

**PARTA**  
**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**

**BOARD OF TRUSTEES MEETING  
MINUTES**

**November 17, 2022**

**Board Members Present:**

Marge Bjerregaard  
Richard Brockett  
Jeff Childers  
Debbie Davison

Dave Gynn, President  
Virginia Harris  
R. T. Mansfield  
Jack Murphy

Frank Vitale  
Stacey Wilson  
Karen Wise, TPO  
Marvin Woods

**Staff Present:**

Claudia Amrhein  
Marcia Fletcher  
Kelly Jurisch

Justin Markey, Roetzel & Andress  
Rebecca Schrader

Greg Springer  
Brian Trautman

**Board Members Not Present:**

Karen Beck (1<sup>st</sup> excused absence)

Mike Lewis (4<sup>th</sup> excused absence)

**CALL TO ORDER**

President Dave Gynn called the November 17, 2022, *PARTA* Board of Trustees meeting to order at 6:59 p.m. and asked for a roll call. After roll call, it was determined that **a quorum was participating.**

Mr. Gynn thanked everyone for coming and asked for a motion to approve the minutes from the October 27, 2022, Board meeting. **Ms. Marge Bjerregaard** made a motion to accept the minutes as presented, which was seconded by **Mr. Richard Brockett**. The **motion to approve the minutes, as presented, passed unanimously.**

**GUEST COMMUNICATIONS**

Mr. Gynn said there were no guests in attendance and moved on to the General Manager's report.

**GENERAL MANAGER'S REPORT**

Ms. Claudia Amrhein thanked everyone for coming and noted there was no need for a Board meeting in December at this point. She said November was a busy month and there was a lot to get through tonight. The Finance Committee met earlier this month and went through five of the six resolutions that were included in the Board packet. The sixth resolution is the Title VI program, which was presented at the Administration Committee meeting by Ms. Denise Baba. Ms. Baba had to go to another meeting so Ms. Kelly Jurisch will provide the presentation at this Board meeting. Additionally, Mr. Greg Springer, Director of Risk Management, will be conducting an active shooter training for the Board. She asked if there were any questions.

Hearing none, Mr. Gynn thanked Ms. Amrhein and moved on to the committee reports.

**ADMINISTRATION COMMITTEE REPORT**

Mr. Gynn asked Ms. Karen Wise to give the report of the Administration Committee.

Ms. Wise said the Administration Committee met tonight and went over the Title VI resolution. PARTA is required to submit its Title VI policy/program every three years. Ms. Baba gave a presentation on Title VI to the committee, and Ms. Jurisch will present it later in this meeting. The Administration Committee approved moving the resolution to the Board.

Mr. Gynn asked if there were any questions of Ms. Wise or the committee. Hearing none, he moved on to the Finance Committee report.

### **FINANCE COMMITTEE REPORT**

Mr. Gynn said the Finance Committee had a lengthy budget meeting last week and asked Mr. Frank Vitale to give the report.

Mr. Vitale said the minutes distributed provided a summary of the meeting. Ms. Rebecca Schrader did an outstanding job of explaining the methodology used to get the numbers. She went line by line and explained what and how she forecasted. She included numbers for 2021 and 2022. She was somewhat conservative on revenues and worst case on expenses. She forecasted an increase in expenses in 2023, which could change a lot in wages and labor. The Finance Committee felt the basis for this report and methodology used to come up with these numbers was excellent. The committee approved the budget for PARTA at \$12,117,369 in Revenues and \$11,251,434 in Expenses.

Moving on, Mr. Vitale said Kent Central Gateway (KCG) continued to improve and asked Ms. Rebecca Schrader what the Revenues budget was for 2022.

Ms. Schrader said \$568,509 was budgeted for Revenues for 2022.

Mr. Vitale said in this report, based on the information available and the trends in parking, Ms. Schrader forecasted for 2023 a proposed budget of \$655,386 for Revenues and \$622,461 for Expenses, for an operating surplus of \$32,925 at the end of the year. There's nothing that he could pick out that was different or unique. The charts showed how the numbers were tracking for next year, which were about the same as some of the stronger years. It certainly was going in the right direction. He asked if there were any questions.

