

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

February 12, 2016

ATTENDANCE: Bill Freudenberg, Bob Mott, Ed Hammer, Erv Teichmiller and Chuck Hayes. Also present were Jim Altenburg, Lisa Charbarneau, Oneida County HR, Dianne Jacobson and Susan Richmond. Excused was Fred Radtke.

CALL TO ORDER: Teichmiller called the meeting to order at 8:00 a.m. at the Transit Commission Building, 1831 N. Stevens Street, in Rhinelander, noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

APPROVAL OF AGENDA: Mott made a motion to approve Agenda in any order as per the chair with a second by Hayes. Motion Carried.

APPROVAL OF MINUTES: There was a motion by Hammer with a second by Freudenberg to approve the Minutes of the Regular Commission Minutes of January 22, 2016. Motion carried.

CLOSED SESSION: There was a motion by Hayes with a second by Hammer to go into Closed Session pursuant to 19.85(1)(c) Wis.Stats. to consider employment, promotion, compensation or performance evaluation data of an employee. Topic: Transit Manager Position.

Roll call vote taken: Hayes: Aye, Freudenberg: Aye, Mott: Aye, Hammer: Aye, and Teichmiller: Aye. Motion carried. Committee went into closed session at 8:02 a.m.

Staff present in closed session: Richmond and Altenburg. Also present: Lisa Charbarneau, Oneida County HR Department

RETURN TO OPEN SESSION: Motion by Hayes to return to open session with a second by Hammer. Roll call vote taken Freudenberg: Aye, Mott: Aye, Hammer: Aye, Hayes: Aye and Teichmiller: Aye. Motion carried. Committee returned to open session at 8:15 am.

Motion by Hayes with a second by Hammer to approve the HRA and MERP. Motion Carried.

TRANSIT COMMISSION CHARTER: Oneida County passed the Resolution on January 19, 2016. Motion made by Freudenberg with a second by Mott to to remove Forest County as authorized by Forest County Board withdrawal and Resolutions by Oneida and Vilas counties. Motion carried.

D/B/A OPTION: Teichmiller reminded everyone that he had asked DOT about us using a “doing business as”. Chad at the DOT stated that as long as “Oneida-Vilas Transit Commission” the official name is located along with the d/b/a name, we should be able to use a doing business as name. Discussion was held. Motion made by Mott with a second by Hammer to include the doing business as Northwoods Transit Connection (NTC). Motion Carried.

TREASURERS REPORT: Teichmiller stated that the State funds can be held over but would need permission to use at a later date. He also asked that Altenburg work with Dave Lowe to do the end of the year reports. Freudenberg distributed the Profit and Loss Report for January, 2015, along with the Reconciliation Summary through January 31, 2016. Discussion held. Motion made by Hammer with a second by Mott to receive and place on file the 2015 and 2016

Treasurer's Report conditioned upon the question on "new" transactions being answered.
Motion Carried.

FINANCE POLICY: Jacobson explained the "voucher" attachment and how it is now processed. She suggested that we have only one signature on the "voucher" which would be the Transit Manager. Teichmiller stated that #8 on the Finance Policy would need to be changed to scratch the second sentence, "vouchers and" and just read that all checks will be signed by Treasurer and one other Board member.

Mott asked that at the monthly meetings that Altenburg would bring to Committee a list so they could review all bills paid. Altenburg asked if we could have two meetings a month for the first 6 months so bills would be paid in a timely fashion.

Motion made by Hammer with a second by Hayes to amend #8 on Fiscal Policy to remove the second line "vouchers and". Motion Carried.

Motion made by Freudenberg with a second by Hammer to approve Authorization for Direct Deposit for Altenburg's salary only and rent checks as direct deposit. Motion Carried.

TRANSIT ROUTES: Jacobson and Richmond met with Jay Anderle from Lakeland Times to discuss marketing of the Transit Commission. Jacobson distributed a draft of an ad to use in the various newspapers. Discussion held. Altenburg will check with the schools to see if they have a graphics team that would work on the graphics for Transit Commission.

Jacobson discussed having Listening Sessions in March and asked that each Board member would search for places to hold the Session and then attend with Altenburg for support. Mott asked about having a table at the Voting Polls in April. Teichmiller stated that he would like Altenburg to put together a promotional package.

PERSONNEL ISSUES: Personnel Committee met twice to compare Personnel Policies of BART and the two counties. Mott suggested they will put this in a one page format of each different policy so if any changes are needed, it will be easy to change. This would be for internal employees.

ADMINISTRATIVE ASSISTANT POSITION: The Executive Committee needs to meet to discuss budget. Altenburg distributed a draft of a Job Description looking at 16-20 hours a week. The Executive Committee will bring back to the next meeting a recommendation.

STRATEGIC PLAN: Hammer led the discussion on developing a Strategic Plan. Discussion held on goals of each member. The following were suggested:

- ✓ Create public awareness and dependence on public transportation
- ✓ Communication to Transit Manager information he needs to identify with public
- ✓ Hire and begin to engage with Transit Manager in a way that allows both to envision where we are going in a positive way.
- ✓ Provide transportation at no less than we did before.
- ✓ Make public awareness priority.

- ✓ Develop transportation system that best meets the needs of residents that are most transit dependent.
- ✓ Engage public and stakeholders in identifying gaps and trends in transit.
- ✓ Tie together the perception and need with reality.
- ✓ Establish routes that will serve transit dependent citizens.

Next Hammer led the group in discussion on Environment Condition: Challenges and Opportunities:

- Low density population in Vilas and Oneida (large area to cover)
- Inertia (start-up challenge)/Learn as we go
- Starting with nothing so we have a clean slate
- Demographics, increasing elderly and millennials'
- Dedicated commission who are committed to working together/Committed but need to agree on a mission.
- Unbridled Energy/Passion.
- DOT wants us to succeed/other rural projects we can learn from.
- No reduction to current services to elderly and disabled.
- Tourist/resort/celebration region
- Budget
- Elderly and Disabled ability to use fixed routes.
- No public transit at all in Eagle River.
- We now have access to state and federal funding.
- Leveraging dollars.
- Properly getting information out to public and understanding of what NTC is.
- How do we partner with current providers so as not to duplicate or conflict with services
- Support from County Boards (change political scene).
- Need to prioritize what needs to be done first.
- Elevator Statement of who we are (one line direct)
- Mission Statement (this will give Transit Manager where the Commission wants to go and something to build upon)

This will be worked on again at the next meeting. Hammer wanted to give the members time to digest what has been stated so far.

Next Meeting will be Friday, February 26, 2016, at 8:00 a.m. at 1831 N. Stevens Street, Rhinelander.

There was a motion by Hammer with a second by Hayes to adjourn the meeting at 10:27 am.

Minutes reflect the recorder's notations and are subject to approval by the appropriate committee.

Respectfully submitted by:

Susan Richmond, Director
Vilas County Commission on Aging