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## **MOVE Board of Directors Meeting Agenda**

10:00 AM Tuesday, September 17, 2024

Videoconferencing is Available  
"GoToMeeting" online conferencing  
Email Rose Mary Cervantes for meeting Link  
[Rosec@movestanislaus.org](mailto:Rosec@movestanislaus.org)

### **Move Stanislaus Transportation Board meeting**

September 17, 2024, 10:00 AM – 12:00 PM (America/Los Angeles)

**Please join my meeting from your computer, tablet or smartphone.**

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### **AGENDA**

**1. Call to Order**

**2. Roll Call –**

Jeff Lambaren- Chairperson  
Geri Vargas- Vice Chairperson  
Lupe Aguilera-Director  
Joyce Gandelman-Director  
Yvonne Reynolds- 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.

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**4. Consent Calendar**

A. Board of Directors Meeting Minutes of August 20, 2024, and August 28, 2024

**Action:** Approve Consent Calendar Item

**5. Amendment- Accounting/Internal Controls/Procurement Policy (Tony)**

*The CEO may procure special vehicles from limited sources without competitive bidding from suppliers, manufacturers, wholesalers, dealers, and businesses. Special vehicles are manufactured vehicles with aftermarket structural modifications, installation of ramps or wheelchair lifting mechanisms that are essential to transport program participants' that have mobility limitations or are either battery electric or plug-in hybrid electric vehicles. Other criteria considered are limited supply or constraints against the time contemplating purchasing the special vehicle. Special vehicles may be funded through either the Federal Transit Agency or California Department of Transportation administered grants when conforming with program guidelines, standards or policies.*

**Action:** Recommend Approval

**6. Strategic Planning Process/Next Steps (Tony, Tom Courts)**

**Discussion:**

**7. CEO Report**

- A. Update Website Upgrade
- B. Draft- Fleet Transition Plan

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

**9. Comments by Board Members**

**10. MOVE Program Reports**

**Closed Session** – Castlerock HR Consulting/Compensation Study

**11. Adjourn**

**Next Scheduled Board Meeting:**

October 15, 2024  
4701 Sisk Avenue Suite 201  
Modesto, CA 95356

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## **MOVE Board of Directors Meeting Minutes**

10:00 AM Tuesday, August 20, 2024

Videoconferencing is Available  
"GoToMeeting" online conferencing  
Email Rose Mary Cervantes for meeting Link

[Rosec@movestanislaus.org](mailto:Rosec@movestanislaus.org)

### **Move Stanislaus Transportation Board meeting**

Aug 20, 2024, 10:00 AM – 12:00 PM (America/Los Angeles)

**Please join my meeting from your computer, tablet or smartphone.**

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### **AGENDA**

**1. Call to Order**

**2. Roll Call –**

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

Also in attendance: Tony Hill, Kristin Bragg, Alicia Rodriguez, Yvonne Reynolds  
Rose Mary Cervantes. Mrs. Pat Maisetti arrived 10: 50 AM

**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

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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)**

Tony Hill and Kristin Bragg showed the final design for the wrap on the signature vehicle recognizing the founding Director's Ms. Jenny Kenoyer and Ms. Mickey Peabody van wrap.

**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.

**Discussion:** Tony explained the need for adjustments to FY 24/25 budget line item from (\$24,516) to (\$46,000) through contingency reserve. The cost of insurance has increased. Other options are being pursued to determine whether cost with the current carrier is a reasonable market rate.

**Motion:** A motion was made by Lupe Aguilera and seconded by Joyce Gandelman

**Passed:** Unanimously

**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.

**Discussion:** Tony explained that MOVE was notified that our insurance was due. Tony explained that he executed the contract but required signature of the Board Chair.

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**Motion:** Joyce Gandelman moved to approve CEO execution of contract with Non- Profits United to fund automobile insurance effective June 28, 2024. Second by Lupe Aguilera

**Passed:** Unanimously

**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.

**Discussion:** Tony explained the urgent need for routing software to increase the number of rides offered and delivered. Currently, a staff person is configuring the routing coordination and scheduling limiting the number of rides that can be arranged. Routing software is a more efficient option while facilitating cost-effective practices in matching the riders' mobility needs to vehicles that are least costly to operate.

The Board approved an adjustment to Care Cruisers FY 24/25 Budget Line Item from (\$14,400) to (\$48,000) through contingency reserve to purchase routing software.

**Motion:** Made by Joyce Gandelman and seconded by Lupe Aguilera.

**Passed:** Unanimously

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

**Action:** Approve Paratransit Eligibility/Verification- Visitors Policy

**Discussion:** Tony explained that StanRTA and Turlock Transit agencies were recently audited by the Federal Transit Agency (FTA). FTA representatives requested that MOVE provide them with a written policy. Tony drafted the policy that was reviewed by StanRTA representatives. Lupe asked how the policy would be implemented and she presented a visitor scenario as an example. Staff agreed with Lupe's explanation of the process.

