



MOVE Board of Directors Meeting Agenda

1:00 PM, Tuesday, October 18, 2022

**MOVE Office
3500 Coffee Road
Modesto, CA 95355
Room 112**

You may also attend this meeting by utilizing “GoToMeeting” online conferencing.

Email Stacie Morales for meeting Link

staciem@movestanislaus.org

AGENDA

1. Call to Order

2. Roll Call –

Jenny Kenoyer
Jeff Lambaren
Pat Maisetti
Lupe Aguilera
Geri Vargas

3. Public Comments

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the “Public Comments” period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

4. Approve Minutes

Action: Approve minutes of July 19, 2022, Board Meeting.

5. Approve Minutes

Action: Approve minutes of September 28, 2022, Special Board Meeting.

6. Approve agreement between MOVE and Cranbrook Properties, LLC to lease office space at 4701 Sisk Rd. Suite 201, Modesto.



Action: Authorize the CEO to negotiate and take any steps required to execute any and all documents necessary to enter into an agreement between Cranbrook Properties, LLC and MOVE to lease office space at 4701 Sisk Rd, Modesto contingent on the Stanislaus County Board of Supervisors approval of Agreement for Termination of Sublease and Voluntary Surrender of Premises.

7. 2nd Amendment of Accounting/Internal Control and Procurement Policy – Stacie Morales, Clint Miller

Action: Adopt the 2nd Amendment to the Accounting/Internal Control and Procurement Policy

8. Amend Access to Oak Valley Community Bank Accounts and Credit Card – Stacie Morales

Action: Authorize the CEO of MOVE to execute any and all documents necessary to remove Stacie Morales from the Oak Valley Community bank accounts and credit card accounts.

9. Financial Report Update – Stacie Morales/Clint Miller

10. CEO Report

11. Comments by Rosa De León Park, Ex-Officio

12. Comments by Board Members

13. Information Items

The following items are for information only
September 2022 Program Reports

14. Adjourn to Closed Session

- a. Interim CEO and CEO search

15. Reconvene from Closed Session

- a. Report from Closed Session

16. Amend Access to Oak Valley Community Bank Accounts for Interim CEO – Stacie Morales

Action: Authorize the CEO of MOVE to execute any and all documents necessary to add Interim CEO to access MOVE bank accounts and check signing authority to the Oak Valley Community bank accounts.

17. Adjourn



Next Scheduled Board Meeting:

November 15, 2022 (Tuesday) @ 1:00 PM

Stanislaus Veterans Center

3500 Coffee Road, Room 112

Modesto, CA 95355

Due to Covid-19 the meeting may be held in person and/or on-line via “GoToMeeting” conferencing.



DATE: October 18, 2022
TO: MOVE Board of Directors
RE: Minutes of July 19, 2022

Agenda Item: 4

Meeting Minutes

1. Call to Order 1:03 pm

2. Present –

Jenny Kenoyer
Jeff Lambaren
Geri Vargas

Also Present: Stacie Morales, Hayley Vieyra, Karen Dunger, Clarissa Hernlund, and Laura Coutrakis

3. Public Comments

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the "Public Comments" period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

No comments were made by those present.

4. Approve Minutes

Action: Approve minutes of June 21, 2022, Board Meeting.

Motion made by Director Vargas, Seconded by Chair Kenoyer to approve June 21, 2022, Board Meeting Minutes.
Passed: Unanimous

5. CEO Report by Stacie Morales

- **Stanislaus Eligibility Center (SEC):** We are on schedule to begin in person eligibility interviews on August 1st, 2022. Staff will pilot scheduling the rides to the interviews with the Transit agencies new Ecolane software. We expect this new process to reduce coordination emails.
- **Office Relocation:** We may have found our new office! I am in the process of evaluating the cost. When a location fits within our budget and needs we will tour with the MOVE Board of Directors, StanRTA and our IT company. This office is in Modesto



near Highway 99. All other offices toured required major renovations and did not allow for growth.

Director Lambaren asked if there is vehicle parking. CEO Morales responded that the building has covered and locked parking. Currently we are paying approximately \$500 per month for vehicle parking. This property includes security, parking, janitorial and utilities. MOVE would pay for internet and phone services. The relocation would take place near the end of November during the weekend to reduce operations downtime.

Once the tours are complete a non-binding Letter of Intent will be executed. The lease will be brought to the MOVE Board of Directors for approval.

- **Website:** We are finalizing the Board of Directors page. We will follow up on bios not yet received. All board meeting agendas and minutes will be added to the site. The Community Calendar will soon be completed. Agencies serving seniors, veterans and individuals with disabilities can post educational and public events.

6. Comments by Rosa De León Park, Ex-Officio

Karen Dunger from StanCOG attended on behalf of Rosa De León Park she had no comments for the meeting.

7. Comments by Board Members

No comments.

8. Information Items

The following items are for information only:
June 2022 Program Reports

9. Adjourn to Closed Session: 1:20 pm

10. Completed CEO Evaluation: No reportable actions.

11. Reconvene from Closed Session: 2:58 pm

12. Meeting Adjourned: 2:59 pm

Next Scheduled Board Meeting:

August 16, 2022 (Tuesday) @ 1:00 PM
Stanislaus Veterans Center
3500 Coffee Road, Room 112
Modesto, CA 95355

Due to Covid-19 the meeting may be held in person and/or on-line via "GoToMeeting".



DATE: October 18, 2022
TO: MOVE Board of Directors Special Meeting
RE: Minutes of September 28, 2022

Agenda Item: 5

Meeting Minutes

1. Call to Order 10:06 AM

2. Present –

Jeff Lambaren
Pat Maisetti
Lupe Aguilera
Geri Vargas

Also Present: Stacie Morales, Hayley Vieyra, Clarissa Hernlund, and Laura Coutrakis

3. Public Comments

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the "Public Comments" period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

No comments were made by those present.

4. Agreement for Termination of Sublease and Voluntary Surrender of Premises – Stacie Morales

Action: Authorize the CEO to negotiate and take any steps required to execute any and all documents necessary to execute the Agreement for Termination of Sublease and Voluntary Surrender of premises for the lease of office space at 3500 Coffee Road, Modesto.

Stacie Morales presented the current lease ends June 30, 2023, with one extension available through June 30, 2026. Due to the growth of the organization the current office is no longer sufficient to support all staff. The agreement to terminate the lease early provides flexibility to end the lease early without financial repercussions. On September 19th Stacie Morales met with Chair Kenoyer to receive approval to sign the agreement due to the deadline to be included in the Board of Supervisors meeting October 18th, 2022. It is very important to have the Board of Supervisors approval to terminate the lease early before executing a lease for another office space.

Question: Director Vargas asked if MOVE has it in writing that there will be no financial repercussions when surrendering the premises at the Coffee Rd. location. Stacie Morales confirmed that yes, it is in the agreement.



Motion made by Director Maisetti, seconded by Director Aguilera to authorize the CEO to negotiate and take any steps required to execute any and all documents necessary to execute the Agreement for Termination of Sublease and Voluntary Surrender of premises for the lease of office space at 3500 Coffee Road, Modesto.

Passed: Unanimous

5. Meeting Adjourned: 10:15 AM

Next Scheduled Board Meeting:

October 18, 2022 (Tuesday) @ 1:00 PM

Stanislaus Veterans Center

3500 Coffee Road, Room 112

Modesto, CA 95355

Due to Covid-19 the meeting may be held in person and/or on-line via "GoToMeeting".



DATE: October 18, 2022
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: Approve agreement between MOVE and Cranbrook Properties, LLC to lease office space at 4701 Sisk Rd. Suite 201, Modesto

Agenda Item: 6

Discussion:

MOVE Stanislaus Transportation (MOVE) entered into a lease with Stanislaus County November 2017. The office space is located at 3500 Coffee Rd. Suite 19, Modesto 95355. The MOVE office premises consist of approximately 1,560 square feet and includes shared use of lobby, breakroom, restrooms, and conference rooms. The lease expense is Two Thousand Seven Hundred Forty-Five and 60/100 (\$2,745.60) per month. The term of the lease ends June 30, 2023. There is one option to extend through June 30, 2026.

Due to the success and growth of MOVE the current office space is no longer sufficient for the needs of the organization. An agreement to end the current lease with Stanislaus County with no financial repercussions is in the process of execution. The MOVE Board of Directors approved the Agreement for Termination of Sublease and Voluntary Surrender of Premises at a special board meeting on September 28, 2022. The Stanislaus County Board of Supervisors will be presented the agreement on October 18th, 2022 at 6:30pm.

