

EASTERN PANHANDLE TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING

Monday, December 14, 2015

The Eastern Panhandle Transit Authority (EPTA) met on Monday, December 14<sup>th</sup> at 446 Novak Drive, Martinsburg, WV. The following were present at the meeting: President, Nic Diehl; Treasurer, Charlie Hall; Secretary, Gene Pearson; Jim McGowan; Brenda Orndorff; Sherry Bartgis; Mike Ferrari; and Jennifer Brockman. Board member Brent Wolfingbarger was absent. EPTA staff members present included: Doug Pixler, Elaine Bartoldson, Kim Smith, Laura Funkhouser, and Amanda Malcolm. Eric Bell from the Jefferson County Commission was also present.

The Board Members monthly packet included the following: Monthly Meeting Agenda; November 12, 2015 Special Board Meeting Minutes; November 16, 2015 Board Meeting Minutes; Financial Reports for November 2015; and Department Reports from Operations, Human Resources, and Marketing.

The President called the meeting to order at 3:55 p.m.

There were no appointments.

The President asked if there were any changes or comments regarding the minutes of the Special Board meeting of November 12<sup>th</sup> or the monthly Board meeting minutes from November 16<sup>th</sup>. Charlie Hall offered a motion to approve the EPTA Special Board Meeting Minutes for Thursday, November 12, 2015 and the regular monthly Board meeting minutes from November 16, 2015. Jim McGowan seconded the motion and the motion was approved.

Financial Report

Kim Smith addressed the Budget Variances for November 2015. EPTA should complete using all the money in the 2015 Grant for Operating Expenses in December and begin using the 2016 Grant to pay January expenses. We added a new line, Bad Debt, of \$21,420.98, to our Expenses. \$16,420.98 was shown as VA Medical Center income in April 2014 and \$5,000 was shown as Britt-Reed income in June 2015. At this point, Kim does not expect EPTA will be paid. Facility Maintenance was high, especially due to \$1,300 expense for garage door repair. Off-site vehicle maintenance was high due to several large repairs; we are definitely over-budget in that area. Insurance is high because we paid \$2,058.81 in accident repairs in November. We ordered new shirts to replenish our stock; it supplied new drivers; and gave full time drivers more shirts. We also ordered jackets this year. We may be slightly over-budget by the end of the year. Mike Ferrari asked where we would shift funds in the budget to cover these overages. Kim stated that we budgeted the same rate on fuel this year in case price increased rather than decreased which has provided a surplus.

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Gene Pearson asked about our budget showing us \$200,000 behind. Kim Smith stated that Depreciation was \$205,000 for the year. Gene asked how, without depreciation, we will buy replacement buses in the future. Charlie Hall felt that FTA will provide grant money. Doug Pixler noted funding for bus replacement was included in the new Transportation bill which would benefit WV. There may be grants for bus replacement that we have not had access to in past but there are not any guarantees. Brenda Orndorff offered a motion to approve the November Financial Report. Sharon Bartgis seconded the motion and the motion was approved.

The President stated that the Board needed a Resolution to change the signatories on the bank account to remove Cheryl Keyrouze and Greg Reed and add Charlie Hall and Amanda Malcolm. Jennifer Brockman offered a motion to change the bank account signatories by removing Cheryl Keyrouze and Greg Reed and adding Charlie Hall and Amanda Malcolm. Mike Ferrari seconded the motion and the motion was approved.

There were no questions regarding the Operation, Marketing or Operations monthly reports.

Old Business

Laura Funkhouser distributed proposed personnel policy changes addressing a Dating or Fraternization Policy, and Consequences of Dating and Extra-marital Affairs for the Organization. The new verbiage is taken from standardized policy written by the Society of Human Resource Management (SHRM). Gene Pearson offered a motion for EPTA to adopt the proposed policies. Jim McGowan seconded the motion.

It was decided that the existing Handbook paragraph on Nepotism was too limited and should be modified before adding it to the proposed policy. The Nepotism paragraph was modified as follows: in the first sentence after “family member,” “or significant other” was added. In the second sentence after “two related,” “or involved” was added.

Gene Pearson and Jim McGowan agreed to adding the paragraph on Nepotism with the noted changes to the motion to adopt the proposed policies. The motion as modified was approved.

Laura Funkhouser had also distributed “Eastern Panhandle Transit Authority Code of Ethical Conduct.” The Code would apply to all the EPTA employees. Charlie Hall asked where the material for the document came from. Amanda Malcolm stated that she created the document after researching websites for “non-profit board members” and referred him to the post script on the document for reference. The document was created in response to the tactical initiative in the Strategic Business Plan and then appropriated for all staff as the existing Handbook verbiage was insufficient. Gene Pearson offered a motion to Table consideration of the Code of Ethical Conduct until the next Board Meeting.

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The current employee policy provides annually for ten vacation days and five sick days. The proposal was to increase the number of sick days from five to ten. The projected cost of the policy would be \$9,700 per year. Both Charlie Hall and Kim Smith reviewed the cost analysis. Mike Ferrari asked where the funding would come from. Kim Smith noted that it was available in the budget. Related to benefits, the President noted that other State created agencies in town are using the State retirement plan. He will inquire as to whether EPTA may use that benefit, noting that a state retirement plan would look attractive to retired school bus drivers for hiring purposes.

Charlie Hall offered a motion to increase sick leave to ten days per year effective 1 January 2016. Jennifer Brockman seconded the motion. After considerable discussion, the motion was approved.

Kim Smith recommended establishing a second budget. We would continue the current budget which utilizes funding from grants and add a second budget for our operating budget.

New Business

Personnel Changes: The President read aloud the proposed ad to be put in various mediums to advertise the position of Executive Director with a suggested closing date of December 31, 2015. It was suggested that the EPTA website be included. Content includes a minimum salary of \$40,000 or higher based on experience, with transportation experience preferred. The third sentence: "Experience...." was broken into two sentences for clarity between what was required and what was preferred. The ad is to be posted to multiple sites by Laura Funkhouser on December 15<sup>th</sup>. Gene Pearson offered a motion to approve disseminating the ad into various media. Charlie Hall seconded the motion and the motion was approved.

Jennifer Brockman offered a motion for the Board to go into Executive Session to discuss personnel matters. Brenda Orndorff seconded the motion and the motion was approved.

No personnel actions were taken during the Executive Session.

The Executive Session was concluded by common consent.

Jennifer Brockman offered a motion to approve the temporary salary increase for Doug Pixler that was mentioned in the Executive Session. Jim McGowan seconded the motion and the motion was approved.

Gene Pearson offered a motion to adjourn the Board meeting. Jim McGowan seconded the motion and the motion was approved.

The meeting adjourned at 5:05 p.m.