
MOVE Board of Directors Meeting Agenda

10:00 AM Tuesday, August 20, 2024

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Rosec@movestanislaus.org

Move Stanislaus Transportation Board meeting
Aug 20, 2024, 10:00 AM – 12:00 PM (America/Los Angeles)

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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. Introduction- Yvonne Reynolds (Pat Maisetti)

5. Consent Calendar

A. Board of Directors Meeting Minutes of June 18, 2024

Action: Approve Consent Calendar Item

6. Recognition- MOVE Founders (Jenny Kenoyer/Mickey Peabody)- (Kristin)

7. FY 24/25 Budget Line Item (Automobile Insurance Expense) (Tony Hill Esq.)

Action: Approve Adjustment to FY 24/25 Budget Line Item (Automobile Insurance Expense) from (\$24,516) to (\$46,000) through contingency reserve.

8. NonProfits United Contract (Automobile Insurance) (Tony Hill Esq.)

Action: Approve CEO execution of contract with Non- Profits United to fund automobile insurance effective June 28, 2024.

9. FY 24/25 Budget Line Item (Care Cruisers) (Tony Hill Esq.)

Action: Approve Adjustment to Care Cruisers FY 24/25 Budget Line Item from (\$14,400) to (\$48,000) through contingency reserve.

10. Paratransit Eligibility/Verification- Visitors Policy (Tony Hill Esq.)

Action: Approve Paratransit Eligibility/Verification- Visitors Policy

11. MOVE Stanislaus Transportation Employee HANDBOOK Revision Sections 2.3 and 2.4 Dress Code and Public Image (Tony Hill Esq.)

Current Language: Section 2.3

The current Company dress code is business casual. ~~Please keep in mind, however, that the Company is a professional business office, where clients and others often visit. Generally, clean, neat clothing is acceptable. However, blue jeans, torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate casual attire.~~ As always, please use common sense in your choice of business attire.

Proposed Language: Section 2.3

The current Company dress code is business casual. Please keep in mind that the Company is a professional business office, where clients and others often visit. Generally, clean, neat clothing is acceptable. Blue jeans are acceptable, and Company issued polo shirts or other Company issued attire. However, torn blue jeans, torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate casual attire.

New Language

Other articles of dress not allowed are sweatpants, exercise wear, mini-skirts, pajamas, shirts with writing other than MOVE name, beachwear, T-shirts, crop tops, clothing showing midriffs, halter tops, backless tops, tank tops, flip flops, beach shoes, shorts (Exception MOVE issued shorts), slippers, and sheer blouses. As always, please use common sense in your choice of business attire. If you are unsure, do not wear it.

Current Language: Section 2.4

Staff who spend the majority of their working time out of the office, are ~~required~~ to wear MOVE shirts, with dark pants, skirts or jeans. ~~Shirts will be provided to these staff as needed.~~

Proposed Language: Section 2.4

Staff who spend most of their working time out of the office, may wear MOVE shirts with dark pants, skirts or dark jeans. Shirts, shorts and uniform pants may be provided to these staff as needed.

Action: Adopt and approve proposed language and changes to MOVE Stanislaus Transportation Employee Handbook Sections 2.3 and 2.4.

12. MOVE Stanislaus Transportation Employee HANDBOOK Amend Section 4.5 Retirement Plan (Tony Hill Esq.)

Proposed New Language: Section 4.5

MOVE employees are only entitled to the monthly employer paid retirement contributions for each full month of employment. For example, should an employee end employment on the 15th day of a month, that employee is not entitled to an employer paid contribution for that month but is entitled to contributions for all other prior months after the vesting period had been completed. Accordingly, MOVE is only required to remit employer retirement plan payments on a quarterly basis.

Action: Adopt and approve proposed New Amended language to MOVE Stanislaus Transportation Employee Handbook Section 4.5.

13. CEO Report

- A. Vice Chairperson- Commission on Aging
- B. Chair- Social Services Transportation Advisory Council (SSTAC)
- C. Website Upgrade
- D. Castlerock HR Consulting
- E. Budget- Process
- F. Caltrans -Mobility Grant & Operations Grant

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

15. Comments by Board Members

16. Information Items

- MOVE Board Members (contact list August 2024)
- MOVE Organization Chart (8/5/2024)
- July 25, 2024, Letter- San Joaquin Valley Air Pollution Control District
- July 30, 2024, Letter- Stanislaus Regional Housing
- Program Reports

Closed Session – Board Member Appointment / Routing Software
Strategic Planning Proposal (Report Out)

17. Adjourn

Next Scheduled Board Meeting:

August 20, 2024, at 10:00 am
1150 Ninth Street
Modesto, CA 95354

DATE: August 20, 2024 (Next Meeting Date)
TO: MOVE Board of Directors
RE: Minutes of June 18, 2024

Agenda Item: 5

AGENDA

1. Call to Order

2. Roll Call –

Jeff Lambaren- Chairperson Telephonic
Geri Vargas- Vice Chairperson
Pat Maisetti -Director

(Absent: Lupe Aguilera; Joyce Gandelman)

Also in attendance: Tony Hill, Kristin Bragg, Alicia Rodriguez, Shannon Silva,
Rose Mary Cervantes.

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 for May 14, 2024

Motion: A motion was made by Director Pat Maisetti and seconded by Vice Chairperson Geri Vargas.

Passed: Unanimously

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

Action: Authorize CEO, Tony Hill Esq. to Execute Contract Agreement with Miller Consulting Business and Tax Services before June 30, 2024.

Discussion: Chairperson Jeff Lambaren asked if this was a new contract, or dates being extended. Tony Hill explained that it was a new 2-year term at the same rate.

Motion: A motion was made by Director Pat Maisetti and seconded by Vice Chairperson Geri Vargas to Execute Contract Agreement with Miller consulting Business and Tax Services.

Passed: Unanimously

6. Accounting/ Internal Control & Procurement Policy

Current Language: Petty Cash will be replenished to \$1,000.00 through withdrawal from CEO or Director of Programs.

Proposed Language: Petty Cash will be replenished to **\$1,500.00** through withdrawal from the CEO or Director of **Operations**.

Action: Adopt proposed language within Accounting/Internal Control & Procurement Policy effective May 1, 2024.

Discussion: Tony Hill explained the purpose of \$1,500.00 would reduce the frequency of trips made to the bank creating efficient use of management time.

Motion: A motion was made by Vice Chairperson Geri Vargas and seconded by Director Pat Maisetti.

Passed: Unanimously

7. Contingency Reserve Account

Current Threshold \$1,000,000 dollars (three months of expenses)

Proposed Threshold \$2,000,000 (six/seven months of expenses; best practice)

Action: Increase Contingency Reserve Account to \$2,000,000 threshold.

Discussion: Director Pat Maisetti asked Tony Hill if we should be projecting 5-10 years verses the current 2-3-year projection period. Chairperson Jeff Lambaren asked if StanCOG approved the increase. Tony Hill stated that StanCOG does not have approval authority, regarding MOVE's budget line items. However, StanCOG's Policy Board has approval rights specific to Measure L Budget items. Current year budget does have a reserve item designated for capital project (BEV Operations/Charging Facility).

Motion: A motion was made by Director Pat Maisetti and seconded by Vice Chairperson Geri Vargas to increase Contingency Reserve Account to \$2,000,000 threshold.

Passed: Unanimously

8. CEO Report

- A. Board of Directors Resolution FY24/25 TDA claim- Information Item.
- B. Regional Transportation Coalition Platform (Washington DC Trip)- Tony stated that the StanCOG coalition delivered compelling rationale related to Stanislaus County Transportation projects shared with California Senators and Congressmembers impacting pending earmark requests and Federal Transit Administration grant proposals.
- C. Castlerock HR Consulting- The process is moving forward at a good pace.
- D. BEV Fleet Transition Plan- Wagner Consulting is currently in the process of creating MOVE' plan.
- E. MOVE hired Router/Driver & Driver (Care Cruisers Expansion)

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

No Comments by Shannon Silva

10. Comments by Board Members

11. Information Items

- Quarterly Report
- Monthly Program Reports

Closed Session – Operational Matters/Strategic Planning Proposal
(No Board Action to report).

Next Scheduled Board Meeting:

August 20, 2024
Doubletree Hotel
1150 Ninth Street
Modesto, CA 95354

Rose Mary Cervantes

Rose Mary Cervantes
Secretary of the Board

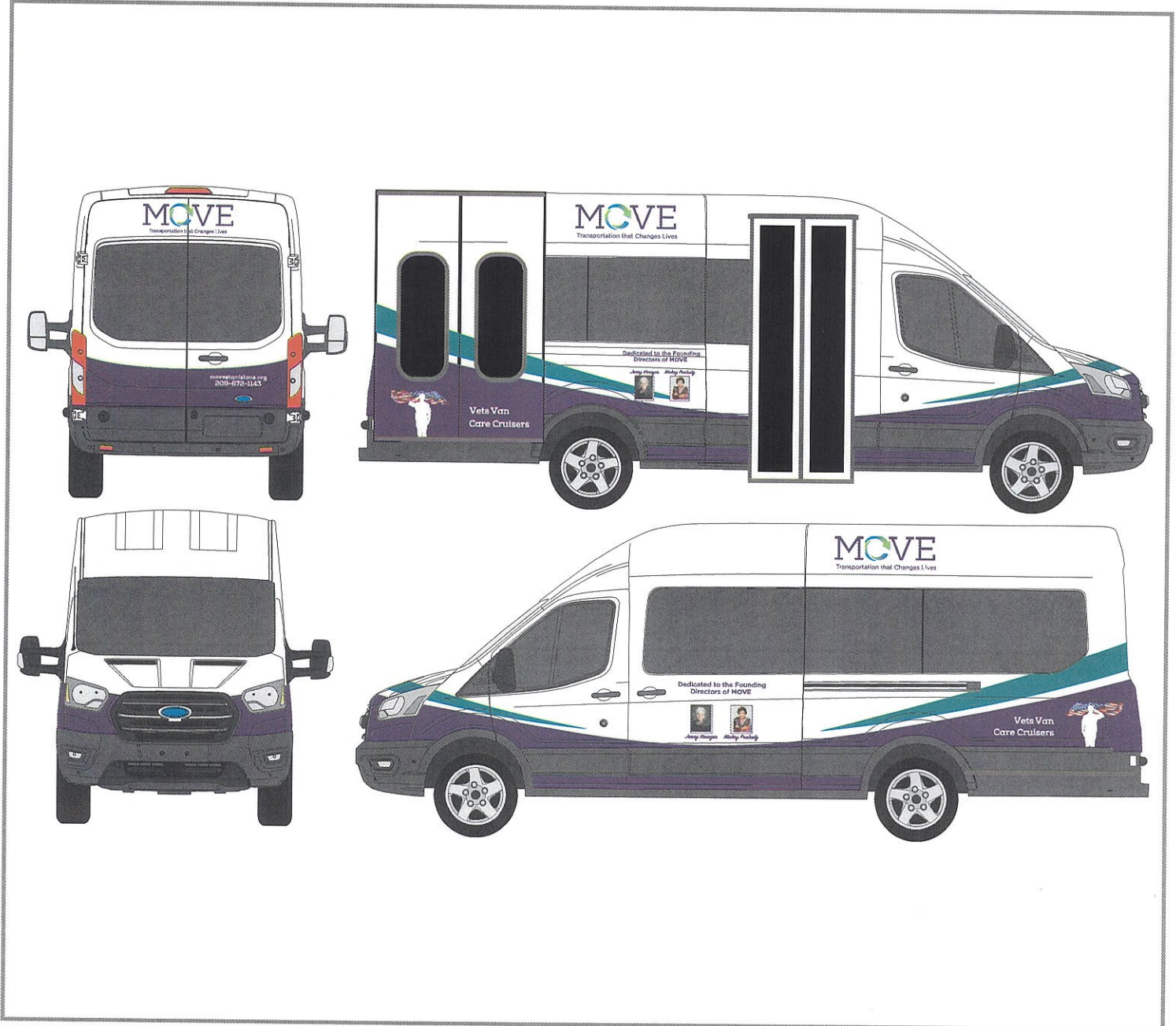
08/15/2024

Date

COMPANY: MOVE Stanislaus
CLIENT: Kristin
EMAIL: Kristinb@movestanislaus.org
PO# _____

SIGN CREATOR: Brad

DATE: 8-13-24



GRAPHIC/SIGN DESCRIPTION:

PRICE

Partial Wrap 3M Vinyl Gloss Laminate

APPROVAL: Any Mistakes including Size, Colors, Spelling, Grammar are clients responsibility to note prior to signing. New Creation Graphics will not be held responsible for any mistakes unnoticed by client after signing proof approval. Any Mistakes shown on a signed proof after the sign is produced will be corrected at the expense of the customer. Please **TRIPLE CHECK** your Artwork. A 50% deposit is required to begin any job unless specified by New Creation Graphics. 50% Deposits are not refundable after 1 year of the date the deposit was received.

X _____ **DATE:** _____

**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

MOVE STANISLAUS TRANSPORTATION
POLICIES AND PROCEDURES

	Date Revised: _____
TO:	MOVE STAFF
SUBJECT:	PARATRANSIT VERIFICATION/ELIGIBILITY- VISITORS
Approved:	_____ TONY HILL, ESQ. CEO
Date of Approval:	_____

PURPOSE & PHILOSOPHY

The purpose for this policy is to establish an internal process for supporting individuals that are visiting Stanislaus County and have prior eligibility to ride ADA paratransit services or need to establish paratransit eligibility temporarily. MOVE operates the Stanislaus Eligibility Center in partnership with Stanislaus Regional Transit Authority and Turlock Transit for the purpose of performing paratransit eligibility assessments for residents and visitors of Stanislaus County. Stanislaus Regional Transit Authority and Turlock Transit are required to provide paratransit services for individuals that reside in or visit Stanislaus County.

A resident for the purpose of this policy is an individual that is a full-time resident of Stanislaus County. A visitor for the purpose of this policy is not a full-time resident of Stanislaus County and is an individual that has or has not been determined eligible for paratransit services in the jurisdiction where they reside. As expected, individuals that are eligible or not eligible to receive paratransit services will travel to different Counties within the United States and will need access to paratransit services. Aply, individuals' established rights to use paratransit services should not be impeded because of their decision to travel to and visit Counties that are not their County or full-time residency. Accordingly, federal laws have been promulgated curtailing administrative waste, encouraging efficient process, and vesting established paratransit service eligibility status for users of that service.

