
MOVE Board of Directors Meeting Agenda

10:00 AM Tuesday, May 14, 2024

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AGENDA

1. Call to Order

2. Roll Call –

Jeff Lambaren- Chairperson
Geri Vargas- Vice Chairperson
Pat Maisetti -Director
Lupe Aguilera-Director
Joyce Gandelman-Director

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 March 19, 2024

Action: Approve Consent Calendar Item

5. Board Bylaws Modifications; Terms of Office, Resignations, Terminations and Vacancies.

Article II- Board of Directors

Current Language:

- a. The term of a director is three years, and each is eligible for re-appointment for a maximum of two full three-year consecutive terms.

Proposed Language:

- a. A director is appointed for three years and can serve three consecutive three-year terms for a maximum of nine years.

Action: Retain Current Bylaws Article II Section (a) language **OR**

Action: Approve Proposed Bylaws Article II Section (a) language

6. MOVE Stanislaus Transportation Budget FY24/25 Budget (Tony Hill Esq.).

Action: Approve MOVE Stanislaus Transportation Budget FY-24-25

7. FY 24/25 Transportation Development Act (TDA) Board Resolution (Tony Hill Esq.)

Action: By Resolution Authorize MOVE Stanislaus Transportation CEO to submit and Execute All Required Documentation Associated with the Claim process for FY 2024-25 Transportation Development Act (TDA) Claim to Stanislaus Council of Governments (StanCOG).

8. MOVE FY 24/25 Measure L Budget/Project Summary (Tony Hill Esq.)

Action: Approve FY 24/25/Measure L Budget/Project Summary

9. Miller Consultancy Business and Tax Services Contract (Tony Hill Esq.)

Action: Authorize CEO to Execute Amendment to Standard Agreement with Miller Consultancy Business and Tax Services Contract for an additional \$12,000 through the close of FY 2023-24.

10. MOVE Safety, Injury, Illness & Violence Prevention Plan (Tony Hill Esq.)

Action: Approve MOVE Safety, Injury, Illness & Violence Prevention Plan

11. CEO Report

- A. Castlerock HR Consulting
- B. FTIP Capital Project- Battery Electric Vehicle (BEV) Operations Facility
- C. 5339 Bus Facilities Grant

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

13. Comments by Board Members

14. Information Items

- Quarterly Report
- Monthly Program Reports

Closed Session – Operational Matters

15. Adjourn

Next Scheduled Board Meeting:

June 18, 2024 at 10:00 am
4701 Sisk Road Ste. 201
Modesto, CA 95356

DATE: May 14, 2024
TO: MOVE Board of Directors
RE: Minutes of March 19, 2024

Agenda Item: 4

AGENDA

1. Call to Order 10:00 AM

2. Roll Call –

Jeff Lambaren- Board Chair
Geri Vargas-Board Vice Chair
Pat Maisetti
Lupe Aguilera
Joyce Gandelman

Also in attendance: Shannon Silva of StanCOG, Tony Hill, Kristin Bragg, Alicia Rodriguez, 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.

4. Consent Calendar

- a.** Board of Directors Meeting Minutes of February 20, 2024

Motion: A motion was made by Director Maisetti, seconded by Director Aguilera to approve the Board Meeting minutes of February 20, 2024.

Passed: Unanimous

5. Adoption of Cesar Chavez Holiday

Motion: A motion was made by Director Gandelman, seconded by Vice Chair Vargas, to approve Cesar Chavez as MOVE Holiday and approve revision to MOVE Employee Handbook.

Passed: Unanimous

6. Amend Bylaws Section 2. Terms of Office, Resignations, Terminations, and Vacancies /Continue term of existing Board Chair

Discussion: According to MOVE's current Bylaws, a Board Member can serve a maximum of 2 full terms. However, Chair Lambaren recalled a meeting where the Board had discussed that the first term was a nomination and so the maximum of 2 terms referred to the two re-appointments for a total of three (3) terms. However, the Bylaws do not clearly state a reference to the "reappointment." Accordingly, it is unclear as to whether the Directors' terms are six years or nine years of service.

Director Gandelman asked why there are any Board Terms? Director Lambaren said he believed that was to allow for new people to come on board with new ideas and a fresh perspective. However, the Board can change the Bylaws as they like.

The Board agreed that they would like to review MOVE Bylaws during the next Board Meeting and agreed that a third term should be offered for Chair Lambaren.

Motion: Director Maisetti made a motion, seconded by Vice Chair Vargas to continue MOVE's existing Board Chair's 3rd term.

Passed: Unanimous

7. Board Director Pat Maisetti's 1st term completed.

Motion: A motion was made by Director Gandelman, seconded by Chair Lambaren to re-appoint Director Maisetti for 2nd term on MOVE's Board of Directors.

Passed: Unanimous, Director Maisetti abstained.

8. Board Director Lupe Aguilera's 1st term completed.

Motion: A motion was made by Director Maisetti, seconded by Vice Chair Vargas to re-appoint Director Aguilera for 2nd term on MOVE's Board of Directors.

Passed: Unanimous

9. Cancellation of MOVE' Board Meeting on April 16, 2024

Discussion: MOVE's management team will be at the CalACT conference during the next scheduled board meeting.

Motion: A motion was made by Director Gandelman, seconded by Director Maisetti to cancel MOVE's April Board Meeting.

Passed: Unanimous

10. Honor/Recognition Jenny Kenoyer & Mickey Peabody- Update

Discussion: Kristin Bragg provided an update regarding honoring MOVE's founding Directors. MOVE obtained a photo of Mickey Peabody. Ms. Kenoyer and Ms. Peabody's photos are displayed in the MOVE lobby. MOVE plans to display photos of both founders in the MOVE conference room. Also, the founders photo images will be displayed on MOVE's flagship vehicle within a wrap. After the wrap project is completed, founder Mickey Peabody will be invited to the unveiling.

CEO Report –Tony Hill

Ride-Along: Mr. Hill said that he feels it's important to get a sense of the Participant's experience and has scheduled to ride-along with Care Cruisers and intends to do the same with VetsVan and Travel Training over the next few weeks.

Measure L Ordinance: Mr. Hill shared Measure L Ordinance and the original Master Agreement with MOVE's Board, letting them know that MOVE intends to deliver transportation services aligned with both agreements.

Director Lambaren asked what is meant by door-through-door service. Kristin Bragg responded by explaining that MOVE's staff and volunteers will do whatever is needed to support Participants based on their immediate needs. For instance, we do not have Participants wait outside for their ride.

No one is left outside or waiting at an elevator. If a Participant needs support, our team is there to support them. We do not go into someone's home to put groceries away for them, but we do put their bags of groceries inside their door, not outside on the steps.

Grant Bus Facilities: Tony shared that he, Kristin, and Alicia attended a seminar regarding grant funds that are available to support MOVE's transitioning to Battery Electric Vehicles (BEVs). MOVE learned that MOVE, as a non-profit, are not able to apply for this grant directly through the FTA.

Tony shared that MOVE leadership is scheduled to meet with Adam Barth, CEO StanRTA to discuss the opportunity for MOVE to be sponsored by StanRTA as a subrecipient.

Currently MOVE has several vehicles which will need to be retired. The goal for MOVE is to transition MOVE's vehicles to no or low emissions aligning MOVE's transportation operations with state and local public policy implementation through the State of California Air Resources Board and the FTA under the Biden Administration. If StanRTA is unable to sponsor MOVE as a sub-recipient, Tony will explore the use of alternative funding sources.

FAST: MOVE is planning to extend the reach of the Care Cruisers program. MOVE has learned that doing manual routing (as the program has always done) limits the efficiency of program implementation after approximately 25 rides per day.

MOVE's management team and Care Cruisers team will visit Fairfield to learn about FAST. The FAST program is an ADA Paratransit program that offers on-demand rides to their riders. They are using software from The Routing Company.

This software solution is a full package that offers scheduled and on-demand routing as well as fleet maintenance and ridership database management and analysis. The Routing Company deploys Pingo, a ride request program like Uber and Lyft. As a bridge, MOVE will deploy Route Genie. An inexpensive alternative software program to increase the number of rides delivered.

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

Shannon Silva from StanCOG shared that Jean Foletta sends her regards. Jean is currently performing a variety of roles within the organization, and her schedule is full. However, StanCOG continues to appreciate all that MOVE does for the community and is eager to support MOVE's future endeavors.

12. Comments by Board Members

Discussion: Director Gandelman asked if Board Members can do ride-a-longs with the MOVE team? Kristin Bragg agreed to help coordinate any ride-a-longs the Board would like to participate in. Director Maisetti said she'd like to go along with Director Gandelman as well.

Director Aguilera requested an updated Board Contact list and updated Organizational Chart. These documents were recently updated and will be sent to the entire Board following today's meeting.

13. Information Items

- Quarterly Report
- Monthly Program Reports
- MOVE Stanislaus Transportation OCC & Finding Sheet

14. Closed Session – Strategic Planning Update Operational Matters/ Measure L Ordinance

15. Adjourn

Next Scheduled Board Meeting:

May 14, 2024 at 10:00 am
4701 Sisk Road Ste. 201
Modesto, CA 95356

**MOVE Stanislaus Transportation
Budget FY 24-25**

	Actuals	Projected	Budget
	Jul-Dec 23	FY 23-24	FY 24-25
Revenue			
411000 5310 Revenue	30,618	263,100	187,437
413000 Measure L Revenue	600,105	1,152,200	1,358,787
413500 Measure L Regional Revenue	981	981	-
414000 TDA Revenue	1,206,620	1,206,620	1,451,425
414050 SEC Contract Revenue or TDA Regional	-	290,000	300,749
415300 Private Donations	3,553	7,100	-
Total Revenue	\$ 1,841,877	\$ 2,920,001	\$ 3,298,397
Gross Profit	\$ 1,841,877	2,920,001	3,298,397
Expenditures			
512010 Interest Expense	751	751	-
512111 Marketing	14,982	25,000	100,000
513000 Consulting			
513100 Accounting Services	20,297	75,000	75,000
513110 Audit	-	10,000	15,000
Total 513100 Accounting Services	\$ 20,297	\$ 85,000	\$ 90,000
513200 IT Services	6,769	13,500	20,000
513300 Legal Services	5,034	10,100	30,000
513400 Management Consulting	29,170	41,170	80,000
513500 Human Resources Svc	36,199	37,400	25,000
Total 513000 Consulting	\$ 97,469	\$ 187,170	\$ 245,000
514000 Employee Mileage	3,705	7,400	7,800
514010 Employee Development	2,297	4,600	13,000
515000 Facilities			
515002 Facilities Expense	59,402	122,000	147,281
Total 515000 Facilities	\$ 59,402	\$ 122,000	\$ 147,281
516000 Insurance	6,183	18,000	18,900
516100 Directors & Officers	1,718		
516200 General Liability	1,129		
516400 Automobile	22,993	24,516	25,742
Total 516000 Insurance	\$ 32,024	\$ 42,516	\$ 44,642
517000 Internet	883	2,100	2,200
518000 Minor Computer & Software	2,417	4,800	20,000
519000 Misc. Office Expense	21,723	36,700	50,000
519010 Translation Services	482	1,000	2,000
520000 Office Supplies	1,967	3,900	8,000
521000 Payroll			
521100 Wage & Salary	561,004	1,192,843	1,415,680
521200 Payroll Tax	44,044	95,400	116,086
521300 W/C Insurance	827	3,100	3,700
521400 Payroll Processing	1,468	2,900	4,350
Total 521000 Payroll	\$ 607,342	\$ 1,294,243	\$ 1,539,816
522000 Employee Fringe Benefits			
522100 Dental	13,434	24,600	30,577
522200 Medical	141,704	257,600	355,730
522300 Retirement	19,880	47,600	55,667

**MOVE Stanislaus Transportation
Budget FY 24-25**

	Actuals	Projected	Budget
	Jul-Dec 23	FY 23-24	FY 24-25
522305 Retirement Administration		5,000	5,250
Total 522300 Retirement	\$ 19,880	\$ 52,600	\$ 60,917
Total 522000 Employee Fringe Benefits	\$ 175,018	\$ 334,800	\$ 447,224
523000 Phones - Cellular	3,947	7,900	11,000
524000 Phones - Desk	2,319	4,600	4,800
525000 Postage	2,531	5,100	5,400
526000 Taxes, Licenses, Permits & Dues	1,573	3,100	3,100
527000 Travel	3,835	7,700	15,000
528050 Fuel	26,795	53,600	56,280
528100 Maintenance - Vehicle	18,566	37,100	41,455
610000 Program Expenses			
610050 Program Software	1,950	20,000	20,000
611000 BRIDGES Mileage Reimbursement	72,922	145,800	150,000
612000 Care Cruisers	7,204	14,400	14,400
614000 VetsVan Expenses	19,977	40,000	40,000
616000 PASS	9,622	20,000	20,000
618000 Comm Prtnrs - ML	189	189	-
619000 Education/Training Scholarships	-	-	15,000
619100 VOGO	87	87	-
Total 610000 Program Expenses	\$ 111,951	\$ 240,476	\$ 259,400
680050 Indirect ML Expenses	-	-	-
690050 Contingency	-	-	275,000
Total Expenditures	\$ 1,191,979	\$ 2,426,556	\$ 3,298,398
Net Operating Revenue	\$ 649,898	\$ 493,444	\$ (0)
Other Revenue			
Z31000 Temporary Capital Holding	298,660	298,660	554,325
Z32000 Capital Contributions	72,495	69,903	-
Total Other Revenue	\$ 371,155	\$ 368,563	\$ 554,325
Other Expenditures			
710000 Depreciation	22,218	44,400	
720000 Amortization	3,284	6,600	-
Z22000 Temporary Asset Holding	195,156	191,918	725,000
Z310000 Temporary Reserve Holding	298,660	298,660	443,816
Total Other Expenditures	\$ 519,318	\$ 541,578	\$ 1,168,816
Net Other Revenue	\$ (148,163)	\$ (173,015)	\$ (614,491)
Net Revenue	\$ 501,736	\$ 320,430	\$ (614,491)

