



**MOVE Board of Directors Meeting Agenda
1:00 PM, Tuesday, November 15, 2022**

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

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

Email Laura Coutrakis for meeting Link

laurac@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 October 18, 2022, Board Meeting.

5. Authorizing the CEO to Execute the 5310 Transit Grant Agreement with the California Department of Transportation – Hayley Vieyra

Action: Authorize the MOVE Chair and Interim CEO to execute an agreement authorizing the CEO to execute the 5310 Transit Grant Agreement with the California Department of Transportation to continue compliance with the 5310-grant contract.

6. Catholic Charities Transportation Program – Phil McGuire

Action: Authorize the CEO to prepare plans and negotiate any agreements necessary to accomplish the transfer of the Catholic Charities transportation program to MOVE effective July 1, 2023.



7. Approve MOVE Board of Directors 2023 Meeting Schedule and Calendar – Phil McGuire, Interim CEO

Action: Approve the MOVE Board of Directors 2023 Meeting Schedule and Calendar

8. CEO Recruitment Process – Phil McGuire

9. CEO Report

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

11. Comments by Board Members

12. Information Items

The following items are for information only
September 2022 Program Reports

13. Adjourn

Next Scheduled Board Meeting:

December 20, 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 October 18, 2022

Agenda Item: 4

Meeting Minutes

1. Call to Order 1:00 pm

2. Present –

Jenny Kenoyer
Jeff Lambaren
Pat Maisetti
Lupe Aguilera
Geri Vargas

Also Present: Stacie Morales, Karen Dunger, Phil McGuire, Clint Miller and Laura Coutrakis, Clarissa Hernlund, Jean Foletta-Morales

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 July 19, 2022, Board Meeting.

Motion made by Director Maisetti, Seconded by Director Aguilera to approve July 19, 2022, Board Meeting Minutes.
Passed: Unanimous

5. Approve Minutes

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

Motion made by Vice-Chair Lambaren, Seconded by Director Vargas to approve September 28, 2022 Board Meeting Minutes.
Passed: Unanimous



6. Approve agreement between MOVE and Cranbrook Properties, LLC to lease office space at 4701 Sisk Road, Suite 201, Modesto, CA 95356

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.

Stacie Morales shared our current office space does not provide adequate space for all current staff and an increase in staff this year. Our VetsVans have experienced theft in the current parking lot, of catalytic converters and gasoline. The new location is a 5-year contract with room for growth as well as secured parking for our VetsVans.

The Stanislaus County Board of Supervisors will be voting on the early termination of lease this evening. Stacie Morales will be attending the meeting should they be any questions. Once approved the lease will be executed.

Director Vargas raised one question about signage. The new lease agreement states that signage outside of the building is not allowed without written approval from the property management. Does that mean we cannot have a sign? Our realtor Maria answered this by saying that we would present a sign design proposal to the property management for their approval.

Motion made by Vice-chair Lambaren, Seconded by Director Aguilera to 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.

Passed: Unanimous

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

Stacie Morales shared that the Accounting and Internal Control Policy was last updated on June 20, 2019, and we have some recommendations for changes. One of the changes we recommend is changing permissions for signing checks over the amount of \$5000.00. There are recurring expenses such as Catholic Charities and Medical Benefits that are over \$5000 per month, which requires getting board signatures each month, so we are requesting an increase in that amount to cover recurring expenses. Also, we are recommending an increase in Petty Cash on hand. We had increased it from \$100 to \$400 when we started offering per diems to our VetsVan drivers, however with substantial ride increases we are having to refill petty cash sometimes twice a week to cover these so we are requesting an increase to \$1000.

In the future there will be additional changes needed once the office has relocated. The address and the process for mail will need to be updated.



Director Vargas asked who handles petty cash. Stacie Morales described our current petty cash tracking system. Primary this is monitored by the Executive Assistant, however each time we need to go to the bank to refill, the documents are prepared by the Executive Assistant, then reviewed and signed off by Director Vieyra or myself.

Motion made by Vice-chair Lambaren, seconded by Director Maisetti to adopt the 2nd Amendment to the Accounting/Internal Control and Procurement Policy.
Passed Unanimous

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

Stacie Morales stated that due to her resignation, she is seeking approval to be removed from the credit card and bank accounts. We currently have three other signers on our account, Chair Kenoyer, Vice-chair Lambaren, and Director of Mobility Hayley Vieyra. Clint Miller is our check point to monitor all of the transactions.

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.

