



**Jointly Held  
Finance/Personnel and Planning Committees  
Meeting Minutes**

**August 16, 2022**

**Members Present:** David P. Williamson, Acting Jointly Held Committees Chair  
Vince Corrado  
Al Fullenkamp (left the meeting at 10:12 a.m.)  
Sharon Hairston  
Adrienne Heard  
Sharon Howard (left the meeting at 10:00 a.m.)  
Belinda Matthews-Stenson  
Thomas Weckesser

**Excused:** John A. Lumpkin

**Staff in Attendance:** Bob Ruzinsky  
Daron Brown  
Roland Caldwell  
Chris Conard, Coolidge Wall  
Tim Harrington  
Deborah Howard  
Ron Linville, BakerHostetler (via Zoom)  
Brandon Policicchio  
Mary Kay Stanforth  
Bob Stevens

Mr. Williamson called the meeting to order at 8:35 a.m. and roll call was taken:

**Roll Call**

Mr. Williamson -	Yes
Mr. Corrado -	Yes
Mr. Fullenkamp -	Yes
Ms. Hairston -	Yes
Ms. Heard -	Yes
Ms. Howard -	Yes
Mr. Lumpkin -	Excused
Ms. Matthews-Stenson -	Yes
Mr. Weckesser -	Yes

A quorum was present, and proper notice of the meeting had been given.

**Approval of May 17, 2022 Jointly Held Finance/Personnel and Planning Committees Meeting Minutes**

Mr. Williamson asked if attendees request a reading of the minutes or have corrections to the minutes. There were no requests or corrections.

MOTION made by Ms. Heard and SECONDED by Ms. Hairston to APPROVE the May 17, 2022 Jointly Held Finance/Personnel and Planning Committees meeting minutes.

The Motion was APPROVED by voice vote 8-0.

**Request for Executive Session**

Mr. Williamson stated it is necessary to move the Executive Session up on today's agenda. It will be the next item addressed.

MOTION made by Ms. Howard and SECONDED by Mr. Fullenkamp to modify today's agenda, allowing the Executive Session to be the next item heard. There were no objections and the Motion was thereby APPROVED 8-0.

MOTION made by Mr. Williamson and SECONDED by Mr. Fullenkamp to RECESS into Executive Session for the purpose of discussing Labor Negotiations and Threatened Litigation.

**ROLL CALL was taken:**

Mr. Williamson -	Yes
Mr. Corrado -	Yes
Mr. Fullenkamp -	Yes
Ms. Hairston -	Yes
Ms. Heard -	Yes
Ms. Howard -	Yes
Mr. Lumpkin -	Excused
Ms. Matthews-Stenson -	Yes
Mr. Weckesser -	Yes

The MOTION was APPROVED 8-0.

The meeting RECESSED into Executive Session at 8:40 a.m.

**Reconvene to Regular Session**

MOTION made by Mr. Williamson and SECONDED by Ms. Hairston to RECONVENE into Regular Session.

**ROLL CALL was taken:**

Mr. Williamson -	Yes
Mr. Corrado -	Yes
Mr. Fullenkamp -	Yes
Ms. Hairston -	Yes
Ms. Heard -	Yes
Ms. Howard -	Yes
Mr. Lumpkin -	Excused
Ms. Matthews-Stenson -	Yes
Mr. Weckesser -	Yes

The MOTION was APPROVED 8-0.

The regular meeting RECONVENED at 9:14 a.m.

### **September 2022 Board Action Items**

#### **Action Item #2 – Approval of Procurement Policies**

Mr. Williamson asked Mr. Ruzinsky to provide an overview of the difference between Greater Dayton Regional Transit Authority (RTA) policies and procedures. Policies set parameters for decision making but leave room for flexibility. Policies reflect the “why” behind an action. Procedures, on the other hand, explain the “how”. Procedures provide more detailed, sometimes step by step, instructions for specific routine tasks. Procedures oftentimes include a checklist or process steps to follow.

Ms. Howard then explained that in preparation for the upcoming Federal Transit Administration (FTA) Triennial Review, Staff has reviewed Procurement Policies and changes are recommended. Appropriate updates are included with today’s meeting packet and have a focus on current rules and regulations as well as ease of administration. The intent is to make RTA’s internal and external customer experience convenient and seamless within the confines of applicable rules and regulations. During the review it was determined several Procurement Policies are in fact Procedures.

At this time Staff recommends rescission of all previous policies. In return, Staff recommends adoption of new Procurement Policies #1, Affirmative Action Assurance Program Certification, #2, Disadvantaged Business Enterprise Program and #3, Procurement Administration.

MOTION made by Ms. Matthews-Stenson and SECONDED by Ms. Howard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees RESCISSION of all previous Procurement Policies and ADOPTION of new Procurement Policies #1, Affirmative Action Assurance Program Certification, #2, Disadvantaged Business Enterprise Program and #3, Procurement Administration.

The MOTION was APPROVED by voice vote 8-0.

#### **Action Item #3 – Approval of Educational Assistance Program Policy #9**

Mr. Policicchio stated RTA’s Salaried Educational Reimbursement - Human Resources Policy #12, outlines the current provisions to provide tuition reimbursement. In an effort to create more access to the program and increase the level of employee training and development, Staff is recommending updates to this Policy.

The Educational Assistance Program – Customer and Business Development Policy #9, is designed to financially support undergraduate and graduate degree programs for qualified and approved full-time, non-represented employees. The Policy provides payment for tuition, fees, and books directly related to an approved degree program. In addition, with employee training and development being a function of the Customer and Business Development Department, the Policy department has been updated.

Ms. Howard requested the Policy title be changed to Approval of Educational *Financial* Assistance Program. Mr. Policicchio agreed and stated he will make the change.

