

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

Held Remotely Via Zoom

January 28, 2021

Board Members Participating:

Karen Beck
Marge Bjerregaard
Richard Brockett
Jeff Childers
Debbie Davison

David Gynn, President
Virginia Harris (arrived at 7:10 p.m.)
R. T. Mansfield
Jack Murphy

Morgan Tipton
Frank Vitale
Karen Wise, TPO
Marvin Woods

Staff Participating:

Claudia Amrhein
Denise Baba
Marcia Fletcher

Kelly Jurisch
Justin Markey, Legal Counsel
Clayton Popik

Rebecca Schrader
Brian Trautman

Board Members Not Participating:

Michael Lewis (1st excused absence)

Guests Participating:

None.

CALL TO ORDER

President David Gynn called the PARTA Board of Trustees meeting to order at 7 p.m. He asked Ms. Marcia Fletcher to call the roll.

Ms. Fletcher then called the roll, and **a quorum was participating.**

Mr. Gynn said it would be helpful for planning purposes if everyone would reply to Ms. Fletcher's meeting requests. There were eight (8) people who responded to say they would be coming tonight, which just meets a quorum.

Moving on, Mr. Gynn said the first item on the agenda was the minutes from the December 17 meeting. He asked for a motion to approve those minutes. Ms. Marge Bjerregaard made a motion to accept the minutes as presented, which was seconded by Ms. Karen Beck. Mr. Gynn asked if there was any discussion or if anybody had a question. Hearing none, he asked all those in favor to respond by saying aye. He said opposed, the same sign. Hearing no opposition, he said the **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn said there were no Guest Communications because of COVID-19.

GENERAL MANAGER'S REPORT

Mr. Gynn then turned the meeting over to Ms. Claudia Amrhein for the General Manager's report.

Ms. Amrhein thanked everyone for coming to the meeting. She said there were a couple presentations tonight: a brief presentation on the resolution; and at the end of the meeting, service awards will be presented to Board members. She then provided an update on her letters to Governor DeWine. She said she received a call back from one of his staffers, Mr. Jason Hill, after the first letter and then she contacted him before the second letter to find out if there had been any progress. He said there weren't enough vaccines to meet the current need. She was disappointed that essential workers were kicked out of 1b but assured everyone that PARTA will still work toward the 1c phase.

Mr. Gynn asked if there was anything Board members could do, such as individually contacting the Governor's office, which could give some hope to her letter that transit workers are essential.

Ms. Amrhein said any help would be appreciated. She will pass along the email address.

Mr. Gynn asked everyone to take a minute and send a quick email to the Governor's office.

Mr. Jack Murphy said one of the things he thought about when reading Ms. Amrhein's letters, and in combination with the Kent City Health Department (KCHD) wanting to lease out those spaces, is that there's a valid case to be made that there will be a lot more people using PARTA to get their vaccinations especially if it's at the transit center.

Ms. Amrhein said that's a really good point. Right now, anyone can book a ride or hop on a bus to go get their vaccine, but there will be a lot more bookings once the vaccines are more readily available. Having KCHD downtown is a perfect solution. She doesn't fault the Governor because he's looking to save lives, but the argument is transit drivers are with the most vulnerable people every day and that isn't a good mix. They should be vaccinated if they can be. She asked if there were any other questions.

Hearing none, Mr. Gynn thanked Ms. Amrhein and her staff for working hard, not only on the pandemic and the changes in staff that had to be made, but also the data breach that must have caused a lot of angst and time to get corrected.

Ms. Amrhein said the data breach was a very large issue that is continuing to be worked through. PARTA is covered for that data breach and is working with forensics professionals. Credit and identity monitoring has been offered to employees. She asked Mr. Brian Trautman to give an overview.

Mr. Trautman said the data breach came in through a phishing email that was disguised as legitimate in response to an Architectural and Engineering (A&E) Request for Proposal (RFP). The hacker recognized the proposal, disguised themselves as an A&E firm, and sent an email asking PARTA to reply to them through a simple click of a button. Once it was clicked, the hacker had the ability to get into an email account and see who PARTA talked to and what PARTA was doing. They spent about a week to a week and a half in the system learning some basic idiosyncrasies. They used Health TP, which is PARTA's health insurance pool through OTRP, and sent an email to PARTA from a legitimate person who works for them, and spelled health in HealthTP.org with "ae" instead of "ea." The forensics team identified where the hackers were in the system, when they were there, for how long, what they looked at, what information they got, and where they got the information. All the loops are now closed. Security training is being implemented for all employees. Hackers can get into Facebook, find out who the user talks to, create a fake Facebook account that looks real, send an email asking the user to click on a link, and they get into the user's computer. It's a two-to-four-week process that they go through to get into the user's email just to get bank account information or a social security number. The breach has been painful but has been

a learning experience. Some personal information did get out about some employees, which has been protected by buying identity theft monitoring for them. As far as IT, some different things have been done with the firewall to clamp it down by adding some software. It was a long, hard lesson, but PARTA is moving forward. He asked if there were any questions.

Mr. Gynn noted that Ms. Virginia Harris joined the meeting at 7:10 p.m.

Ms. Morgan Tipton asked if Board members should be on the lookout as well.

Ms. Amrhein said PARTA does not store personal information about Board members in its computer system and doesn't have social security numbers for them. PARTA does have home addresses and phone numbers but those were not stored in the area that was breached, which has been confirmed. Even with that, everyone should assume that their information is out there. Board members should take steps now to get some credit monitoring in place, review credit cards, be very vigilant, and open junk mail. A lot is coming through the mail that looks like junk. Unemployment fraud is running rampant. She noted that her husband has received 1099s for fraudulent unemployment claims.

Mr. Richard Brockett said he also received a 1099 for fraudulent unemployment and immediately took steps as suggested in Ms. Amrhein's handout.

Ms. Amrhein also suggested making a report with the sheriff's office.

Mr. Gynn said a friend had a very serious breach and they called the Brimfield police who said this is so prevalent that they don't have time to deal with it. They suggested calling the county sheriff. He thanked Ms. Amrhein for keeping on top of everything. He asked if there were any other questions. Hearing none, he moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn called on Ms. Karen Wise to give a report on the Administration Committee, which met today.

Ms. Wise thanked Mr. Gynn and said the Administration Committee met and had an established quorum with herself, Mr. Brockett, and Mr. Marvin Woods filling in as an alternate. She said the committee considered one resolution and recommended it to the Board. Ms. Amrhein gave a presentation to the committee, which she will repeat at this meeting.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee does not meet in January.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said the Operations Committee was not scheduled to meet.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee was not scheduled to meet.

OLD BUSINESS

Mr. Gynn asked if there was any Old Business. Hearing none, he moved on to New Business.

NEW BUSINESS

Resolution

Mr. Gynn presented Resolution #2021-01-01.

#2021-01-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE TERMS OF AN AGREEMENT OR AN AMENDMENT TO THE EXISTING LEASE AGREEMENT WITH THE KENT CITY HEALTH DEPARTMENT (KCHD) TO LEASE, ON A TRIAL BASIS, THE FORMER CUTLER REALTY/GROUP TEN GALLERY GROUND LEVEL RETAIL SPACES OF THE KENT CENTRAL GATEWAY (KCG) AT 201 EAST ERIE STREET, KENT, OHIO.

Mr. Gynn asked for a motion to consider this resolution.

Motion: Karen Beck

Second: Morgan Tipton

Mr. Gynn then turned the meeting over to Ms. Amrhein for her presentation.

Ms. Amrhein shared her screen and presented her PowerPoint, which is attached. Following her presentation, she asked if there were any questions.

Ms. Marge Bjerregaard asked if any of the smaller places could be combined to make one that would be better used or more attractive.

Ms. Amrhein asked Mr. Trautman to comment.