Hearing none, Mr. Gynn noted that the budget for 2023 was prepared anticipating full employment.

Mr. Vitale asked Ms. Schrader if she felt good about the numbers and to briefly go over how she came up with the budget.

Ms. Schrader said she felt good about the numbers and the 12 pages of minutes explain the process. She didn't have anything else to add other than the methodology was the same as previous years, which typically works. The budget historically comes in at a surplus at the end of the year, which is expected again for 2023.

Mr. Gynn thanked Ms. Schrader and said the Finance Committee meetings are open to anybody, not just committee members. The budget meeting is well worth attending because an overview is provided on everything that's happening at PARTA. The Finance Committee approved recommending the five resolutions to the Board.

### **OPERATIONS COMMITTEE REPORT**

Mr. Gynn said the Operations Committee did not meet this month.

**PERSONNEL COMMITTEE REPORT**

Mr. Gynn said the Personnel Committee did not meet this month.

**OLD BUSINESS**

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

**NEW BUSINESS**

Mr. Gynn asked Mr. Springer to give his active shooter presentation.

Mr. Springer then presented his active shooter PowerPoint, which is attached.

Following his PowerPoint presentation, Mr. Springer shared a video on what to do during an active shooter event: Run, Hide, Fight.

Following the video, Mr. Springer discussed the plan of action for an active shooter. The Board members and PARTA staff then participated in a practice walk through. Following the walk through, Mr. Springer asked if there were any questions.

Mr. Vitale asked if there were similar plans for everybody else at PARTA and if the receptionist had a button that goes right to the police department.

Mr. Springer said PARTA had two mock sessions with the Kent Police Department, one with a detective posing as an active shooter. The second mock session included employees calling a number at the police department dispatch office, not the 911 number, as a simulation. Dispatch was inundated with calls from PARTA, which jammed the police department’s phones, but the police got the information and showed up here in time. There is a device that can be engaged to send a signal across this building. He asked if there were any other questions.

**RESOLUTIONS**

Hearing none, Mr. Gynn thanked Mr. Springer and presented the first resolution.

**#2022-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR PARTA.**

**Motion: Marvin Woods**

**Second: Jack Murphy**

Mr. Gynn noted the proposed budget was attached to the resolution. He said Ms. Schrader did a good job of budgeting revenues conservatively and expenses worst-case scenario. He asked if there were any questions. Hearing none, he asked for a roll call.

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>		<b><u>Yes</u></b>	<b><u>No</u></b>
<b>Michael Lewis</b>	<b><u>EXCUSED</u></b>		R. T. Mansfield	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Marvin Woods	<u>X</u>	___
Debbie Davison	<u>X</u>	___	Karen Wise	<u>X</u>	___
Jeff Childers	<u>X</u>	___	Frank Vitale	<u>X</u>	___
Richard Brockett	<u>X</u>	___	Stacey Wilson	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Jack Murphy	<u>X</u>	___
<b>Karen Beck</b>	<b><u>EXCUSED</u></b>		David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and moved on to Resolution #2022-11-02.

**#2022-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).**

**Motion: R. T. Mansfield**

**Second: Virginia Harris**

Mr. Gynn noted the proposed budget was attached to the resolution and asked if there were any questions. Hearing none, he asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Jeff Childers	<u>X</u>	___	Frank Vitale	<u>X</u>	___
Richard Brockett	<u>X</u>	___	Stacey Wilson	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Jack Murphy	<u>X</u>	___
<b>Karen Beck</b>	<b><u>EXCUSED</u></b>		<b>Mike Lewis</b>	<b><u>EXCUSED</u></b>	
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	Debbie Davison	<u>X</u>	___
Karen Wise	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and then presented Resolution #2022-11-03.

**#2022-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).**

**Motion: Marge Bjerregaard**

**Second: Debbie Davison**

Mr. Gynn asked Ms. Amrhein if she had anything to add about this resolution.

Ms. Amrhein said this is for *PARTA*'s contribution to the risk pool for property and casualty coverage. Every year, *PARTA* is provided the figure for its share of the pool.

