

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

July 24, 2015

ATTENDANCE: Bill Freudenberg, Bob Mott, Fred Radtke, Chuck Hayes and Erv Teichmiller.
Absent: Ed Hammer, Larry Berg, William and Bob Shepherd. Also present were Dianne Jacobson, Janell Schroeder and Susan Richmond. Dave Lowe was present by phone conference.
Guests: Jennifer Felty and Julie Deaton from Headwaters, Inc.

CALL TO ORDER: Teichmiller called the meeting to order at 9:00 a.m. at the Health & Aging Building 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 Radtke. Motion Carried.

APPROVAL OF MINUTES: Radtke made a motion to approve the Minutes of June 19, 2015 with a second by Freudenberg. Motion Carried.

BUDGET DEVELOPMENT: The Budget sheet was distributed. Teichmiller stated that this budget was developed with a full time Manager hired with fringe set at 40%. Facility rent was reduced to \$500/month as we felt that was adequate. Commission insurance would be for errors and omissions, Teichmiller did check with an insurance agent and this is a close figure. Audit expense might be high but not sure about that. Fiscal expense should be well within that range as Teichmiller had checked with Vilas on a figure. Teichmiller stated that funds were kept out for each county to protect the local services such as escort program. This first budget will be a working budget and an estimate as we may have more expenses, less revenue. It may take a couple of years before we really know what the budget will look like.

Another item added was the Transit Board expenses added at an estimate of \$4,000.00. Lowe stated that would have to come from the local funds, it would not be eligible under the federal/state money.

We will need to get clarification from Chad at the Department of Transportation if we have to use just local match for the Board expenses.

Mott questioned the fare box revenues at \$57,000, as the 2015 budget only showed \$44,300.00. He felt this might be too high. Lowe stated he felt this was ok and that Mott was looking at 2015 budget which was only for 6 months.

Add a line item for legal at \$5,000.00 and line item for Commission Expenses at \$4,000.00, which would leave a balance of 12,290.00 in the overmatch.

Jacobson stated we would need to add mileage for the Manager as that person will be traveling but this should not be a big expense.

Teichmiller stated that we needed to work up a budget so we could determine if we could hire a full time or part time Manager. Teichmiller and Freudenberg both felt that we need to hire a full time Manager so we attract a professional for this position. Mott asked if we need to look at hiring a secretary for the Manager. Lowe felt that was beyond our 2016 budget. To start up

the Manager would need to do some of the secretarial tasks. The counties may be able to help with dispatch until we get up and running. Lowe stated that we will need to work towards a central dispatch with one phone number for clients to use.

Radtke felt that a part time secretary would be needed to allow the Manager to be out in the community talking with different groups. Mott felt that the \$60,000.00 budget amount for dispatch might allow to hire a part time secretary once the Manager is hired.

Discussion held on Headwaters, their intake and their clients. Radtke felt it would be a "built in client base". Freudenberg stated that Headwaters would be utilized during their "lapse times". Teichmiller suggested that once the Manager was hired, one of their duties would be to look over routes and blend them together.

Motion was made by Mott with a second by Hayes to hire a full time Manager. Ayes were Teichmiller, Freudenberg, Mott, Hayes. Nay by Radtke. Motion Carried.

Discussion was held regarding the additions to the budget. Lowe stated that he had covered the advertisement in his budget. Discussions held on hiring a part time secretary. Freudenberg asked about a service within the counties that could help promote the Transit Commission. Jacobson stated that the Aging Units do not have a budget for advertising but that we still get the word out there.

There was a motion to approve the 2016 Budget with the two additions of legal services (5000) and commission expenses (4,000) and reduce the overmatch to \$12290.00 with a second by Hayes. Motion Carried.

TRANSIT MANAGER JOB DESCRIPTION: Teichmiller stated this was a basic job description, more detail was not added so there was no micromanaging. Item 5 should strike Forest county. In Item 3 was including marketing and talking in public. Add to "Knowledge (f) working knowledge of Microsoft office suite programs. Add Item #13 "Any other tasks as assigned by the Transit Commission". Move the last paragraph on first page to the end

There was a motion to approve the Transit Manager Job Description with above changes by Hayes with a second by Freudenberg. Motion Carried.

Salary Range/Benefits/Employment Contract: Teichmiller stated that we already had the salary range and benefits established. Teichmiller gave reference to the possibility of Contracting for the Manager position. Freudenberg asked about going into Closed Session for negotiating benefits and salary. Lowe stated that the benefits including vacation time, sick leave, etc is a negotiable item to be discussed with the potential employee.

Question as to where Lowe will advertise for the position. Lowe stated he would advertise in the local newspapers and an online job site called Transit Talent.

Teichmiller asked Lowe to go ahead with the start of the hiring process.

HEADWATERS INC. CONTRACT OPTIONS: Jacobson stated that Richmond and Jacobson met with Headwaters last week. We have to get a route started as soon as possible as we have already received payment from the State. Jacobson said that we would like to start with the

Lakeland route as Lakeland Retirement Foundation would like to get out of the transportation business. But we have to still provide transportation for those clients. Headwaters could possibly take this route as their vehicle would be used between 9am and 2pm, leaving Rhinelander and transporting to Woodruff and then routing around Woodruff and return to Rhinelander at 2:30pm

Radtko stated there is a need for medical transport from Eagle River to Woodruff or Eagle River to Rhinelander.

Teichmiller asked if Transit Commission would contract with Headwaters or the counties. Lowe stated that so no competitive bid would be needed if the Transit Commission would contract with the counties and the counties would sub-contract with Headwaters. Teichmiller stated that we could call on the Corporation Counsels of the two counties to draw up the Contract as the county would be involved.

Teichmiller asked for authorization to Jacobson and Richmond to work with Headwaters to come with a contract and bring back to the Transit Commission next month. Lowe stated that the Transit Commission would need to set fares for these routes. There are many details needed so Teichmiller stated that we need a proposal to move forward.

Mott made a motion that Jacobson and Richmond get together with Headwaters and bring proposal back to Transit regarding the Lakeland route by next month's meeting, Freudenberg seconded that motion. Jacobson stated that we would need to bring this to each Commission on Aging boards too. Motion Carried.

Jennifer Felty from Headwaters talked about their available office space which would include a separate entrance, an office and meeting space. They have a copier available along with a phone system and some administrative support, if needed.

Discussion held on whether Headwaters could contract for the employment of the Manager as they have the experience with transportation. Teichmiller asked how we would create clarity/a barrier as no conflict of interest in being employee and provider.

Richmond then distributed a possible route from Eagle River to Woodruff that the Northwoods Transport is already doing but we could open it up for public use.

There was a motion by Hayes with a second by Mott to start with Vilas County Northwoods Transport route to Woodruff. Motion Carried.

Teichmiller stated that Oneida and Vilas Corporation Counsels were working on a new Charter. Teichmiller suggested that language be added that would eliminate the 90 day notice for any new entity that might join the Transit Commission.

Next Meeting will be August 4, 2015, at 8:30 a.m. in Rhinelander.

Road trip to view BART System in Bayfield/Ashland will be on Friday, August 14, 2015. Bus will leave Rhinelander at 7:30 am and pick up some Board members in Minocqua area at 8am.

There was a motion by Freudenberg with a second by Hayes to adjourn the meeting at 10:45am.

Respectfully submitted by:

Susan Richmond, Director
Vilas County Commission on Aging