**Motion:** Made by Lupe Aguilera and seconded by Geri Vargas

**Passed:** Unanimously

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

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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 midriiffs, 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

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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.

**Discussion:** Joyce and Geri recommended further revisions to strike the language, as always, please use common sense in your choice of business attire.

**Motion:** Made by Lupe Aguilera and seconded by Joyce Gandelman

## **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 15<sup>th</sup> 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.

**Discussion:** Tony discussed retirement contributions recommended by Clint Miller. Mr. Miller advised that we amend MOVES Employee Handbook that will reflect 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 15<sup>th</sup> 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. Geri Vargas asked for clarification as far as MOVES contribution to the Retirement Plan. Joyce Gandelman provided clarification to Geri Vargas, and she was content with the explanation. Joyce Gandelman suggested changing the language from “after the vesting period **had** been completed” to “after

the vesting period **has** been completed.

**Motion:** Made by Lupe Aguilera seconded by Joyce Gandelman

**Passed:** Unanimously

### **13. CEO Report**

- A. Vice Chairperson- Commission on Aging- Tony Congratulated Lupe Aguilera on her recent appointment as well deserved.
- B. Chair- Social Services Transportation Advisory Council (SSTAC)-StanCOG- Tony informed the Board that he was appointed as the chair of the SSTAC.
- C. Website Upgrade- Tony stated that MOVE has received two proposals and is seeking an upgrade and overhaul of the current website relying on new technology allowing less reliance on external expertise to make changes or add content.
- D. Castlerock HR Consulting- Tony stated that the recommendations are underway, and he anticipates that they will be ready for presentation to the Board during the closed session of the September Board meeting.
- E. Budget- Process-Tony stated that MOVE has done an outstanding job at creating fiscal year budgets in the past and currently. He stated budgets are completed in advance and are merely projections of expenses or revenues that might require adjustments as the budget year unfolds.
- F. Caltrans -Mobility Grant & Operations Grant – Tony stated that CalTrans agreed to extend a 5310 Mobility Grant for budget year 24/25.

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

Not Present.

### **15. Comments by Board Members**

No Comments.

### **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**

Kristin shared that Care Cruisers' ridership has increased. Joyce asked for clarification on the data presented. Kristin shared that the data includes miles driven, service days, and number of people served. Kristin and Alicia shared that eligibility for Care Cruisers is more flexible since Tony has been with MOVE aligning with Measure L (16-01 ordinance) criteria.

Alicia shared that the Pass program had minimal activity for the month of July, because July is a month when any rider can ride the bus system free of cost. Alicia shared travel training is a program that teaches people how to understand the bus system and use it effectively. Alicia reported that 33 people were trained. Geri Vargas asked if we had to train a senior with Dementia how would the travel trainer prevent a senior from getting lost. Alicia stated that all participants that receive travel training receive assessment of function skills, including, understanding traffic signs, use of money, ability to tell time and basic understanding of routes. If a potential rider cannot pass functional skills that rider is referred to the Care Cruisers program. Regarding the Stanislaus Eligibility Center, 196 appointments were scheduled, 76 cancellations, and 118 no shows.

**Closed Session – Board Member Appointment / Routing Software Strategic Planning Proposal (Report Out).** The Board unanimously appointed Yvonne Reynolds as a member of the MOVE Board of Directors. Amended Strategic plan was approved.

### **17. Adjourn**

**Next Scheduled Board Meeting:**  
September 17, 2024, at 10:00 am  
4701 Sisk Avenue Suite 201  
Modesto, CA 95356



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Rose Mary Cervantes  
Interim Executive Assistant

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## **MOVE Board of Directors Special Meeting Minutes**

10:00 AM Wednesday, August 28, 2024

Videoconferencing is Available  
"GoToMeeting" online conferencing  
Email Rose Mary Cervantes for meeting Link  
[Rosec@movestanislaus.org](mailto:Rosec@movestanislaus.org)

**Move Stanislaus Transportation Special Board Meeting**  
Aug 28th, 2024, 10:00 AM – 10:30 AM (America/Los Angeles)

**Please join my meeting from your computer, tablet or smartphone.**  
<https://meet.goto.com/396591309>

**You can also dial in using your phone.**  
Access Code: 396-591-309  
United States: [+1 \(646\) 749-3122](tel:+16467493122)

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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

Board Members not in attendance:

Director Pat Maisetti,  
Director Joyce Gandelman.

Also in attendance: Tony Hill, Kristin Bragg,  
Alicia Rodriguez and 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. Accounting/Internal Control & Procurement Policy

Proposed New Language: Page 7

Limited Source Procurement:

MOVE may procure vehicles from limited sources without competitive bidding from suppliers, manufacturers, wholesalers, dealers, and businesses. For this policy, a limited source procurement for a vehicle is when a vehicle is available from limited sources or is available for a limited time frame (scarcity) and is procured within a 200-mile radius of MOVE's business office. This may be the case, for example, when the vehicle has specific features or modifications or a particular design element. The CEO must confirm that the vehicle is only available from limited sources.