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

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
<b>Karen Beck</b>	<b><u>EXCUSED</u></b>		<b>Mike Lewis</b>	<b><u>EXCUSED</u></b>	
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	Debbie Davison	<u>X</u>	___
Karen Wise	<u>X</u>	___	Jeff Childers	<u>X</u>	___
Frank Vitale	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Stacey Wilson	<u>X</u>	___	Marge Bjerregaard	<u>X</u>	___
Jack Murphy	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and then moved on to Resolution #2022-11-04.

**#2022-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.**

**Motion: Jack Murphy**

**Second: Stacey Wilson**

Mr. Gynn said the reason for this resolution was that the Board must approve any expenditure over \$100,000. He asked if there were any questions. Hearing none, he asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Marge Bjerregaard	<u>X</u>	___	Jack Murphy	<u>X</u>	___
<b>Karen Beck</b>	<b>EXCUSED</b>	___	<b>Mike Lewis</b>	<b>EXCUSED</b>	___
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	Debbie Davison	<u>X</u>	___
Karen Wise	<u>X</u>	___	Jeff Childers	<u>X</u>	___
Frank Vitale	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Stacey Wilson	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and then presented Resolution #2022-11-05.

**#2022-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE FOUR (4) CNG URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.**

**Motion: Virginia Harris**

**Second: Marge Bjerregaard**

Mr. Gynn noted there was an attachment to the ~~resolution~~ from GILLIG. He asked if there were any questions.

Mr. Vitale asked about the other company that was used to purchase buses and if this purchase was just for big buses.

Mr. Brian Trautman said the other company is still used. PARTA has a five-year contract with TESCO for Hometown Trolley, a five-year contract with TESCO for turtle top cutaway LTVs, and a five-year contract with GILLIG for transit urban buses. This purchase is for the transit style 35' low floor buses. The trolleys were awarded to Hometown Trolley with three different types of propulsion units and the urban buses to GILLIG with three different types of propulsion units.

Mr. Gynn asked if there were any other questions. Hearing none, he asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Virginia Harris	<u>X</u>	___	Marvin Woods	<u>X</u>	___
Debbie Davison	<u>X</u>	___	Karen Wise	<u>X</u>	___
Jeff Childers	<u>X</u>	___	Frank Vitale	<u>X</u>	___
Richard Brockett	<u>X</u>	___	Stacey Wilson	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Jack Murphy	<u>X</u>	___
<b>Karen Beck</b>	<b>EXCUSED</b>	___	<b>Mike Lewis</b>	<b>EXCUSED</b>	___
R. T. Mansfield	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn said that resolution was approved and then moved on to Resolution #2022-11-06.

**#2022-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.**

**Motion: Jack Murphy**

**Second: Debbie Davison**

Mr. Gynn asked Ms. Jurisch to give the presentation on Title VI.

Ms. Jurisch presented the PowerPoint on Title VI, which is attached. She asked if there were any questions.

Mr. Vitale asked if the percentages for on time compliance were *PARTA*'s figures and if they were good numbers.

Ms. Jurisch said yes, they were for *PARTA*. That data is provided every month based upon ridership and on time compliance performance.

Mr. Gynn said Ms. Amrhein usually provides on time compliance in her monthly report, which is included with the Board packet.

Ms. Amrhein said she reports on time compliance for ADA paratransit and demand response. The data in Title VI is fixed route on time compliance by each route. *PARTA* is small but large cities like Chicago or New York might have numerous routes that show areas of the city that are underserved or have longer headways or where equipment assignment or service levels are different in more prosperous areas. These are the kinds of things that Title VI is meant to prevent. Service should be provided equally as much as possible.

Mr. Gynn said the Administration Committee looked at this thoroughly and recommended it to the Board for approval. He asked if there was any other discussion. Hearing none, he asked for a roll call.

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>		<b><u>Yes</u></b>	<b><u>No</u></b>
Richard Brockett	<u>X</u>	<u>   </u>		Stacey Wilson	<u>X</u> <u>   </u>
Marge Bjerregaard	<u>X</u>	<u>   </u>		Jack Murphy	<u>X</u> <u>   </u>
<b>Karen Beck</b>	<b><u>EXCUSED</u></b>	<u>   </u>		<b>Mike Lewis</b>	<b><u>EXCUSED</u></b>
R. T. Mansfield	<u>X</u>	<u>   </u>		Virginia Harris	<u>X</u> <u>   </u>
Marvin Woods	<u>X</u>	<u>   </u>		Debbie Davison	<u>X</u> <u>   </u>
Karen Wise	<u>X</u>	<u>   </u>		Jeff Childers	<u>X</u> <u>   </u>
Frank Vitale	<u>X</u>	<u>   </u>		David Gynn	<u>X</u> <u>   </u>

Mr. Gynn said that resolution was approved and asked if there was any other discussion. Hearing none, he hoped everybody was ready for Thanksgiving and said he was thankful for a lot of things, including a Board with very good people who are committed to helping guide and provide transportation and a wonderful administrative team.


**EXECUTIVE SESSION**

Mr. Gynn said there was no need for an Executive Session.

**ADJOURNMENT**

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Mr. Frank Vitale** made a motion to adjourn the meeting, which was seconded by **Ms. Virginia Harris**. Mr. Gynn asked all in favor to say aye. He asked any opposed to say no. Hearing no opposition, the **motion to adjourn passed unanimously**.

The meeting adjourned at 7:46 p.m.



Respectfully submitted,  
  
 Marcia Fletcher  
 Executive Assistant



## PARTA Security Mission Statement

- ▶ We are committed to building a dedicated security culture through training, education and policy development. We strive to minimize accidents through risk analysis and mitigation. Our passion is to use several suspicious activity elements to increase our employees SA (Situational Awareness) promoting employee wellbeing in the workplace.

1



## What PARTA is Accomplishing in Training to Achieve Situational Awareness

- ▶ 1. We have conducted 2 Active Shooter training scenarios so far
  - ▶ A. 1st on 9 September 2022
  - ▶ B. 2<sup>nd</sup> one on 20 October 2022
- ▶ 2. We have also conducted suspicious letter and package scenarios for the past 2 months.
- ▶ 3. The purpose is to heighten the employees SA (Situational Awareness) through these training scenarios.

2



## Responding to an Active Shooter at Board Meetings




1. Our response to an active shooter is to either
  - a. Run
  - b. Hide
  - c. Fight

Video <https://youtu.be/5VcSweiU2D0>




**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY**



TITLE VI Program Presentation  
November 17, 2022

1

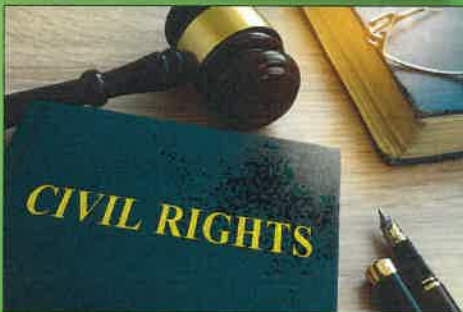
# What is Title VI



**FEDERAL LAW**

**Title VI of the Civil Rights Act of 1964 states the following:**

*No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*



2

## Oversight



- PARTA receives funding from the Federal Transit Administration (FTA)
- FTA is responsible for ensuring that recipients follow federal statutory & administrative requirements



3

## Purpose



- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with Limited English Proficiency (LEP).



4

## Reporting Requirements



- Compliance must be documented
- Submitted to FTA regional civil rights office
- Submitted once every three (3) years
  - *PARTA's* program due December 1, 2022
  - Previous program submitted December 1, 2019
- Approved by *PARTA* Board of Trustees
- Evidence of Board approval



5

## General Requirements



- Notice to the Public
- Complaint Procedures
- Complaint Form
- List of Title VI investigations, complaints, and lawsuits
- Public Participation
- Language Assistance Plan
- Table showing non-elected committee membership broken down by race
- A description of how the agency monitors its subrecipients for compliance with Title VI
- A Title VI equity analysis if the recipient has constructed a facility
- Documentation showing the board of directors approved the Title VI Program



6

## Requirements of Transit Providers



All Fixed Route Transit Providers must submit:

- Service standards
  - Vehicle load for each mode
  - Vehicle headway for each mode
  - On time performance for each mode
- Service availability for each mode
  - Service policies
  - Transit Amenities for each mode
  - Vehicle Assignment for each mode



7

## Questions



8