

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS REORGANIZATION MEETING
JANUARY 10, 2018

PRESENT:

VALERIE KEPNER, PH.D, BOARD CHAIRMAN
ARTHUR BOBBOUINE, VICE-CHAIRMAN
CHARLES SCIANDRA, TREASURER
LYNETTE VILLANO, SECRETARY
GARY POLAKOSKI, ASST. SECRETARY
PATRICK CONWAY, MEMBER
MICHAEL GILHOOLEY, NEW MEMBER
JOHN KOCH, PH.D, MEMBER

ATTORNEY JOSEPH BLAZOSEK, SOLICITOR

ABSENT:

SID HALSOR, PH.D, MEMBER
SEAN ROBBINS, ESQ., FORMER MEMBER

ADMINISTRATIVE STAFF:

NORMAN GAVLICK, EXECUTIVE DIRECTOR
TRACY KLINE, ACCOUNTING ASSISTANT
JOHN ALU, DIRECTOR OF FINANCE

OTHERS:

NONE

1. Pledge of Allegiance: Chairman, Dr. Kepner, welcomed everyone and invited those present to join her in the Pledge of Allegiance.

2. Roll Call: The following Board members were present for the meeting: Mr. Conway, Dr. Kepner, Dr. Koch, Mr. Polakoski, Mr. Sciandra, Ms. Villano, Mr. Bobbouine and Mr. Gilhooley. Dr. Halsor was absent for the reorganization meeting.

3. Purpose of Meeting: Dr. Kepner, Chairman

Dr. Kepner, Chairman, welcomed the newest board member, Michael Gilhooley. She said the purpose of the meeting is to elect officers. Next, she turned the meeting over to Atty. Blazosek.

4. Explanation of Meetings and Offices: Attorney Joseph Blazosek

Atty. Blazosek stated that he will serve as temporary chairman for the purpose of selecting the officers. He said the bylaws identify the board offices as Chairman, Vice-Chairman, Treasurer, Secretary, Assistant Treasurer and Assistant Secretary. He said we have advertised the meeting to the public and then welcomed board member, Mr. Gilhooley. He noted that they will be elected offices with a term of one year and that the meeting was properly advertised. Atty. Blazosek added that as acting chair, he would conduct the election. He then opened the floor for Board Chairman Nominations.

5. Election of Officers: Attorney Joseph Blazosek

The following nominations were made and voted on:

Chairman- Charles Sciandra, nomination made by Mr. Conway and seconded by Mr. Polakoski. Motion to close the nomination was made by Mr. Bobbouine and seconded by Ms. Villano. All votes were for Mr. Sciandra after a roll call vote of the board members.

Vice Chairman- Art Bobbouine, nomination made by Ms. Villano and seconded by Mr. Sciandra. Motion to close was made by Mr. Sciandra and seconded by Mr. Polakoski. All votes were for Mr. Bobbouine after a roll call vote of the board members.

Treasurer- Valerie Kepner, nomination made by Mr. Bobbouine and seconded by Mr. Conway. Motion to close was made by Ms. Villano and seconded by Dr. Koch. All votes were for Dr. Kepner after a roll call vote of the board members.

Secretary- Lynette Villano, nomination made by Mr. Conway and seconded by Mr. Sciandra. Motion to close the nominations was made by Mr. Bobbouine and seconded by Mr. Polakoski. All votes were for Ms. Villano after a roll call vote of the board members.

Asst. Treasurer- Michael Gilhooley, nomination made by Mr. Conway and seconded by Mr. Sciandra. Motion to close was made by Dr. Koch and seconded by Mr. Bobbouine. All votes were for Mr. Gilhooley after a roll call vote of the board members.

Asst. Secretary- Gary Polakoski, nomination made by Mr. Bobbouine and seconded by Mr. Sciandra. Motion to close was made by Ms. Villano and seconded by Dr. Koch. All votes were for Mr. Polakoski after a roll call vote of the board members.

6. Introduction of New Officers: Attorney Joseph Blazosek

Atty. Blazosek turned the meeting over to Mr. Sciandra, Chairman.

Mr. Sciandra thanked everyone for their confidence and added that there are big shoes to fill. He said Valerie has done a superb job as Chair and there was a round of applause.

He mentioned that Atty. Robbins had been on the board for many years and asked that he be given a plaque. Mr. Gavlick said we will present a plaque at a later date. He then welcomed new board member, Mr. Gilhooley.

He also chose to assign board members to Chair the following committees:

Personnel Committee: Pat Conway

Strategic Planning Committee: Mr. Sciandra will remain as the chair.

Safety Committee: John Koch

Bylaws Committee: Art Bobbouine

Budget and Finance Committee: Valerie Kepner

Ridership: Sid Halsor

He commented that he would like to add two new committees, one for Operations and a Health Care/Pension committee. He appointed Mr. Polakoski to chair the Operations and Ms. Villano for the Health Care/Pension committee. He asked the chairs to select three additional members for their committee.

Board Chairman, Mr. Sciandra, said he is not big on long meetings and suggested streamlining the board meetings, asking for any ideas. Dr. Kepner mentioned that she liked the summary given by Mr. Alu, Director of Finance, to the board members each month. She suggested that Mr. Gavlick present a summary of the informational part of the meeting. Mr. Gavlick said he would put together a summary of things that occurred since the last meeting.

In addition, Mr. Sciandra said he would like every senior manager, by the next meeting, to submit a list of challenges for 2018 and how the board can help and support them.

Mr. Sciandra also said he would need to approve the agenda before the board meetings.

He commented that we have someone from Harrisburg coming in for the next meeting and asked if we should postpone it to the next month. Mr. Gavlick explained it was an introductory meeting, not the training. Ms. Villano said we need to get it started and felt we should go ahead with it. Mr. Sciandra agreed.

The board members offered suggestions and discussed meeting possibilities.

7. Selection of Meetings: Chairman

The following meeting dates were selected and approved for 2018:

Jan. 23	July 24
Feb. 27	Aug. 28
March 27	Sept. 25
April 24	Oct. 23
May 22	Nov. 27
June 26	Dec. 18

8. Comments:

Mr. Sciandra said the RFP procedure has to change. He added that the board should be aware of it and the chair should approve it before they go in the newspaper.

Mr. Gavlick said that all of the RFPs are done by FTA and Penn DOT regulations and a procedure policy. He added that all of that information is included in the budget and the telephone system is being paid for by a grant. Mr. Sciandra said he wants to see every RFP.

Mr. Polakoski asked for hard copies of the financial and ridership information.

Mr. Sciandra asked to go into an Executive Session at this time and excused Mr. Gavlick.

Mr. Blazosek said there was an executive session to discuss some personnel matters from approximately 4:30 p.m. to 5:00 p.m. He added that no decisions were made and any actions taken would be at a future public meeting.

Mr. Sciandra asked Mr. Gavlick if he was familiar with the 360 survey and if he had seen the results. Mr. Gavlick said he had not. He said Norm would be given a copy of the results and that he, Valerie and Pat would go over them. Mr. Sciandra said he would let Mr. Gavlick know what day that would be.

9. Adjournment

With all business having been completed and no remarks, a motion to adjourn was made by Mr. Conway and seconded by Mr. Bobbouine. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board