Motion made by Vice-chair Lambaren, seconded by Director Maisetti to execute any and all documents necessary to remove Stacie Morales from the Oak Valley Community bank accounts and credit card accounts.
Passed Unanimous

9. Financial Report Update – Stacie Morales/Clint Miller

Clint Miller presented the pre-audit financial report from the end of our last fiscal year. Measure L funds are deposited into the ML savings account, as unearned Measure L funds, they are transferred based on Measure L expenses used during that month of operations. We have a virtual second Measure L savings titled Measure L Community Connections which goes into the same savings account, but is managed as a separate account, as these funds are directly used for Community Connections services. JARC revenue was used up the previous year, so Travel Training is now being funded by Measure L. When creating the budget to request funds we have to consider programs that are expanding and project a budget to cover those expenses since we do not have reserves. The budget must allow room for expansion. However sometimes the program expansion can be limited due to conditions such as COVID-19. This accounts for the budgeted funds being carried over into this fiscal year.

Director Vargas asked if we had the ability to request a reserve. Karen Dunger shared that we could develop a plan to use the carryover as a reserve.

10. CEO Report

Annual Audit: Our Executive Assistant scans all of our financial documents throughout the year which assists us with completing the audit faster than in previous years. We will be meeting the auditors tomorrow for a site visit. The audit should be completed and presented January 2023.

CEO Transition: I'm working with Hayley Vieyra to take over the items I do regularly as I'm transitioning out. Our biggest project right now is the office relocation. Laura and Hayley have done a fantastic job preparing for the relocation.

Catholic Charities: We have worked for the past nine years to assist Catholic Charities with their transportation program. However, they have struggled over the years to meet their



requirements and provide consistent rides for seniors, which has caused some of the senior agencies to take notice. We've met with the Commission on Aging, StanCOG and the Interim Executive Director of Catholic Charities, to discuss concerns. They have gone over budget for four out of five years, they have program management issues, and a regular turnover of staff. After a number of meetings, it has been recommended that MOVE takeover this program instead of continuing to fund Catholic Charities transportation program. MOVE has the experience and knowledge to make a senior ride program successful. The contract we currently have with Catholic Charities ends June 30, 2023. It has been recommended that MOVE take over the program on July 1, 2023.

Director Vargas asked if this would require hiring extra staff. Stacie shared that the funding which has been going to Catholic Charities, would come back to MOVE, and we would consider hiring the staff that are currently working the program, provided they are the best fit for the job. With the proper training and management support the staff could be successful. The new location will have space to bring in additional staff for this program.

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

Karen Dunger shared on behalf of Rosa De León Park, how grateful StanCOG has been to work with MOVE and Stacie Morales has shown professionalism and persistence as she has served on commissions and worked to expand MOVE. We are so grateful to have worked with her over the years.

12. Comments by Board Members

MOVE Board Directors each expressed how grateful they are to have worked with Stacie Morales, how much they've learned as Board Members, and the amazing job they feel Stacie has done with the growth and expansion of MOVE and MOVE services. We are all sorry to see her go, but incredibly grateful for all she has done for our county.

13. Information Items

The following items are for information only
September 2022 Program Reports

14. Adjourn to Closed Session 2:07 pm

Interim CEO and CEO search

15. Reconvene from Closed Session 2:31 pm

Report from Closed Session

Chair Kenoyer shared after closed session, that Phil McGuire was approved to be the interim CEO of MOVE and will be conducting the search for a replacement CEO.

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.

Motion made by Director Maisetti, seconded by Director Aguilera 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.



Passed: Unanimous

17. Adjourn 2:36pm

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: November 15, 2022
TO: MOVE Board of Directors
FROM: Hayley Vieyra, Director of Mobility Services
RE: Authorizing the CEO to Execute the 5310 Transit Grant Agreement with the California Department of Transportation

Agenda Item: 5

Discussion:

Currently, MOVE is in contract with Caltrans 5310 grant for two of the VetsVan program vehicles. With our previous CEO transitioning, Caltrans is requesting an updated letter authorizing Interim Chief Executive Officer (CEO) Phil McGuire as "Authorized Signer." This letter of authorization gives the Interim CEO the authority to sign for any funding, reports, or inspections.

Director Vieyra has drafted the attached document titled "AUTHORIZING THE CEO TO EXECUTE THE 5310 TRANSIT GRANT AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION." This document is being brought to the Board for review and consideration.

Fiscal Impact:

MOVE expects to continue to operate utilizing the two 5310 wheelchair accessible vehicles provided by the Caltrans/5310 contract.

In addition, in 11/2022, MOVE was awarded a larger wheelchair lift vehicle which is expected to be in MOVE possession by summer of 2023.

Recommendation:

It is recommended that the MOVE Board:

Authorize the MOVE Chair and Interim CEO to execute an agreement authorizing the CEO to execute the 5310 Transit Grant Agreement with the California Department of Transportation to continue compliance with the 5310-grant contract.

**MOVE STANISLAUS TRANSPORTATION
RESOLUTION _____**

**AUTHORIZING THE CEO TO EXECUTE THE 5310 TRANSIT GRANT
AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, MOVE Stanislaus Transportation is the designated CTSA for the Stanislaus region; and

WHEREAS, as the designated CTSA, MOVE is eligible for assistance under FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities; and

WHEREAS, the California Department of Transportation is the State agency authorized to evaluate and submit to the Federal Transit Administration grant requests from private nonprofit corporations for assistance in providing transportation services meeting the special needs of seniors and/or persons with disabilities, for whom mass transportation services are otherwise unavailable, insufficient or inappropriate; and

WHEREAS, the 5310 Transit Grant Agreement with the Department of Transportation will provide MOVE with 5310 funds to hire a Volunteer Coordinator for the VetsVan Program which provides rides for homebound Veterans who are unable to use public transportation or the Veterans Administration (VA) bus transportation to VA medical facilities.

NOW, THEREFORE BE IT RESOLVED that the 5310 Transit Grant Agreement with the Department of Transportation is hereby adopted.

BE IT FURTHER RESOLVED that the Chief Executive Officer is authorized to execute the 5310 Transit Grant Agreement with the Department of Transportation and to make administrative changes to the agreement, as needed, to ensure that the agreement is implemented in the most efficient and cost-effective manner possible.

The foregoing Resolution was introduced at a regular meeting of the MOVE Stanislaus Transportation Board of Directors on the 15th day of November 2022. A motion was made and seconded to adopt the foregoing Resolution. Motion carried, and the Resolution was adopted.

MEETING DATE:
November 15, 2022

ATTEST:

PHIL MCGURIE
INTERIM CHIEF EXECUTIVE OFFICER

JENNY KENOYER,
CHAIR



DATE: November 15, 2022
TO: MOVE Board of Directors
FROM: Phil McGuire, Interim CEO
RE: Catholic Charities Transportation Program

Agenda Item: 6

Discussion:

MOVE has had a long-standing working relationship with Catholic Charities. Catholic Charities has operated a transportation program serving individuals with special needs throughout Stanislaus County for many years. MOVE has worked with the agency through the years to assist with operational refinements to its service delivery and, in recent years, to provide funding for this service. The agreement with the agency establishes certain performance metrics against which to evaluate the success of the program and in particular the value of the MOVE investment.

In recent months, there have been a series of meetings between MOVE, Catholic Charities, the Commission on Aging, and StanCOG. These meetings have addressed the recent performance of the Catholic Charities transportation program. The program has been performing below the standards established in the contract.

Catholic Charities operates many human service programs in addition to transportation. MOVE, on the other hand, is a specialized transportation agency. As the Consolidated Transportation Services Agency (CTSA) for Stanislaus County, MOVE is positioned to manage the broad range of services that have been established to meet the special travel needs throughout the County. In its broad role, MOVE has developed the expertise and management tools to operate a variety of service types. This includes volunteer driver programs which the Catholic Charities service is largely designed to be.

Given the performance challenges faced by Catholic Charities and the need for MOVE to achieve the objectives of the funding programs managed by the agency, MOVE is prepared to assume operating responsibility for the Catholic Charities transportation service. The current agreement between MOVE and Catholic Charities expires on June 30, 2023. It is MOVE's intent to begin providing that service starting July 1, 2023. In the meantime, MOVE staff will work with the Catholic Charities staff to affect a smooth transition of the program with emphasis on making the change seamless to existing riders. Should the preparation of transition plans suggest the value of completing the transition sooner, MOVE may be prepared to do so. The Board will be regularly updated regarding the status of the process.

Fiscal Impact:

MOVE expects to operate the service currently provided by Catholic Charities at about the same funding level as is currently provided. For the current year, MOVE provides Catholic Charities with \$100,000 in TDA funding and just over \$190,000 in Measure L funding. In addition, Catholic Charities utilizes FTA Section 5310 funds to support the operation. MOVE will work with the parties to these agreements in coming months to transfer grants to MOVE. MOVE will also redirect the TDA and Measure L funds to in-house use to support this operation effective July 1, 2023. Analysis being conducted to manage the transfer of the program may result in some adjustment to these budget amounts. This will all be incorporated into the MOVE 2023-24 budget which will be developed early in 2023.



Recommendation:

As guidance and formal notification of the intent of MOVE to manage the transportation program currently operated by Catholic Charities, it is recommended that the MOVE Board go on record formalizing its plan. Any contracts or other agreements that might result from this action will be brought back to the Board for action prior to implementation.

It is recommended that the MOVE Board of Directors:

Authorize the CEO to prepare plans and negotiate any agreements necessary to accomplish the transfer of the Catholic Charities transportation program to MOVE effective July 1, 2023.



DATE: November 15, 2022
TO: MOVE Board of Directors
RE: Approve MOVE Board of Directors 2023 Meeting Schedule and Calendar – Phil McGuire, Interim CEO

Agenda Item: 7

Discussion:

The MOVE Board of Directors has a regularly scheduled public meeting date and time on the third Tuesday of the month at 1:00 pm. All meetings in 2023 will be held at MOVE 4701 Sisk Road, Suite 201, Modesto, CA 95356. Due to Covid-19 meetings may be held virtually utilizing GoToMeeting.

It is proposed that the same meeting day and time be reserved in 2023. There is only one recommendation that is not on the third Tuesday of the month. It is recommended that the March meeting be held on March 28th. This will allow for the CEO to complete the budget and Transportation Development Act (TDA) claim for the Stanislaus Council of Governments.

Fiscal Impact:

There is no direct fiscal impact from approving the MOVE Board of Directors 2023 Meeting Schedule.

Recommendation:

It is recommended that the MOVE Board of Directors:
Approve MOVE Board of Directors 2023 Meeting Schedule and Calendar.

Attachment:

- A. MOVE Board of Directors 2023 Meeting Schedule and Calendar



MOVE Board of Directors 2023 Meeting Calendar

MOVE Board Meetings are held on the 3rd Tuesday each month at

1:00 p.m. 4701 Sisk Road, Suite 201, Modesto, CA 95356

2023

January						
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31						

Our March 2023 meeting will be held on March 28, 2023 to allow additional time during that month for the Annual Budget.



MOVE Board of Directors 2023 Meeting Schedule

Meetings are held at 1:00pm

Tuesday, January 17, 2023

Tuesday, February 21, 2023

Tuesday, March 28, 2023

Tuesday, April 18, 2023

Tuesday, May 16, 2023

Tuesday, June 20, 2023

Tuesday, July 18, 2023

Tuesday, August 15, 2023

Tuesday, September 19, 2023

Tuesday, October 17, 2023

Tuesday, November 21, 2023

Tuesday, December 19, 2023



DATE: November 15, 2022
TO: MOVE Board of Directors
FROM: Phil McGuire, Interim CEO
RE: CEO Recruiting Process

Agenda Item: 8

Discussion:

With the departure of Stacie Morales, long-time MOVE CEO, and the engagement of Phil McGuire as Interim CEO, it is important to immediately begin the search process for a permanent CEO. As Phil McGuire has conducted such searches in the past, he will lead this process.

A job announcement brochure and a CEO Recruitment Process plan have been drafted and presented to the Board for review. The Board is not required to adopt either document. However, both are important items for review by the Board. Specific provisions relating to the position as well as steps in the recruitment process are appropriate for input by the Board.

The two reference documents are attached to this staff report. As such, they will become part of the official record of the agency.

Fiscal Impact:

The final fiscal impact of the hiring process will be determined at the time of negotiation of terms with a successful candidate. As the position is defined in the brochure, it would be generally within the bounds of the adopted budget. This could change and result in modifications depending upon the successful candidate.

Recommendation:

This is an information/discussion item. The Board is not required to adopt either document. However, if the Board desires to formalize these steps, action by the Board could occur.

Attachment:

MOVE CEO Recruitment Brochure 2022
MOVE CEO Recruitment Process Memo 2022



Employment Opportunity:

Chief Executive Officer

October 27, 2022

THE LEGACY OF MOVE

In 2010, the Stanislaus Council of Governments (StanCOG) initiated a process to designate a Consolidated Transportation Services Agency (CTSA) for the county. Utilizing a Request For Proposal (RFP) process, StanCOG selected Paratransit, Inc. of Sacramento to fill that role. Upon selection, Paratransit, Inc. setup a unit or program within its organization to fulfill this critical human service transportation function. A Program Manager was hired and services were initiated using an initial \$100,000 grant from StanCOG. The original Manager left the organization in 2013 to accept another career position and a new Program Manager was selected.

The Program expanded substantially through the years under the Paratransit, Inc. structure. With the passage of local Measure L in 2016 to provide new transportation funding in Stanislaus County, the management structure of the CTSA by a Sacramento-based nonprofit agency no longer served the needs of the Stanislaus region. In October of 2017, a new nonprofit corporation was founded in Stanislaus County and was quickly designated the CTSA for the region. The new corporation was called MOVE Stanislaus Transportation (MOVE).

The former Paratransit, Inc. Program Manager was hired by MOVE to serve as its first Chief Executive Officer (CEO). As a new independent nonprofit agency, MOVE expanded substantially through the availability of Measure L and other funding. The CEO remained in the position until 2022 at which time she accepted a new career position and left the agency.

MOVE is well known and highly regarded in the Stanislaus community. A CTSA serves as a platform for the management of a variety of transportation services selected locally. Throughout California, CTSA's operate a variety of different programs depending upon local needs and priorities. Through the years, MOVE has established a number of programs and services. These include:

- Travel training: Teaching seniors and disabled persons how to utilize the regular public transit services in the area,
- Bridges volunteer driver program: Riders unable to utilize public transit select their drivers for routine transportation needs,
- VetsVan: A volunteer driver program that provides rides to veterans in the Stanislaus region to veterans medical services in the Bay Area,
- ADA paratransit eligibility: Working with the local transit operators, utilizing a proven process to determine the eligibility of disabled persons to ride door-to-door transit services,
- Community Partners: A program through which local agencies can apply to MOVE for funds to assist with their operation of transportation services,
- PASS Program: provides bus tickets to low-income seniors

THE CHIEF EXECUTIVE OFFICER POSITION

Appointed by and reporting to the Board of Directors, the Chief Executive Officer (CEO) plans, organizes, manages, supervises, and administers the activities, operations and services of MOVE and ensures that the service provided by MOVE effectively meet the needs of the community. The CEO exercises a wide range of discretionary decision making and management responsibilities related to the organization and administration of all agency operations and functions. The CEO also exercises responsibility for the effective implementation of Board policies and for the development of organizational objectives designed to ensure the success of the agency's future operation.

The CEO plans, organizes, coordinates, monitors, and evaluates the organization, departments, work units, services and programs. As the leader of the agency, the CEO assures development and implementation of transportation services which fill a variety of needs depending upon the target population and, importantly, include door-through-door transportation. The CEO also maintains contact with participants, providers, funding sources, and community stakeholders regarding program services, satisfaction, quality, and other aspects related to the success of the organization. The CEO is also responsible for periodically reviewing current operations for efficiency and effectiveness.

The CEO provides direction and leadership to supervisors, staff members, consultants, and volunteers. He/she assures and provides routine staff development and training to improve individual skills, service quality, and the organization's ability to develop, retain and motivate high caliber employees. The CEO is also responsible for the selection, supervision, training, and evaluation of staff as assigned. This includes reviews, evaluations, and provision of constructive feedback and direction to staff regarding procedures, job performance, quality of service, and other factors required to carry out the mission, Board philosophy, policies, and procedures.

Providing orientation, training, and support to the Board of Directors in the performance of their duties and obligations is another critical responsible of the CEO. Assistance to officers and committee chairpersons in execution of their tasks and responsibilities is vital. The CEO also assists in development of the Board and individual members of the Board.

The CEO is responsible for assuring the development and maintenance of effective relations within the organization and with the community. The requires the maintenance of a professional and confidential manner in performance of duties. The CEO also ensures the confidentiality of participants, staff, and Board as required by law.

A safe, harassment and discrimination free, and efficient work environments for staff, participants, volunteers, and visitors is essential to the success of MOVE. Accomplishment of this requires that the CEO plans, coordinates, monitors, and evaluates safety requirements and assures compliance with local, state, and federal regulatory rules and standards and applicable regulating bodies governing businesses and services operated by the organization.

The image of MOVE is essential to the successful fulfillment of its mission. In order to maintain the positive image of the agency, the CEO must make known the needs and services rendered by the organization; seek grant funds from local, State, and Federal sources. The CEO also provides and participates in activities internal and external to the organization to promote and enhance awareness of the transportation needs of people with disabilities, seniors, veterans or others served by the organization. Finally, the CEO is the spokesperson and liaison for the organization to legislators, media, governmental agencies, and the community at-large.

Critically, the CEO is the business leader of MOVE. In this capacity, the CEO directs, monitors, and evaluates the sound fiscal operation of the organization. This includes full responsibility for the development and management of the annual budget. The CEO is also responsible for grant applications and management. The CEO also ensures maintenance and upkeep of physical plant, vehicles, and equipment; develops, plans, implements, monitors, and evaluates organization plans for the improvement and continuation of the organization. The CEO is also responsible for reviewing and approving all hiring, discipline, evaluation, promotion, and termination of personnel, approving all salary changes, and ensuring consistent and standard application of regulations governing employee benefits. Responsibility for all aspects of planning, organizational development, and supporting analysis is also part of the CEO position.

THE IDEAL CANDIDATE

MOVE is seeking a visionary, hands-on leader to serve as its new Chief Executive Officer. The opportunity to lead such a well-established and diverse agency is superb for a creative, flexible individual who has the desire to get involved in all aspects of the organization including policy direction and day-to-day operations. The Board of Directors has identified the ability to maintain the current direction while building for the future as paramount. Exceptional communication skills and financial management experience, with an emphasis on budget development and administration, will be needed. Those who believe in being present with staff and are willing to help out where needed will enjoy this role. Since the Board of Directors is comprised of members who are intimately familiar with the transportation needs of the Stanislaus community, the successful candidate will be a professional who is proactive, takes initiative and is confident in their decision-making abilities. At the same time, he or she must regularly communicate with the Board to keep them informed. The ability to quickly establish credibility and trust and the emotional intelligence necessary to effectively deal with conflict resolution and foster collaboration will be keys to success in this role.

Other desirable traits identified during discussions with the Board include:

- Knowledge of transportation programs and funding sources
- Experience with programs serving disabled persons, veterans, and others with special transportation needs
- Understanding of nonprofit corporation structure
- Knowledge of regional and State agencies whose service and funding are directed to community transportation agencies

EXPERIENCE AND EDUCATION QUALIFICATIONS

Bachelor's Degree in Business, Public Administration, Transportation Management, Urban Planning or a related field and five (5) years of management experience including budgeting, personnel management, planning and program development with a minimum of three years of experience at a senior management or CEO level. A master's degree is preferred. Professional experience may be substituted for education if appropriate.

Must have a valid driver's license, acceptable driving record, and insurance as required by law. Must pass a criminal background check, physical exam, and drug/alcohol screening as a condition of employment.

COMPETITIVE COMPENSATION AND BENEFITS

The annual salary range is \$90,000 - \$125,000 which is supplemented by a comprehensive benefits program including:

- Health insurance
- Dental insurance
- Vision insurance
- Generous vacation benefit
- Deferred compensation

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional opportunity, please submit your resume (including dates of employment plus staff and budgets managed), cover letter, the names of four work-related references (two each current or former supervisors, direct reports, and colleagues, who will not be contacted without prior notification) by Friday, December 16, 2022 to: philm@movestanislaus.org

For more information contact:

Philip McGuire

Interim CEO, MOVE

Tel: 707-318-3646

Email: philm@movestanislaus.org

SELECTION PROCESS

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the Interim CEO, following which, the most qualified candidates will be referred for interviews with MOVE management and Board of Directors. The Board of Directors anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidate.



TO: MOVE Board of Directors
FROM: Phil McGuire
RE: CEO Recruitment Plan
DATE: November 7, 2022

Introduction

The selection of a new Chief Executive Officer (CEO) for MOVE is among the most important decisions that the Board of Directors of the agency will be called upon to make. Clearly, it is a Board responsibility to select a CEO and provide direction for the fulfillment of the Board's expectations. In accomplishing such a significant responsibility, it is helpful to have the input and involvement of a leader with experience in the recruitment process. Therefore, the successful completion of the search process will be a team effort between the Board and Phil McGuire.

The process is proposed to consist of a number of distinct steps leading to the final selection. Those steps would include:

1. Agency needs and expectations: The first step in the process is the definition of the agency plans and expectations for a new CEO. This will be established through interviews with members of the Board of Directors. The intent of this step is to achieve a clear understanding of the nature of the skills necessary to lead the organization and to make clear the desired cultural environment within which the agency wishes to operate. With an agency with the unique purpose of MOVE, this can be an important element of the recruitment process. Though MOVE is on a very good path and the performance of the previous CEO has been excellent, it is worth some time spent reflecting on the future of the agency and the necessary leadership qualities to maintain that.
2. Recruitment Brochure/Job Announcement: A preliminary recruiting brochure was prepared by Phil McGuire for circulation at the CalACT conference November 2-4. Time did not permit Board involvement in this initial process. However, there is time for the refinement of the brochure and incorporation of any necessary content revisions as the process formally begins. The recruitment brochure will serve as the basis for advertising the position. The preliminary brochure has been circulated to members of the Board for review and comment.
3. Advertising Process: Once the job announcement has been completed and approved for distribution, it will be disseminated through a



variety of avenues. These will include industry publications, agency associations, direct distribution to known contacts, and to potentially interested parties throughout the region.

4. Initial Screening: Phil McGuire will screen all applicants to determine if basic qualifications are met. Candidates will be categorized into groups identifying the projected top candidates. This step will likely include brief phone interviews with qualified candidates to expand upon application information and to get an initial assessment of potential for moving forward with other selection steps. A shorter list of candidates will be recommended to move on in the selection process. If sufficient qualified applicants are identified, the top group of between 4 and 6 candidates will be recommended to move to Phase I interviews.

5. Phase I Interviews: For the Phase I interviews, it is recommended that a subcommittee of the Board be named to conduct the interviews. If the full Board wishes to participate in all phases, then that process would begin with Phase I interviews. For this interview, Phil McGuire will prepare interview questions for use by he and the Board members who participate. If at all possible (given COVID or possible distance issues), it is recommended that these interviews be conducted in person. This would preferably be carried out at the MOVE office. This way, candidates will have an opportunity to see the location and get a glimpse of the working environment. Following this interview, the Board members should collaborate with Phil McGuire to determine if a short list can be developed for follow up. Whatever list emerges would move on to a follow up interview. It is recommended that up to 90 minutes be allotted for each Phase I interview.

6. Phase II Interviews: The Phase II interview should be much more in depth than the first. This should be the opportunity to get a sense of the interpersonal skills and leadership abilities of the candidates. It should focus on that element of their skill set. The Board should consider using some form of exercise to be carried out by the candidates as an element of this step. The details of this can be or on agency determined at a later date. However, such an exercise may take the form of a written exercise such as preparing and delivering a Board report on the financial position of the agency or agency programs. It could also include a verbal presentation to the Board on a topic such as those suggested. Any such exercise can serve as an effective tool to engage in dialogue with the candidates. Among the objectives of such a step would be to assess each candidate's communication skills, ability to think on their feet, and their ability to effectively interact with informed Board members. This step could include as many as 3 to 4 candidates and be scheduled for approximately 90 minutes. If some candidates are eliminated but a final decision is not yet

clear, a final round of interviews could be conducted. If this is the case, it is recommended that a final round be carried out in a less formal setting. This could be lunch or dinner with a few Board members or a semi formal tour of the operation with some structured interaction with the candidates. This is an opportunity for asking “what do you think” questions of the candidates without the formal across-the-table interview style.

7. Staff interview: A valuable step in the CEO selection process is a meeting/interview between the candidates and the MOVE staff. This is typically arranged in conjunction with another interview step conducted on-site. This is best conducted privately between the staff and each candidate (without current CEO participation) to obtain candid perspectives and feedback. This is then reported by the staff to the current CEO and possibly directly to the Board.

8. Final Interviews (if necessary): This would be the final step if necessary. As described under Phase II, it should be less formal and focused on interactive discussion with Board members. It could be at a lunch or dinner or as part of an interactive discussion during a tour or some similar event. This can be worked out by Phil McGuire and the staff. From this step, if necessary, the Board should be in a position to make an offer to the selected candidate.

9. Contract negotiation: The negotiation of the final employment contract can be carried out by Phil McGuire and perhaps a designated Board member. The parameters of the negotiation should be determined by the Board. Negotiations should be carried out within the bounds of these parameters. The final contract should be brought before the Board for approval.

10. Recruitment Schedule: The proposed timetable for the recruitment and selection process is defined below (all time frames are tentative and subject to refinement):

- i. October 27, 2022: Job announcement completed and ready for distribution.
- ii. November 15, 2022: Recruitment distribution and announcement plan completed, and distribution initiated.
- iii. December 16, 2022: Application period closes.
- iv. December 19 – 23, 2022: Initial applicant screening.
- v. Week of January 9, 2023: Phase I interviews of selected candidates.
- vi. Week of January 23, 2023: Phase II interviews; candidate exercises; staff interviews; facility tours.



- vii. Week of January 30, 2023: Board makes offer/negotiates with selected candidate.
- viii. Week of February 20, 2023: New CEO assumes office.

The recruitment schedule is best left somewhat flexible. Importantly, the process could be accelerated if a particularly strong candidate emerges, and final negotiations are not complex. Also, some of the time periods listed could be modified if Board members are available and interested in accelerating the process.

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	2,183										6,831
# Miles of Service Provided	17,801	19,711	18,329										55,841
# of Drivers	111	103	99										313
# of Riders for the month	95	94	90										93
# of Service Hours	550	598	548										1,696
Avg. Reimbursement Per Trip	\$4.55	\$4.18	\$4.20										\$4.31
Reimbursement	\$10,413	\$9,855	\$9,164										\$ 29,432.77
Trip Purposes													
Medical	582	662	640										1,884
Grocery/RX	806	783	817										2,406
Life Trips	900	915	726										2,541
Demographic Information on active rider													
Senior 55+ / Disabled	143	186	188										517
Disabled under 55	81	49	48										178
Data Entry													
Online	18	20	22										60
Manually by staff	77	74	68										219
New applicants													
Active	224	235	236										695
Added new	5	8	13										26
Denied	0	1	0										1
Deactivated	0	2	2										4
Recertified	0	17	22										39

* Always one month behind due to mileage submissions*

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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	14									59
Unsuccessful Trainings	0	0	0	0									0
Continued	3	13	19	5									40
PARATransit													
ADA Certified Eligible	4	3	4	2									13
Non-ADA Eligible	0	2	11	12									25
TRANSIT AGENCIES AND COST AVOIDANCE													
THE S (StanRTA)													
# of participants trained	4	5	15	10									34
Estimated # of trips monthly	85	128	269	113									595
*Estimated Value of Trips avoided Monthly	\$5,996	\$9,029	\$18,975	\$7,971	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,971
Cost Avoidance for remainder of fiscal year	\$71,951	\$99,320	\$189,753	\$71,739	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$432,763
Turlock Transit													
#of participants trained	1	0	28	4								0	33
Estimated # of trips monthly	4	0	112	53								0	169
Estimated Value of Trips avoided Monthly	\$360	\$0	\$10,080	\$4,770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,210
Cost Avoidance for remainder of fiscal year	\$32,400	\$0	\$100,800	\$42,930	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$176,130
COST AVOIDANCE SUMMARY (ALL AGENCIES)													
Total number of participants trained	4	5	15	14	0	0	0	0	0		0	0	38
Estimated Trips Avoided Monthly	89	128	381	166	0	0	0	0	0		0	0	764
Estimated Trips Avoided Annually	1068	1536	4572	1992	0	0	0	0	0	0	0	0	9,168
Estimated ADA Mthly Cost Avoidance	\$6,356	\$9,029	\$29,055	\$12,741	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$57,181
Accumulative Annual Estimated Cost Avoidance	22-23												\$608,858
HOURS WITH SUCCESSFUL TRAINEES													
Average Direct	15.25	13.80	2.29	5.07									9.1
Average In-direct	1.00	1.40	0.42	1.21									1.0
GROUP TRAVEL TRAINING/VIRTUAL													
# of sessions	0	0	2	1									3
# of trainees	0	0	31	8									39
EDUCATION AND OUTREACH													
Events/Presentations/Agency Contacts	11	6	4	3									24
# of Contacts	29	219	208	152									608

VetsVan Summary Report

Month	Service Days	Unique Riders	Unique Drivers	Timesheet Hours	Service Hours	Service Miles	Perf	Canc	No Show	Denials				SN
										Cap	NE	Vol		
TOTAL	85			998	332.41	15,750.79	426	149	6	2	0	6		6
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
Oct 2022	21	40	15	273.5	96.44	4,497.27	134	52	0	0	0	0		2



VOGO PERFORMANCE REPORT 22/23

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Ridership Statistics													
# of One Way Trips	0	8	10	20									28
# Miles of Service Provided	0	93	131	193									417
Average Trip Leg Mileage	0	12	13	10									9
# of Drivers Available	0	3	3	5									3
# of Denied Trips	0	1	0	2									1
Main Trip Denial Reason	0	No Volunteer	n/a	Illness of riders									No Volunteer
Avg. Reimbursement Per Trip	\$ -	\$ 5.00	\$ 8.19	\$ 6.03									\$ 4.80
Reimbursement Total	\$ -	\$ 58.13	\$ 81.88	\$ 120.63									\$ 260.64
Trip Purposes													
Medical	0	3	10	12									25
Grocery	0	1	0	0									1
Life Trips	0	0	2	4									6
Service Area(s)													
Main Service Area	0	Riverbank	Riverbank	Riverbank									Riverbank
Outreach													
Targeted Outreach	8	6	4	3									5,122
New Riders													
Applied	0	0	2	2									4
Approved	0	0	2	2									4
New Volunteers													
Applied	0	1	0	1									2
Approved	0	1	0	1									2
Discontinued volunteers	0	2	1	0									3