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**Board of Directors Meeting Minutes
October 9, 2023**

**In Attendance,
Members**

Steve Shea, Vice-Chairman
Jeff Ramaj, Secretary/Treasurer
Virginia Bodyfelt

Staff & Guests

Mary Seppie, Director
Commissioner Taylor Jones

Absent

Joe Zanetti, Board Member
Les Mauch, Chairman

Introductions

Mr. Shea called the meeting to order at 5:00 with introductions.

Approval of October Agenda and September minutes

Ms. Bodyfelt made a motion to approve the October agenda. Mr. Ramaj second. All voted in favor. Motion carried. Ms. Bodyfelt made a motion to approve the September minutes Mr. Ramaj second. All voted in favor. Motion carried.

Financial Report

Ms. Bodyfelt made a motion to approve A/P checks 14244-14272, void 14269, payroll checks 6229-6246, and transfers as listed on the transaction report. Mr. Ramaj second. All voted in favor. Motion carried.

October Safety Meeting

Ms. Seppie informed the Board that the September safety topic is the importance of following distance while driving.

Presentation by Robert Casaceli from Wyoming CLASS

Due to some technical difficulties, the presentation was given by Troy Hunsaker from Wyoming CLASS. The Board and Ms. Seppie thanked Mr. Hunsaker for the presentation. No action was taken.

Old Business

Policy Workshop on October 25th, 2023

There will be a policy workshop on October 25th at 5:30 in the STAR Board room to discuss the creation and implementation of policies for STAR. No action will be taken on any proposed policy changes or proposed new policies at the workshop.

WYDOT/FTA General Compliance Review scheduled for November 2nd, 2023

Ms. Seppie told the Board that WYDOT has hired a consultant to go to federal sub-recipient sites and review compliance with the FTA regulations. STAR will have this compliance review done on November 2nd, 2023.

Possible Service Reductions

Ms. Seppie said she is still considering removing a day of service due to the driver shortage. She will try to find other options for possibly finding CDL drivers, but if not, STAR will be forced to reduce service.

Update of FY2023 Audit

Ms. Seppie told the Board that the FY2023 is almost done. She is working on the Management Discussion and Analysis and then will send it back to the auditors for the final audit report.

Director Resignation/Job Description for Board review

Ms. Seppie provided the Board members with a proposed job description for her position. Ms. Bodyfelt made a motion to approve the job description for advertising on the condition that STAR's attorney, Sage Hilstad, reviews and approves it first. Mr. Ramaj second. All voted in favor. Motion carried. Ms. Seppie asked the Board whether they were happy with the November 1st deadline for the application. Ms. Seppie stated that she put that date because it would be before the next Board meeting in November. After some discussion, the Board told Ms. Seppie to leave the due date as November 1st. She also asked where the Board would like her to advertise the position. Suggestions were the Sweetwater County website, Department of Workforce Services, Facebook, Sweetwater NOW (depending on cost). Ms. Bodyfelt said she would be happy to share it on her LinkedIn account. Ms. Seppie said that STAR currently uses Indeed, so she can post it there and also on STAR's website.

Possible CDL Training/Legal Contract

Ms. Seppie told the Board that she has reached out to Western Wyoming Community College to see about the CDL course. Ms. Seppie stated that if STAR were to find and hire someone that is interested in obtaining their CDL through the course, it would be best to see what type of legal contract could be constructed requiring that person to stay at STAR for a designated period of time. She will let the Board know what she finds out, but if STAR does not start finding CDL drivers, service reductions are inevitable.

New Business

Local Transit Agency Training and WYTrans Conference October 3rd-5th

Ms. Seppie told the Board that she attended a required Local Transit Agency training and the WYTrans Annual Conference in Casper the 3rd-5th of October. She told the Board that during the Local Transit Agency training everyone around the state was informed about any new processes that their agencies are going to be required to perform in order to keep receiving their federal funding, as well as reviewing the current requirements. The WYTrans conference was more focused on other general public transit issues, such as teambuilding, ADA compliance, service animals, etc.

Application for Employment Updated

Ms. Seppie told the Board that one of the items on the new Director job description that she created was to have the applicant complete a regular application for employment, as well as submit a resume and references. However, the current job application that STAR is using is quite old. Ms. Seppie said the document has just been copied over and over and it does not look professional. Ms. Seppie said that she combined the current STAR job application form with the application form used by Wind River Transportation to come up with a new form. She has already given it to STAR's attorney to review for anything that should be added or deleted. Ms. Bodyfelt stated that she thought the areas to write answers in might be a bit small. Ms. Seppie said that could be adjusted later if needed. Ms. Bodyfelt made a

motion to approve the employment application on the condition that Sage Hilstad review first and does not see any issues. Mr. Ramaj second. All voted in favor. Motion carried.

Adjourn Regular Session

Ms. Bodyfelt made a motion to adjourn the regular meeting at 5:55 p.m. Mr. Ramaj second. All voted in favor. Motion carried. Commissioner Jones left the meeting.

Executive Session

An executive session was held to discuss a personnel issue.

Re-convene after Executive session at 6:04

Adjournment

Ms. Bodyfelt made a motion to adjourn the meeting. Mr. Ramaj second. Mr. Shea adjourned the meeting at 6:05 p.m.

Steve Shea, Vice-Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____