Guided by federal law, the Stanislaus Eligibility Center will give individuals (visitors) that have been determined eligible for ADA paratransit services full faith and credit, facilitating expedited access to complementary paratransit services. Further, in alignment with equal treatment (fairness), the Stanislaus Eligibility Center will perform ADA paratransit eligibility assessments for individuals (visitors) not having a prior determination from any other jurisdiction, relying “on the same basis”, criteria or conditions applied to local users. With a goal to advance federal laws efficiently, the Stanislaus Eligibility Center will make “best efforts” to verify visitors’ eligibility for paratransit services or establish their temporary eligibility for those services within the date of initial contact or no more than one day later.

I. VISITORS WHO HAVE CURRENT ADA PARATRANSIT ELIGIBILITY (VERIFICATION)

Visitors eligible for ADA paratransit services in their jurisdiction of residency are eligible for those services in Stanislaus County. “Full Faith and Credit” is given to an individual (visitor) that needs complementary paratransit services. Simply put, the Stanislaus Eligibility Center will accept the individual’s identification card or other documentation they have and will not require documentation to be provided directly from the issuing transit agency. There is no requirement for the individual to present their documentation in person. They can do so through email or fax. If the Individual’s (visitor) disability is not apparent, information from the visitor specifying their place of residence is sufficient for the individual to access complementary paratransit services (self-certification).

The Eligibility Specialist performing the verification process will rely on the information provided by the individual and will implement the self-certification process as described (information of place of residence), when the individual’s disability is not apparent. After the verification process is completed, the Eligibility Specialist will create an internal file for the individual and update shared electronic files with Stanislaus Regional Transit Authority or Turlock Transit assigning the individual visitor’s status for complementary paratransit services. The individual will be issued a (visitors) eligibility identification card, information, and guidance regarding scheduling trips.

II. VISITORS WHO DO NOT HAVE ADA PARATRANSIT ELIGIBILITY

Visitors who do not have ADA paratransit eligibility in their jurisdiction of residency may qualify for visitor eligibility status in Stanislaus County. The Eligibility Specialist will schedule an appointment with the visitor on the same day as the initial contact. The Eligibility Specialist during the initial contact with the individual (visitor) will inform the individual to bring copies of reports, assessments or evaluations completed by health care professionals or clinicians demonstrating a disability/condition that are barriers to their successful use of fixed route transit services.

If during the eligibility appointment a determination is made that evidence of a disability or condition is not available, the individual will be requested to sign a “Authorization to Disclose Protected Health Information Form” and will be given a “Request for Health Information to Determine ADA Paratransit Eligibility Form” for completion by the individual’s healthcare professional. The Eligibility determination process will move forward, after the individuals’ healthcare information is received demonstrating the individual’s disability or receipt of the healthcare verification form. If evidence of a disability/condition is available at the date of the appointment, the eligibility team member will create an internal file and update shared electronic files with Stanislaus Regional Transit Authority or Turlock Transit assigning the individual visitor’s status for paratransit services. Before the appointment or encounter is completed, the visitor is provided with (visitors) eligibility identification card, information, and guidance regarding

scheduling trips. The individual visitor's status is effective for 21 days of services within 365 days. If the individual needs more days of service, they may apply for ongoing eligibility.

III. APPEALS PROCESS

Individuals (Visitors) that do not have prior ADA paratransit eligibility established through the transit agency in the jurisdiction that they reside in and are denied eligibility at the Stanislaus Eligibility Center retain their right to appeal the determination that is made. The individual must complete the "Appeal Request Form", "Reason for Appeal Form" and "Authorization to Disclose Protected Health Information Form" and submit them to the Stanislaus Eligibility Center at 4701 Sisk Road, Modesto California, 95356. The request for appeal documents must be postmarked within 60 days after the eligibility decision is made.

ATTACHMENTS:

- *Authorization to Disclose Protected Health Information (A)*
- *Request for Health Information to Determine ADA Paratransit Eligibility (B)*
- *Appeal Process for Persons Denied Eligibility to Access American with Disabilities (ADA) Paratransit Services (C)*
- *Appeal Request Form (D)*
- *Reason for Appeal Form (E)*

Attachment A

DOB

Intv

Authorization to Disclose Protected Health Information

1. Provider Name: _____ Phone: _____
Facility Name: _____ Fax: _____
Type: ___PCP ___Mental Health ___Vision ___Therapist ___School
___Human Services Agency ___Other: _____
2. Provider Name: _____ Phone: _____
Facility Name: _____ Fax: _____
Type: ___PCP ___Mental Health ___Vision ___Therapist ___School
___Human Services Agency ___Other: _____

I hereby authorize the practice(s) shown above, including practice employees, to disclose my health information to the Stanislaus Eligibility Center, operated by MOVE, solely for the purpose of determining my eligibility for ADA paratransit service.

This Authorization is effective: **through**

I understand that

- ** I have the right to refuse to sign this authorization. I will still be considered for paratransit services, but no weight will be given to disabilities that cannot be verified.
- ** When my information is used or disclosed pursuant to this authorization, it may be subject to re-disclosure by the recipient and may no longer be protected by the federal HIPAA Privacy Rule.
- ** I have the right to revoke this authorization in writing except to the extent that the Stanislaus Eligibility Center has acted in reliance upon this authorization.

Applicant or Authorized Representative must sign agreement

Signature _____ Date: _____

Print Name: _____ Relationship: _____

Attachment B

Request for Health Information to Determine ADA Paratransit Eligibility

Date of Birth: _____

THIS PROFESSIONAL VERIFICATION WAS COMPLETED BY:

Name (please print): _____ Date: _____

Signature: _____ Phone: _____

Title: ___ Doctor ___ Medical Assistant ___ OTHER: _____

Please indicate the best days and times to reach you if there are follow-up questions required:

Day(s): M T W TH F Times(s): _____

email (please print clearly): _____

1. How long have you provided services to ?

2. When is the most recent date of service?

3. Understanding that people with disabilities use accessible public transit everyday, does have the functional ability to use public transit?

___Yes

___No

If "No" please explain why use of public transit is prevented:

4. What is 's diagnosed disability/condtion(s):

Request for Health Information to Determine ADA Paratransit Eligibility

Date of Birth:

5. Is 's disability temporary? If it is temporary, when is improvement expected?

Attachment C

Appeal Process for Persons Denied Eligibility to Access American with Disabilities Act (ADA) Paratransit Service

Customers who have been found not eligible, conditionally or temporarily eligible have the right to appeal in one of the three ways listed below:

- in writing
- by telephone
- in-person

How to file a request for Appeal

A request for an appeal hearing must be postmarked within 60 days of issuance of a not eligible, temporary, or conditional eligibility determination. Complete and return **both** the Appeal Request Form and Reason for Appeal. You may submit additional information if you wish.

The deadline for submittal of a request for appeal is

Customers who choose to participate by telephone or in-person will be contacted to schedule an appeal hearing. Customers must be available to participate at a mutually agreed upon date. The customer may be assisted a representative of his/her choice.

Appeal Decision

The Stanislaus Paratransit Appeals Panel will advise customers in writing of its decision concerning their appeal. The decision of the Appeals Panel is final.

Attachment D

Appeal Request Form

Complete and return **both** the Appeal Request Form and Reason for Appeal. You may submit additional information if you wish. **PLEASE PRINT CLEARLY. Thank you.**

Name: _____

Address: _____

Telephone number: _____ - _____
(Area Code) (Phone Number)

Date of Birth: _____ Paratransit ID# _____

I request that my appeal hearing be conducted (select one of the following):

_____ **In writing.** (Complete "Reason for Appeal" form. Include supporting documentation, if available.)

_____ **By telephone.** (Complete "Reason for Appeal" form. You will be contacted to schedule an appeal telephone call. You must be available to participate by telephone at a mutually agreed upon time.)

_____ **In-person.** (Complete "Reason for Appeal Form". You will be contacted to schedule an appeal hearing. You must be available to attend a hearing at a mutually agreed upon time.)

Signature: _____ Date: _____

Print Name _____ Relationship: _____

This form will be returned if it is not signed and dated. If you cannot sign, someone may sign for you and indicate their relationship.

Complete and return both the Appeal Request and the Reason for Appeal forms to:

MOVE
4701 Sisk Road Ste 201
Modesto, CA 95356

Attachment E

Reason for Appeal Form

If you need assistance completing this form, please call the Eligibility Center operated by MOVE at 209-672-1143.

I am appealing my ADA Eligibility determination for the following reason(s):

Section 2. General Office Practices

2.1. Orientation and Training. To help you become familiar with the Company and our way of doing things, the Company will provide an orientation and training session within the first few days after you begin work. Some of the content of the session will depend in large part on the nature of your responsibilities, while other parts will be applicable to all employees. In addition, the Company may periodically offer additional training or educational programs. Some programs may be voluntary, while others will be required.

2.2. Attendance and Punctuality. It is important for you to report to work on time and to avoid unnecessary absences. The Company recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, excessive unexcused absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Company. Therefore, frequent unexcused absenteeism or tardiness may result in disciplinary action, up to and including discharge. Absences due to lawfully taken sick leave will not result in discipline under this policy.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible.

2.3. Dress Code and Public Image. As an employee of the Company, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner.

2.3 The current Company dress code is business casual. Please keep in mind that the Company is a professional business office, where clients and others often visit. Generally, clean, neat clothing is acceptable. Blue jeans are acceptable, and Company issued polo shirts or other Company issued attire. However, torn blue jeans, torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate casual attire.

Other articles of dress not allowed are sweatpants, exercise wear, mini- skirts, pajamas, shirts with writing other than MOVE name, beachwear, T-shirts, crop tops, clothing showing midriffs, halter tops, backless tops, tank tops, flip flops, beach shoes, shorts (*Exception MOVE issued shorts*), slippers, and sheer blouses. As always, please use common sense in your choice of business attire. If you are unsure, do not wear it.

2.4. Staff who spend most of their working time out of the office, may wear MOVE shirts with dark pants, skirts or dark jeans. Shirts, shorts and uniform pants may be provided to these staff as needed.

2.5. Workspace. Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the Company's overall dedication to providing quality service to its clients. Therefore, your workspace should be clean and organized.

