

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

March 11, 2016

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

CALL TO ORDER: Teichmiller called the meeting to order at 8:05 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: Freudenberg made a motion to approve Agenda in any order as per the chair with a second by Mott. 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 26, 2016. Motion carried.

FINANCES: Freudenberg gave the Treasurer's Report for the first two weeks of February. Teichmiller requested that copies of the Report be distributed in the future. Teichmiller requested that the Accountant run a report for the whole month. Discussions held. Financial Statement indicated a balance of \$7,739.69 as of February 29, 2016. Vilas is making monthly payments and Oneida is making quarterly payments. Motion by Freudenberg with a second by Mott to receive and place on file the Treasurer's Report. Motion Carried.

Freudenberg will be going to the bank to transfer statements to the Transit's PO Box and to give access to the Accountant to view statements on internet.

YEAR END REPORTS: Altenburg reported that Dave Lowe is almost completed the year end reports. Altenburg received an email from Chad at the DOT stating he hasn't received any reports showing expenses so the DOT would remove the federal funds. Dave Lowe responded immediately to the DOT to confirm we have that information. An audit will be done but could be 1 to 2 years from now.

PERSONNEL ISSUES: Jacobson distributed the reviewed Draft of the Personnel Policy. Hammer has a concern with 1.5 Confidentiality and Open Records. This policy relates to employees and confidentiality, not as far as open records. Any client information such as names, addresses, dates of birth, etc would be under the confidentiality portion. Motion by Hammer with a second by Mott to have the attorney review the Personnel Policy. Motion Carried.

ADMINISTRATIVE ASSISTANT POSITION: Altenburg has received 5 applications to date and will extend the deadline until March 18, 2016. Altenburg will narrow it down to 3 or 4 interviews. Jacobson and Richmond will sit in on the interviews. Altenburg hopes to have interviews completed by the next meeting.

LISTENING SESSIONS: Altenburg stated that he has planned 4 Listening Sessions in Vilas County, starting on March 21 with Eagle River at the Courthouse at 11:00am, 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. Altenburg plans to listen for what community needs are and let people know what is currently operating.

There was a Newbold Town Board Meeting held on March 10, that Altenburg attended and spoke about current routes. Altenburg has scheduled two Listening Sessions in Oneida County also.

Jacobson and Altenburg will develop a "survey" to distribute at the Listening Sessions and to give to those that could not attend a session. This will be about 10 questions, keeping it simple.

ROUTE REPORTS: Altenburg has ridden a few of the routes. Richmond reported on the number of passengers in Vilas County. Jacobson reported that no one is riding from Rhinelander to Minocqua but people are using the Minocqua area circle. Teichmiller wanted to make sure that we are maintaining the marketing information for the DOT.

FLEETMATICS PRESENTATION: Altenburg has worked to develop three (3) different logos that he would like the Committee to vote on. He spoke about headsets and phones for ease of use on the buses. The phone cost is about \$150.00, headset cost is about \$70.00.

Taylor Jones gave a presentation from Fleetmatics, which is a system that would be installed into every bus that would give dispatch the capacity to see where the buses are, how far away they are from the next stop, maintenance information for each bus, etc. For five (5) vehicles it would cost about \$200.00/month. Altenburg stated he will get the "start-up" costs before the next meeting.

STRATEGIC PLAN: Hammer stated that in moving forward we will need to look at the Environmental Issues and look at the Goals to see if we can combine any of these.

Next Meeting will be Thursday, March 24, 2016, at 8:00 a.m. at 1831 N. Stevens Street, Rhinelander.

There was a motion by Freudenberg with a second by Hammer to adjourn the meeting at 9:40 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