

ONEIDA VILAS TRANSIT COMMISSION (OVTC) EXECUTIVE COMMITTEE MINUTES

August 9, 2018

ATTENDANCE: Erv Teichmiller, Bob Mott and Steven Schreier. Others Present: Sue Richmond, Director Vilas Commission on Aging; Dianne Jacobson, Director Oneida County Commission on Aging; Joel Gottsaker, Assistant Director Oneida County Department on Aging and Pat Daoust, Manager of Bay Area Rural Transit; Roger Youngren.

CALL TO ORDER: Teichmiller called the meeting to order at 8:00 a.m. at the Transit Commission office 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: Motion by Mott to approve Agenda in any order as per the chair with a second by Schreier. All ayes. Motion Carried.

APPROVAL OF THE MINUTES: Motion by Mott to approve the minutes of the July 11, 2018 minutes. Second by Schreier. All ayes. Motion carried.

PUBLIC COMMENT: None

CLOSED SESSION: No closed session.

PERSONNEL POLICY REVISIONS: Discussed proposed changes by Daoust and the Interim Management Team. 2.3 Clarified regular full-time employee status to one who is regularly scheduled to work NTC's full-time schedule. 2.4 clarified Regular part-time status to one who works less than 36 hours per week. 2.5 add "p" to art-time. 3.1 remove 7 in front of the word each. 4.1 Added accrued at 4.62 hours per pay period. General discussion regarding use of PTO if not accrued. Consensus was to stay with policy of "use of the PTO will be based on PTO earned". 4.4 Discussion to grant all eligible employees based on their classification holiday time off. Eligible employee classification is for regular full-time employees only. Eliminate Good Friday, Friday after Thanksgiving and Christmas Eve holidays. Discussed how that would affect the new Transit Manager. Discussed how that would affect the part-time and full-time employees. Board Chair didn't like taking away benefits. Discussed adding PTO day or special classification of Holiday/PTO days and when they could be used. Richmond said that they receive phone calls for escort rides when OVTC is closed. If a holiday falls on a Saturday, then the employee will take off a day in the preceding holiday week. If a holiday falls on a Sunday, the employee will take a day off following the holiday week. Clarification of if a holiday falls during the employees paid absence that holiday pay will be provided instead of other paid time off benefits. Added that the employee must work the day before and after a holiday to be eligible to receive holiday pay. Eliminated 6.1 HRA and added NTC health insurance plan provisions. Additional discussion regarding an overtime policy. Motion by Schreier to approve the changes as recorded in the Personnel Policies and Procedures Handbook and refer to the commission. Second by Mott. All ayes. Motion carried.

JOB DESCRIPTIONS:

- a. Transit Manager: Added reports to Transit Commission. Added makes deliveries and pickups as needed including bank deposits and mail. Added responsible for administering the system's bookkeeping, payroll and accounts. Motion by Schreier to accept the revisions of the Transit Manager position as presented today. Second by Mott. All ayes. Motion carried.

- b. Office Manager: Changed from Office Manager to Office Manager/Dispatcher Added reports to Transit Manager. Changed 3 to have knowledge of and implement. Changed 4 from commission to office. Changed 5 from managing to lead. Motion by Schreier accept the revisions of Office Manager/Dispatcher position as presented today. Second by Mott. All ayes. Motion carried.

CHARTER AND BY-LAW REVISIONS: Changes to: Article I, section 4 added definitions for Finance Committee and Wisconsin Department of Transportation. Article II, section 5 changing to four (4) commissioners of which two (2) are citizen members. Eliminated last paragraph. Article II, section 6 added commissioner shall remain on the board until County Board appointments. Article II, section 11 eliminated the second and third sentence after policy limits. Added the commission to bi-annually review insurance types and amounts. Article III, section 1 clarified when officer terms end and when new office elections are to be conducted. Article VI, section 1 eliminated three sentences. Added transit manager budget time line and budget approval process. Eliminated Article VI, section 2. Article VI, section 3 renumbered section 2 eliminated Article VI, section 4. Article VI, section 5 renumbered to section 3 eliminated Unbudgeted Capital Expenditures and first sentence. Added Budgeted Capital Expenditures and loan requirements. Article VI, section 6 renumbered to section 4. Article VII, section 2 eliminated the first three sentences. Clarified auditing frequency and payment of audit. Article VIII, section 3 changed governing bodies to Finance Committees of each Member Municipalities. Mott made a motion to recommend the Charter changes as discussed today. Second by Schreier. All ayes. Motion carried.

Letters and Communications: Board Chair reported that Peoples State Bank is waiting for their attorney's approval before proceeding with the loan.

Meeting adjourned at 10:15 a.m.

Next meeting August 17, 2018 at 9:00 a.m. for full Commission.

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

Respectfully submitted by:

Barb Newman, Office Manager
Oneida-Vilas Transit Commission