**Action:** Revise Accounting/ Internal Control & Procurement Policy and approve new language "Limited Source Procurement."

**Discussion:** Jeff asked for clarification about the different types of wheelchairs lifts available in modified vehicles. The difference between lift versus ramp and modifications were explained. Jeff asked about grant procurements. Tony explained that Caltrans purchases vehicles in large quantities to get the best deal and value through a volume purchase strategy. However, MOVE and other grant recipients have minimal input regarding the seating, lift location, lift type, vehicle size, and other specifications. Jeff asked about scarcity and supply chain constraints. Tony stated that the marketplace for special vans (modified aftermarket) with wheelchair lifts or ramps is a niche market that is exceedingly hampered by supply chain issues, while at times an entity might be lucky to find a new van that is modified and fits the needs of the entity and their riders.

Jeff Lambaren Chairperson proposed further revisions are made to the language for the amendment proposed.

Gerri Vargas Vice Chairperson had a question regarding "limited sources". The term was explained. Lupe Aguilera had no questions. It was clarified this is not a bidding process but making an offer. Kristin explains the importance of purchasing a vehicle with space to fit one or two wheelchairs and how the recently retired vehicle was limited to transporting only one passenger in a wheelchair. Also, it was explained that a recently purchased bus vehicle due to confined spacing between the passenger seats and the lifting devices, is not the ideal vehicle type for MOVE as it is challenging for drivers to maneuver the wheelchair to secure it. That vehicle was not funded through a grant or Caltrans procurement.

**Action:** Authorize CEO to purchase a replacement van with a lift under the current policy, while the policy is undergoing further revisions.

**Motion:** A motion was made by Gerri Vargas and seconded by Lupe Aguilera.

**Passed:** Unanimously.

## 5. Adjourn

### **Next Scheduled Board Meeting:**

September 17 at 10:00 am  
4701 Sisk Avenue Suite 201  
Modesto, CA 953356



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Rose Mary Cervantes  
Interim Executive Assistant

**MOVE STANISLAUS TRANSPORTATION**  
**ACCOUNTING/INTERNAL CONTROL & PROCUREMENT POLICY**

Effective Date September 17, 2024

Last Revised September 17, 2024

**ACCOUNTING/INTERNAL CONTROLS**

**Financial Reporting**

MOVE Stanislaus Transportation (MOVE) maintains its accounting system on an accrual basis; meaning revenue and expenses are recorded when they have been incurred as compared to a cash basis that only records transactions when funds are received or disbursed. Currently, MOVE uses QuickBooks Accounting Software for recording transactions and preparing financial reports. It is a "cloud based" environment accessible by management and the Accounting Consultant as well as limited access by select staff. At the end of each quarter, standard financial reports (statement of financial position, statement of activity and budgetary comparisons) are presented to the Board for their review and comment. Additionally, at the end of the fiscal year final financial ledgers are forwarded to the Board's external auditors for review and audit.

**Sources of Funds**

MOVE Stanislaus is the designated Consolidated Transportation Service Agency (CTSA) for the County of Stanislaus. In 1979, California law established the concept of regional Consolidated Transportation Services in an effort to improve the coordination of various programs and funding sources that serve the transportation needs of older adults, people with disabilities, and low-income populations. MOVE is funded by a combination of the Local Transportation Fund (a component of Transportation Development Act - TDA), various public and private grants and Measure L (a local sales tax measure passed to provide additional specialized transportation related services)

**TDA** - MOVE's transportation programs are funded with proceeds received from this California Department of Transportation program. These funds are allocated to counties by the State based on population, taxable sales and transit performance. The funds are collected by the State, paid to the counties and in the case of Stanislaus County, administered by Stanislaus Council of Governments – a council of city and county governments (StanCOG). Annually, MOVE management submits a request for funds to StanCOG for consideration. Upon approval by StanCOG Policy Board, TDA funds are distributed to the local agencies based upon priorities set forth by the Transportation Development Act as distributions are received by the State Board of Equalization.

**Grants** - MOVE competes with other agencies within Stanislaus County for public funds. An example is the 5310 Grant: a federal program that was designed to provide financial assistance for transportation services which are planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities. These funds are only available to private non-profit corporations and certain public agencies. These funds can generally be used for capital improvements, operations of the vehicles and mobility management. MOVE will continue to apply for these funds as appropriate

needs arise. Additionally, MOVE may seek out other public or private grants to help achieve specific goals in line with its purpose as a nonprofit public benefit corporation.

**Measure L** - this funding source is the local Stanislaus Transportation Ordinance and Expenditure Plan approved by the Stanislaus County voters on November 8, 2016. This measure raised the sales tax in Stanislaus County on April 1, 2017, by one-half cent for a total of 25 years to improve local streets and roads; improve connectivity and reduce congestion. At MOVE, these funds will allow the organization to expand its programs and services to a greater number of qualified residents of Stanislaus County. Annual distributions to MOVE for Measure L point-to-point services are based upon an annual budget and contract approved by the StanCOG Policy Board. Fiscal Year distributions are paid on a monthly basis as they are received by the State Board of Equalization up to the amount of the approved annual contract. Remaining funds for point-to-point services are held by StanCOG for future use

### Overview of Accounting/Internal Control Practices

**Cash Management** – Currently, MOVE maintains two bank accounts. Additional accounts may be opened based on the needs of the organization and approval by the Board of Directors

- **General Checking Account.** MOVE's main operating account is held at Oak Valley Community Bank, Modesto, CA. Checks are drawn from this account and all earned revenue is deposited into this account. It is also the account used to draw funds to meet bi-weekly payroll requirements. This is a non-interest-bearing account. Normally, there is not a sizeable amount of funds on-hand, consequently, there currently is no organizational investment policy.
- **Measure L Unearned Deposit Interest Bearing Account.** The second account is also maintained at Oak Valley Community Bank. This account's sole purpose is for MOVE to deposit the disbursement checks from StanCOG. As MOVE spends funds on the approved MEASURE L projects and updates StanCOG's Accounting System with sufficient proof of actual disbursements, MOVE's CEO is then able to transfer the "earned" portion of the Measure L deposited funds from this account to the general checking account as approved reimbursements.

### Disbursements

- **Check Authorization.** The CEO must provide approval for all disbursements. Supporting documentation must accompany checks when presented for signature and maintained with a remittance copy of the check in sequential order. The CEO and designated Board Members are authorized by the Board to sign all checks up to and including the amount of \$25,000. If the disbursement is more than \$25,000, it requires two signatures of designated Board Members or the CEO. Additionally, the Director of Mobility Services has the authority to sign checks up to and including \$1,000. For the purposes of this policy, an ACH payment made from MOVE's bank account is subject to the same allowances and restrictions as a disbursement made by check.

- **Checks.** Only pre-numbered checks shall be used. Signing of blank checks is strictly prohibited. Checks must be made payable to specific payees based upon appropriate documentation and never to "cash" or "bearer". One exception applies that allows a check to be made payable to "cash" and that is to allow for the replenishment of petty cash, as per the Petty Cash policy below. Prior to preparing checks, receiving reports/packing slip should be compared to vendor invoices for accuracy. Access to blank checks is limited to the CEO, Director of Mobility Services and the Executive Assistant. Blank check stock is locked in a secure place when not in use. Any voided/spoiled checks must be marked "void" and filed in sequence with all other checks.
- **Debit/Credit Cards.** Employees handling the company credit (CEO, Director of Mobility Services, and Executive Assistant) or debit card (CEO) will have the necessary knowledge and skills to perform the job and will be carefully supervised. Receipts must be provided to the Executive Assistant. All credit/debit card transactions are individually posted to accounting software. All credit/debit card transactions are assigned a reference number by the Executive Assistant. Monthly reports by department are presented to the CEO for approval and signature.

**Petty Cash.** Petty cash is used mainly to provide a distance based per diem for VetsVan volunteer drivers to cover the cost of meals. At the discretion of the CEO and Director of Mobility Services, it may also be used for minor purchases when writing a check or using a credit/debit card would be impractical. Receipts for minor purchases must be provided to the Executive Assistant. As often as is necessary and practical for MOVE's operations, Petty Cash will be replenished to \$1,500 through a withdrawal by the CEO or Director of Operations. A withdrawal may be made in the form of a check written to "cash". Petty Cash is kept and administered by the Executive Assistant, who keeps it in a locked box. Only the Executive Assistant, Director of Operations, the CEO, or an individual they designate will have access to the key.

**Electronic Transfers & Payments.** Electronic banking allows wire transfers, ACH payments, electronic transfers, stop payments on checks and account balance inquiries to be initiated and completed via telephone or internet. Wire transfers and ACH payments are subject to the same allowances and restrictions as the authorization of disbursements of funds by check. Electronic transfers of funds between accounts can only be initiated by the CEO or designated member of the Board of Directors and only between MOVE accounts.

**Payroll.** Payroll is currently being processed on a bi-weekly basis. Funds are automatically withdrawn from MOVE's general checking account for all payroll expenses including processing fees. The Accounting Consultant prepares journal entries to record the payroll and related costs to the various departments based on which function the employee performed.

**Payroll Timekeeping.** Each employee has a username and password to access the payroll processing interface for recording their work time. Employees "clock in" and "clock out" each day to record actual hours worked. At the end of each pay period, the Executive Assistant reviews each employee's time to ensure accuracy. If mistakes are found, only the Executive Assistant, Director of Mobility Services or the CEO have access to make changes in the payroll system. Once the Executive Assistant is

confident the time entries are accurate, the Director of Mobility Services or the CEO reviews and approves the payroll.

**Mileage Reimbursement.** Each employee is responsible for keeping a log of miles driven for job-related duties. The log includes the date, number of miles driven, and purpose of the trip. At the end of each pay period, the employee submits the log to the Executive Assistant for review. This data is reviewed and entered into the payroll processing interface by the Director of Mobility Services or the CEO prior to approving the payroll. Only the Executive Assistant, Director of Mobility Services and the CEO have access to inputting reimbursement mileage into the payroll system. Mileage reimbursement is included with the employee's paycheck but is reported separately and not treated as taxable income.

**Bank Reconciliations.** Bank accounts must be reconciled by the external accounting consultant on a monthly basis and reviewed by the CEO. All check numbers must be accounted for including tracing to the sequence of checks to previous statements to provide for a complete sequence during each fiscal year. The Accounting Consultant will notify the Executive Assistant of any checks outstanding over 90 days to be investigated. Checks outstanding over 180 days will be voided in the accounting software.

**Passwords.** All passwords are maintained in a confidential electronic folder on the MOVE server. Only the CEO, Director of Mobility Services and the Executive Assistant have access to staff passwords. Should an employee need their password, they may submit a request the CEO, Director of Mobility Services or Executive Assistant to retrieve their password. All changes to passwords will be recorded and maintained in the confidential electronic file. Passwords will be changed periodically, as is deemed necessary by the CEO. Passwords are not to be shared with anyone for any reason.

**Deposits.** MOVE receives or anticipates receiving periodic checks from the following agencies: STANCOG, the County of Stanislaus and Caltrans. Other payors may be added as other funding sources are identified. Checks are received in one of two ways: either in the mail or picked up in person by the CEO. If a check is received by mail, proper mail handling techniques, as described in this document, will be used. The CEO will deposit the funds into the appropriate bank account. Unearned Measure L funds are deposited into their own, separate, bank account. All other funds received are deposited into MOVE's general checking account. The CEO will give the Executive Assistant the deposit slip, check stubs, and support documentation received with the checks. The Executive Assistant will post the payments received and deposit made into the accounting software. In addition, the Executive Assistant will keep the deposit slip, check stubs and support documentation with the month-end document package for retrieval or review at a later date. In the event, MOVE receives funding from other entities, MOVE will prepare invoices to the payor, as needed, and receive the checks through normal mail controls.

**Financial Documentation Retention.** A month-end documentation package is maintained and filed chronologically by month for each month. The documents retained are: bank statements, receipts for expenditures, and deposit documentation, as described in the Deposit section of this document. Financial records are kept in the office until the end of the annual external audit and then kept either on site or off-site for an additional five years. All payroll documentation, support and reports are kept for at least seven years. For clarification, references to documents or documentation in this section mean the original paper documents or electronic copies of them



**Capital (Fixed) Assets.** A "Capital Asset" is defined as a unit of property that (1) has an economic useful life that extends beyond 12 months; and (2) has acquired or produced for a cost more than the defined threshold. MOVE establishes \$5,000.00 as the threshold. Capital Assets are recorded at historical cost as of the date acquired and shall include any associated taxes, warranties, delivery and installation costs. The useful life for depreciating Capital Assets on MOVE's financial statements is determined funding source guidelines or MOVE policy as approved and adopted by the Board of Directors. Assets with an economic useful life of 12 months or less are not considered Capital Assets and are required to be expensed for financial statement purposes regardless of the acquisition or production costs.

## **PURCHASING AND PROCUREMENT**

### **Summary**

It is the goal of MOVE to procure goods and services in a cost effective, timely, efficient and fair process, and to provide for the maximum participation by disadvantaged business enterprises, DBEs. To accomplish these goals, the following policies for the procurement of goods and services are established for MOVE:

### **Procurement Policy**

Procurements of goods and services will be consistent with the adopted MOVE budget. Adoption of the Budgets will constitute approval to initiate the procurements consistent with the terms and conditions of the adopted MOVE Bylaws, the adopted policy detailing purchasing authority of the Chief Executive Officer (CEO), and this procurement policy. Except for obtaining the appropriate Board signatures on contracts or letters of understanding and on payment authorization requests, or in the event of a protest, no further Board action will be required to proceed with an acquisition.

Procurements shall be divided into the following categories:

- Level I - estimated costs that are \$25,000 or less
- Level II – estimated costs over \$25,000 and up to \$50,000,
- Level III - estimated costs greater than \$50,000
- The appropriate level of procurement is determined by the entire amount of a contract, not a single year.
- Professional services - no competitive bidding required.
- Sole Source Procurements – no competitive bidding required.
- *Special Vehicle Procurements- no competitive bidding required.*

### **Level I Procurements**

Level I procurements which cost \$25,000 or less are purchases that are within the MOVE Budget, but which do not require a formal procurement process.

