

**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**  
**March 26, 2026**

**Board Members Present:**

Victor Baerman	Karen Beck	Debbie Davison
Mike Lewis	Jack Murphy	Janice Simmons-Mortimer
Frank Vitale	Stacey Wilson	Karen Wise
Marvin Woods (arrived 6:50 p.m.)		

**Board Members Not Present:**

Julee Cariglio (3 <sup>rd</sup> excused absence)	Virginia Harris (3 <sup>rd</sup> excused absence)
Becky Lehman (4 <sup>th</sup> excused absence)	R. T. Mansfield (3 <sup>rd</sup> excused absence)

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

Claudia Amrhein	Denise Baba	Kylie Calcei
Kelly Jurisch	Sony Richardson-Gilroy	Rebecca Schrader
Dan Spaulding	Brian Trautman	Lita Wiley
Lauren Zidones, Legal		

**Guests Present:**

**CALL TO ORDER**

Mr. Mike Lewis reported that Mr. Marvin Woods was stuck in traffic and he would be leading the meeting until his arrival. Mr. Lewis thanked everyone for being here this evening and called the *PARTA* Board of Trustees, March 26, 2026, meeting to order at 6:31 p.m. and asked for a roll call, after which it was determined that **a quorum was present**.

Mr. Lewis asked for a motion to approve the minutes of the February 26, 2026, board meeting. **Ms. Debbie Davison** made a motion to approve the minutes as presented, which was seconded by **Ms. Karen Wise**. Mr. Lewis 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. Lewis said there were no guest communications and moved onto the General Manager's report.

**GENERAL MANAGER'S REPORT**

Ms. Claudia Amrhein began her report saying I want to point out some wording at the bottom of the agenda that Ms. Sony Richardson-Gilroy and Ms. Kelly Jurisch helped to develop for joining a meeting virtually. This wording goes back to our conversations about our bylaw changes that if a trustee wanted to attend virtually, the board member would need to give 48 hours' notice unless it was an emergency. The link would be activated to allow admittance; the board member must appear on screen, be able to be seen, and to hear us and be heard. We will include this wording on the agenda when we are able to have the option of a trustee joining a board meeting virtually. If the board is voting on something significant, like a general manager's hiring or a significant contract, joining virtually would not be an option.

Ms. Amrhein asked if there were any questions about the language at the bottom of the board agenda. Hearing none, Ms. Amrhein then asked if there were any questions about her report.

Mr. Lewis said hearing no questions I'd like to thank Ms. Amrhein and then moved onto the committee meetings and reports.

## **COMMITTEE MEETINGS/REPORTS**

### **Administration Committee**

Mr. Jack Murphy, chair of the administration committee, called the meeting to order at 6:34 p.m. Ms. Stacey Wilson and Ms. Karen Wise were in attendance. The meeting adjourned at 6:41 p.m.

The administration committee reviewed and recommended resolutions 2026-03-01 found on page 36 of the March Board & Committee Meeting/Report packet, to the board for consideration.

### **Finance Committee Report**

Mr. Lewis, chair of the finance committee, with Mr. Frank Vitale in attendance called the finance committee to order at 6:42 p.m. The meeting adjourned at 6:58 p.m.

Ms. Rebecca Schrader reviewed the PARTA and Kent Central Gateway monthly financial reports for January and February beginning on page 27 of the March Board & Committee Meeting/Report packet.

Mr. Marvin Woods, president of the PARTA board of trustees joined the meeting at 6:50 p.m. Following the conclusion of the finance committee, Mr. Wood chaired the remainder of the board meeting.

### **Operations Committee Meeting**

Mr. Woods said the Operations Committee did not meet.

### **Personnel Committee Report**

Mr. Woods said the Personnel Committee did meet and asked Ms. Karen Beck, chair of the personnel committee, for her report.

Ms. Beck said the personnel committee has met several times. The committee met on March 10, 2026, to deal with recommended succession planning, strategy, and timeline. In the March Board & Committee Meeting/Report packet beginning on page 37 you will find the Assistant General Manager (AGM) position description and Ms. Kelly Jurisch's resume beginning on page 40. The

committee discussed the plan adopted at the February 26, 2026, board meeting. The personnel committee's role is to carry out the promotion process of Ms. Jurisch from AGM to general manager (GM), as Ms. Amrhein will be retiring on June 30, 2026. The committee reviewed Ms. Jurisch's resume and the AGM job description. The committee discussed the process of drafting a contract and the timeline for bringing it forward to the board. The committee determined that it would meet with Mr. Justin Markey and Ms. Amrhein on March 16, 2026, to prepare a timeline. At the meeting we reviewed the current GM contract and discussed a timeline for preparing a new contract. Ms. Jurisch was asked for her thoughts on using the current template, benefits, and other provisions. Ms. Amrhein was asked to include a summarized timeline in her March, General Manager's report. The timeline was included in the General Manager's report on page 17. Mr. Markey will draft a contract for the committee to look at by the April 1, 2026, meeting. If needed the committee will schedule another meeting before the April 23, 2026, board meeting to finalize the draft GM contract. At the April 23, 2026, board meeting the committee will distribute the draft contract to the board members to review on their own over the next month. Board members may contact Mr. Markey with any questions or comments they have. In early May, if needed, the personnel committee can schedule another meeting to finalize the contract. Then at the May or if necessary, at the June board meeting the board will vote on the contract. The personnel committee will meet in executive session with the board to review the GM contract terms, including wages and benefits. Following the outcome of the executive session the board will vote on the appointment of the GM and their contract.

Ms. Beck continued saying tentatively an open house, to say farewell and welcome, is being planned in lieu of the June board meeting if the GM appointment and contract has been finalized at the May board meeting and there are no resolutions.

Mr. Woods thanked Ms. Beck for her report and the committee's work before moving to old business.

### **OLD BUSINESS**

Mr. Woods said there was no old business and moved on to new business.

### **NEW BUSINESS**

Ms. Amrhein said at each person's place there is a Receipt of Ohio Ethics Law Statement sign-off form. We are going to start completing this form annually in March. After talking about the Procurement Policy last month Ms. Schrader and her team reviewed the policy, and we should be doing an annual sign-off for receipt of the Ohio Ethics Law. There are paper copies of the most current ethics law available for review, we can also email the links for the Ohio Ethics Law.

Mr. Woods said the next order of business we have is a resolution.

### **RESOLUTIONS**

Mr. Woods introduced Resolution #2026-03-01.

**#2026-03-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR THEIR DESIGNEE, TO ENTER INTO AN AGREEMENT WITH LARSON DESIGN GROUP FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES.**

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

**Motion: Mr. Jack Murphy**

**Second: Ms. Janice Simmons-Mortimer**

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

Mr. Frank Vitale asked what is Larson's, and if they're going to be paid a fixed fee every year for five years and what is that fee?

Mr. Trautman replied, saying Larson Design is an architectural and engineering firm and the way it works with A&E firms is when we have a project, we sit down with that A&E firm and discuss what our project is going to be. Let's say we're going to build a bridge. We discuss what kind of bridge we're going to build. The fixed fees that are in place are how much they are going to be charging us per hour based on the size of the project. If we were going to build a bridge, their fixed fee is going to be much larger than if we're going to be putting in a bus shelter. The fee is based on time and design for an A&E firm. Depending on how elaborate the design is and how many different types of engineers are needed and the level of project that we're going to be doing. What our contract establishes for us is the A&E firm that we're going to use to do the work. We've already established the price per hour and the qualifications to do the work for when we do have projects. The A&E firm also helps to determine if a contractor is able to provide us with quality work and advice to use or not use that company. This will be a professional service that we will be acquiring in an area where we are not.

Ms. Amrhein replied, saying another reason for having a firm on board is that we have just completed our transit development plan. That outlines a ten-year horizon for potential capital improvements to improve transit, and we can't ask for money without project design plans. We don't pay the A&E firm unless they do something for us. This is a no cost resolution at this moment. Mr. Trautman is planning to have the sprinkler system replaced at the KCG and that is the only known large project. To carry out any project we have to look for money; and in order to look for money, we need to have plans and drawings and continually update them and submit them for grant funding.

Mr. Woods asked about the contract and if there are minimums.

Mr. Trautman replied, saying we will sign a contract with an A&E firm saying they are our firm and that we have upcoming projects, and we will use them. There is no minimum and we did let all the firms know that our first project was going to be the sprinkler system retro.

Mr. Woods asked if there were any further questions. Hearing none he asked to continue with the roll call.

<b>Roll Call:</b>	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
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>ABSENT</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>ABSENT</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 was no need for an executive session.

**ADJOURNMENT**

Mr. Woods asked for a motion to adjourn. **Ms. Janice Simmons-Mortimer** motioned to adjourn, **Ms. Karen Beck** seconded.

Mr. Trautman provided an update on the discontinuing of route 46 saying, we did have our hearings about the discontinuation of the Downtowner route. We had two in-person hearings held by Ms. Kylie Calcei and Ms. Amy Proseus, and two people attended the in-person hearings. We didn't get any negative feedback from the public comments and feedback. We did have some questions. If you have any questions about what was asked, Ms. Calcei is prepared to answer that if you want to know about what was asked.

Hearing no questions Mr. Woods thanked Mr. Trautman and said the next board meeting will be Thursday, April 23, 2026, at 6:30 p.m.

The meeting adjourned at 7:13 p.m.

Respectfully submitted,

Sony Richardson-Gilroy  
Executive Assistant