

## **FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES**

**February 26, 2016**

*ATTENDANCE:* Bill Freudenberg, Bob Mott, Ed Hammer, Erv Teichmiller and Chuck Hayes. Also present were Jim Altenburg, 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:* Hammer 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 February 12, 2016. Motion carried.

*TREASURERS REPORT:* Freudenberg distributed the Profit and Loss Report for February, 2016. Discussion held on Vilas bookkeeping issue. Motion to receive and place on file the Profit and Loss Report for February, 2016, by Hammer with a second by Mott. Motion Carried.

The 2016 Budget was distributed. Altenburg felt the advertising line was too low. Radtke had emailed his comments to the Chairman that he felt the Fee Revenue line was too high. Mott questioned about printing costs.

There was a motion to accept the 2016 Budget by Freudenberg with a second by Hayes. Motion Carried.

*FINANCE POLICY:* Freudenberg talked about changing the Policy to allow for only one signature on checks. Discussion held. Altenburg asked about getting a credit card to use, Teichmiller suggested that he checks with the bank that Transit has an account with to see if they could help us secure a credit card. Altenburg also asked if he could be added to the account so he could get information on the account. Discussion held.

*ADMINISTRATIVE ASSISTANT POSITION:* Altenburg distributed a draft Administrative Assistant Job Description. Teichmiller reported the Executive Committee supported hiring a part-time position because the office will be vacant many hours a week while Altenburg is traveling around the two counties. A goal is also to move all dispatch to this office as soon as possible. The Executive Committee recommends moving forward with hiring a Administrative Assistant/Dispatcher part-time (20-24 hours a week) with no benefits with a starting wage range of \$12-\$15/hr. Discussion regarding pros and cons of using a Temp Agency instead of hiring. Motion by Mott to approve Transit Manager to advertise vacancy, interview and hire an Administrative Assistant at no more than 24 hours average per week, no benefits with wage not to exceed \$15/hr Mott with a second by Hayes. Motion carried. Jim was also directed to not do any interviews alone and to engage the assistance of the County Aging Directors and/or Transit Commission members if necessary.

*JOB DESCRIPTION:* Discussion held regarding changes to the job description. Change title to Administrative Assistant/Dispatcher. They wanted to change 60 words per minute typing to 50

works per minute. Also, add "Ability to be Bonded" under Qualifications. Motion made by Hayes with a second by Freudenberg to approve the Job Description with the recommended changes. Motion Carried.

Freudenberg had to leave the meeting at 9:45 a.m. Jacobson also had to leave at 9:50 am.

*PERSONNEL POLICY:* A draft of the Personnel Policy was distributed. Mott went through each section of the BART Policy to make sure that we had included it in our Policy. Discussions held on changes to be made. Altenburg stated he would get the changes to Jacobson to make and bring back to the next meeting for final approval.

*LISTENING SESSIONS:* Altenburg stated that he has planned 4 Listening Sessions in Vilas County, starting on March 21 with Eagle River City Hall at 11:15am, then to Phelps for a Listening Session at 1:30 p.m. Boulder Junction Community Center will be held on March 23, at 12:45 pm and then finishing up at the St. Germain Prime Timers monthly meeting on April 6, 2016, at 2:00 p.m. He will be setting up dates and locations with Jacobson for the week of March 14, 2016. He also arranged to meet with the Vilas County drivers on Monday, February 29, 2016, at 2:00 p.m. at Commission on Aging's office.

*ROUTE REPORTS:* Altenburg discussed the possibility of having a "city" route in Rhinelander, also the one in Eagle River currently operating. Richmond spoke of the few calls that she has received so far regarding the routes. Discussion held on the needs and how do we generate more needs. Teichmiller asked about the Rhinelander to Woodruff and having NTC take over the vehicle and route. Teichmiller also stated that if we do take over the vehicle, we have to make sure it is in our budget for liability insurance and cost for salaries of the drivers. Mott asked Altenburg to review all the current routes and propose changes as needed, propose new routes and to look over the rates we are charging, promotions and clothing for the drivers to wear. Altenburg stated he is building the website and has already made some connections to get that up and running.

*QUALITY ASSURANCE:* Altenburg discussed the importance of having the same standards across the board for both counties. Altenburg requested another meeting in two weeks to finalize what he can say at the Listening Sessions. He spoke about doing this in Phases so the public could see results. Teichmiller asked Altenburg to bring to the next meeting the following:

- Refine existing routes and fares
- Rhinelander City Route-what does it look like and when would it start.
- Take over Rhinelander to Woodruff route – Altenburg to connect with Lac du Flambeau
- Promotion-what has been done and what will be done.

*STRATEGIC PLAN:* Hammer asked that we postpone this subject till next meeting as there were two members absent.

**Next Meeting will be Friday, March 11, 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 11:35 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