2.6. Workplace Privacy and Right to Inspect Any Company property including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remain under the control of the Company and are subject to inspection at any time, without notice to employees and without their presence. You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to any personal employee property left on MOVE premises.

2.7. Office Equipment. Certain equipment is assigned to staff depending on the needs of the job, such as laptops, iPads, cellular phones and access to our central computers and servers. The Company expects that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

2.8. Personnel Records. It is important that the Company maintain accurate personnel records at all times. You are responsible for notifying your immediate supervisor or the Administrative Manager of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly notifying the Company of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience.

After completion of two (2) years of continuous employment, all regularly scheduled full-time and part-time employees become eligible for a monthly employer-paid contribution as follows:

Years of Continuous Service	Monthly Award
0 years to 1 year & 364 days	0% of pay
2 years to 4 years & 364 days	9% of pay
5 years to 9 years & 364 days	11% of pay
10 years to 14 years & 364 days	13% of pay
Over 15 years	15% of pay

MOVE employees are only entitled to the monthly employer paid retirement contributions for each full month of employment. For example, should an employee end employment on the 15th day of a month, that employee is not entitled to an employer paid contribution for that month but is entitled to contributions for all other prior months after the vesting period had been completed. Accordingly, MOVE is only required to remit employer retirement plan payments on a quarterly basis.

Federal law places a maximum on the total contribution. To the extent that MOVE Stanislaus Transportation's contribution for any given year does not equal the maximum allowable contribution, employees have the option of personally contributing up to the difference between MOVE Stanislaus Transportation's contribution and the federally allowed maximum.

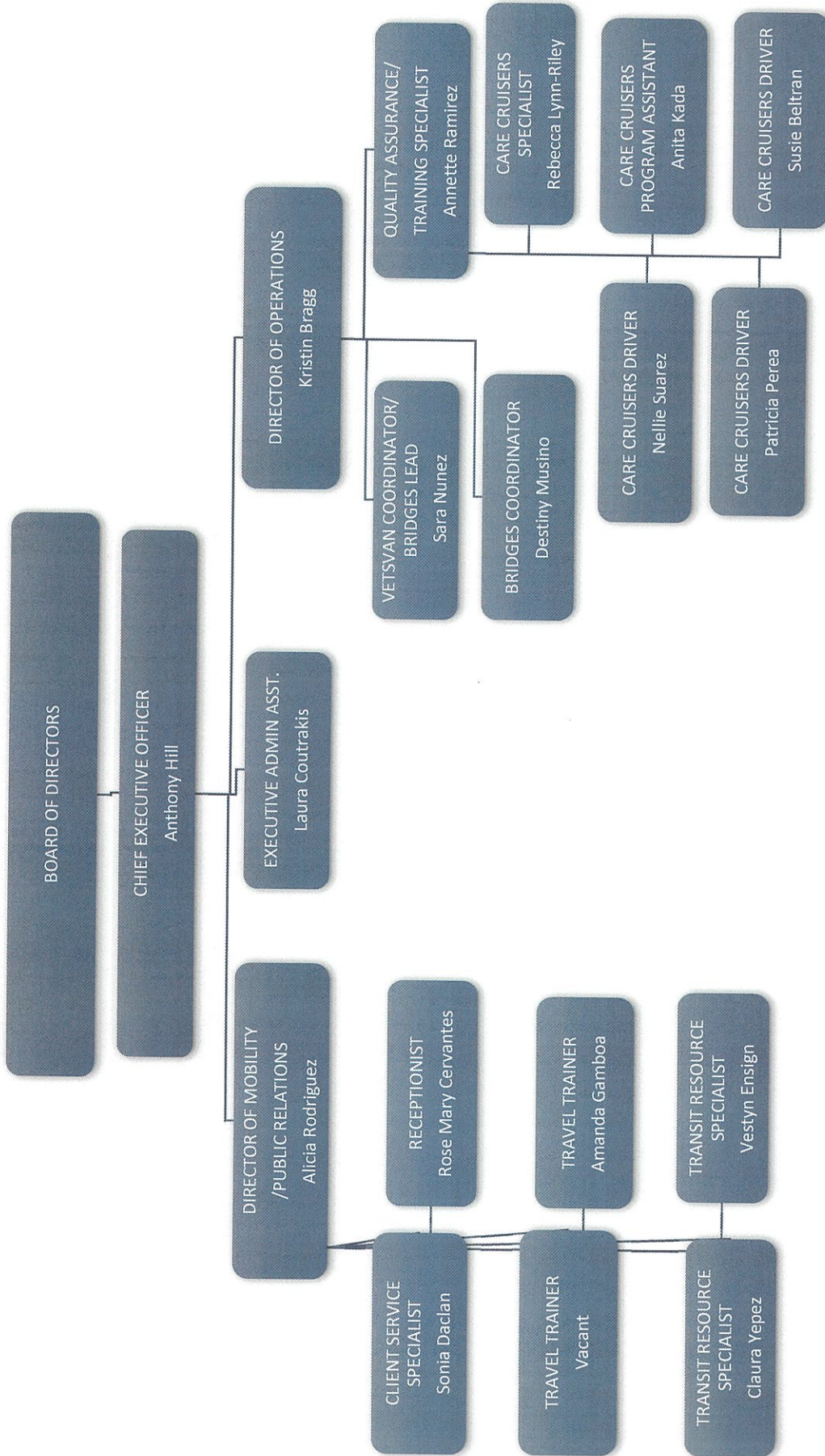
Employees who do not qualify for a MOVE Stanislaus Transportation contribution may personally contribute up to the federally allowed maximum. Please see management for more information if you would like to set up an employee contribution.

