

MOVE Board of Directors Meeting Agenda

Tuesday, March 18, 2025

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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.

4. Consent Calendar

- A. Motion to approve Board of Directors Meeting Minutes of January 21, 2025**
- B. Motion to approve Board of Directors Meeting Minutes of December 10, 2024**

5. Action Items

- A. Motion to Authorize Office Administrator with approval of CEO to complete monthly Electronic Transfer of Funds for Employee Health Coverage Accounts Payable, effective September 1, 2024. (Tony)**
- B. Motion to Authorize the CEO retroactively to take all actions necessary to purchase three Hyundai Ioniqs to expand Care Cruiser's services. (Tony)**
- C. Motion to Authorize the CEO to modify Stanislaus County Eligibility Agreement decreasing the amount payable from transit partners to 50 percent of cost during Fiscal Year 23/24.**
- D. CEO Report- Tony**
- E. MOVE Audit FY 23/24**
- F. Strategic Planning Update (Plan Development Scheduling)**
- G. Commercial Update**
- H. Website Upgrade Update**

- 6. Comments by Rosa De Leon Park (Ex-Officio)**
- 7. Comments by Board Members**
- 8. MOVE Public Outreach Activities- Alicia**
- 9. Program Reports- Kristin/Alicia**
- 10. Closed Session (Employee Benefits/ Legal Matter)**
- 11. Adjourn**

Next Scheduled Board Meeting:

April 15, 2025
4701 Sisk Avenue Suite 201
Modesto, CA 95356

MOVE Board of Directors Meeting Minutes

Tuesday, February 18, 2025

Videoconferencing is Available

“GoToMeeting” online conferencing

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

1. Call to Order

2. Roll Call –

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

Also in attendance: Tony Hill, Kristin Bragg, Alicia Rodrigues, 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.

No Public Comments.

4. Consent Calendar

A. Motion to approve Board of Directors Meeting Minutes of February 18, 2025

Board Action: A motion was made to approve the Board Meeting minutes of February 18, 2025, from Director Vargas, with a second motion made by Director Aguilera. Director Gandelman abstained.

Motion: Passed Unanimously

5. Discussion/Action Items

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

Action: Authorize Check # 20456

The CEO provided an overview of the current practice to authorize checks over a certain amount that would need to be signed by Chairperson Jeff Lambaren and CEO Anthony Hill. The check was for the purchase of a van to transport participants requiring wheelchair accommodations.

Board Action: A motion was made by Director Gandelman, with a second motion made by Director Aguilera.

Motion: Passed Unanimously

B. 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

The CEO provided an overview of the 5130 grant requirements. MOVE is required under 5310 to have an Anti-discrimination plan for Title VI that is reviewed and updated annually. Kristin updated the information. Director Gandelman has a question regarding the proposed language. Director Reynolds googled the law and found that the proposed language was included when the law was passed. Director Gandelman suggested that MOVE should implement the language created by StanCOG.

Board Action: A motion was made to approve MOVE Transportation 2025 Title VI Report and Limited English Proficiency Plan as well as MOVE's Resolution for the Title VI Report and Limited English Proficiency Plan from Director Gandelman, with a second motion made by Director Aguilera.

Motion: Passed Unanimously

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

Action: Approve MOVE Transportation Resolution 25-02

The CEO provided an overview of the 5130 requirements for a Board Resolution authorizing the CEO to enter into an agreement with Caltrans to receive 5130 funds.

Board Action: A motion was made to approve the Transportation Resolution 25-02 from Director Aguilera, with a second motion made by Director Reynolds.

Motion: Passed Unanimously

D. 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, ~~the 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 Operations,** and 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

The CEO provided an overview of the policy.

Director Vargas asked where the checks were stored. The CEO gave a response. Chair Lambaren recommended that specific job titles are used.

Board Action: A motion was made to approve revisions to the Accounting, Internal Controls Procurement Procedures including Chair Lambaren's recommendations from Director Vargas, with a second motion made by Director Reynolds.

Motion: Passed Unanimously

E. CEO Report- Tony

The CEO reported that he entered a contract with Rojas Photography to update the Board of Directors and MOVE leadership photos.

F. Strategic Planning Update

The CEO provided an overview of the plan creation process after speaking with Tom.

G. Commercial Update

The CEO provided an overview of the commercial style types, sharing different options. Director Gandelman asked if we had to pay in advance and suggested other types of advertising.

H. 5310 Grant Project Update

The CEO provided an update regarding the prior year 5310 Grant Project.

I. MOVE Audit FY 23/24

Chairperson Jeff Lambaren shared that he will have an Audit interview on Wednesday, February 26th at 3:30 PM with LSL. The CEO provided an overview of the FY 23/24 audit process and mentioned a loan from October 2023. Chairperson Jeff Lambaren explained the origin of this loan.

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

Not Present

7. Comments by Board Members

Director Lambaren shared that he is scheduled for an audit interview for February 26th at 3:30 PM.

8. MOVE Public Outreach Activities- Alicia.

Alicia shared that MOVE attended the Waterford Council meeting on the 6th. StanCOG started the unmet needs process survey.

9. Program Reports- Kristin/Alicia

Alicia: ADA- A little slow with 83 and 80 appointments in November and December, but in January there were 103 appointments. Travel Training- 13 participants trained. The PASS report was not available.

Kristin: Bridges- Always steady. VetsVan- getting back into the flow after winter as well. Care Cruisers- No report this month due to the new software. Ecolane has initiated training for the Care Cruisers staff. Director Vargas would like to have a live demonstration of how the new software works. The CEO shared MOVE's intent to offer On Demand ride service.

10. Closed Session (Employee Contract/ SEC Contract)

Reporting out (Employee Contract amended, SEC FY 23/24 Contract language reviewed). CEO was granted authority to negotiate SEC Contract cost sharing under "good faith" and mutual mistaken assumption.

11. Adjourn- Meeting adjourned by Chair Lambaren.

Next Scheduled Board Meeting:

March 18, 2025
4701 Sisk Avenue Suite 201
Modesto, CA 95356



Rose Mary Cervantes
Interim Office Administrator



MOVE Board of Directors VetsVan Monthly Report FY 2024-2025

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	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	365	388	391	400	408	419	425					394
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	85	74	55	58	61	71					69
Service Provisions													
Service Days	22	22	20	23	18	20	22	18					165
Total Miles	14,458	12,623	9,907	12,475	9,814	9,789	9,400	10,968					89,434
One-Way Trip Statistics													
One Way Trips Requested	316	319	312	392	252	277	291	313					2,472
One Way Trips Completed	242	247	214	255	171	191	185	212					1,717
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%	31%	35%	32%	31%	36%	32%					
Driver Statistics													
Total Active Drivers	23	23	23	23	23	24	24	24					23
Goal by 6/30/24 (Volunteer Drivers)	20	20	20	20	20	20	20	20	20	20	20	20	
New Drivers	2	0	0	0	0	1	0	0					0
Unduplicated Drivers this Month	14	16	13	12	14	14	15	16					14

* Goal based on 5 vehicles



MOVE Board of Directors BRIDGES 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
Rider Statistics													Indicates Avg
Eligible Riders	327	332	334	337	343	349	352	0	0	0	0	0	339
Goal by 6/30/24 (Eligible Riders)	325	325	325	325	325	325	325	325	325	325	325	325	
Unduplicated Riders this Month	109	112	112	111	105	114	116	0	0	0	0	0	111
Service Provision													
Total Miles Reimbursed	25,186	23,306	25,712	26,430	22,201	24,419	25,292	0	0	0	0	0	172,546
Total Trips Reimbursed	2,768	2,711	2,841	2,888	2,731	2,964	3,107	0	0	0	0	0	20,010
Medical Trips	885	817	908	915	808	836	997	0	0	0	0	0	6,166
Grocery/Rx	882	789	813	858	783	843	872	0	0	0	0	0	5,840
Life Trips	1,000	1,104	1,120	1,114	1,140	1,283	1,238	0	0	0	0	0	7,999
Reimbursement													
Online Submittal % (Clients)	38%	40%	41%	43%	43%	41%	41%	0%	0%	0%	0%	0%	41%
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%	60%	59%	57%	57%	59%	59%	0%	0%	0%	0%	0%	59%
Total Amount Reimbursed	\$12,575.50	\$11,653.25	\$12,855.85	\$13,215.05	\$11,100.70	\$12,209.40	\$12,646.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,255.90
Avg Reimbursement per Trip	\$4.54	\$4.30	\$4.53	\$4.58	\$4.06	\$4.12	\$4.07	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$4.46
Drivers Statistics													
Total Eligible Drivers	131	136	135	132	125	134	140	0	0	0	0	0	133