TDA Carryover to Use as Revenue In Budget Year

Current Year TDA Claim	1,505,280	1,505,750
Prior Year TDA Carryover Op & Cap	243,707	614,492
Total TDA Funds Available	1,748,987	2,120,242
Total Expenditures Op & Cap - Est	2,917,134	4,467,214
Less Expenditures from Non-TDA sources - Est	(1,782,639)	(2,409,275)
Total TDA Expenditures	1,134,495	2,120,241
Current Year TDA Carryover	614,492	0

Budget MOVE CTSA	Actual Unaudited 2022-23	Estimated 2023-24	Proposed 2024-25	Proposed 2025-26	Proposed 2026-27	Proposed 2027-28
REVENUE FOR OPERATIONS						
Passenger Fares	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary (inc. Advertising)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Transit Fares	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-transportation (inc. Interest)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTF	\$ 1,442,153	\$ 1,429,899	\$ 1,451,425	\$ 1,523,996	\$ 1,600,196	\$ 1,680,206
City of Modesto - LTF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stanislaus - LTF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA (all FTA funds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STA (99313)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STA (99314)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCTOP (99313)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCTOP (99314)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SGR (99313)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SGR (99314)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CMAQ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Measure L	\$ 1,117,001	\$ 1,801,653	\$ 1,358,787	\$ 1,426,726	\$ 1,498,063	\$ 1,572,966
Measure L Regional	\$ 76,915	\$ 160,413	\$ -	\$ -	\$ -	\$ -
City of Modesto - STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SB1-Regional Share	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,480	\$ 7,100	\$ -	\$ -	\$ -	\$ -
5310 Grants	\$ -	\$ 263,100	\$ 187,437	\$ 196,809	\$ 206,649	\$ 216,982
SEC Contract / TDA Regional	\$ -	\$ 290,000	\$ 300,749	\$ 315,786	\$ 331,576	\$ 348,155
TOTAL REVENUE FOR OPERATIONS	\$ 2,637,549	\$ 3,952,165	\$ 3,298,398	\$ 3,463,318	\$ 3,636,484	\$ 3,818,308
OPERATING EXPENDITURES						
Labor	\$ -	\$ 1,192,843	\$ 1,415,680	\$ 1,486,464	\$ 1,560,787	\$ 1,638,827
Fringe Benefits	\$ -	\$ 428,300	\$ 561,760	\$ 589,848	\$ 619,340	\$ 650,307
Services	\$ -	\$ 443,947	\$ 523,800	\$ 549,990	\$ 577,490	\$ 606,364
Materials & Supplies	\$ -	\$ 45,400	\$ 78,000	\$ 81,900	\$ 85,995	\$ 90,295
Utilities	\$ -	\$ 14,600	\$ 18,000	\$ 18,900	\$ 19,845	\$ 20,837
Casualty & Liability	\$ -	\$ 42,516	\$ 44,642	\$ 46,874	\$ 49,218	\$ 51,679
Taxes	\$ -	\$ 3,100	\$ 3,100	\$ 3,255	\$ 3,418	\$ 3,589
Purchase Transportation Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc. Expenses	\$ -	\$ 133,100	\$ 231,135	\$ 242,692	\$ 254,826	\$ 267,568
Expense Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ -	\$ 751	\$ -	\$ -	\$ -	\$ -
Leases & Rentals	\$ -	\$ 122,000	\$ 147,281	\$ 154,645	\$ 162,377	\$ 170,496
Contingencies	\$ -	\$ -	\$ 275,000	\$ 288,750	\$ 303,188	\$ 318,347
TOTAL OPERATING EXPENDITURES	\$ -	\$ 2,426,557	\$ 3,298,398	\$ 3,463,318	\$ 3,636,484	\$ 3,818,308
NET SURPLUS / (DEFICIT) FOR OPERATIONS	\$ 2,637,549	\$ 1,525,608	\$ -	\$ -	\$ -	\$ -
REVENUE FOR CAPITAL						
LTF	\$ 98,600	\$ 319,088	\$ 668,816	\$ 225,000	\$ 25,000	\$ 25,000
FTA (all FTA funds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STA (99313)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STA (99314)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCTOP (99313)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCTOP (99314)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SGR (99313)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SGR (99314)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CMAQ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Measure L	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
Measure L Regional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of Modesto - LTF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of Modesto - STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stanislaus - LTF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE FOR CAPITAL	\$ 98,600	\$ 319,088	\$ 1,168,816	\$ 225,000	\$ 25,000	\$ 25,000
CAPITAL EXPENDITURES						
Office Relocation Capital	\$ 45,143	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Purchase	\$ -	\$ 122,661	\$ -	\$ -	\$ -	\$ -
Office Capital	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Reserve Account	\$ -	\$ 298,660	\$ 443,816	\$ 200,000	\$ -	\$ -
Vehicle Purchases	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Fleet Facility / Charging Infrastructure	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES	\$ 45,143	\$ 421,321	\$ 1,168,816	\$ 225,000	\$ 25,000	\$ 25,000
NET SURPLUS / (DEFICIT) FOR CAPITAL	\$ 53,457	\$ (102,233)	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 2,736,149	\$ 4,271,253	\$ 4,467,214	\$ 3,688,318	\$ 3,661,484	\$ 3,843,308
TOTAL EXPENDITURES	\$ 45,143	\$ 2,847,878	\$ 4,467,214	\$ 3,688,318	\$ 3,661,484	\$ 3,843,308
TOTAL NET SURPLUS / (DEFICIT)	\$ 2,691,006	\$ 1,423,375	\$ -	\$ -	\$ -	\$ -

TRANSPORTATION DEVELOPMENT ACT CLAIM FORM

(All claimants must complete this document)

Project Year 2024-25
Claimant MOVE Stanislaus Transportation
Address 4701 Sisk Rd, #201, Modesto, CA 95368

Contact Person Tony Hill Title CEO
Telephone 209-672-1143 x106 Email tonyh@movestanislaus.org

Contact Person Title
Telephone Email

The above named Claimant hereby applies for allocations of Transportation Development Act funds for FY 2023-24 for the purposes and in the amounts specified below.