MOVE BOARD MEMBERS

Contact List August 2024

Name	Email	Phone	Term/Exp
Jeff Lambaren	jefflambaren@gmail.com	209-303-9859	3 rd Term/Exp. Mar 2027
Lupe Aguilera	Lupepia56@yahoo.com	209-324-4427	2 nd Term/Exp. Mar. 2027
Pat Maisetti	None	209-480-4684	2 nd Term/Exp. Mar 2027
Geri Vargas	gerivargas@ymail.com	209-568-7102	1 st Term/Exp. Mar 2025
Joyce Gandelman	gandelmanlaw@gmail.com	209-613-9889	1 st Term/Exp. Dec 2026
Rosa De León Park	rpark@stancog.org	209-525-4642	StanCOG Executive Director
Tony Hill	tonyh@movestanislaus.org	209-482-2226	CEO Jan. 2024

Organization Chart





Transportation that Changes Lives

July 25, 2024

San Joaquin Valley Air Pollution Control District
Attention: Drive Clean Program Staff
1900 East Gettysburg Ave
Fresno, CA 93726-0244

RE: Drive Clean Rebate Program

Dear Program Administrator,

We deeply appreciate the important work your agency does in protecting the health and safety of residents in the San Joaquin Valley District. By reducing the release, transmission, and impact of air pollutants, you significantly enhance the quality of life for community members. Programs like the Clean Rebate Program, among others that you administer, are invaluable.

MOVE Stanislaus Transportation Inc. (MOVE) is a nonprofit organization dedicated to providing free door-through-door transportation for individuals with disabilities, seniors, and veterans within Stanislaus County. Our commitment to sustainability is reflected in our recent acquisition of three Hyundai Ioniq 5 vehicles, which are now serving the transportation needs of disadvantaged communities.

We thank you in advance for considering our applications. Should you have any questions, please feel free to contact Mrs. Annette Ramirez at annetter@movestanislaus.org.

Best regards always,

A handwritten signature in black ink, appearing to read "Tony Hill", with a long horizontal flourish extending to the right.

Tony Hill, M.A. J.D.
Attorney at Law
CEO Move Transportation
4701 Sisk Road, Suite 201
Modesto, CA 95356

Enclosure: Rebate Applications/ Supplemental Documents

Cc: Kristin Bragg, Director of Operations
Annette Ramirez, Quality Assurance/Training Specialist

TH/th



Transportation that Changes Lives

July 30, 2024

Stanislaus Regional Housing Authority
RE: ROSS Coordinator Grant Match letter
1612 Sisk Road
Modesto, CA 95350

Dear Mr. Kruse:

In partnership with Stanislaus Regional Housing Authority via in-kind support service, MOVE Stanislaus Transportation at 4701 Sisk Road, Modesto California is committed beginning February 2025 through February 2028, with assisting 90 mutually referred households/individuals with information, referral and transportation services.

These in-kind services are directly related to Resident Opportunity & Self Sufficiency (ROSS) Coordinator referrals for MOVE Stanislaus Transportation Services. The value of this commitment is \$15,264 per year when using the applicable formula of the local wage, (12 hours week) for 42.4 weeks annually at an hourly rate of \$30.00 factoring benefits. The ROSS Coordinator will use MOVE's in-kind services as agreed in supporting individuals and their families with access to transportation services offered through MOVE or available through other Stanislaus County transportation programs.

Best regards always,

A handwritten signature in blue ink, appearing to read 'Tony Hill', with a long horizontal flourish extending to the right.

Tony Hill, M.A. J.D
Attorney at Law
CEO Move Transportation
4701 Sisk Road, Suite 201
Modesto, CA 95356

Cc: Kristin Bragg, Director of Operations
Annette Ramirez, Quality Assurance/Training Specialist

TH/th



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	311	318	321	286
Goal by 6/30/24 (Eligible Riders)	325	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	112	114	110	115
Service Provision													
Total Miles Reimbursed	23,297	24,397	25,182	25,325	25,296	26,314	24,719	25,007	25,156	31,654	26,114	26,665	149,811
Total Trips Reimbursed	3,044	2,824	3,022	3,128	3,033	3,355	3,236	3,027	2,919	3,143	3,087	2,817	18,406
Medical Trips	804	791	877	807	870	798	907	843	891	1,013	927	863	4,947
Grocery/Rx	1,054	930	964	975	973	1,067	1,011	988	842	908	926	824	5,963
Life Trips	1,186	1,103	1,181	1,346	1,190	1,490	1,317	1,196	1,186	1,222	1,234	1,130	7,496
Reimbursement													
Online Submittal % (Clients)	32%	31%	30%	39%	38%	44%	46%	46%	44%	41%	42%	42%	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%	59%	58%	58%	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	\$13,849.85	\$13,056.95	\$13,332.65	\$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	\$4.41	\$4.23	\$4.73	\$4.17
Drivers Statistics													
Total Eligible Drivers	137	133	145	136	140	140	142	134	127	137	138	136	139



MOVE Board of Directors Care Cruisers Monthly Report FY 2024-2025

Updated 10/11/23

	Jul-24	Aug-27	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
Rider Statistics (#43 Agency Summary Report by Month or #18 Clients/Volunteers Membership by Month)													Indicates Avg
Eligible Riders	643												643
Goal by 6/30/25 (Eligible Riders)	550	550	550	550	550	550	550	550	550	550	550	550	550
Unduplicated Riders this Month	93												93
Service Provision (#32G Trip & Service Provision 5310 Report & Report 21)													
Service Days	22												22
Passenger Miles (Passengers on Vehicle)	2,987												2,987
Deadhead Miles (No Passengers on Vehicle)	4,758												4,758
Total Miles	7,745												7,745
One-Way Trip Statistics (#32G Trip & Service Provision 5310 Report)													
One Way Trips Requested	589												589
One Way Trips Completed	401												401
Goal by 6/30/25 (One-way Trips Completed)	840	840	840	840	840	840	840	840	840	840	840	840	840
Percentage of One Way Trips Canceled	32%												0
Drivers Statistics (#43 Agency Summary Report by Month or #18 Clients/Volunteers Membership by Month)													
Total Active Drivers	5												5
Active Staff Drivers	4												4
Active Volunteer Drivers	1												1
Unduplicated Volunteer Drivers this Month	1												1

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



MOVE Board of Directors VetsVan Monthly Report FY 2024-2025

Updated 10/13/2023

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
Rider Statistics													Indicates Avg
Eligible Riders	356												356
Goal by 6/30/24 (Eligible Riders)	275	275	275	275	275	275	275	275	275	275	275	275	
Unduplicated Riders this Month	76												76
Service Provisions													
Service Days	22												22
Total Miles	14,458												14,458
One-Way Trip Statistics													
One Way Trips Requested	316												316
One Way Trips Completed	242												242
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	23%												
Driver Statistics													
Total Active Drivers	23												23
Goal by 6/30/24 (Volunteer Drivers)	20	20	20	20	20	20	20	20	20	20	20	20	
New Drivers	2												2
Unduplicated Drivers this Month	14												14

* Goal based on 5 vehicles



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												
ADA Direct Ticket Funding	0												
Downtown Street Team	0												
Rainbow Resource Center	0												0
Oakdale Family Center for Human Service	0												
Salvation Army	0												
GOAL: Increase Recipients by 50 per month	0	50	50	50	50	0	50	50	50	50	50	50	500
Total Tickets Provided	0												
Total Actual PASS Expenditure	\$0.00												
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												



MOVE Board of Directors Travel Training & Outreach Monthly Report FY 2023-2024

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
TRAVEL TRAINING													
Successful Completion	33												33
CLIENT Profile													
DAL: Increase Referrals for People with Disabilities	12	12	12	12	12	12	12	12	12	12	12	12	144
Person with Disabilities	1	0	0	0	0								1
Senior 60+	0	0	0	0	0								0
English as Second Language	32	0	0	0	0								32
StanRTA-area Client	33	0	0	0	0								33
Turlock-area Client	0	0	0	0	0								0
EDUCATION & OUTREACH													10
GOAL: Outreach to Senior, Day, School Programs	5	5	5	5	5	5	5	5	5	5	5	5	60
TOTAL Events/Presentations/Agency Contacts	6	0	0	0	0								6
Senior 60+	4	0	0	0	0								4
Day Program	0	0	0	0	0								0
School Transition Program	0	0	0	0	0								0
Other	2	0	0	0	0								2



MOVE Board of Directors Travel Training & Outreach Monthly Report FY 2024-2025

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
TRAVEL TRAINING													
Successful Completion	33	0	0	0	25	10	16	18	22	7	13		33
CLIENT Profile													
GOAL: Increase Referrals for People with Disabilities	12	12	12	12	12	12	12	12	12	12	12	12	144
Person with Disabilities	1												1
Senior 60+	0												0
English as Second Language	33												32
StanRTA-area Client	33												33
Turlock-area Client	0	0	0	0	0	5	5	0	0	0	6		10
EDUCATION & OUTREACH													
GOAL: Outreach to Senior, Day, School Programs	5	5	5	5	5	5	5	5	5	5	5	5	60
TOTAL Events/Presentations/Agency Contacts	6	0	0	0	0								6
Senior 60+	4	0	0	0	0								4
Day Program	0	0	0	0	0								0
School Transition Program	0	0	0	0	0								0
Other	2	0	0	0	0								2