

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING

MINUTES

September 26, 2024

Board Members Present:

Karen Beck
Debbie Davison
Dave Gynn, President

Mike Lewis, Vice President
R. T. Mansfield
Jack Murphy

Frank Vitale
Stacey Wilson
Marvin Woods, TPO

Board Members Not Present:

Victor Baerman (1st excused absence)
Virginia Harris (2nd excused absence)

Janice Simmons-Mortimer (1st excused absence)
Karen Wise (1st excused absence)

Staff Present:

Claudia Amrhein
Denise Baba
Kylie Calcei

Marcia Fletcher
Ashley Forbes
Kelly Jurisch

Amy Proseus
Natalie Rothenbuecher, Roetzel & Andress
Brian Trautman

Guests Present:

Celia King

CALL TO ORDER

President Dave Gynn called the September 26, 2024, *PARTA* Board of Trustees meeting to order at 7:01 p.m. and asked for a roll call, after which it was determined that **a quorum was present.**

Mr. Gynn thanked everyone for coming tonight and for attending the ballgame and county fair. He thanked Ms. Denise Baba for her work on the Community Resource Fair today.

Moving on, Mr. Gynn asked for a motion to approve the minutes of the July 25, 2024, Board meeting. **Mr. Marvin Woods** made a motion to approve the minutes as presented, which was seconded by **Ms. Karen Beck**. He asked if there were any questions. Hearing none, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn asked Ms. Claudia Amrhein to give the General Manager’s report.

GENERAL MANAGER’S REPORT

Ms. Amrhein thanked Mr. Gynn and everyone for coming out. She expressed her excitement about rolling out the great work that the planning and operations teams have been doing using the new software tools that were installed last year. She said they’ve been able to look at some of the routes and find ways within the budget and current staffing to restore some service hours based on the data driven demographics and layers of information pulled from this software. Ms. Amy Proseus, Transit Planner, and Ms. Kylie Calcei, Operations Manager, along with Mr. Brian Trautman, will be talking a little bit about the route adjustments to be launched in October. Hopefully that will be very well received because those

hours were cut during COVID and have not been able to be brought back yet. Also, Ms. Celia King from Arrants McSwain is a leadership coach and team building trainer who has been working with PARTA for years in a variety of different capacities. She's become a popular speaker at the OPTA conferences and will be presenting tonight about building the Board's capacity for stepping up into leadership and committee roles. Over the next couple years, she will be partnering with PARTA to put into place succession plans. Also, as mentioned in the Board report, this is Ms. Marcia Fletcher's last meeting. Refreshments will be shared at the end of the meeting. She expressed appreciation for Ms. Fletcher's almost nine years of service, which is a well-earned second retirement because she already retired from The University of Akron. She said a new person is getting up to speed for the October meeting. As Mr. Gynn mentioned, the first Community Resource Fair was held today at the Kent Central Gateway (KCG). Ms. Baba pulled that together, and it was very well attended. There were 22 tables of resources from throughout the community for people who attended. She asked if there were any questions.

Hearing none, Mr. Gynn wished Ms. Fletcher the very best and happiness in her retirement. He said she will be missed and thanked her for everything she has done. He then moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said the Administration Committee did not meet and moved on to the Finance Committee report.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee met prior to this meeting and asked Mr. Lewis to give that report.

Mr. Lewis said the Finance Committee is now meeting at a new time of 6:15 p.m. on the same day as the Board meeting. He thanked Ms. Karen Beck for serving as an Alternate, Mr. Jack Murphy for attending the committee meeting, and Mr. Frank Vitale for attending as a member of the Finance Committee. He said Ms. Virginia Harris is the other member of the Finance Committee, but she was unable to attend tonight. He encouraged everyone to attend the Finance Committee meetings. He said the 2023 Financial Audit has been completed and for the 22nd time in a row, there were no findings, which is amazing. Everybody was provided a copy of the audit. It was an unmodified opinion, which means there were no changes made and everything went well. He asked if there were any questions on the audit before going into the finances.

Hearing none, Mr. Lewis said overall, the PARTA financials looked pretty good. Revenues were a little behind budget, mostly due to KSU Revenues. Kent State University (KSU) is back in session, so those revenues will increase. Investment Income had a surplus and the interest rates right now are still pretty good. The portfolio and STAR Ohio are both looking pretty good. The expenses were all underspent. There were only a couple categories YTD that were above where they should be this time of year. For the month, there was a surplus of \$62,145, and YTD has a \$2,280,649 surplus. He asked if there were any questions on the finances for PARTA.

Hearing none, Mr. Lewis moved on to KCG and said revenues were a little behind due to Hotel Overnight Parking and Monthly Parking Passes; however, Daily Parking Revenue and Lease Revenue helped. Expenses were pretty much in line other than Contract Maintenance Service. He asked Mr. Trautman for an explanation of that expense.

Mr. Trautman said the two big expenses were for a heat pump compressor replacement and a floor machine.

Moving on, Mr. Lewis said YTD Actual was the only category that was a little out of whack to budget due to those expenses. For the month, there was a deficit of \$1,479 but YTD Actual has a surplus of \$64,170. He asked if there were any questions.

Hearing none, Mr. Gynn thanked Mr. Lewis, the committee, and the others who attended. He said hopefully now that the meeting is a little bit earlier than the Board meeting, more people will come. He then moved on to the Operations Committee report.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee did not meet and moved on to the Personnel Committee report.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee did not meet but is scheduled to meet soon. He then moved on to Old Business.

OLD BUSINESS

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

NEW BUSINESS

Mr. Gynn said the first item under New Business was a presentation on route adjustments, which is attached. He asked Mr. Trautman and Ms. Proseus to provide their PowerPoint.

Following their PowerPoint, Mr. Gynn moved on to the Facilitated Discussion and asked Ms. Amrhein to introduce Ms. King.

Ms. Amrhein said Ms. King is the lead consultant for Arrants McSwain located in Canton. PARTA has been working with Ms. King since 2019 on coaching and team building skills. The first Leadership Academy was completed last year with some managers. The goal is to prepare people to move up into different roles over the next months and years. Part of that is working with the Board moving forward to understand their supporting role as changes are made.

Ms. King then presented her PowerPoint, which is attached. Following her presentation, Mr. Gynn moved on to the resolutions.

RESOLUTIONS

Mr. Gynn said there were no resolutions and moved on to the Executive Session.

EXECUTIVE SESSION

Mr. Gynn said there was no need for an Executive Session and asked if there were any other comments.

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Mr. R. T. Mansfield** made a motion to adjourn the meeting, which was seconded by **Mr. Jack Murphy**. Mr. Gynn asked all in favor to signify by saying aye. He asked any opposed to signify with the same sign. Hearing no opposition, the **motion to adjourn passed unanimously.**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant