

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
August 28, 2025, 2025

Board Members Present:

Victor Baerman (<i>arrived at 6:58pm</i>)	Karen Beck	Julee Cariglio
Debbie Davison	Becky Lehman	Mike Lewis
Jack Murphy	Janice Simmons-Mortimer	Frank Vitale
Stacey Wilson	Karen Wise	Marvin Woods

Board Members Not Present:

Virgia Harris (1 st excused absence)	R.T. Mansfield (1 st excused absence)
---	--

PARTA Staff & Legal Counsel (Roetzel & Andress) Present:

Claudia Amrhein	Kelly Jurisch	Justin Markey, Legal
Sony Richardson-Gilroy	Lita Wiley	

Guests Present:

CALL TO ORDER

Mr. Marvin Woods called the *PARTA* Board of Trustees, August 28, 2025 meeting to order at 6:50 p.m. and asked for a roll call, after which it was determined that **a quorum was present**.

Mr. Woods asked for a motion to approve the minutes of July 24, 2025, board meeting. **Ms. Karen Beck** made a motion to approve the minutes as presented, which was seconded by **Mr. Jack Murphy**. Mr. Woods asked all those in favor say aye, those opposed say no, he said the **motion to approve the minutes, as presented, passed unanimously**.

GUEST COMMUNICATIONS

Mr. Woods said there were no Guest Communications and moved onto the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein said after meeting with Mr. Woods, since he's now our president, I included in my report upcoming projects that will need review by one of our committees. I understand he's talked to all of you. We really appreciate your willingness to serve, and if you are new or you're not on a committee, we are always happy to have you come and then fill in when we need an alternate. It's great to have everybody here and learn a little bit more about what we do, so we really appreciate you coming early, and as you can see, we have quite a bit going on this year. We've done a lot of construction, and we have quite a few resolutions. I wanted to highlight what I know of and what's coming up, and each committee should have something to talk about in the next four months or so.

Ms. Amrhein continued saying the one thing I do want to bring up is the by-laws to review virtual meeting guidelines. We talked about that a few months back. I wanted to bring it when we had some space to talk about it, but that would also mean that we could look at the by-laws in other areas, if there's anything that anyone wants to change, this would be the time to talk about it. So, in the past we've appointed a by-law committee.

Ms. Amrhein asked Mr. Justin Markey, if there is any reason why we couldn't make the changes through the administration committee?

Mr. Markey responded I think the president of the board has the discretion to decide. So, if they want to make it the administration committee, I think that's okay.

Ms. Amrhein said we can talk a little more about that, but we're looking to bring that forward possibly in September, but that doesn't mean we'd have to vote on anything. We have draft words from our law firm Roetzel for the virtual meeting part, but then just looking over the rest, we can give you time to do that.

Ms. Amrhein said I'd be happy to answer any questions.

Mr. Woods said hearing no questions he thanked Ms. Amrhein and moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Woods said the Administration Committee met earlier and everyone was here for that meeting so there is no need to recap the meeting and then moved onto the Finance Committee report.

FINANCE COMMITTEE REPORT

Mr. Woods said the Finance Committee also met earlier and there was also no need to recap the meeting since everyone was there and then moved onto the Operations Committee report.

OPERATIONS COMMITTEE REPORT

Mr. Woods said the Operations Committee was not scheduled to meet and moved on to the Personnel Committee.

PERSONNEL COMMITTEE REPORT

Mr. Woods said the Personnel Committee was also not scheduled to meet and moved on to Old Business.

OLD BUSINESS

Mr. Woods said there was no Old Business and moved on to New Business.

NEW BUSINESS

Mr. Woods said I'd like to say I appreciate everybody that came and helped out with the fair for PARTA. I hope everybody enjoyed it. I know I did.

Mr. Woods said we have to reinstate the committees because it's a new year for the board. So far we've talked to everybody, and they're pretty much going to stay on the committees they were on but appreciate everybody who has an interest in the committees and, like Ms. Amrhein said, if we need an alternate, we would appreciate it if you could help us out at that point.

Mr. Woods said hearing no additional New Business he moved to the Resolutions

RESOLUTIONS

Mr. Woods introduced Resolution #2025-08-01.

#2025-08-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR SFY 2027 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED (E&D) TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM (UTP), THE OHIO TRANSIT PARTNERSHIP PROGRAM (OTP2), THE SPECIALIZED TRANSPORTATION PROGRAM (SECTION 5310), AND THE OHIO WORKFORCE MOBILITY PARTNERSHIP (OWMP) PROGRAM.

Mr. Woods asked for a motion to approve this resolution.