Consistent with the purchasing authority adopted by the MOVE Board of Directors and without further Board action, the CEO may obligate MOVE (approve and sign contracts) for any item which costs less than or equal to \$25,000 so long as the obligation does not cause any approved budgeted line item to be exceeded by 20%.

CEO is authorized to make expenditure adjustments between line items of up to 20% greater or less without further action by the Board of Directors as long as the total budget does not vary from the adopted level.

### **Level II Procurements**

Level II procurements are considered to be small procurements if they are over \$25,000 but not more than \$50,000. They will be secured through an informal competitive process managed by the CEO, which will include: identifying suppliers that have developed and/or provided to others goods and services similar to those required; conferring with federal, state and local organizations that have successfully developed and/or provided similar goods and services to identify recommended suppliers; identifying deliverables to be provided; contacting one or more suppliers to describe the goods and services required and to determine their interest in meeting these requirements; securing, analyzing and comparing cost estimates for the goods and services to be provided; preparing a contract between the supplier and MOVE which describes the goods and services to be provided and the terms and conditions of the acquisition.

The final award will be made via a contract signed by the MOVE Chair and CEO. Once fully executed, the CEO may obligate MOVE for funds spent pursuant to said contract. Written documentation of all steps taken in securing a small procurement will be prepared and maintained by the MOVE CEO.

### **Level III Procurements**

Level III procurements are considered to be large procurements over \$50,000. They will be secured by a formal competitive process (including formal advertising) managed by the CEO and submitted to the Board for review and approval. Affirmative steps will be taken to ensure that DBEs are used when possible and trade publications will be used to identify potential bidders. The process will include selection evaluation criteria developed in advance, which will be available to all potential bidders, and a bid protest procedure. Bidders will receive formal notification of, and an opportunity to protest, the proposed determination. Protests submitted pursuant to terms of the bid will be heard by the Board before the final determination and award is made.

A final award will be made by the Board of Directors via a formal contract signed by the MOVE Chair and CEO, pursuant to the MOVE Bylaws. The contract shall contain all provisions as stipulated by any contract in force between MOVE and any state or federal agency. Once fully executed, the CEO may obligate MOVE for funds spent pursuant to said contract. Written documentation of all steps taken in securing a large procurement will be prepared and maintained by the MOVE CEO.

### **Professional Services**

MOVE may procure professional services without competitive bidding. There is no requirement to engage in competitive bidding when seeking to retain specially trained persons or firms to provide services in connection with financial, economic, accounting, engineering, administrative, hardware/software systems, or other matters involving specialized expertise or unique skills.

## **Sole Source Procurements**

A sole source procurement is one that can be made from only one source of supply or a procurement where the specifications and requirements for the items or services to be procured are so unusual or distinct as to narrow possible sources down to one. This may be the case, for example, with specialized custom software, specialized technical expertise, replacement parts for brand name machinery equipment, or vehicles. The sole source must be the only known source of supply with the capability of meeting the bona fide specification requirements. The CEO is responsible for validating that there is only one available source of supply.

## **Special Vehicle Procurements**

*The CEO may procure special vehicles from limited sources without competitive bidding from suppliers, manufacturers, wholesalers, dealers, and businesses. Special vehicles are manufactured vehicles requiring aftermarket structural modifications, installation of ramps or wheelchair lifting mechanisms that are essential to transport program participants' that have mobility limitations or are either battery electric or plug-in hybrid electric vehicles. Other criteria considered are limited supply or constraints against the time contemplating purchasing the special vehicle. Special vehicles may be funded through either the Federal Transit Agency or California Department of Transportation administered grants when conforming with program guidelines, standards or policies.*

## **Lease, Property or Equipment**

The CEO, subject to the approved budget and procurement policy, can negotiate and execute in the name of MOVE all leases of personal property and real property. A lease agreement or rental agreement shall be considered the same kind of document. In all lease or rental transactions, a written agreement must be made to define and clarify the intent, obligations, terms, and conditions that have been negotiated. The total financial obligations of the lease will determine where it falls with the procurement policy.

## **Administration**

The CEO is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed periodically and revised as needed.

## **Approval**

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**Chief Executive Officer**  
**MOVE Stanislaus Transportation**

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**Chair of the Board**  
**MOVE Stanislaus Transportation**

August 1, 2024

TO: Tony Hill, Chief Executive Officer (CEO), MOVE Stanislaus  
RE: Proposal to Facilitate Creation of the MOVE Strategic Plan

Thank you for the opportunity to submit this proposal to assist MOVE Stanislaus (MOVE) with the creation of the MOVE Strategic Plan.

### **Purpose of the Strategic Plan**

The purpose of the strategic plan is to establish goals that align with MOVE's vision and values, and an action plan to achieve these goals. To the extent desired, the existing vision and/or values can also be reviewed and revised. The plan covers a time horizon of approximately three years, while it remains flexible for adjustments according to changing policies, legislation or other circumstances impacting the organization. The plan is comprehensive yet concise.

