

**EASTERN PANHANDLE TRANSIT AUTHORITY
SPECIAL BOARD OF DIRECTORS MEETING**

The Eastern Panhandle Transit Authority (EPTA) met on Tuesday, March 5, 2019 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Vice President, Michael Ferrari; Treasurer, Charles Hall; William Klingelsmith and Kelly Tanksley. Secretary, Jennifer Brockman; Jim Klein, Joy Lewis and Kimberly Foore joined the meeting by phone. Absent from the meeting was Andrew Osantowske and James McGowan.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson and Finance/HR Director Christina Lee.

The Special Meeting was called to order at 4:05 pm. by the President, Nic Diehl. Kelly Tanksley motioned to go into executive session at 4:06 pm. and Michel Ferrari seconded that motion. At 4:40 pm. the executive session ended and the Board returned to regular session. Nic Diehl led the session and stated that no decisions were made during the executive session.

APPROVAL OF RESIGNATION

The Special Board meeting was called to accept the letter of resignation offered by Director, Doug Pixler. Charlie Hall made the motion to accept Doug Pixler's resignation letter effective March 29, 2019 and Jennifer Brockman seconded that motion; and the motion was approved.

APPROVAL OF PROMOTION

Kelly Tanksley made the motion to move Deputy Director, Elaine Bartoldson to the Director position effective April 1, 2019 and Charlie Hall seconded that motion; and the motion was approved.

VACANT POSITIONS

The Board discussed separating the duties of Deputy Director and the Marketing/Outreach positions. William Klingelsmith made the motion to approve the two separate positions and Michael Ferrari seconded that motion; and the motion was approved. The Deputy Director Job posting will be posted in The Journal, Indeed, Facebook and Workforce WV, the job posting will run from March 8, 2019 to March 17, 2019. Resumes will be reviewed by Kelly Tanksley, Nic Diehl and Elaine Bartoldson prior to the next scheduled BOD meeting; a selection of resumes will be presented to the BOD on Monday March 18, 2019.

The Marketing/Outreach job will be posted after the March 18, 2019 meeting.

ADJOURNMENT

Mike Ferrari made a motion to adjourn; Kelly Tanksley seconded, to adjourn the meeting at 4:56 pm. The next Board meeting will be Monday, March 18, 2018 at 4:00 pm, with Committee meetings happening before the Board meeting.