Motion: Debbie Davison

Second: Janice Simmons-Mortimer

Mr. Woods asked if there were any questions or comments. Hearing none he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>ABSENT</u>		R. T. Mansfield	<u>ABSENT</u>	
Karen Beck	<u>X</u>		Jack Murphy	<u>X</u>	
Julee Cariglio	<u>X</u>		Janice Simmons-Mortimer	<u>X</u>	
Debbie Davison	<u>X</u>		Frank Vitale	<u>X</u>	
Virginia Harris	<u>ABSENT</u>		Stacey Wilson	<u>X</u>	
Becky Lehman	<u>X</u>		Karen Wise	<u>X</u>	
Mike Lewis	<u>X</u>		Marvin Woods	<u>X</u>	

Mr. Woods said the **resolution was approved unanimously**.

Mr. Woods introduced Resolution #2025-08-02.

#2025-08-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FFY 2026 FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

Mr. Woods asked for a motion to approve this resolution.

Motion: Mike Lewis

Second: Frank Vitale

Mr. Woods asked if there were any questions or comments.

Mr. Frank Vitale asked what are we signing up for?

Ms. Amrhein responded that this is the resolution that we bring forward annually to authorize us to apply for federal grants.

Mr. Vitale asked if those are being frozen? Where are we at with the federal government? And is there stuff that is being held up right now?

Ms. Amrhein replied this is for discretionary grant applications as well as formula funding. When we talk about the 5307, that's an amount of money we get, but you still have to apply for it, and you still have to have a resolution from the board saying that we're going to cover the 20% match. So, every year we do this so that we can apply for the funding that we're eligible for as well as for discretionary grants that might become available. As far as the future, I don't know.

Mr. Woods said, hearing no other question, he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>ABSTAINED</u>		R. T. Mansfield	<u>ABSENT</u>	
Karen Beck	<u>X</u>		Jack Murphy	<u>X</u>	
Julee Cariglio	<u>X</u>		Janice Simmons-Mortimer	<u>X</u>	
Debbie Davison	<u>X</u>		Frank Vitale	<u>X</u>	
Virginia Harris	<u>ABSENT</u>		Stacey Wilson	<u>X</u>	
Becky Lehman	<u>X</u>		Karen Wise	<u>X</u>	
Mike Lewis	<u>X</u>		Marvin Woods	<u>X</u>	

Mr. Woods said the **resolution was approved**.

Mr. Woods introduced Resolution #2025-08-03.

#2025-08-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AND UPDATES TO THE PLAN AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

Mr. Woods asked for a motion to approve this resolution.

Motion: Becky Lehman

Second: Jack Murphy

Mr. Woods asked if there were any questions or comments.

Mr. Vitale asked if the motion is just to update.

Mr. Woods replied that it was the safety plan Ms. Kelly Jurisch gave a presentation on.

Mr. Vitale asked if legal would have to approve the changes.

Ms. Amrhein replied we would accept those changes, file it, and submit it to FTA, but no, legal does not have to approve it.

Ms. Jurisch reviewed that the PTASP has to be approved by our safety committee, which they have already done and then by the board of trustees. Ms. Amrhein commented that she signs off on the PTASP authorizing it.

Ms. Jurisch provided a review of the PowerPoint presentation from the Administration Committee meeting for those who were not present.

Mr. Woods said hearing no more questions he asked for a roll call.

Roll Call:	Yes	No		Yes	No
Victor Baerman	<u>X</u>	<u> </u>	R. T. Mansfield	<u>ABSENT</u>	<u> </u>
Karen Beck	<u>X</u>	<u> </u>	Jack Murphy	<u>X</u>	<u> </u>
Julee Cariglio	<u>X</u>	<u> </u>	Janice Simmons-Mortimer	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Frank Vitale	<u>X</u>	<u> </u>
Virginia Harris	<u>ABSENT</u>	<u> </u>	Stacey Wilson	<u>X</u>	<u> </u>
Becky Lehman	<u>X</u>	<u> </u>	Karen Wise	<u>X</u>	<u> </u>
Mike Lewis	<u>X</u>	<u> </u>	Marvin Woods	<u>X</u>	<u> </u>

Mr. Woods said the **resolution was approved unanimously**.

EXECUTIVE SESSION

Mr. Woods said there is no need for an Executive Session.

ADJOURNMENT

Mr. Woods asked for a motion to adjourn. **Mr. Jack Murphy** motion to adjourn, **Mr. Victor Baerman** seconded.

The board reviewed the meeting format and time for the September Board of Trustees meeting and agreed to meet at 6:30 p.m. with the committee meetings operating within the board meeting.

Mr. Woods thanked everyone and said the board will meet next on Thursday, September 25th at 6:30 p.m.

The meeting was adjourned at 7:27 p.m.