### **The Strategic Planning Process**

The MOVE Board of Directors (Board) and CEO are responsible for creating and adopting MOVE's Strategic Plan. The process can be viewed in three stages: Discovery, Brainstorming, and Adoption.

#### **Discovery**

The first stage in creating MOVE's Strategic Plan is to gather information about the organization from those that know it best: the staff that run the organization and the stakeholders that interact with it. Stakeholders may include human services agencies, transit operators, Stanislaus Council of Governments (StanCOG), drivers, and others. These groups will be asked to share their candid perceptions and opinions of MOVE—where it excels, where it underperforms, and what more it could potentially do. A variety of topics may be discussed, such as program scope and structure, program awareness, program delivery, professionalism of the organization, etc.

- Estimated timeframe: 2-3 months
- Deliverables: A Discovery Report, which summarizes feedback into categories and themes

**Brainstorming**

Next, the Board and CEO will meet offsite for approximately three days (consecutive or non-consecutive) to review the results of the discovery process and share their opinions and perceptions as a group. The objective of this meeting is for priorities to emerge that ultimately coalesce into concrete, measurable goals and actions.

- Estimated timeframe: 1-2 months
- Deliverables: First draft of the MOVE Strategic Plan

**Adoption**

One or more drafts of the MOVE Strategic Plan will be reviewed, discussed, edited, and ultimately adopted by the Board and CEO.

- Estimated timeframe: 2-4 months
- Deliverables: Adopted MOVE Strategic Plan

Following the adoption of the MOVE Strategic Plan by the Board, the CEO will lead the implementation of the plan and provide progress updates to the Board.

**Estimated Timeframe**

The estimated timeframes of each stage are intentionally broad. The pacing can be as fast or as slow as desired, perhaps as few as six months and as long as nine months.

**Deliverable Summary**

<b>Stage</b>	<b>Deliverable</b>	<b>Estimated Timeframe</b>
Discovery	Discovery Report	2-3 months
Brainstorming	First draft of MOVE Strategic Plan	1-2 months
Adoption	Adoption of MOVE Strategic Plan	2-4 months

Once again, thank you for the opportunity to submit this proposal to assist MOVE with the creation of the MOVE Strategic Plan.

Tom Courts  
Tranova, LLC

## Summary of Transportation Experience

- Western Placer Consolidated Transportation Service Agency (WPCTSA)  
Leading the creation and implementation of a marketing plan to improve ridership and ridership satisfaction in the south Placer County region. The plan includes creation of a new brand (South Placer Transit Information, Education, and Training); creation of a website from scratch, including a systemwide interactive route map (southplacertransitinfo.com); streamlining and adding structure to the outreach program including implementation of a CRM to capture and improve outreach activity and results; and a promotion plan using videos of riders telling their stories about how public transit has changed their lives in social media, websites, and news releases.
- Stanislaus Council of Governments (StanCOG)  
Assist with implementation of the Transportation Development Act (TDA) annual claims process; work with local jurisdictions to maximize their usage of the Regional Early Action Planning (REAP) Grant of 2021; assisted with creation of the StanisCruise Transportation Demand Management (TDM) program.
- Stanislaus Regional Transit Authority (StanRTA)  
Assisted with updating StanRTA's Accounting Policies and Procedures.
- Multiple Transit Agencies  
Assist with the creation and implementation of a MediCal Non-Emergency Medical Transportation (NEMT) program.



# MOVE Board of Directors BRIDGES Monthly Report FY 2024-2025

Rider Statistics	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
Eligible Riders	327	0	0	0	0	0	0	0	0	0	0	0	Indicates Avg
Goal by 6/30/24 (Eligible Riders)	325	325	325	325	325	325	325	325	325	325	325	325	327
Unduplicated Riders this Month	109	0	0	0	0	0	0	0	0	0	0	0	109
<b>Service Provision</b>													
Total Miles Reimbursed	25,186	0	0	0	0	0	0	0	0	0	0	0	25,186
Total Trips Reimbursed	2,768	0	0	0	0	0	0	0	0	0	0	0	2,768
Medical Trips	885	0	0	0	0	0	0	0	0	0	0	0	885
Grocery/Rx	882	0	0	0	0	0	0	0	0	0	0	0	882
Life Trips	1,000	0	0	0	0	0	0	0	0	0	0	0	1,000
<b>Reimbursement</b>													
Online Submittal % (Clients)	38%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	38%
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 %	62%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	62%
Total Amount Reimbursed	\$12,575.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,575.50
Avg Reimbursement per Trip	\$4.54	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Drivers Statistics</b>													
Total Eligible Drivers	131	0	0	0	0	0	0	0	0	0	0	0	131