After searching for several months an office space has been located at 4701 Sisk Rd. Suite 201 in Modesto. The office space is 5,503 square feet. The office space consists of a lobby, reception area, break room, conference room, 13 offices, shared restrooms, and room for 5 cubicles when needed. In addition, the underground secured parking allows MOVE to store most VetsVan vehicles in a secure location. MOVE is currently renting space at a secured location at the cost of \$445.00 per month. This location will allow a cost savings along with staff time for moving vehicles each day.

Cranbrook Properties, LLC will provide the following construction improvements at no additional cost to MOVE

- Install ADA automatic door openers to the elevator foyer in the parking garage
- Install ADA automatic door opener at the front entry door to premises
- Add an additional office space behind the reception area
- Add wall and door to enclose the reception area
- Patch wall defects and repaint walls that show wear or require repairs

The term of the lease is five years with one option to renew the lease for an additional period of three years. The lease includes, electrical, water, garbage, janitorial and all other expenses except telephone and internet services.

The cost for the office lease is 1.75 per square foot. The current office lease is 1.70 per square foot.

The property will be available to move in December 2022. The date will be determined by the completion of the construction improvements.



Fiscal Impact:

The cost for the office lease for the remainder of Fiscal year 2022/23 is \$57,781.50. There are no charges for the first month's rent. The relocation and increase in lease costs were included in the budget for FY 2022-23. No further fiscal impact outside of the budgeted parameters is expected.

Recommendation:

It is recommended that the Board of Directors:

Authorize the CEO to negotiate and take any steps required to execute any and all documents necessary to enter into an agreement between Cranbrook Properties, LLC and MOVE to lease office space at 4701 Sisk Rd, Modesto contingent on the Stanislaus County Board of Supervisors approval of Agreement for Termination of Sublease and Voluntary Surrender of Premises.



DATE: October 18, 2022
TO: MOVE Board of Directors
FROM: Stacie Morales, Clint Miller
RE: 2nd Amendment of Accounting/Internal Control and Procurement Policy
Agenda Item: 7

Discussion:

The current Accounting/Internal Control & Procurement policies were constructed at the time of MOVE's creation and were designed with anticipated needs in mind. On June 20th, 2019, the MOVE Board of Directors amended the policy. With three additional years of actual operations and growth we realize there is a need to update these policies. The majority of changes are proposed for clarity and to better reflect MOVE's current operations. The other changes proposed are to allow MOVE staff to more efficiently manage its financial obligations. The following are these other recommended changes:

- Increase in Check Authorization dollar levels to allow MOVE staff to effectively disburse funds on known, ongoing expenses
- Increase in Petty Cash balance to eliminate the need for multiple bank visits each month
- Update Procurement Levels structuring and amount to reflect current economic conditions

Fiscal Impact:

The 2nd amendment to the Accounting/Internal Control and Procurement Policy puts in place updated guidelines for an increase in petty cash, increase in check authorization and language changes to provide clarity.

In itself it does not alter any elements of the adopted budget. Instead, it guarantees that spending to meet budgeted objectives is done in accordance with strict guidelines.

Recommendation:

It is recommended that the Board of Directors:

Adopt the 2nd Amendment to the Accounting/Internal Control and Procurement Policy.



DATE: October 18, 2022
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: Amend Access to Oak Valley Community Bank Account and Credit Card

Agenda Item: 8

Discussion:

Stacie Morales has been the Chief Executive Officer (CEO) of MOVE Stanislaus Transportation (MOVE) since October 18, 2017. Stacie Morales has been very dedicated in advocating to increase the transportation services for seniors, veterans, and individuals with disabilities. On September 28, 2022, Stacie Morales, CEO of MOVE, notified the MOVE Board of Directors that she will be resigning her position as CEO. Stacie will continue working through November 1st, 2022, in order to provide an opportunity for a smooth transition.

Stacie Morales stated in her resignation that it has been her pleasure to lead the team at MOVE. She could not have asked for a more supportive Board of Directors and will treasure the friendships she has cultivated.

CEO Stacie Morales has authority at Oak Valley Community Bank to sign checks on behalf of MOVE, access bank accounts for withdrawals and transfers. Access to credit card accounts is also accessible by Stacie Morales. Due to her resignation, Oak Valley Community Bank will need the MOVE Board of Directors approval to remove Stacie Morales from the MOVE bank accounts and credit cards.

