Lee/Ogle Transportation System
Board of Directors Meeting
September 16, 2011

A regular meeting of the LOTS Board of Directors was held at the Rock River Center on September 16, 2011. Upon determining that a quorum was present, Chair Michelle Pease called the meeting to order at 11:00 a.m.

Members in Attendance: Kevin Carr, Karen Copeland, John Kenney, Michelle Pease , Cathy Reglin, Geoffrey Vanderlin. Members absent: Craig Carpenter, Connie Dougherty, Isaac Mercer, Chet Olson. Guests attending: Kathy Lalley (Lee County), Lisa Oelke (Kreider Services), Gary DeLeo (IDOT), Kayla Armour (LCCOA Dispatch), Jennifer Lang (Transit Manager).

Approval of Minutes: J. Kenney motioned to approve the minutes of the August meeting, seconded, motion carried.

Quarterly financial report: K. Lalley advised the Directors that fast approaching is a need for the first quarter requisitions. Directors should start to tabulate data for submission no later than October 7, 2011.

Old Business

Dispatch software: K. Lalley advised that providers have been doing on-line training – three sessions have been done. It is working out very well – everyone is doing it from their own location. From this point forward, there will be weekly phone meetings. Terminals will be shipped October 21st. Train the Trainer sessions will require each provider's best driver. That person will train the rest of that provider's drivers. In answer to a question, she stated there will be recurring training through the internet as things change.

Transit Facility Progress: K. Lalley stated there is a meeting Tuesday at 10:30 to finalize the three versions of the bid packages that will be going out to contractors to solicit bids. She gave an example of package A would include all things they wanted, package B would not have a wash bay, package C would have no wash bay and no mechanical bay. K. Lalley stated she talked to Carol Chandler of the Dixon Tree Commission who stated the commission may be willing to donate ten mature trees to be placed in the city's right of way at the building site. Willett Hofmann and Associates will present the building information to the Lee County Board at their October meeting. K. Lalley will talk to WHA about a shortened presentation for the LOTS Board, J. Kenney will talk to the Ogle County Board about whether they want to hear about the building. K. Lalley stated there should be a LOTS report at every Ogle County Board meeting. Others agreed; J. Kenney stated he gives the board a copy of everything he receives at the LOTS Board meetings to keep the Ogle County board informed. K. Copeland stated she is willing to attend the Ogle County board meetings for that purpose as well.

Rolling adverts: K. Lalley stated they are interviewing a marketing person for selling the rolling advertisements. In answer to a question, she stated it has been reviewed by the State's Attorney who agreed it did not need to be advertised in the employment ads. It is a commission-based agreement.

Service hours: As of 11-1-11, all providers' hours are 6a to 6p. Some providers are hiring additional drivers to accommodate the hours.

Board picture: Next time

Summer fairs and community event participation: J. Lang stated the Rock River Center will be in Creston Booster Days and Autumn on Parade. K. Copeland stated they will also be shuttling people to and from designated places during Autumn on Parade. Next Saturday LOTS will be doing chili or wings at Kreider's Accessibility Park, for the United Way. J. Lang invited everyone to attend and vote for them. LCCOA ran a shuttle for Reagan Days. Connie and Carrie from Hub

City Senior Center are on the radio. The Kishwaukee bus has been advertising, and WRHL radio has advertising for LOTS every morning. Facebook has 101 friends – up 5 from last month. K. Lalley stated this is all exciting to have everyone so busy getting the word of LOTS out there.

New Business

Input from providers/directors: K. Copeland stated the LOTS program has grown to the point where the Board can meet every other month, and recommended that we do so. It was agreed the by-laws have to be amended before this occurs. After discussion, **K. Copeland motioned the By-laws, Article VII, Section 1, be amended, to say "Regular meetings of the Board shall be held on the third Friday of every other month.", effective December 1, 2011. M. Pease seconded, motion carried.** C. Reglin will revise the By-laws, and this will be enacted at the next meeting. The Board will then meet in October and November, but will not meet in December. It was agreed the Transportation Committee and Directors will each continue to meet on a monthly basis.

K. Copeland asked how we can get the minutes earlier. Everyone agreed they need to get to the members much earlier than they have been. After discussion, the consensus was having the meetings bi-monthly will help workload-wise, and we will make no changes based on that assumption. C. Reglin will not be able to take the minutes of the October meeting; G. Vanderlin stated someone from LCCOA will do so.

G. Vanderlin handed out ride statistic and explained how this shows the impressive increase in ridership over a period of time. K. Copeland asked that mileage be added to this report. J. Kenney stated this document is provided to the Ogle County Board.

Report from Lee County: K. Lalley stated everything is going pretty well from an administrative standpoint. She has requested from the providers the name, date of birth, and social security number for all staff who are in the safety-sensitive pool, so that a background check can be performed.

Board replacement from Lee County: M. Pease read a letter from K. Lalley to "The Reader's Voice" in the Telegraph about the passing of Hal Moroney. She stated K. Lalley wanted to share that with the Board. She thanked her for writing the letter. M. Pease stated she had appointed a committee of Kevin Carr, Geoff Vanderlin, and Connie Dougherty to nominate a person to fill the vacancy created by Alice Collins leaving the Board. She will do so for this new vacancy as well.

Agenda items for the next meeting: Quarterly Financial Report will be changed to Financial Report; Dispatch Software, Transit Facility Progress, Rolling Advertisements; Board Picture; Update/change By-Laws, Willett Hofmann & Assoc presentation.

Other

The meeting adjourned at 12:02 p.m. The next Board meeting will be held on October 21, 11:00 am at the Dixon Senior Center.

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M. Catherine Reglin Date approved