Board Approved 10/23/2025

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES
September 25, 2025

Board Members Present:

Karen Beck
Virginia Harris *(arrived at 6:34pm)*
Mike Lewis
R.T. Mansfield
Jack Murphy
Frank Vitale
Stacey Wilson
Karen Wise
Marvin Woods

Board Members Not Present:

Victor Baerman (2ND excused absence)
Julee Cariglio (1st excused absence)
Debbie Davison (1st excused absence)
Becky Lehman (1st excused absence)
Janice Simmons-Mortimer (1st excused absence)

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

Claudia Amrhein
Denise Baba
Kelly Jurisch
Justin Markey, Legal
Sony Richardson-Gilroy
Rebecca Schrader
Dan Spualding
Brian Trautman

Guests Present:

CALL TO ORDER

Mr. Marvin Woods called the *PARTA* Board of Trustees, September 25, 2025 meeting to order at 6:30 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 August 25, 2025, board meeting. **Ms. Karen Wise** 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 thanked everybody for coming out tonight.

Ms. Amrhein began her report by saying first, I'd like to take a minute and introduce Mr. Dan Spaulding. We hired Mr. Spaulding not quite a month ago to be our director of IT.

Ms. Amrhein invited Mr. Brian Trautman to say a little bit about the duties that Mr. Spaulding will be doing.

Mr. Trautman said Mr. Spaulding is going to be taking care of all of our IT needs network-wise, on the buses, and all of our cloud-based systems. Everything IT related moving forward will fall under

Mr. Spaulding. This is part of my handoff and gradual exit from *PARTA*. Mr. Spaulding has a lot of experience and a lot of expertise in areas that I don't, which is great. He also is very familiar with our systems, because we captured Mr. Spaulding from Quality IP, who is our management service provider (MSP). It should be a good transition. We're really happy that Mr. Spaulding is here and it will be a good thing for *PARTA* moving forward.

The board welcomed Mr. Spaulding.

Ms. Amrhein continued her report saying thank you for bearing with us this year, as we experimented with how to hold our committee meetings right before the board meeting. We used to have our finance meeting regularly a couple days before the board meeting. We had issues getting a quorum, so we really appreciate your patience with us as we played around with it this year. Another iteration of that tonight that we're starting is to start the board meeting at 6:30 p.m., go through a portion of the agenda, and then we have the option to move into committee meetings or committee reports. Tonight, we're going to move into committee meetings. It still leaves the option open for committees to meet separately if there's a topic that has a lot of details to it, but if it is a more routine meeting that's easier to meet on the night of the board meeting, we can have that meeting within the board meeting. So, thank you for bearing with us on that. Again, it's been frustrating trying to get it right so that it feels like everything's flowing smoothly, so hopefully this will be the answer.

Ms. Amrhein said I noted in my board report that we did achieve the prestigious SOAR award again. This is given by our risk pool [OTRP], and we are in Division 2, which is 1 million to 3 million miles. There are three public regional transit authorities in Division 2, and we've been fortunate enough to have low loss. We're pleased about that, and it's because we all work together to ensure safe and reliable service.

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

Mr. Woods said there were no questions for Ms. Amrhein, so we'll go to committee reports and meetings. The first committee meeting is the Administration Committee.

COMMITTEE REPOTS/MEETINGS

Administration Committee

Mr. Woods said the Administration Committee will now meet and asked Mr. Jack Murphy, chair of the committee, to begin the Administration Committee meeting.

The Administration Committee was called to order at 6:35 p.m. and adjourned at 7:01 p.m.

The Administration Committee reviewed revisions to the by-laws and approved moving the revised by-laws as presented and discussed on to the board for consideration.

Mr. Woods thanked the committee for their work and moved on to the Finance Committee.

Finance Committee

Mr. Woods said the Finance Committee will now meet and asked Mr. Mike Lewis, chair of the committee, to begin the Finance Committee meeting.

The Finance Committee was called to order at 7:01 p.m. and adjourned at 7:25 p.m.

Mr. Woods thanked the committee and offered congratulations on the 23rd consecutive year of zero findings for the State Financial Audit before moving on to the Operations Committee.

Operations Committee

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

Personnel Committee

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 for new business we have the revised by-laws that were reviewed during the Administration Committee meeting and moved forward to the board for approval.

Mr. Woods asked for a motion to approve the revised by-laws. **Ms. Stacey Wilson** made the motion to approve the revised by-laws, which was seconded by **Mr. Jack Murphy**. Mr. Woods asked all those in favor say aye, those opposed say no, the **motion to approve the revised by-laws passed unanimously.**

Mr. Woods said hearing no additional new business he moved to the resolutions

RESOLUTIONS

Mr. Woods said there are no resolutions for tonight.

EXECUTIVE SESSION

Mr. Woods said there is no need for an executive session.

ADJOURNMENT

Mr. Woods asked for a motion to adjourn. **Mr. Mike Lewis** motion to adjourn, **Ms. Karen Beck** seconded.

Mr. Woods thanked everyone and noted that the next board meeting will be October 23, 2025, at 6:30 p.m.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Sony Richardson-Gilroy
Executive Assistant