Action Items #3, #4 and #5 were APPROVED collectively.

MOTION made by Ms. Howard and SECONDED by Mr. Fullenkamp to APPROVE Action Item #3 - Educational Financial Assistance Program Policy #9, Action Item #4 – Update to Tapp Pay Terms and Conditions, and Action Item #5 – Revised Rules of the Road and Facilities Code of Conduct.

The MOTION was APPROVED by voice vote 8-0.

**Action Item #4 – Update to Tapp Pay Terms and Conditions**

Mr. Policicchio stated the purpose of this action item is to update the adopted Terms and Conditions associated with RTA’s fare payment system Tapp Pay. The Terms and Conditions were first adopted by RTA’s Board of Trustees on March 2, 2021.

The RTA Board of Trustees is authorized by the Ohio Revised Code (ORC) to adopt rules to control the administration and operation of transit facilities under its ownership. The rulemaking power includes the power to regulate and enforce fare collection as set forth in ORC Section 306.35(D)(1)(d).

The updated Terms and Conditions govern the access to, and the use of, the Tapp Pay system and are available to the public on RTA’s website. The RTA will continue to reserve the right to modify these Terms and Conditions moving forward as needed.

Action Items #3, #4 and #5 were APPROVED collectively.

MOTION made by Ms. Howard and SECONDED by Mr. Fullenkamp to APPROVE Action Item #3 - Educational Financial Assistance Program Policy #9, Action Item #4 – Update to Tapp Pay Terms and Conditions, and Action Item #5 – Revised Rules of the Road and Facilities Code of Conduct.

The MOTION was APPROVED by voice vote 8-0.

**Action Item #5 – Revised Rules of the Road and Facilities Code of Conduct**

Mr. Policicchio stated RTA utilizes a Rules of the Road and Facilities Code of Conduct to establish reasonable standards of behavior for persons using RTA facilities or on-board RTA vehicles. These are also used by RTA employees, area Police and Sheriff Departments, along with Prosecutor offices to warn, trespass and in some cases, prosecute persons engaged in disruptive or unlawful activities while on RTA Property or on-board RTA vehicles.

The purpose of this action item is to revise the existing RTA Rules of the Road and Facilities Code of Conduct due to recent changes in the ORC that are effective September 13, 2022. The Rules of the Road and Facilities Code of Conduct will continue being used as a tool to maintain a safe and convenient environment within RTA facilities and on-board our vehicles.

Action Items #3, #4 and #5 were APPROVED collectively.

MOTION made by Ms. Howard and SECONDED by Mr. Fullenkamp to APPROVE Action Item #3 - Educational Financial Assistance Program Policy #9, Action Item #4 – Update to Tapp Pay Terms and Conditions, and Action Item #5 – Revised Rules of the Road and Facilities Code of Conduct.

The MOTION was APPROVED by voice vote 8-0.

### **Customer and Business Development Update**

Mr. Policicchio stated the Customer and Business Development Department update was provided in today's meeting packet.

Mr. Policicchio discussed community outreach efforts, ridership increases and the upcoming discontinuance of promotional fares.

Ms. Howard left the meeting at 10:00 a.m. Mr. Fullenkamp left the meeting at 10:12 a.m.

### **Financial Report**

Ms. Stanforth provided information regarding the July 2022 financial report. On the revenue side:

- Year to Date (YTD) passenger fare revenue is \$1.9 million compared to a \$2.8 million budget. Same time last year we were at \$2.8 million actual.
- YTD Sales tax revenue is \$27.0 million compared to a \$25.2 million budget. Same time last year we were at \$24.7 million.
- YTD Federal assistance is \$10.0 million compared to a \$11.3 million budget. Same time last year we were at \$24.1 million which included CARES Act Funding.
- YTD total revenues are \$39.9 million compared to a budget of \$41.9 million. Total revenues are \$2.0 million below budget due to lower passenger revenues and lower assistance from state and federal governments, offset by higher sales tax receipts.

On the expense side:

- YTD total wages and fringe benefits are \$24.4 million compared to a budget of \$30.5 million. As we have been reporting this year, we are operating with fewer employees and fewer routes as a result of Covid. Same time last year we were at \$28.0 million.
- YTD materials and supplies expense is \$3.7 million compared to a budget of \$5.1 million. Same time last year we were at \$3.2 million. Diesel fuel expense is included in this category and we are using fewer gallons than expected but paying more per gallon.
- YTD total expenses are \$34.3 million compared to \$42.8 million budget. A \$8.5 million positive variance results. With the exception of purchased transportation, all expense categories are under budget as we continue to operate at reduced service levels. Same time last year we were at \$37.0 million.
- YTD after deducting federal, state and local depreciation totaling \$10.0 million, and deducting an investment mark to market adjustment of \$1.9 million, RTA's audit adjusted loss after seven (7) months is \$6.3 million.

### **Small Purchasing Information**

Ms. Howard stated the Small Purchasing Information was included in today's meeting packet. There were no questions regarding small purchases.

### **Other Business**

Mr. Ruzinsky stated the FTA previously conducted a special audit related to CARES Act Funding. There were no issues found with the special audit. Mr. Ruzinsky has been informed there will be another audit of similar nature in the coming year.

**Next Meeting**

The upcoming jointly held Finance/Personnel and Planning Committees meetings will be held on September 20 and October 18, 2022.

**Adjournment**

MOTION made by Ms. Hairston and SECONDED by Ms. Matthews-Stenson to ADJOURN the meeting. The motion was approved by voice vote 6-0. The meeting adjourned at 10:20 a.m.

ATTEST



David P. Williamson, Acting Chair



Mary K. Stanforth, Committee Secretary