Fiscal Impact:

Removing Stacie Morales from the Oak Valley Community Bank account and credit cards does not have a fiscal impact to MOVE. There are two MOVE Board of Directors, and the Director of Mobility Services who have authority to sign checks on behalf of MOVE. The Director of Mobility Services also has a credit card associated with MOVE.

Recommendation:

It is recommended that the Board of Directors:

Action: Authorize the CEO of MOVE to execute any and all documents necessary to remove Stacie Morales from the Oak Valley Community bank accounts and credit card accounts.



DATE: October 18, 2022
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: Amend Access to Oak Valley Community Bank Account for Interim CEO

Agenda Item: 16

Discussion:

On September 28, 2022, Stacie Morales, CEO of MOVE, notified the MOVE Board of Directors that she will be resigning her position as CEO. Stacie will continue working through November 1st, 2022, to provide an opportunity for a smooth transition.

The interim CEO will need access to the Oak Valley Community Bank Accounts and check signing authority to continue the operations of MOVE.

Fiscal Impact:

Adding the interim CEO to the Oak Valley Community Bank Account and providing check signing authority does not have a fiscal impact to MOVE. There are two MOVE Board of Directors, and the Director of Mobility Services who have authority to sign checks on behalf of MOVE. The Director of Mobility Services also has a credit card associated with MOVE.

Recommendation:

It is recommended that the Board of Directors:

Action: Authorize the CEO of MOVE to execute any and all documents necessary to add Interim CEO to access MOVE bank accounts and check signing authority to the Oak Valley Community bank accounts.

BRIDGES VOLUNTEER DRIVER PERFORMANCE RECORD : Year 11 : July 2022 - June 2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Ridership Statistics													
# of One Way Trips	2,288	2,360											4,648
# Miles of Service Provided	17,801	19,711											37,512
# of Drivers	111	103											214
# of Riders for the month	95	94											95
# of Service Hours	550	598											1,148
Avg. Reimbursement Per Trip	\$4.55	\$4.18											\$4.36
Reimbursement	\$10,413	\$9,855											\$ 20,268.32
Trip Purposes													
Medical	582	662											1,244
Grocery/RX	806	783											1,589
Life Trips	900	915											1,815
Demographic Information on active rider													
Senior 55+ / Disabled	143	186											329
Disabled under 55	81	49											130
Data Entry													
Online	18	20											38
Manually by staff	77	74											151
New Applicants													
Active	224	235											459
Added new	5	8											13
Denied	0	1											1
Deactivated	0	2											2
Recertified	0	17											17



TRAVEL TRAINING, EDUCATION, AND OUTREACH PERFORMANCE RECORD 2022/2023

TRAVEL TRAINING (Individual)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Successfully Trainings	4	5	15										29
Unsuccessful Trainings	0	0	0										0
Continued	3	13	19										35
PARATransit													
ADA Certified Eligible	4	3	4										11
Non-ADA Eligible	0	2	11										13
TRANSIT AGENCIES AND COST AVOIDANCE													
THE S (StanRTA)													
# of participants trained	4	5	15										24
Estimated # of trips monthly	85	128	269										482
*Estimated Value of Trips avoided Monthly	\$5,996	\$9,029	\$18,975	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,000
Cost Avoidance for remainder of fiscal year	\$71,951	\$99,320	\$189,753	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$361,024
Turlock Transit													
#of participants trained	1	0	28									0	29
Estimated # of trips monthly	4	0	112									0	116
Estimated Value of Trips avoided Monthly	\$360	\$0	\$10,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,440
Cost Avoidance for remainder of fiscal year	\$32,400	\$0	\$100,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$133,200
COST AVOIDANCE SUMMARY (ALL AGENCIES)													
Total number of participants trained	4	5	15	0	0	0	0	0	0		0	0	24
Estimated Trips Avoided Monthly	89	128	381	0	0	0	0	0	0		0	0	598
Estimated Trips Avoided Annually	1068	1536	4572	0	0	0	0	0	0	0	0	0	7,176
Estimated ADA Mthly Cost Avoidance	\$6,356	\$9,029	\$29,055	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,440
Accumulative Annual Estimated Cost Avoidance	22-23												\$494,224
HOURS WITH SUCCESSFUL TRAINEES													
Average Direct	15.25	13.80	2.29										10.4
Average In-direct	1.00	1.40	0.42										0.9
GROUP TRAVEL TRAINING/VIRTUAL													
# of sessions	0	0	2										2
# of trainees	0	0	31										31
EDUCATION AND OUTREACH													
Events/Presentations/Agency Contacts	11	6	4										21
# of Contacts	29	219	208										456