Mr. Trautman said the Cutler Realty space is one (1) large area that is two (2) stores. The west end of the building has two (2) floors. The east end of the building, east of the walkthrough, is one (1) large area. After discussing it with staff, testing the water to see if there's somebody out there who wants to do something with it other than KCHD would be a good idea especially with KCHD having this short-term goal. There's nobody in there right now. PARTA doesn't want to invest a lot of money into changing electrical or adding anything because there isn't anything long term. It's a good idea to allow Ms. Amrhein to explore a short-term lease with KCHD because having them on the second floor has provided some stability; and there are some benefits, such as KCHD making the smokers leave the building. He doesn't know how to manage multiple tenants without a landlord. RLB Phoenix acted as that landlord with the art gallery on one side and Cutler Realty on the other. This might be a nice short-term way of getting some revenue coming in. Ms. Amrhein did some work getting RLB Phoenix up to speed on payments. If there is some way PARTA can give RLB Phoenix some relief and still gain some revenue, it's a win/win situation.

Mr. Gynn asked if the short-term period would be six (6) months, a year, or something else.

Ms. Amrhein said probably six (6) months to a year for the initial discussion.

Mr. Gynn asked if there were any other questions.

Ms. Tipton asked if Ms. Amrhein would welcome connections if a Board member saw an opportunity or had a conversation that might lead to some good real estate prospects for these spaces.

Ms. Amrhein said absolutely. Board members can always call if they know of some interest. That's how it was done for the second floor.

Mr. Gynn asked if there were any other questions.

Ms. Wise asked if KCHD would work through RLB Phoenix and if RLB Phoenix would be let out of the last three (3) years of their 10-year lease.

Ms. Amrhein said RLB Phoenix would be let out of a portion of their lease because that area is 39% of the space. The lease with RLB Phoenix would have to be amended to reflect fewer square feet and less revenue, and the agreement with KCHD would have to be amended to include the Cutler Realty space. She wants to generate more revenue than otherwise would have been received this year through RLB Phoenix.

Ms. Wise clarified that RLB Phoenix is still on the hook regardless.

Ms. Amrhein said they are, but they are divesting themselves of their properties. She would like to find a way to ease that sooner rather than later and perhaps they'll be able to hang in there for the rest of the 10-year lease with these smaller tenants. She doesn't have all the answers but if KCHD is interested, both of those leases could be amended to accomplish that.

Mr. Gynn asked if there were any other questions. Hearing none, he said the motion was appropriately made, seconded, and discussed. He asked Ms. Fletcher to call the roll.

Ms. Fletcher called the roll.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Richard Brockett	<u>X</u>	_____	Morgan Tipton	<u>X</u>	_____
Marge Bjerregaard	<u>X</u>	_____	Jack Murphy	<u>X</u>	_____
Karen Beck	<u>X</u>	_____	Mike Lewis	EXCUSED	_____
R. T. Mansfield	<u>X</u>	_____	Virginia Harris	<u>X</u>	_____
Marvin Woods	<u>X</u>	_____	Debbie Davison	<u>X</u>	_____
Karen Wise	<u>X</u>	_____	Jeff Childers	<u>X</u>	_____
Frank Vitale	<u>X</u>	_____	David Gynn	<u>X</u>	_____

Mr. Gynn said the resolution passed.

Moving on, Mr. Gynn said there's no need for an Executive Session.

Ms. Amrhein noted that the service awards needed to be presented.

Ms. Rebecca Schrader said yearly service awards are traditionally given out to employees and the Board for 1 year, 3 years, 5 years, 10 years, 15 years, etc. For 2020, 3 Board members are receiving a 1-year award, which is a certificate with a pin: Ms. Davison, Mr. Mike Lewis, and Ms. Tipton. There is a 5-year award, which goes to Ms. Wise. Lastly, there is a 10-year award going to Mr. Gynn. He receives a pin, as well as an engraved desk clock. On behalf of PARTA, she thanked them for their support and service.

Mr. Gynn thanked Ms. Schrader and Board members for their volunteer service commitment. He noted that Ms. Amrhein shared the email in the chat box to be used for supporting vaccinations for transit workers.

ADJOURNMENT

Hearing nothing further, Mr. Gynn asked for a motion to adjourn the meeting. Ms. Morgan Tipton made a motion to adjourn the meeting, which was seconded by Ms. Debbie Davison. Mr. Gynn asked all those in favor to say aye. The **motion to adjourn passed unanimously.**

BOARD APPROVED 2/25/2021

The meeting adjourned at 7:45 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant