



**MOVE Board of Directors Meeting Agenda
10:00 AM Tuesday, August 15, 2023**

**MOVE Office
4701 Sisk Rd. Ste. 201
Modesto, CA 95356**

**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. Consent Calendar

A. Board of Directors Meeting Minutes of July 18, 2023

Action: Approve Consent Calendar Item

5. Strategic Plan Development

Discussion item



6. Performance Reports
7. CEO Report (McGuire)
8. Comments by Rosa De Leon Park (Ex-Officio)
9. Comments by Board Members
10. Information Items (McGuire)
11. Closed Session – Personnel Matters
12. Adjourn

Next Scheduled Board Meeting:

The September Board Meeting was cancelled during the July 18, 2023 meeting.
October 17, 2023 at 10:00 am
4701 Sisk Road Ste. 201
Modesto, Ca 95356



DATE: August 15, 2023
TO: MOVE Board of Directors
RE: Minutes July 18, 2023

Agenda Item: 4A

Meeting Minutes

AGENDA

1. Call to Order 10:02 AM

2. Roll Call –

Jenny Kenoyer
Jeff Lambaren
Pat Maisetti
Lupe Aguilera
Geri Vargas

Staff in attendance: were, Phil McGuire, , , Alicia Rodriguez, Kristin Bragg, and Laura Coutrakis.

Others in attendance: Jean Foletta, Clint Miller, Melinda Gonser

3. Public Comments

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No comments.

4. Consent Calendar

A. Board of Directors Meeting Minutes of June 20, 2023

Motion: Director Maisetti made a motion, seconded by Director Aguilera to approve the consent calendar item.

Passed: Unanimous

5. Revised FY 23-24 Budget – Phil McGuire & Clint Miller

Discussion: Mr. McGuire reminded the Board that they had approved the FY 23-24 Preliminary Budget back in the March 2023 Board Meeting. After the preliminary

budget had been submitted, StanCOG noticed calculation errors in the tool used to process TDA claims. As a result, MOVE was able to make some minor revisions to its claim including the option to build a reserve fund over time at a rate of approximately \$300,000 per fiscal year. The other revision which was made had to do with the estimated revenue from the transit agencies. MOVE had estimated the revenue to be approximately \$250,000, however when we completed our expense analysis the revenue figure came to about \$180,000, so the amount was lowered. Mr. Miller pointed out that the \$298,000 has been added as Temporary Capitol Holding, to fund the reserve. A portion of the TDA Claim will be dedicated to this annually until the amount the Board approved for reserves is accumulated.

Vice Chair Lambaren asked if the funds for the Reserve Fund are available immediately, or will they come in during the year? Mr. McGuire responded that the funds would come in increments, usually in the early part of the year, so it will take a while to fund current-year expenses and the fund itself.

Chair Kenoyer asked if this budget includes bringing in the Catholic Charities/Care Cruisers Program. Mr. McGuire responded yes, however over the previous years Catholic Charities Transportation program has been funded through MOVE. So instead of paying them for running the program, MOVE will use the funds to directly pay the staff and program expenses. Therefore, the same money that we would have paid out to Catholic Charities, is now being spent internally. Additionally, a portion of the funding Catholic Charities used for the program came from a 5310 grant. Catholic Charities will be billing the 5310 grant for transportation expenses used from October 2022 through June 2023, then the remainder of that grant (approximately \$150,000) will be transferred to MOVE. Those funds are not listed on the budget MOVE is approving today.

Vice Chair Lambaren asked why there are funds allocated for VOGO? The Board had previously discussed the possible need to end the VOGO program. Mr. McGuire explained that for several reasons, it was determined not to continue the VOGO program into 2023-24. However, MOVE had established a contract with a company, Volunteer Transportation Center (VTC) in New York, to organize, pay and run the volunteer portion of the program. MOVE's contract with VTC extended through the 23-24 Fiscal Year The funds were budgeted to meet the contract needs. However, CEO McGuire met with the CEO of VTC and came to a mutual agreement to end the contract early. It was established that the cut-off date would be June 30, 2023. The funds MOVE received for the VOGO program that are not being spent on the program will go back to StanCOG.

Director Maisetti asked about the funds being allocated to software programs. Mr. McGuire explained MOVE is planning to make some refinements to the software currently used to run its programs, as well as changes and additions to MOVE's website. The funds allocated to software will be used for these refinements.

Director Maisetti then asked if the budget included funds for the possible relocation of a new CEO. Mr. McGuire shared that although no funds were allocated



specifically for that purpose, MOVE has budgeted contingency funds to cover things like that.

Motion: Vice Chair Lambaren made a motion, seconded by Director Aguilera to approve the final FY 23-24 Budget.

Passed: Unanimous

6. FY 23 Year-End Financial Update – Phil McGuire & Clint Miller

Discussion: Mr. McGuire shared that since one of the Board's primary responsibilities is to oversee the financials of MOVE, CEO McGuire and Mr. Miller reviewed the 22-23 Year End financials. Mr. Miller highlighted several line items which varied somewhat significantly from the adopted budget. Facility expenses were substantially below budget because the cost of the new office was considerably less than projected. Management consulting expenses are substantially higher than budgeted due to the contract with Phil McGuire as CEO. However, this is largely offset by savings in wage and benefit categories due to unfilled staff positions and the savings in benefits from new employees, particularly the former CEO. So it leaves us in a strong financial position at the end of the fiscal year. Mr. Miller brought up the subject of cash flow, showing the Board the Preliminary Statement of Financial Position, which demonstrated that available cash will not be sufficient going into the new fiscal year to cover expenses until FY 24 grant funds begin to arrive. MOVE expends approximately \$100,000/mo. which would leave the agency short of funds during the initial months of the new year. This issue is addressed in the next item on this Board agenda.

Director Vargas mentioned that the MOVE Board intends to perform strategic planning with the possible assistance of an outside planning firm, where will the funds for that be coming from? Mr. McGuire answered those funds would come from the contingency fund since it was not budgeted as a line item.

7. MOVE Short-Term Cash Needs – Phil McGuire

Discussion: Mr. McGuire reviewed with the Board that MOVE currently has \$140,976 in our checking account and \$482,241 in MOVE's savings account. The savings account consists of Measure L funds, and Measure L funds are treated like a reimbursement account. Meaning Measure L funds are not transferred into the checking account until funds have already been expended by MOVE on behalf of Measure L programs. At this early stage in the fiscal year MOVE needs to fund current operating expenses. While MOVE is waiting to receive the TDA claim funds, it proposes borrowing the necessary funds from its own Measure L savings account.

Director Maisetti asked if MOVE is borrowing from itself, why is there a 2.2% interest rate? Mr. McGuire responded that is a requirement of Measure L and is necessary to be legally compliant. Mr. McGuire and Mr. Miller explained the draft loan agreement to pay all the funds back in the next six months.

Mr. McGuire requested that the Board change this to an action item and sign the agreement today. MOVE is not governed by the Brown Act, if it was, we would not be able to change this to an action item, however since MOVE is not so limited, the Board Chair can determine this to be an action item today. Mr. Miller explained that since the Measure L expenses are transferred from savings to checking each month, instead of paying the loan back, we will be crediting the account each month with the Measure L expenses that have been used and would have been transferred. Therefore, the loan will be paid back as MOVE continues to run Measure L programs, which is not likely to take more than a few months.

Chair Kenoyer changed the information item to an action item and asked for a motion to approve the agreement.

Motion: Director Maisetti made a motion, seconded by Director Vargas, to approve the loan agreement to borrow funds from MOVE's Measure L account.

Passed: Unanimous

8. Performance Reports – Phil McGuire

Discussion: Mr. McGuire expressed to the Board that although the reports have not been included in the board packets over the past few months, we will including them in the future. MOVE looked at the reports that had been previously prepared and found that some of the information in the reports was not helpful in running and improving program performance. Now MOVE is looking at each report to determine what information is best to provide to the Board and the public, as well as for analyzing operations.

The reports will be provided every month as MOVE identifies the best information to use for the purpose of driving programs forward.

9. CEO Report (McGuire)

A. September Board Meeting Schedule

Mr. McGuire shared that his vacation is scheduled at the time of the September Board Meeting and will be out of the country. Therefore, unless there is an emergency that needs to be addressed, Mr. McGuire suggested canceling the September Board Meeting. The Board agreed to the cancelation.

B. VOGO Status Update: This was covered under a previous item.

10. Comments by Rosa De Leon Park (Ex-Officio)

Jean Foletta spoke on behalf of StanCOG stating there were no comments at this time.

11. Comments by Board Members



Director Maisetti wanted to discuss scheduling a Board retreat for the purpose of strategic planning. Director Maisetti asked what the Board thought about scheduling in the fall, perhaps after Thanksgiving? Vice Chair Lambaren shared that there is usually a window between Thanksgiving and Christmas, where hotels had not yet booked their Christmas parties, so MOVE would have an opportunity to work on the strategic plan prior to the beginning of the New Year.

Director Maisetti then asked how MOVE is advertising the change from Catholic Charities over to MOVE's Care Cruisers. Ms. Bragg showed the Board some postcards that were sent to Catholic Charities' previous riders. MOVE has also developed a web page regarding Care Cruisers. The new staff came over to MOVE in mid-June in order to get familiar with MOVE's offices and to encourage a smooth transition for the staff and clients of the program. MOVE anticipates adding additional staff and growing the program going forward.

12. Information Items (McGuire)

Mr. McGuire had no additional items to bring to the Board.

13. Closed Session – Personnel Matters 11:36 AM

14. Adjourn

Next Scheduled Board Meeting:

August 15, 2023 at 10:00 am
4701 Sisk Road Ste. 201
Modesto, Ca 95356

DATE: August 15, 2023
TO: MOVE Board of Directors
FROM: Phil McGuire, CEO
RE: Strategic Plan development **Agenda Item: 5**

Discussion:

On a number of recent occasions, the Board has discussed in general terms the need for a strategic plan for MOVE. The timing for such an effort has never been more pertinent. MOVE is entering a new phase in its evolution with a number of significant changes or developments which suggest the need to look into the future to refine the direction of the organization. Among the new developments that may greatly affect the future of the organization are: 1) the intended hiring of a new CEO, 2) the recent establishment of Care Cruisers as a major new service delivery platform, 3) the change in the budget process to include establishment of a reserve fund, 4) the expanding relationship with the transit agencies (StanRTA and Turlock) for support of their ADA services, 5) the clarification of the role of MOVE as an increasingly important technical contributor to transportation management and expertise in the region. With all of these factors, the time to coordinate them and to look forward to their optimization is now.

A strategic planning effort should consist of at least two major components: 1) the planning process where analysis and dialogue are undertaken to generate ideas and consider alternative futures, and 2) the plan content which defines the alternative futures and captures the information and decisions that become the plan itself. This initial discussion paper is intended to begin the dialogue by presenting key steps in the process, relating them to the calendar, and initially defining materials that should be brought together to frame the discussions.

Topics for initial consideration include:

- Purpose of the Plan: Is the plan meant to outline a particular path for the organization or a general direction and style that adapts to future circumstances?
- Plan time frame: Should the plan horizon be three years? Five Years? Other?
- Visioning: If the plan is to establish a vision for MOVE, how should that step be undertaken? Board workshop/retreat to do so? Inclusion of other stakeholders (staff, community agencies, StanCOG, others)?
- Milestones in the planning process: A reasonable target for completion of a strategic plan could be January 1, 2024. If a target such as that is chosen, there will be three regular Board meetings between August and that date: October, November, and December (there will be no meeting in September). Working sessions could be a part of any or all of those meetings. In addition,

the concept of a Board retreat to focus on the plan possibly in November has been presented. A planning timeline could be developed around these dates/milestones.

Plan Content

The plan should include certain key information and materials to clearly establish its context and direction. Below is a list of topics that might be included in such a plan:

Potential Plan Elements (not in final proposed order)

- Legal setting of MOVE
- Current structure
- Current programs
- Current financial structure and financial status
- Vision; mission;
- Long range financial picture (funding projections; reserve; etc.)
- Growth of existing programs
- Relationship with transit agencies
- Possible future programs
- Five-year budget outlook

This information is presented for discussion. Decisions resulting from the August 15 discussion will help to establish the direction of the planning process.

Fiscal Impact:

If the decision was made to engage an outside firm to assist with the planning process, there would be some expense, at this time unknown. Otherwise, this would be an entirely staff effort accomplished within the existing budget.

The outcome of the planning process will have long-term financial implications. These will emerge as the plan is developed.

Recommendation:

This item is for discussion purposes. The discussion should provide guidance to staff regarding the approach to the planning process that is desired by the Board.

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

Ridership Statistics	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
# of One-Way Trips	2,288	2,360	2,183	2,410	2,076	2,521	2,742	2,871	2,717	2,629	2,648	2,800	30,245
# Miles of Service Provided	17,801	19,711	18,329	20,328	17,827	18,736	20,054	21,920	20,410	20,540	21,410	22,488	239,549
# of Riders for the month	111	103	99	108	108	112	115	128	108	116	131	131	114
# of Service Hours	95	94	94	88	88	93	95	109	100	101	109	105	97
Avg. Reimbursement Per Trip	\$4.55	\$4.18	\$4.20	\$4.22	\$4.29	\$3.72	\$3.66	\$3.82	\$3.76	\$3.91	\$4.04	\$4.01	\$4.03
Reimbursement	\$10,413	\$9,855	\$9,164	\$10,164	\$8,914	\$9,368	\$10,027	\$10,960	\$10,205	\$10,270	\$10,705	\$11,228	\$ 121,273.72
Trip Purposes													
Medical	582	662	640	659	594	727	784	738	680	752	782	750	8,359
Grocery/RX	806	783	817	880	772	887	1038	1024	989	903	903	911	10,713
Life Trips	900	915	726	871	900	710	907	920	1,048	974	963	1,126	11,169
Demographic Information on active rider													
Senior 55+ / Disabled	143	186	188	191	195	188	175	179	190	193	196	205	185.75
Disabled under 55	81	49	48	50	48	53	51	53	48	51	54	53	53
Data Entry													
Online	18	20	22	22	22	23	28	30	29	29	29	33	25
Manually by staff	77	74	68	66	66	70	67	79	71	72	80	72	71,833,333
New Applicants													
Active	224	235	236	241	243	241	226	232	237	244	250	257	239
Added new	5	8	13	5	8	9	4	12	12	8	7	11	102
Denied	0	1	0	2	0	0	0	1	0	0	0	0	4
Deactivated	0	2	2	1	1	8	4	18	10	0	4	0	50
Recertified	0	17	22	14	15	11	10	10	5	0	0	0	104

* Always one month behind due to mileage submissions*
 Active Riders reflect date information was pulled vs. actual month

List of new rider for the month in review

Jesur Gajjada	Margaret Carvalho	Elian Tomlinson	Richard Welton	Jose Luis R Phillip	Aver Druella Urteaga
Mary Segstegul	Rhonda Castillo	Fernando Sanchez	Debbie Andrews	Lewis Harp	Imogene Mx Maria Saucedo
John Leiker	Mary Williamson	Juana Aguilar Toledo	Elena Zepeda	Deloris Mu	Penovel Day Rachel Grider
Fidelina Canela	Dale Mason	Jose Toledo	Ian Zambrano	Luz Llama	Joe Sepulve Wayne Seawright
Mary Birmingham	Bertha Riggs	Alma Hernandez De Vazquez	Edward Homnes	Rosie Gore	Cynthia Martin
Florence Huhni	Beverly Halstrom	Christopher Vass	Mario Amador Torres	Domna Harp	Darlene Kennedy
Ricky Madrigal	Lorenzo Watkins		Maria Lopez	Stanley Silva	Laura Osborne
Deloris Key	Roy Shults			Daniel Sebastiani	Gustavo Castorenda
	Beverly Shults			Brenda Green	Ramon Guzman
	Luis Vera				Yania Edwarria
	April Esquinil				Leroy Catania
	Fanchot Reed Sr.				Dolores Catania

remember multiple drivers