VetsVan Summary Report

Month	Service Days	Unique Riders	Unique Drivers	Timesheet Hours	Service Hours	Service Miles	Perf	Canc	No Show	Denials			
										Cap	NE	Vol	SN
TOTAL	64			724.5	235.97	11,253.52	292	97	6	2	0	6	4
Jul 2022	20	30	11	204	71.40	3,466.84	77	20	0	0	0	0	0
Aug 2022	23	41	9	257.5	85.64	4,098.34	101	29	6	0	0	2	0
Sep 2022	21	33	12	263	78.93	3,688.34	114	48	0	2	0	4	4

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Stanislaus Eligibility Center
Monthly Summary Report
Fiscal Year 2022-23

Aug-22										Aug-22										Jul-22									
CALLS for Appointments: received during the reporting month, regardless of the actual																													
	CER	MOD	PAT	TUR	Monthly Total	Annual Total	CER	MOD	PAT	TUR	Monthly Total	Annual Total	CER	MOD	PAT	TUR	Monthly Total	Annual Total	CER	MOD	PAT	TUR	Monthly Total						
	5	115	6	8	134	502	2	172	7	12	193	368	3	157	4	11	175												
APPOINTMENTS by Status during the reporting month by Site																													
	Booked	Canc	No Sh	Total	Total	Booked	Canc	No Sh	Total	Total	Booked	Canc	No Sh	Total	Total	Booked	Canc	No Sh	Total										
The "S" Ceres	8	3	2	13	18	1	1	0	2	5	2	1	0	3		2	1	0	3										
The "S" Modesto	92	32	20	144	463	101	33	16	150	319	136	17	16	169		136	17	16	169										
The "S" Patterson	6	1	1	8	19	4	3	0	7	11	4	0	0	4		4	0	0	4										
Turlock	8	4	3	15	38	5	4	3	12	23	7	2	2	11		7	2	2	11										
TOTAL Appt by Status	114	40	26	180	538	111	41	19	171	358	149	20	18	187															
Interviews conducted during the reporting month (by Type)																													
New: In-Person	56					66					90																		
Renew: In-Person	37					36					26																		
TOTAL ADA Interviews	93				311	102				218	116																		
Assessments conducted during the reporting month (by Type)																													
No Assessment	38	41%				43	42%				116	100%																	
¹ TUG Gait & Balance	55	59%				59	58%				0					0													
Functional Skills Assessment	11	12%				16	16%				0					0													
MMSE	0	0%				0	0%				0					0													
Professional Verifications	0	0%				0	0%				0					0													
Determinations completed during the reporting month (by Eligibility Type)																													
ADA		New	Renew	Monthly Total	Annual Total		New	Renew	Monthly Total	Annual Total		New	Renew	Monthly Total															
Unconditional		51	35	86			59	34	93			87	24	111															
Temporary Unconditional		0	0	0			1	0	1			1	0	1															
Conditional		5	2	7			4	2	6			2	2	4															
Not Eligible		0	0	0			0	0	0			0	0	0															
Total ADA Determinations		56	37	93	309		64	36	100	216		90	26	116															
Requests by Phone																													
Extension: Phone		8					9					5																	
Immed Med: Phone		37					32					32																	
Visitor: Phone		0					0					1																	
TOTAL Non-ADA Determinations		45		45	86		41		41	79		38		38															
Compliance with ADA Timelimit																													
² Maximum Days		6					6					5																	
No. of Determinations over 21 days		0					0					0																	
³ Average Days		3					3					2																	
Appeals																													
Requests Received (this month)		0					0					0																	
Requests Withdrawn (this month)		0					0					0																	
Hearings Held (this month)		0					0					0																	
Withdrawn																													
Did not complete interview process		0					2					3																	
Referrals																													
Mobility Training		0					0					0																	

¹ ADA Interviews & Assessments Total ADA Interviews should equal No assessments + TUG Gait & Balance

²Maximum Days Maximum number of days between the eligibility process and the determination completed dates

³Average Days Average number of days between the eligibility process and the determination completed dates

All interviews in July were conduct by telephone due to the COVID 19 pandemic.