Local Transportation Fund		
Purpose		Claimed
Article 4 Transit (PUC 99262) Fixed Route		
Fixed Route Operations	\$	-
Fixed Route Capital	\$	-
Article 4 Transit (PUC 99262) ADA Paratransit		
ADA Paratransit Operations	\$	-
ADA Paratransit Capital	\$	-
Article 4 Transit (PUC 99262) Demand Response		
Demand Response Operations	\$	-
Demand Response Capital	\$	-
Article 4 Regional Multi-Modal Station (PUC 99234.9)		
Regional Multi-Modal Station Operations	\$	300,749.00
Regional Multi-Modal Station Capital	\$	-
Article 4 Rail (PUC 99234.9)		
Rail Operations	\$	-
Rail Capital	\$	-
Article 4 Alternate Transportation (PUC 99234.9)	\$	-
Article 4.5 CTSA (PUC 99262) - Operator		
CTSA Operations	\$	1,451,425.00
CTSA Capital	\$	54,325.00
Article 8 (PUC 99400 (b,c,d,e))	\$	-
Total Local Transportation Fund Claim	\$	1,806,499.00

State Transportation Assistance		
Purpose		Claimed
PUC 99313	\$	-
PUC 99314	\$	-
Total State Transportation Assistance Claim	\$	-
Total Transportation Development Act Claim	\$	1,806,499.00

Submitted By _____

Title _____

Date _____

StanRTA 2023-24 TDA Claims

Explanation of Expenditures	Estimated	Proposed	% Change
MOVE CTSA	2023-24	2024-25	
OPERATING EXPENDITURES			
Labor	\$ 1,192,843.00	\$ 1,415,680.00	18.7%
Fringe Benefits	\$ 428,300.00	\$ 561,760.00	31.2%
Services	\$ 443,947.00	\$ 523,800.00	18.0%
Materials & Supplies	\$ 45,400.00	\$ 78,000.00	71.8%
Utilities	\$ 14,600.00	\$ 18,000.00	23.3%
Casualty & Liability	\$ 42,516.00	\$ 44,642.00	5.0%
Taxes	\$ 3,100.00	\$ 3,100.00	0.0%
Purchased Transportation Services	\$ -	\$ -	0.0%
Misc. Expenses	\$ 133,100.00	\$ 231,135.00	73.7%
Expense Transfers	\$ -	\$ -	0.0%
Interest Expense	\$ 751.00	\$ -	-100.0%
Leases & Rentals	\$ 122,000.00	\$ 147,281.00	20.7%
Contingencies	\$ -	\$ 275,000.00	0.0%
EXPLANATION			
Each Operating Expenditure item for 2024-25 which exceeds 2032-24 by more than 15% (in Red) must be justified in a statement below			
<p>Labor and Fringe benefits increases due to addtion of 3 employees to MOVE staff.</p> <p>Service increase due to anticipated need for additional consulting costs for strategic plan and increase in other consulting needs from expansion of MOVE operations.</p> <p>Materials and supplies increase for anticipation of office furniture and equipment needed for new additional personnel to be hired.</p> <p>Utilities increase for anticipated cell phone cost increase for additional personnel.</p> <p>Misc Expenses increase anticipated for marketing campaign.</p> <p>Leases and Rental increase due to terms in lease agreement and antipication of additional maintenance costs associated with the facility.</p>			

MOVE Measure L Project Summary
FY 2024-25
Project Period July 1, 2024 to June 30, 2025

Project Name	Measure L Funds	Matching Funds	Project Description	Key Tasks	Performance Measures
Pass Program-Senior/Disabled Fare Assistance Pilot Program	\$ 66,786	\$0.00	Transit fare assistance for low-income seniors and disabled individuals; involves distribution of fare media (tickets, monthly passes, etc.) to eligible individuals for transit programs; program to be expanded beyond Salvation Army and VSO to other community agencies. Includes staff time to coordinate.	Distribute and account for fare media; estimated number of annual users between 50 and 150 depending upon amount of transit service needed and the fare structure of the appropriate operator	Number of low income individuals (seniors/disabled) enrolled in the program; dollar amount of fare media distributed
Program Software	\$ 20,000	\$0.00	MOVE purchased a specialized transportation software package to manage VetsVan, Senior Ride Assist, and Bridges programs. This on-going investment coordinates most of MOVE's programs into a single management package. Additional tools may include: technology for management of new projects including fare assistance; website update to include Measure L Projects; refinements to software tools to more specifically tailor them to MOVE programs.	Purchase, install, utilize new technology tools	Effective installation and utilization of new software
Vets Van Operations: Operating costs and Coordinator	\$ 279,303	\$0.00	MOVE will be expanding the VetsVan program to provide rides for Veterans to medical facilities. Additional service delivery methods are being investigated for implementation. These funds provide for vehicle operations including fuel, insurance, maintenance, bridge toll pass, etc. Drivers are volunteers to control overall program cost; volunteers will be obtained through outreach and other MOVE programs; the project Coordinator will directly manage all aspects of the program.	Provide 400 to 500 miles per week of VetsVan operations, five days per week	Number of VetsVan Rides provided; number of miles operated; number of volunteer hours dedicated to van operation
Scholarship Fund	\$ 15,000	\$0.00	This MOVE sponsored program will provide community agencies with funds to allow participation in industry training programs to enhance technical skills; agencies would apply to MOVE demonstrating the benefit of the training to the agency; follow up reporting back to MOVE regarding achieved benefits would be required	Identify appropriate training opportunities such as National Transit Institute (NTI) programs, California Association for Coordination Transportation (CalACT) conferences, business management classes; evaluate agency applications; ensure follow up reporting	Number of agency staff members attending training; reported results from agencies
BRIDGES	\$ 271,803	\$0.00	MOVE BRIDGES volunteer driver program; costs include a full time staff coordinator, mileage reimbursement funds, and other miscellaneous expenses	Screen applicants for volunteer services; manage mileage reimbursement process; oversee performance of the program; analyze for potential future demand	Number of users; number of miles reimbursed; trip purpose; trip length; efficiency of reimbursement process

MOVE Measure L Project Summary
FY 2024-25
Project Period July 1, 2024 to June 30, 2025

