



**BOARD OF COMMISSIONERS
MEETING MINUTES
April 28, 2016**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Jim Servino, Commissioner Tracy MacDonald and Commissioner Carol Gearin. Commissioner Rae Goforth and Commissioner Paul Lewicki were excused.

Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, Ridecare Manager Jason Jones, Operations Manager Scott Earls and Paratransit Manager, Carol Penuel and Mobility Manager Shana Verley.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENTS- None
5. APPROVAL OF MARCH 24, 2016 MEETING MINUTES-
Commissioner Gearin moved to approve the March 24, 2016 Board Meeting Minutes
Commissioner Widener seconded the motion
Discussion: None
Motion passed by a majority aye vote of commissioners present
6. CHAIR AND COMMISSIONERS REPORT-
Reports were submitted from Commissioners MacDonald, Gearin, Servino and Kleczek. Commissioners Widener had no report.
7. FINANCIAL REPORTS- February 2016
No changes or adjustments were made to the March 26, 2016 Financial Report. Commissioner Gearin requested that “due to SETD from Ridecare” be added to reports and Chair Kleczek requested that there are titles on each page. The Board requested that the vacant parking spaces be filled, recommended the contract be reviewed and a response deadline be given when offering the space rental. Chair Kleczek requested that there be a description noted when any funds are transferred. The Board recommended that staff review the current parking space billing policy for changes that could make it more efficient.

Commissioner Gearin moved to approve the March 2016 Financial Report
Commissioner Widener seconded the motion
Discussion- No further discussion
Motion passed by unanimous aye vote of the Commissioners present
8. OLD BUSINESS-
 - a. BUDGET COMMITTEE APPOINTMENTS- Executive Director Hazen clarified that according to Oregon Budget Law there cannot be a replacement made for a current Board Member that is unable to attend the Budget Meeting. Executive Director Hazen presented Lyla Gaebel, John Lansing and Nicole Williams applications for the 2 vacancies on the Budget Committee. This was followed by Board discussion.
Commissioner Gearin moved to appoint Lyla Gaebel and John Lansing to the Budget Committee
Commissioner Widener seconded the motion
Discussion- No further discussion
Motion passed by unanimous aye vote of the Commissioners present
 - b. ODOT COMPLIANCE REVIEW- Executive Director Hazen presented the ODOT Compliance Review conducted by RLS and the final finding report. Executive Director Hazen explained that there are several ratings for the findings and that he will be addressing those of high priority first. There was Board discussion of several of the findings some of which have already been resolved and some will require new policies or amending other policies.

Commissioner Gearin requested that all polices concerning signing for the Board and Executive Director be brought to the next Board Meeting. Executive Director Hazen will email or mail a copy of the entire report to each Board member. Chair Kleczek expressed appreciation for the report and requested that Executive Director Hazen continue making the requested corrections and that the Board be kept informed of all progress.

9. NEW BUSINESS-

a. APPOINT NEW SENIOR AND DISABLED COMMITTEE MEMBERS- Executive Director Hazen reported that the Senior and Disabled Committee has 2 vacancies on the committee however they received 3 applications and have approved all 3 and are asking the Board to make final approval of 2 from the 3 presented. Shana Verley reported that there may be a committee member resigning and asked if the Board could approve all 3 so there would be a replacement available. Following Board discussion Chair Kleczek requested that the applications be sent back to the Senior and Disabled Committee for further work on how many openings they have and who they are recommending for appointment for each of the openings. Chair Kleczek appointed Commissioner Widener to serve on the Senior and Disabled Committee and appointed Commissioner Gearin to serve on the Ridecare Committee on a temporary basis during Commissioner Goforth's absence.

b. ADD COMMISSIONER SERVINO AS SIGNER TO BANK ACCOUNTS- Board approval is required to add new Board members as signers on the District bank accounts.

Commissioner MacDonald moved to approve Commissioner Jim Servino as a signer on the District bank accounts

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote

Commissioner Servino abstained

c. WAGE SCALE-Executive Director Hazen presented an updated wage scale for the District employees. Following Board discussion it was recommended that the HR department be involved in changes. Executive Director Hazen proposed that the new wage scale be approved for placement in the budget. Following Board discussion it was recommended that the new wage scale proposal involve the HR manager and that it be presented with the 2016-2017 budget.

10. CORRESPONDENCE- A Thank You Note was read from Commissioner Gofroth. Executive Director Hazen passed out a letter from Margaret Cole from ODOT stating that SETD was found to be in compliance with the Schedule of Expenditures of Federal Awards June 30, 2015 and an A-133 audit except for one deficiency in internal controls. Chair Kleczek asked about the progress of an email complaint about Ridecare service. There was discussion about the complaint with staff and Board including the complaint process at Ridecare by manager Jason Jones. Chair Kleczek asked that the minutes reflect that the complaint was investigated with the best of their ability, with the information that was provided and although the complaint was made anonymously it was taken seriously and the District provides the best customer service that it can, however unless someone wants to come forward this is the end of our response to this complaint. A copy of the email complaint will be added to the Board Pack. Commissioner Servino pointed out that we could respond to the email by emailing a response saying that we are requesting more information so that we can respond to the complaint.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the report submitted for March 2016 saying that there was a typo in the second bullet point in the third sentence that should say we "have not executed the grant".

12. LEADERSHIP TEAM REPORTS- Reports submitted for March 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Carol Penuel, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information Technology- Konnor Claborn, Marketing and Outreach- Mary Parker, Ride Care- Jason Jones and Human Resources- Tami Carlson.

13. PUBLIC COMMENT- None

14. OTHER ITEMS- Commissioner Servino requested that for the record that he was concerned with the lack of response to the email complaint discussed earlier in the meeting. He said in the age of transparency and from a policy standpoint that the District should make an attempt to respond even if it is just to say that there is a way to communicate to the District officially when there is a concern. Commissioner Servino explained that since we have the person's email address we have a window for us to make contact with that person and give them the opportunity to respond in a way that is appropriate. Commissioner Servino noted that this is his personal opinion.

Commissioner Servino moved that the appropriate staff will respond to an email address with direction as to how to submit a formal complaint.

Commissioner Widener seconded the motion.

Discussion- Commissioner Gearin said she agreed with Commissioner Servino but she recommends the response be brief.

Motion passed by unanimous aye vote

Chair Kleczek thanked the Board for their time in attending meetings. She asked the Board to keep in mind the importance of being on time, being prepared for the meetings and reading the Board pack prior to the meeting. Chair Kleczek also requested that if a Board member cannot attend a meeting that they let Jeff or Mary know and to also let Chair Kleczek know as well.

An audio recording of the Sunset Empire Transportation District's April 28th Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- April 28, 2016.

Meeting was adjourned at 11:10 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 7/28/16

Mission Statement

Provide safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.