**MOVE Board of Directors Meeting Agenda**

Tuesday, February 18, 2025

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Email Rose Mary Cervantes for meeting Link

Rosec@movestanislaus.org

**MOVE Board of Directors Meeting**
Feb 18, 2025, 10:00 AM – 12:00 PM (America/Los Angeles)

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# AGENDA

## Call to Order

## Roll Call –

Jeff Lambaren- Chairperson

Geri Vargas- Vice Chairperson

Lupe Aguilera-Director

Joyce Gandelman-Director

Yvonne Reynolds- Director

## 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.

## Consent Calendar

### Board of Directors Meeting Minutes of January 21, 2025

**Action**: Approve Consent Calendar Item

## Action Items

### Authorize Check for A&Z Bus Sales in amount $95,948.28 (Tony)

**Action:** Authorize Check # 20456

### Title VI Policy- Antidiscrimination (Kristin & Alicia & Tony)

**Action:** Approve MOVE Transportation 2025 Title VI Report and

Limited English Proficiency Plan

**Action:** Approve MOVE Resolution for Title VI Report and

Limited English Proficiency Plan

### Authorize the CEO to Execute 5310 Grant Agreement (Caltrans) (Tony)

Action: Approve MOVE Transportation Resolution 25-02

### Amend Accounting/ Internal Controls/Procurement Policy (Tony)

Disbursements Page 2 & 3- Accounting Internal Controls/Procurement Policy

**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, t~~he~~ ~~Director of Mobility Services~~ the Director of Operations has the authority to sign checks up to and including ~~$1,000 $~~2,000. ~~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,~~ the Director of Operationsand the ~~Executive Assistant~~ Office Administrator. 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~~ MOVE Director, Office Administrator and Quality Assurance Specialist 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 Office Administrator ~~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 Office Administrator ~~Executive Assistant~~. Monthly reports by department are presented to the CEO for approval and signature.

 Action: Approve revisions to accounting, internal controls procurement

### CEO Report- Tony

### Strategic Planning Update

### Commercial Update

### 5310 Grant Project Update

### MOVE Audit FY 23/24

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

## Comments by Board Members

## MOVE Public Outreach Activities- Alicia

## Program Reports- Kristin/Alicia

## Closed Session (Employee Contract/ SEC Contract)

## Adjourn

**Next Scheduled Board Meeting:**

March 18, 2025

4701 Sisk Avenue Suite 201

Modesto, CA 95356