Project Name	Measure L Funds	Matching Funds	Project Description	Key Tasks	Performance Measures
Care Cruisers	\$ 705,895	\$0.00	Care Cruisers formerly "Senior Assisted Rides" program (formerly operated by Catholic Charities) is a personalized ride service to assist qualified seniors with transportation to medical appointments, grocery shopping and other needed trip purposes. Operations are now directly through MOVE personnel. All expenses of the program are included in this item. These include fuel, insurance, staff wages, volunteer coordination, vehicle maintenance and other program elements.	This service involves taking reservations, scheduling rides for eligible users, providing those rides through paid or volunteer driving staff, and care and maintenance of a fleet of agency vehicles. It is operated throughout the county. It is also being structured as the platform for providing other direct driving services to in-need populations.	This service is measured by: number of rides provided; cost per ride; miles operated; riders per trip; other technical measures.
Battery Electric Vehicle Operations Facility	\$ 500,000	\$0.00	MOVE has adopted zero-emission transportation technologies through purchase of 3 battery electric vehicles (Bevs) in alignment with the Bipartisan Infrastructure Deal, Inflation Reduction Act funding, and Section 5339 Bus and Bus Facilities Grant funding. MOVE does not currently have a storage facility for its fleet of vehicles or a charging infrastructure to support its (Bevs) transition. This project encompasses a dedicated facility equipped with requisite charging infrastructure and climate control systems to optimize battery performance and longevity. Demand management solutions to mitigate operational cost and redundancies of independent electricity supply generators are of an essential need and is acquisition of specialized maintenance equipment located in designated service areas. MOVE anticipates its fleet of vehicles supporting Measure L programs will triple from current number over the next eight years factoring vehicle replacements	Add Project to FTIP and Overall Work Plan, Create Project Milestone Chart, Develop Fleet Transition Plan, Develop Project Summary, Participate in meetings with U.S. Congress and staff/ FTA officials, Identify Site Location/Alternatives, Create Earmark Strategy	Project included in FTIP (with dollar amount), Project included in Overall Work Plan, Meeting held with U.S. Congress and Staff; Project Milestone Chart completed; Approved FTA Fleet Transition Plan, Site location identified, Earmark Strategy Implemented
Total Local Measure L Operating		\$1,358,787			
Total Local Measure L Capital		\$500,000			

Safety, Injury, Illness, & Violence Prevention Plan

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Safety, Injury, Illness, & Violence Prevention Plan

Purpose

MOVE's Safety, Injury, Illness and Violence Prevention Plan is required by state and federal law. MOVE is committed to protecting the health, safety, and wellness of its employees. MOVE firmly believes that the success of fulfilling its vision of service in offering "transportation that changes lives" is through its employees' and volunteers' engagement in day-to-day activities in the office and while away from the office during MOVE's operational hours practicing and implementing MOVE's Safety, Injury, Illness and Violence Prevention Plan. MOVE's management will protect employees and volunteers from any retaliation connected with reporting unsafe working conditions and implementation of MOVE's (SIIVPP). Employees and Volunteers are encouraged to report all unsafe working conditions. Regrettably, accidents will happen. However, employees and volunteers that follow guidelines, principles, strategies, and participate in training may mitigate risks of injury to themselves and others.

MOVE encourages the concept of shared accountability for its employees and volunteers to follow MOVE's Safety, Injury, Illness and Violence Prevention Plan (SIIVPP) and to practice the plan during all hours of operation and at all locations the employee or volunteer might encounter. In practice, shared accountability furthers employees' and volunteers' cooperation to protect each other in detecting hazards, reporting dangerous conditions, and participating in communicating information related to unsafe or dangerous conditions immediately to their supervisor or manager.

I. Safety Plan

MOVE's management to the extent feasible will provide all mechanical and physical protection required to protect the safety and health of employees and volunteers, while at the same time employees and volunteers hold responsibility to use common sense, demonstrate caution and to practice the MOVE (SIIVPP) to avoid unsafe conditions and to prevent accidents from occurring during hours of operations or non-operating hours and when participating in community events. MOVE is committed to accident prevention in all phases of its operations and administration. MOVE management will take reasonable measures to provide safe and healthy working conditions by establishing and insisting on the implementation of safe practices by all employees. Equally each employee or volunteer has a duty to accept and follow established safety regulations and procedures.

When or should an employee or volunteer ever have a doubt about how to perform a task safely, it is their duty to ask a qualified person for assistance. Employees and volunteers are expected to assist management in accident prevention activities. Unsafe working conditions or practices must be reported to management immediately.

Fellow employees or volunteers that need help due to an accident should be offered help. Any employee, volunteer or service recipient that is injured during MOVE's hours of operation must be reported to any of the three MOVE Safety Officers, Director of Operations, Director of Mobility or Executive Assistant.

A. Safety Rules for All Employees:

- 1) All employees shall follow safe practices and rules found in this policy and shared during employment.
- 2) All employees shall report unsafe conditions or unsafe practices to their supervisor or the identified Safety Officers.
- 3) All injuries shall be reported to the identified Safety Officer so that arrangements can be made for medical treatment or the use of First Aid treatments.
- 4) The Safety Officers are responsible for implementing safe practices and mitigating unsafe conditions or practices through reasonable actions and responses.
- 5) Suitable work clothing and shoes must always be worn.
- 6) Employees shall not work when physically unable to do so due to severe fatigue, illness or other conditions that might cause the employee injury.
- 7) Horseplaying and other acts impacting safe practices are prohibited.
- 8) Smoking is not allowed in the office and is allowed outside of the internal building in designated areas.
- 9) Employees are prohibited from working when intoxicated, under the influence of alcohol, drugs, or prescription medications impairing judgement and work performance.
- 10) Employees should not lift heavy objects more than 25 pounds and should gain assistance from other employees when the object is more than 50 pounds.
- 11) Employees shall not tamper with electrical equipment, machinery, air or water lines or other structural components or lighting fixtures.

B. Safety Officer Responsibilities:

- 1) Implement safety policies and practices and facilitating building repairs through the landlord or responsible entity.
- 2) Encourage employees to report unsafe conditions and injuries occurring during working hours.
- 3) Develop and provide safety training and education.
- 4) Inspect office space and unsafe conditions.
- 5) Investigate accidents and injuries within the Safety Officer's scope of authority and practice to determine cause and opportunity to reduce future incidents of similar kind.
- 6) Prepare incident report for review by CEO to mitigate reoccurrence.

C. Employees' Responsibilities:

- 1) Attend and participate in agency safety training programs and initiatives.
- 2) Read safety warnings and posters.
- 3) Follow MOVE's safety plan and policies.
- 4) Accept responsibility for own safety and impact of others.
- 5) Report unsafe conditions and practices to Safety Officer or Supervisor.
- 6) Report workplace injuries to Safety Office or Supervisor.

D. Training

Training is an essential need when implementing safety policies and procedures to create a shared understanding of expectations and responsibilities to prevent injury and or accidents in the workplace. All employees are required to read this policy and to ask questions when needed while offering ideas that can improve this policy or practices. All employees are required to receive training regarding this policy and supplemental training from other sources.

E. Supervision

Supervisors are responsible for being familiar with health and safety hazards that employees might be exposed to and can recognize the potential harm to recommend alternative or other options to mitigate the risks to employees or others.

F. Safety Audits

An ideal method to maintain a safe workplace is to review and perform analysis of past accidents and worker compensation complaints. If you have knowledge of a past accident or have been part of an accident in the past, you might be asked to participate in an interview as a method to discover information that might help MOVE prevent that accident from future reoccurrence.

G. Off-Site Operations

Off-Site activities are those performed away from the office, (such as driving, attending meetings, trainings, events, seeking repair or maintenance of vehicles, etc.) If an employee has an accident or injury at an off-site location, the employee is required to report their injury, illness or accident to the designated Safety Officer or their supervisor and seek reasonable medical treatment as circumstances dictate.

H. General Fire Safety

In the event of a fire, employees are required to exit the building safely and remain far away from any source of fire or smoke when possible.

The Safety Officer or Supervisor or any employee under reasonable observation of fire, with smoke alarms sounding can call 911 to summon fire fighters to the workplace. The office is equipped with sprinklers and fire extinguishers. There are three fire extinguishers, classified as A, B, C, covering ordinary material fires, liquid, gas or grease fires, and energized electrical equipment fires. All employees should walk through the office to identify the locations where fire extinguishers are stored.

I. First Aid Kit

Move's First Aid kit is in the kitchen West wall in a white steel container labeled "First Aid Kit". The Kit has items within such as scissors, tweezers, ointments, adhesive tape, sealed gauze packets, and band aids.

J. AED Defibrillator

An AED is a medical device that delivers an electric shock to the heart to restore normal heartbeat. An AED can be used by nearly anyone, as it displays indicators supporting the user of the product. MOVE's AED Defibrillator is in the kitchen on the East wall. MOVE staff that have received First Aid & CPR training have been trained on the use of MOVE's AED.

K. Safety Posters

MOVE has posted the required employment information in the kitchen. Employee information posted covers Wage, Hours laws, Worker's Compensation requirements, OSHA safety and health notices, and contact information for entities that employees can use to file complaints or to report work injuries, illnesses, or unsafe working conditions.

II. Emergency Action Plan

Each Manager or designee is responsible for accounting for all of the employees on their team. The Receptionist is responsible for accounting for visitors in the office and lobby.

A. Fire

If any MOVE staff hears an internal Fire Alarm, you must immediately leave the office and head to the designated area. Be aware of your surroundings, look for smoke, know your escape route, use the stairs, and assist anyone that needs help getting down the stairs. Please remain calm.

- 1) The Director of Operations, Director of Mobility or Executive Assistant will check the lady's bathroom to make sure no one is in there.
- 2) The Executive Director or Transit Resource Specialist will check the men's bathroom to make sure no one is in there.

After the Fire Alarm is cleared:

- 1) Deactivate the Fire Alarm
- 2) Reset the Fire Alarm
- 3) Re-enter the building after a management staff person announces, "All Clear"
- 4) Check the elevator to make sure it is operational
- 5) After the Fire Department has inspected, employees can re-enter the building

B. Earthquake

During an earthquake stay calm and do the following according to your location:

- 1) Stay Calm
- 2) Inside (stand in doorway brace against the frame and watch out for swinging doors or crouch under a solid table or desk)
- 3) Outside (stand away from buildings, trees, telephone, and electrical lines)
- 4) On the Road (drive away from underpasses and overpasses, stop in a safe area remain in vehicle)

After:

- 1) Check for injuries
- 2) Check for water, sewage breaks, down power lines and shut off utilities
- 3) Clean up dangerous spills
- 4) Check the building for damage and assess the need for immediate corrective action
- 5) Wear shoes
- 6) Turn on the radio for instructions from public safety agencies

C. Active Shooter

Do not pull the fire alarm. This might make the situation more dangerous and will expose more staff to the area occupied by the shooter. Think about your own safety, escape, hide or attack. We will conduct active shooter drills, and the statement "Active Shooter Drill" will be announced before any drill is practiced.

- 1) Escape to a safe place away from the gunshots. The safest solution may be to run from the building and alert other workers not to come to the building through text or phone after escaping. Try to exit and do not wait for others. Also find safe locations, behind office doors or escape from the rear exit or the exit near the bathroom adjoining the neighboring office.

- 2) Hide behind a locked door or in locations not visible to the shooter. Remain as quiet as possible. Turn your cell phone off. Do not open the door after it has been locked. Try to hide behind a desk. If you see others approaching the danger area tell them to escape the office in the opposite direction and shout active shooter.
- 3) Attack is the last resort, when you are in immediate proximity to the shooter and there are no other options. You will be shot regardless. Go after the shooter's legs to tackle, and strike at the shooter's head and attack their wrist. Use any weapons or objects nearby to hurt the shooter, such a chair, vases, coffee cups, or any objects you have nearby and when throwing objects aim at the head or body of the active shooter.

If more than one person is in close proximity of the shooter, all should overwhelm the shooter going after them with all the force that you have from all positions. If the weapon is dropped gain control of it and do not let it go.

- 4) Make an Announcement if possible "Active Shooter" and identify the location you last saw or heard the active shooter. Announce identifying information, color of skin, color or description of clothes the shooter is wearing.
- 5) Call 911 when safe to do so, and do not wait. It might take time for the police to arrive. When the police arrive their attention is to contain the active shooter. If you see police, keep your hands up and follow their instructions.

D. Other Workplace Violence

Work place violence includes physical assaults directed at any employee or visitor from any person within the MOVE office. Descriptions of work place violence include attacks from perpetrators against employees, visitors or third parties, in use of objects, weapons, biting, kicking, spitting, choking, hair pulling, punching, slapping, scratching, pulling or pushing.

- 1) Call 911, and thereafter gain help and assistance from others that are not the perpetrator.
- 2) Intervene if safe to do so to mitigate the threat of harm.
- 3) If safe to do so, call others for help to assist in neutralizing the harm, with the exception of an active shooter or dangerous weapon.
- 4) Gather identifying information, such as color of skin, color of hair, length of hair, height and direction the perpetrator exited the building.
- 5) Complete MOVE incident report.

E. Infectious Disease Control

Whenever the Centers for Disease Control, The State of California Public Health Department or the State of California Governor issues a State of Emergency and advisory as a response to a pandemic or infectious disease event different responses might be implemented as follows:

- 1) MOVE offices might be closed and remote working implemented for all employees.
- 2) MOVE offices might be closed to visitors only.
- 3) MOVE transportation service delivery might continue if safe to do so when implementing required health and safety practices mandated by the Centers for Disease Control or the State of California Public Health Department or Local Public Health Department.

III. Injury & Illness Prevention

A. Lobby Behavior Policy & Procedure

Visitors, guests, and program Participants are expected to act in a manner appropriate within community standards of civility and orderly conduct. If any person within the lobby creates a disruption, engages in shouting, or acts of violence, they will be asked to leave the premises, and if they fail to do so they will be warned that the police will be called.

A MOVE incident report must be written and submitted to the Director of Operations.

B. Driving

- 1) Drive Safely. When using company vehicles (employees or volunteer drivers) or your own vehicle during working hours (Specifically MOVE employees), MOVE employee/volunteer drivers must wear a safety harness and all passengers in your vehicle must wear their safety harnesses, follow traffic laws and codes, do not exceed the speed limit, park in legal spaces and MOVE Employees must retain auto liability insurance.
- 2) Cell Phones. Effective July 1, 2008 it is prohibited for any driver of an automobile in California to use a cell phone, unless the cell phone usage is hands free.
- 3) Text Messaging. MOVE employees and Volunteer Drivers are prohibited from text messaging when driving company vehicles or during company work hours while in the scope of employment or engaging in volunteer activities.
- 4) Traffic Violations: Employees and Volunteer Drivers as responsible for any traffic violations.

- 5) Accidents. Any accident must be reported to the MOVE Director of Operations. California law requires that each driver is required to share their driver's license information, insurance information, registration information. It is important to gather as much information as possible, including names, addresses and telephone numbers of witnesses.

C. Safe Driving Practices

- 1) Only dial numbers when the car is off the road and not moving
- 2) Never text message when driving
- 3) Never have a stressful conversation when driving
- 4) Do not eat when driving
- 5) Do not read a map or any other content when driving
- 6) Do not try to kill insects in the car when driving
- 7) Keep your eyes on the road when driving
- 8) Do not follow cars in front of your vehicle closely
- 9) Always keep safe distances between the car in front of you in event of abrupt stopping
- 10) Do not drive if you are tired
- 11) Take a rest if needed
- 12) Always make sure it is safe to enter an adjacent lane before doing so
- 13) Keep the vehicle windshield and windows clean

D. Transit and Passenger Transportation (MOVE/Volunteer Drivers)

MOVE has an extraordinary responsibility to do everything that it conceivably can to do to protect the health and safety of passengers, drivers and MOVE employees. Violations of Transit practices and procedure can result in immediate termination of employment or volunteer status. The following procedures and prohibitions are mandated before, after and during transportation.

- 1) MOVE / Volunteer Drivers are required to read file notes regarding special conditions or requirements for each passenger. The file notes are intended to support the quality of transportation services delivered from MOVE.
- 2) Some Participants can only be safely transported with the support of a Transportation Aide or Personal Assistant. In these cases, MOVE/Volunteer Drivers cannot transport these specific Participants unless the Participant's Transportation Aide or Personal Assistant are present during the entirety of the trip.

- 3) MOVE / Volunteer Drivers are prohibited from providing transportation, when they are unable to safely secure the Participant's wheelchair or required safety harnesses.
- 4) MOVE / Volunteer Drivers are prohibited from providing transportation, if any ramp, wheelchair lifting device, safety harness, seat belt is malfunctioning and is not operable that is essential to safely transport the Participant and any occupant of the vehicle.
- 5) MOVE / Volunteer Drivers are prohibited from transporting Participants with wheelchair mobility devices, until they have received wheelchair security and safety harness training.
- 6) MOVE / Volunteer Drivers are prohibited from modifying passenger loading and unloading methods, or procedures and must follow training methods provided by MOVE management or external training representatives.
- 7) MOVE / Volunteer Drivers are prohibited from leaving their personal belongings in MOVE vehicles during or after transit, except for a purse, backpack or satchel.

E. Office Ergonomics

The purpose of MOVE's ergonomics program is to apply ergonomics principles within the workplace to reduce the number of ergonomic related injuries.

Ergonomics is the science of human comfort. The work place environment can impact the human body and result in a musculoskeletal disorder (MSD). MSDs are injuries that affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal disc of the body. MSDs do not include, slips, trips, falls, cuts, motor vehicle accidents or similar accidents. The purpose of the MOVE ergonomics program is to reduce the number and severity of MSDs, reducing workers' compensation claims, increasing productivity and overall operations efficiency.

Management

MOVE Management is committed to the MOVE ergonomics program and will respond to reports, regularly communicate with employees and secure needed expertise and services to reduce the number of employee workplace MSDs.

Employee Participation

Employees will be solicited for their input and assistance with identifying ergonomic risk factors, worksite evaluations, development and implementation of controls, and training.

Identification of Problem Jobs

Collecting data that identifies injury and illness trends is called surveillance. Surveillance can be either active or passive. Active surveillance uses observations, interviews, surveys, questionnaires, checklist and formal worksite evaluations. Passive surveillance looks at existing data, workers' compensation claims, trips to the medical facility and absentee records. MOVE will implement active and passive surveillance strategies.

Worksite Evaluations

Triggers for worksite evaluation:

- 1) When an employee reports a MSD sign or symptom.
- 2) Jobs, processes and work activities have been identified and may be work-related ergonomic risk factors.
- 3) When a safety walk-through or scheduled inspection or survey has uncovered potential MSDs risk factors.

Work related risk factors:

- 1) Physical risk factors including force, postures, static loading, and sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.
- 2) Administrative issues including job rotation, staffing, lack of training, work pace, work methods.
- 3) Environmental risk factors including noise, lighting, glare, air quality, temperature, humidity, protective equipment and clothing.

Setting Priorities & Implementation of Evaluation Recommendations

Worksite evaluations:

- 1) Any job, process, operation or workstation which has contributed to a worker's current MSD.
- 2) A job, process, operation, or workstation that has historically contributed to MSD.
- 3) Specific jobs, processes, operations or workstations that have the potential to cause MSD.

Evaluation & Recommendations:

MOVE will implement recommendations and strategies included in Ergonomic Evaluations.

Training

Frequency / Content & Verification:

- 1) The Safety, Injury, Illness & Violence Prevention Plan is covered in new employee orientation
- 2) When exposure levels or ergonomic risk factors have been identified
- 3) Oral presentations
- 4) Videos
- 5) Educational literature
- 6) Practice demonstrations
- 7) External consultants
- 8) Training will be documented, through training sign in sheets, and employee personnel files

F. Attestation

I MOVE employee/volunteer driver _____, have read the
Printed Name

MOVE Safety, Injury, Illness, & Violence Prevention Plan, and I agree to follow the Plan and implement the Plan. If I have any questions regarding this Plan I will ask my supervisor or the Director of Operations. I agree to report dangerous conditions or hazardous activities or activities of employees or volunteers that are violating this Plan to my supervisor, the Director of Operations or Executive Director.