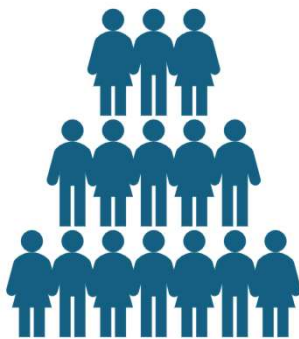
Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant

PARTA's Public Transportation Agency Safety Plan

February 22, 2024

1



Safety is everyone's responsibility!

- Board of Trustees
- General Manager
- Safety Committee
- Every Employee

2

Precursors to Safety

- Accidents and serious incidents are preventable and do not occur out of the blue; they are preceded by precursors (events, behaviors, and conditions) that can be identified, assessed, and mitigated through physical, administrative, and behavioral defense strategies.
- Hazard Identification

Appendix D
Risk Assessment Matrix (RAM)

RAM will be completed by the Director of Risk Management DATE: 10-31-2023

Identified Hazard: See page 2

Severity	Consequences			Reputation	Likelihood				
	People	Assets	Environment		1 Practically impossible (never heard of in the industry)	2 Remote, not likely to occur	3 Could occur, or heard of it happening	4 Likely, known to occur or has happened before	5 Common, or occurs frequently
1	First aid or no injury	No/Slight damage	No/Slight effect	No/Slight impact	Low	Low	Low	Low	Medium
2	Slight injury, medical treatment	Minor damage	Minor effect	Limited impact	Low	Low	Medium	Medium	High
3	Serious injury, hospitalization more than 7 days	Moderate damage	Moderate effect	Local area impact	Low	Low	Medium	High	High
4	Permanent total disability, or one fatality	Major damage, unit level	Major effect	Major statewide impact	Low	Medium	High	High	High
5	Multiple fatalities	Major damage, multiple units	Massive effect	Major national impact	Medium	Medium	High	High	High

Risk Value:

Low Risk, continuous improvement

Medium Risk, monitor and control

High Risk, unacceptable/intolerable, immediately introduce further control measures

Assessed Risk Level: 70

3

Our Risks

PARTA Identified Risks		
Department	Hazard	Score
Operations	Bus/Bike Collision	9
	Bus/Pedestrian Collision	9
	Bus/Vehicle Collision	8
	Bus/Object Collision	5
	Passenger Fall	5
	Assault on Driver	3
Maintenance	Exposure to Hazmat	2
	Heat Exhaustion	2
	Equipment Malfunctions	3
	Hypothermia	2
	Improper Lifting	8
Administration	Building Fire	4
	Chemical/Gas Leak	4
	Hostile Event	6
		70

4

How do we MITIGATE our RISKS?

5

Assessments (Appendices B & C)



MONTHLY
INSPECTIONS



QUARTERLY
INSPECTIONS



ANNUAL
INSPECTIONS

6

Culture of Communication



7

Tools

- Ohio Transit Risk Pool (OTRP) Annual Risk Management Audit (Oversight).
- Safety assessments.
- Toolbox talks/safety meetings.
- Trend monitoring.
- Hazard and incident reporting.
- Safety surveys.
- Safety audits.
- Review of video cameras.
- Evaluating customer suggestions and complaints.
- Standard Operating Procedures (Appendix F).

8

Results (Appendix H)

SPT Category	2021	2022	2023
Fixed Route Fatalities	0	0	0
Demand Response Fatalities	0	0	0
Total Number of Fatalities	0	0	0
Fatality Rate per 100,000 VRM – Fixed Route	0.00	0.00	0.00
Fatality Rate per 100,000 VRM – Demand Response	0.00	0.00	0.00
Total Fatality Rate per 100,000 VRM	0.00	0.00	0.00
Fixed Route Injuries	2	0	1
Demand Response Injuries	2	2	1
Total Number of Injuries	4	2	2
Injury Rate per 100,000 VRM – Fixed Route	0.30	0.00	0.14
Injury Rate per 100,000 VRM – Demand Response	0.51	0.49	0.24
Total Injury Rate per 100,000 VRM	0.38	0.18	0.18
Fixed Route Safety Events	51	57	62
Demand Response Safety Events	29	25	35
Total Number of Safety Events	80	82	97
Safety Event Rate per 100,000 VRM – Fixed Route	7.62	8.48	8.61
Safety Event Rate per 100,000 VRM – Demand Response	7.46	6.17	8.39
Safety Event Rate per 100,000 VRM	7.56	7.61	8.53
Total Number of Major Mechanical System Failures	0	0	0
Annual DR VRM	388,889	404,823	417,277
Annual FR VRM	669,016	672,463	719,702
Annual VRM	1,057,905	1,077,286	1,136,979

9



•Questions?

10