# 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
<b>Rider Statistics (#43 Agency Summary Report by Month or #18 Clients/Volunteers Membership by Month)</b>													Indicates Avg
Eligible Riders	643	664											654
Goal by 6/30/25 (Eligible Riders)	550	550	550	550	550	550	550	550	550	550	550	550	
Unduplicated Riders this Month	93	113											103
<b>Service Provision (#32G Trip &amp; Service Provision 5310 Report &amp; Report 21)</b>													
Service Days	22	22											22
Passenger Miles (Passengers on Vehicle)	2,987	2,208											5,195
Deadhead Miles (No Passengers on Vehicle)	4,758	5,290											10,048
Total Miles	7,745	7,498											15,243
<b>One-Way Trip Statistics (#32G Trip &amp; Service Provision 5310 Report)</b>													
One Way Trips Requested	589	590											1,179
One Way Trips Completed	401	392											793
Goal by 6/30/25 (One-way Trips Completed)	840	840	840	840	840	840	840	840	840	840	840	840	10,080
Percentage of One Way Trips Canceled	32%	34%											1
<b>Drivers Statistics (#43 Agency Summary Report by Month or #18 Clients/Volunteers Membership by Month)</b>													
Total Active Drivers	5	4											5
Active Staff Drivers	4	3											4
Active Volunteer Drivers	1	1											1
Unduplicated Volunteer Drivers this Month	1	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
<b>Rider Statistics</b>													Indicates Avg
Eligible Riders	356	365											361
Goal by 6/30/24 (Eligible Riders)	275	275	275	275	275	275	275	275	275	275	275	275	
Unduplicated Riders this Month	76	70											73
<b>Service Provisions</b>													
Service Days	22	22											44
Total Miles	14,458	12,623											27,081
<b>One-Way Trip Statistics</b>													
One Way Trips Requested	316	319											635
One Way Trips Completed	242	247											489
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%	23%											
<b>Driver Statistics</b>													
Total Active Drivers	23	23											23
Goal by 6/30/24 (Volunteer Drivers)	20	20	20	20	20	20	20	20	20	20	20	20	
New Drivers	2	0											1
Unduplicated Drivers this Month	14	16											15

\* Goal based on 5 vehicles



# MOVE Board of Directors ADA Paratransit Eligibility Monthly Report FY 2024-2025

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-24	Apr-24	May-24	Jun-24	YTD
<b>ADA Eligibility Appointments</b>													Indicates Avg
CALLS for Appointments	196	194	0	0	0	0	0	0	0	0	0	0	390
TOTAL Appointments Scheduled for Report Month	192	174	0	0	0	0	0	0	0	0	0	0	192
GOAL: Increase Scheduled Appointments to ensure minimum of 6 completed interviews per day per TRS													
Performed	118	111	0	0	0	0	0	0	0	0	0	0	
Canc/No Show (Total - Performed)	74	49	0	0	0	0	0	0	0	0	0	0	118
No Show/Canc Rate (NS Canc/appt booked)		39%	28%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0%	0%	0%	0%	39%
Interviews (Based on Interview Date)													
<b>Total Interviews</b>	118	111	0	0	0	0	0	0	0	0	0	0	229
GOAL: Increase completed interviews to average of 6 per day per TRS			12	12	12	12	12	12	12	12	12	12	2880



## 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
<b>TRAVEL TRAINING</b>													
Successful Completion	33	15	0	0	25	10	16	18	22	7	13		48
<b>CLIENT Profile</b>													
GOAL: Increase Referrals for People with Disabilities	12	12	12	12	12	12	12	12	12	12	12	12	144
Person with Disabilities	1	2											3
Senior 60+	0	0											0
English as Second Language	33	13											45
StanRTA-area Client	33	7											40
Turlock-area Client	0	8	0	0	0	5	5	0	0	0	6		18
<b>EDUCATION &amp; OUTREACH</b>													
GOAL: Outreach to Senior, Day, School Programs	5	5	5	5	5	5	5	5	5	5	5	5	60
<b>TOTAL Events/Presentations/Agency Contacts</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>					5	5	5	<b>10</b>
Senior 60+	4	3	0	0	0								7
Day Program	0	0	0	0	0								0
School Transition Program	0	0	0	0	0								0
Other	2	1	0	0	0								3



**MOVE Board of Directors  
PASS Monthly Report FY 2024-2025+C59**

PROGRAM STATISTICS	Jul-24 Free Fare	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24 Free Fare	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
MOVE	0	137											
ADA Direct Ticket Funding	0	555											
Downtown Street Team	0	0											
CalPride Stanislaus	0	356											0
Oakdale Family Center for Human Service	0	0											
Salvation Army	0	200											
GOAL: Increase Recipients by 50 per month	0	50	50	50	50	0	50	50	50	50	50	50	500
Total Tickets Provided	0	1248											
Total Actual PASS Expenditure	\$0.00	\$4,514.00											
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											