MOVE employee/volunteer driver _____, _____
Employee/Volunteer Signature Date



MOVE Board of Directors Care Cruisers Monthly Report FY 2023-2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YTD
Rider Statistics (#43 Agency Summary Report by Month or #18 Clients/Volunteers Membership by Month)	Indicates Avg												
Eligible Riders	378	403	425	448	466	475	476	484	510	558			462
Goal by 6/30/24 (Eligible Riders)	550	550	550	550	550	550	550	550	550	550	550	550	
Unduplicated Riders this Month	74	95	88	93	83	75	89	75	88	84			87
Service Provision (#32G Trip & Service Provision 5310 Report & Report 21)													
Service Days	20	23	20	22	19	19	21	20	21	22			21
Passenger Miles (Passengers on Vehicle)	2,366	3,157	3,057	3,203	2,907	2,785	2,568	2,490	3,090	3,150			28,773
Deadhead Miles (No Passengers on Vehicle)	3,608	4,946	3,756	4,287	3,957	3,784	3,895	3,968	4,647	4,822			41,670
Total Miles	5,974	8,103	6,813	7,490	6,864	6,569	6,463	6,458	7,737	7,972			70,443
One-Way Trip Statistics (#32G Trip & Service Provision 5310 Report)													
One Way Trips Requested	424	575	544	573	553	515	591	563	603	608			5,549
One Way Trips Completed	316	457	383	440	386	373	378	373	388	394			3,888
Goal by 6/30/24 (One-way Trips Completed)	840	840	840	840	840	840	840	840	840	840	840	840	10,080
Percentage of One Way Trips Canceled	25%	21%	30%	23%	30%	28%	36%	34%	36%	35%			3
Drivers Statistics (#43 Agency Summary Report by Month or #18 Clients/Volunteers Membership by Month)													
Total Active Drivers	5	6	7	5	5	5	4	4	3	4			5
Active Staff Drivers	3	3	3	3	3	3	3	3	3	3			3
Active Volunteer Drivers	2	2	2	2	2	2	1	1	0	1			2
Unduplicated Volunteer Drivers this Month	1	2	2	1	1	1	1	1	0	1			1

*Goal based on 3 paid drivers completing 2 rides per hour per driver per day

[illegible]



MOVE Board of Directors

PASS Monthly Report FY 2023-2024

	Jul-23 Free Fare	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23 Free Fare	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YTD
PROGRAM STATISTICS													
MOVE	0	92	87	97	92	0	105	348	348	358			2,209
ADA Direct Ticket Funding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	224	224	288			
Downtown Street Team	N/A	N/A	N/A	N/A	100	0	100	100	100	100			500
Rainbow Resource Center	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100	100	100			
Oakdale Family Center for Human Service	N/A	N/A	N/A	N/A	N/A	N/A	40	0	0	0			40
Salvation Army	0	271	123	193	81	0	188	158	158	233			
GOAL: Increase Recipients by 50 per month	0	50	50	50	50	0	50	50	50	50	50	50	500
Total Tickets Provided	0	728	998	1135	1164	0	2279	623	930	1,079			6927
Total Actual PASS Expenditure	\$0.00	\$2,066.00	\$2,030.00	\$2,295.00	\$1,964.00	0	\$2,353.00	\$948.00					\$11,383.00
Budgeted Expenditure	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Average Cost per Client	\$0.00	\$2.84	\$2.03	\$1.67	\$1.80	\$0.00	\$2.02	\$2.61					\$2.59

** Tickets are purchased the month before for mailing purposes July & December 2023 are Free Fare Month. No Tickets Purchased.



MOVE Board of Directors

BRIDGES Monthly Report FY 2023-2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YTD
Rider Statistics													Indicates Avg
Eligible Riders	267	277	283	286	295	303	293	284	302				286
Goal by 6/30/24 (Eligible Riders)	325	325	325	325	325	325	325	325	325	325	325	325	
Unduplicated Riders this Month	114	109	115	113	118	118	117	115	108				115
Service Provision													
Total Miles Reimbursed	23,297	24,397	25,182	25,325	25,296	26,314	24,719	25,007	25,156				149,811
Total Trips Reimbursed	3,044	2,824	3,022	3,128	3033	3355	3236	3027	2919				18,406
Medical Trips	804	791	877	807	870	798	907	843	891				4,947
Grocery/Rx	1,054	930	964	975	973	1,067	1,011	988	842				5,963
Life Trips	1,186	1,103	1,181	1,346	1,190	1,490	1,317	1,196	1,186				7,496
Reimbursement													
Online Submittal % (Clients)	32%	31%	30%	39%	38%	44%	46%	46%	44%				36%
Goal by 6/30/24 (Online Submittal % Clients)	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Manually by Staff Submittal %	68%	69%	70%	61%	62%	56%	54%	54%	66%				64%
Total Amount Reimbursed	\$11,649.00	\$12,196.00	\$12,591.00	\$12,638.00	\$12,639.00	\$13,156.95	\$12,237.25	\$12,503.95	\$12,578.30				\$74,869.95
Avg Reimbursement per Trip	\$3.83	\$4.32	\$4.17	\$4.04	\$4.17	\$3.92	\$3.78	\$4.13	\$4.31				\$4.07
Drivers Statistics													
Total Eligible Drivers	137	133	145	136	140	140	142	134	127				139



MOVE Board of Directors

VetsVan Monthly Report FY 2023-2024

Updated 10/13/2023

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YTD
Rider Statistics													Indicates Avg
Eligible Riders	243	259	266	284	295	300	310	315	314	328			291
Goal by 6/30/24 (Eligible Riders)	275	275	275	275	275	275	275	275	275	275	275	275	
Unduplicated Riders this Month	42	58	58	53	51	55	63	64	75	69			59
Service Provisions													
Service Days	20	23	20	22	19	19	21	21	21	22			208
Total Miles	7,967	12,813	11,531	12,733	8,819	7,997	12,026	11,194	13,339	13,813			112,232
One-Way Trip Statistics													
One Way Trips Requested	208	332	283	294	275	254	303	299	323	330			2,901
One Way Trips Completed	147	222	186	212	155	154	215	205	243	234			1,973
Goal by 6/30/24 (One-way Trips Completed)	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Percentage of One Way Trips Canceled	29%	33%	34%	28%	44%	61%	29%	32%	25%	29%			
Driver Statistics													
Total Active Drivers	17	17	17	17	17	17	20	20	20	20			18
Goal by 6/30/24 (Volunteer Drivers)	20	20	20	20	20	20	20	20	20	20	20	20	
New Drivers	0	0	0	0	0	0	3	0	0	0			0
Unduplicated Drivers this Month	14	11	12	12	12	11	12	15	15	13			13

* Goal based on 5 vehicles