

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY

The Board of Directors of Central West Virginia Transit Authority met in the Training Room of the Central West Virginia Transit Authority on April 29, 2016 at 3:00 p.m. The following were in attendance:

| | | |
|-------------|-----------------|-------------------|
| Bob Kramer | Mark Griffith | F. Simmerman, III |
| Jeff Nelson | Vanessa Perkins | |
| Tom Durrett | Chris McCarthy | |
| Anita Bower | Libby Cawthron | |

Meeting brought to order by President, Robert Kramer, at 3:00 p.m.

First item on the agenda was public comment. No member of the public appeared.

Second item on the agenda was approval of meeting minutes for the January 25, 2016, February 9, 2016 and March 10, 2016 meetings. Motion made by Durrett to approve the minutes as presented. Seconded by Nelson. Motion carried.

Third item of business addressed was Contract Negotiations status report. Anita Bower reported that meetings for negotiations are scheduled in coming weeks.

Fourth item of business was Election of Officers. Motion made by Durrett that all officers retain current positions. Discussion followed. Motion withdrawn.

Motion by Bower to nominate Tom Durrett to serve as Vice President. Discussion followed. Motion withdrawn.

Motion by Durrett to nominate Jeff Nelson as Vice President. Seconded by McCarthy. Motion carried.

Motion made by Durrett to retain current president and secretary/treasurer. Seconded by Nelson. Motion carried.

Fifth agenda item addressed was Evaluations. Brief discussion regarding need to address pay raises for administrative staff and educational requirements for the General Manager position.

Motion by Bower to require anyone holding the General Managers position to have a bachelor's degree from accredited college or university in business administration or planning related field. Seconded by Durrett. Motion carried.

Sixth agenda item discussed was Policy Review and Approval. Brief discussion regarding Attendance Policy. Board discussed amending the proposed Attendance Policy to include language currently contained in the Collective Bargaining Agreement (CBA).

Motion made by Durrett to approve the Attendance Policy as amended with the CBA language. Seconded by Nelson. Motion carried.

Board heard from Mark Griffith on proposed Deposit and Investment Policy.

Motion made by Bower to accept Deposit and Investment Policy as presented. Seconded by Durrett. Motion carried.

Board heard from Mark Griffith on proposed Financial Policies and Procedures Manual.

Bower voiced her disapproval with current policy which provides that three board members be authorized to sign checks. Discussion followed. Bower agreed to the policy with her reservation to be noted. Board discussed need to include in the current policy that CENTRA has absolute right to cancel any solicitation, bid process or request for proposal process.

Motion made by Bower to accept proposed Financial Policies and Procedures Manual as amended. Seconded by Durrett. Approved by all with Bower noting her reservation regarding signatures.

Board next discussed the Dress Code and Uniform Policy.

Motion made by Nelson to accept Dress Code and Uniform Policy as presented. Seconded by Durrett. Approved by all.

Board discussed Document Retention Policy.

Motion made by Bower to accept Document Retention Policy as presented. Seconded by Durrett. Approved by all.

Board discussed the Seat Belt Policy.

Motion made by Durrett to adopt Seat Belt Policy as presented. Seconded by McCarthy. Approved by all.

Seventh agenda item discussed was liquidation of Computershare Certification.

Motion made by Bower that Jeff Nelson and Bob Kramer be authorized, under the CENTRA seal, to liquidate the Computershares. Seconded by Durrett. Motion carried.

Kramer read into the record the following statement

The Central West Virginia Transit Authority authorizes Robert Kramer, Jeff Nelson

and Chris McCarthy to conduct financial transactions on behalf of the company. Two signatures of the designated named individuals must be present to conduct financial business.

Next agenda item addressed was the Audit Committee Report.

Board heard from Mark Griffith who reported that there were no new audit findings beyond the six original findings resulting from the previous CENTRA board.

The Board next discussed Agenda item nine Insurance RFP Update.

General Manager reported that there are four parties likely to respond by the June 10, 2016 RFP Insurance deadline.

Motion made by Durrett to go into executive session to discuss personnel issues pursuant to the attorney client privilege. Seconded by Bower. Approved by all.

Motion made by Tom Durrett to come out of executive session. Seconded by Nelson. Approved by all.

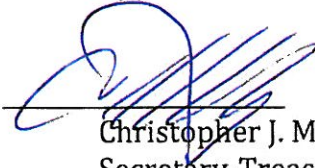
No other business to address a motion to adjourn was made by Durrett, a second by Nelson. Motion carried and meeting adjourned at 4:48 p.m.

Approved:

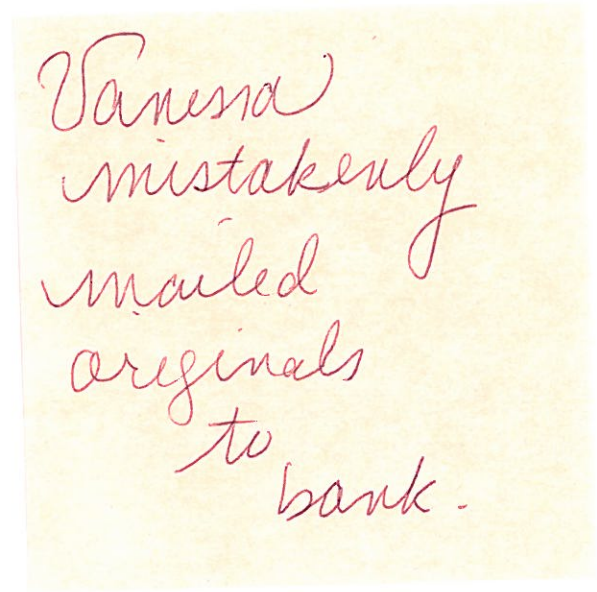


Robert Kramer
President

Approved:



Christopher J. McCarthy
Secretary-Treasurer



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mailed
originals
to
bank.