



Wednesday, April 1st, 2020

**Hood River County Transportation District
Emergency Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031**

3:00pm – 4:00pm

Meeting Minutes

Board Meeting Minutes

Board Members: Leanne Hogie, Marbe Cook, Mark Reynolds, Lara Dunn

Staff: Patty Fink, Amy Schlappi

Leanne Hogie called the April 1st, 2020 Emergency Meeting of the Board of Directors to order at 3:03 pm.

COVID-19 Update:

Patty Fink has distributed to all Board members the contact information for staff so that if necessary, they can reach staff who are working from home during this health crisis.

Amy Schlappi stated that staff has taken the following measures to advertise Dial-A-Ride services, so the community is aware that it is available for essential trips:

- Gorge Current
- Gorge Style
- Social Media Paid ads
- Social Media Posts on Facebook and Instagram
- Posters displayed at local grocery stores
- Working with local community organizations to identify opportunities to help COVID-19 relief efforts

Since ads have been posted we have seen a slight uptick in booked Dial-A-Rides.

Short- Term Staffing Needs:

Patty Fink confirmed that the employee who had a positive drug test on a Random drug test has been terminated and referred to a Substance Abuse Professional (SAP) per HRCTD's current Drug and Alcohol policy.

Staff is currently working on reviewing best possible ways to proceed as employee is valuable to operations during the COVID-19 health crisis and as we return to normal operations once the original

threat has passed. Ideally, HRCTD would be able re-hire employee in a non-safety-sensitive role on a short-term basis. In 3-4 months, the Operations Manager position would be re-posted following the hiring process.

- ❖ Patty Fink will send a list of the Short-Term support needed to Board members.

Review of Drug & Alcohol Policy:

Patty Fink summarized that the main issue with the current policy is that it has a Zero Drug tolerance clause and is not conscientious towards employees. Staff believes that having a Second Chance clause instead of Zero Tolerance clause would be more reflective of the work environment that we are trying to foster for employees. This policy could also take a tiered approach when dealing with employee violations.

When staff had presented our current Drug and Alcohol Policy the Zero Tolerance clause was chosen as it is also currently in our employee handbook. If the Board chooses to adopt a new Drug and Alcohol Policy, the employee handbook will also have to be updated to reflect the changes. When the HRCTD current policy was adopted in December, Patty Fink had expressed concerns regarding the Zero Tolerance clause. However, at the time it was felt that HRCTD needed to quickly adopt a new Drug and Alcohol policy due to the FTA Drug and Alcohol Audit that had just occurred.

The Board members generally agreed that they would like the Hood River County Transportation District Drug and Alcohol policy to be more conscientious towards individual employee circumstances and include a Second Chance clause.

There was a large amount of discussion regarding the example of a Second Chance Drug and Alcohol Policy that was distributed to Board members. Including, what a Substance Abuse Professional (SAP) does and the process any safety-sensitive employee must complete in order to perform safety-sensitive roles in the future whether at their current company or at a new one.

- ❖ Amy Schlappi will create a new Drug & Alcohol policy for the Board members to review during the next Board meeting.

Leanne Hogie ended the meeting at 3:58pm.