bissler	<u>X</u>	<u> </u>

ADJOURNMENT

Mr. Bissler noted that the General Manager’s Luncheon and Mr. Frank Hairston’s Retirement Farewell is July 19 between 11 a.m. and 2 p.m. He asked Board members to stop by for lunch and wish Mr. Hairston a happy retirement. He said Mr. Hairston will be missed every month at this point in the meeting and asked who was going to replace him with those announcements.

Ms. Jurisch said she will for right now. She said Mr. Hairston would have asked Board members to be thinking about the fair coming up in August, where help will be needed at PARTA’s booth.

Mr. Bissler asked Board members to let Ms. Fletcher know if they will be attending on July 19.

Ms. Amrhein said an invite will be going out.

Mr. Timothy Lissan asked if Mr. Hairston would be working until July 19.

Ms. Amrhein said he’s on vacation this week and next week. July 19 will be his official last day.

Ms. Wise asked if Mr. Hairston could receive mail at PARTA if she sent a card.

Ms. Amrhein said yes.

Mr. Vitale said driving down Route 59 he saw two (2) large PARTA buses, one in front of the other, turning into Kent State University. He asked why two (2) buses would be together at the same time and if that was a scheduling issue.

Mr. Trautman said the C-Midway lot is off Route 59 where some of the county line service buses go through, even when Kent State University is not in session.

Ms. Jurisch said they meet up for transfers.

Mr. Clayton Popik said with clock facing and pulsing at the Kent Central Gateway, buses running throughout the day may run together at certain times and then they branch off.

Mr. Bissler asked if there was anything else for the good of the order.

Mr. Lissan said he has a concern with traffic on State Route 59 in the area between Walmart and west to the railroad bridge, where it is only one (1) lane in each direction. It’s an area of big development where the new Children’s Hospital facility groundwork is being done. He asked how PARTA is dealing with the projected increased traffic. He said he has also been in contact with Twin Star Lanes, and they expressed a desire for a bus stop upgrade.

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Mr. Bissler said the Board's job is policy and long-range planning. This would be specific employee information and is not a Board issue.

Ms. Amrhein said PARTA will be involved with the development as it progresses, which is typical when construction projects are underway.

Mr. Trautman said that's one area where PARTA doesn't have a lot of congestion as far as moving buses through there right now. He doesn't know what will happen when that Children's Hospital facility opens, but right now that stretch of road between Walmart and the trestle bridge isn't a big problem and there aren't a lot of timing issues through there. That part of the road is ODOTs.

Mr. Lissan said he's trying to get the ball ahead of the problem. He doesn't know if ODOT is even an issue whereas providing access directly into the facility may be something that should be covered before they start pouring the concrete.

Ms. Wise suggested he take his questions to Portage County regional planning. They would have to review and approve the infrastructure and deal with ingress and egress and traffic lights.

Mr. Lissan said he thinks it would be more appropriate for the organizations that are directly affected. He doesn't want to see a bus get rear ended.

Ms. Amrhein said staff will look into his concerns.

Mr. Bissler asked if there were any other questions or comments. Hearing none, he entertained a motion to adjourn.

Ms. Marge Bjerregaard made a motion to adjourn the meeting. Ms. Karen Wise seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:36 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant