



Allen County Regional Transit Authority
Board of Trustees Meeting
May 11, 2021

The Allen County Regional Transit Authority Board of Trustees met on **Tuesday, May 11th, 2021 @ 12:00 p.m.** in the Allen County Regional Transit Conference Room, 200 East High Street, Suite 1-B, Lima, Ohio. Proper public notice was given in advance of the meeting. Ms. Rex, ACRTA Board President, conducted the meeting.

PRESENT: Holly Rex, President
Joshua Parker, Vice President
Doug Olsson
Joan Davis
Scott Cockerell
Richard Schroeder
Rob Moening

STAFF: Brian Wildermuth, Co-Executive Director
Karen Garland, Co-Executive Director
Teresa Brown, Secretary/Treasurer
Lori McGuire, Transportation Manager, Uplift

CONTRACTORS: Robert Ruzinsky, CPA
Carla Lakatos, Transit Consultant
(via GoToMeeting)

ABSENT: None

LACRPC: Marlene Shumaker, Grants Administrator
(Via GoToMeeting)

CITIZENS: None

Minutes:

1. Roll Call

Ms. Rex called the meeting to order at approximately 12:00 p.m. Ms. Brown took roll call. A quorum of the Board was present.

2. Approval of Agenda

Ms. Davis made a motion to approve the agenda. Mr. Cockerell seconded the motion. The motion carried unanimously.

3. Approval of Previous Minutes

Mr. Olsson made a motion to approve the April 6, 2021 Board meeting minutes. Mr. Schroeder seconded the motion. The motion carried unanimously.

4. Citizens Comments

None.

5. Secretary/Treasurer's Report

Ms. Brown presented March's financials, including a summary profit and loss YTD actual versus prior year, income statement YTD actual versus budget, detailed profit & loss, and balance sheet for March 2021. A Cash Receipts Journal and a Cash Disbursements Journal were also included, and a Quarterly

Financial & Service Information sheet. Both revenues and expenses were under budget, with a net gain for the YTD.

We finished the Triennial Review and are waiting for the Draft Report. The 2020 Financial Audit is underway.

Mr. Parker made a motion to accept the Secretary/Treasurer's report. Mr. Olsson seconded the motion. The motion carried unanimously.

6. Action Items and ED Report

a. The recently adopted Board Policies included a Conflict-of-Interest Policy. All the board members and staff need to sign one.

b. During the Triennial Review, we discovered we had too many items listed in our Title VI Policy, as it only covers race, color, and national origin. We removed the extra language from all our Title VI policy statements and need to remove it from the Board Policy as well. Mr. Schroeder made a motion to accept the revised Board Policy B-15 Title VI Plan Policy Statement. Mr. Moening seconded the motion. The motion carried unanimously.

Mrs. Garland discussed the Triennial Review. We will have the draft report by the end of May and will have time to respond and make corrective actions.

The NTD final closeout should be forthcoming. The second time it was returned it was only because of a scan not being two sided.

The random Drug & Alcohol audit is done and coming back with zero findings.

We have been moving forward with the Strategic Plan and job description overhaul and have Clemans Nelson looking over them. They are also looking at a proposed management review system.

We have been attending the Facts Coalition meetings and have submitted a proposal in response to the Find A Ride RFP.

Discussion was held on Incumbent Worker training from Ohio Means Jobs. It would be something Mr. Parker would have to abstain from to avoid conflict-of-interest issues, and he asked that we only consider it for larger training needs.

Mr. Wildermuth reported the ridership has increased greatly from last year. We are talking to the Locos and some area day cares about some transportation for them this summer.

c. Mr. Wildermuth presented a proposed change to the Organizational Chart that eliminated two unfilled positions and added one new one in the Maintenance Department.

Mr. Olsson made a motion to approve the proposed Organizational Chart. Ms. Davis seconded the motion. The motion carried unanimously.

d. Discussion followed on the Mission and Vision statement revisions. It was decided to keep working on it and bring it back to the next Board Meeting.

7. Discussion Items

None.

8. RPC Updates

Mrs. Schumacher requested the Board adopt the final TDP. It has been through public participation and the only comments on it were grammatical ones from the Board. Mr. Schroeder made a motion to accept the final TDP. Ms. Davis seconded the motion. The motion carried unanimously.

9. Executive Session

Mr. Moening made a motion to move to Executive Session for the purpose of discussing the purchase of property for public use. Mr. Olsson seconded the motion.

Roll Call: Dick – yes, Doug – yes, Josh – yes, Holly – yes, Joan – yes, Scott – yes, Rob – yes.

The GoToMeeting room was closed and Ms. Brown and Ms. McGuire left the meeting.

Mr. Schroeder made a motion to return from Executive Session. Mr. Cockerell seconded the motion.

Ms. Brown returned to the meeting.

Roll Call: Dick – yes, Doug – yes, Josh – yes, Holly – yes, Joan – yes, Scott – yes, Rob – yes.

No action was taken at this time.

10. Adjourn

Mr. Parker made a motion to adjourn. Mr. Cockerell seconded the motion. The motion carried unanimously. The meeting was adjourned at approximately 1:30 p.m.

The next board meeting will be July 13th, 2021 at 12:00 p.m. in the ACRTA Conference Room.

Submitted: Teresa Brown
Teresa Brown, Secretary/Treasurer

Approved: Holly Rex
Holly Rex, ACRTA Board President