Turlock Transit ADA Eligibility Monthly FY 2024-2025

GetGoing Cloud (New Software)

	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
Number of Request for ADA Eligibility	9	3	1	3					16
Number of Eligibility Interviews scheduled									
New Interviews	5	1	1	1					8
Renewal Interviews	2	1	0	0					3
Visitor Interviews	0	0	0	0					0
Cancel/ No shows/ reschedule	2	1	0	2					5
Number of Eligibility Determinations made w/Details									
Unconditional	7	2	1	1					11
Temporary Unconditional	0	0	0	0					0
Conditional	0	0	0	1					1
Total ADA Determinations	7	2	1	1					11
Denials	0	0	0	0					0
Appeals	0	0	0	0					0
Time Elapsed to process Eligibility Determination									
Over 21 Days	0	0	0	0					0
Under 21 Days	7	2	1	1					11
Functional Skills Assessment (FSA)	1	0	0	0					1



StanRTA ADA Eligibility Monthly Report FY 24-25

Get Going (New Software)

	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD
Number of Request for ADA Eligibility	114	122	145	118					499
Number of Eligibility Interviews scheduled									
New Interviews	60	58	70	67					255
Renewal Interviews	12	18	31	12					73
Visitor Interviews	0	0	0	0					0
Cancel/No show/ Reschedule	42	46	44	39					171
Number of Eligibility Determinations made w/Details									
Unconditional	56	66	67	70					259
Temporary Unconditional	2	3	5	4					14
Conditional	7	14	9	19					49
Total ADA Determinations	66	83	81	93					323
Denials / Not Eligible	1	0	0	0					1
Appeals	0	0	0	0					0
Time Elapsed to process Eligibility Determination									
Over 21 Days	0	0	0	0					0
Under 21 Days	66	83	81	93					323
Functional Skills Assessment (FSA)	11	13	13	13					50



MOVE Board of Directors PASS Monthly Report FY 2024-2025

	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
PROGRAM STATISTICS													
0	0	135	137	143	149	0	153	156	0	0	0	0	
ADA Direct Ticket Funding	0	\$555.00	\$445.00	\$451.00	\$455.00	0	\$342.00	\$366.00					
Downtown Street Team	0	0	100	100	100	0	100	100					
CatPride Stanislaus	0	356	100	100	100	0	100	100					
Oakdale Family Center for Human Service	0	0	0	0	0	0	0	0					
Salvation Army	0	200	250	300	279	0	300	200					
GOAL: Increase Recipients by 50 per month	0	50	50	50	50	0	50	50	50	50	50	50	
Total Tickets Provided	0	1248	1563	1474	1564	0	1465	1376					
Total Actual PASS Expenditure	\$0.00	\$1,584.50	\$2,595.00	\$2,710.00	\$2,495.00	\$0.00	\$2,510.00	\$1,132.50					
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	7.96\$	\$8.15	\$8.27	\$8.66	\$0.00	\$8.81	\$9.81					



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	15	8	9	21	16	13	7					112
CLIENT Profile													0
OAL: Increase Referrals for People with Disabilities	12	12	12	12	12	12	12	12	12	12	12	12	
Person with Disabilities	1	0	0	2	1	2	2	4					12
Senior 60+	0	0	0	0	0	0	0	0					0
English as Second Language	32	8	8	7	20	14	11	3					103
StanRTA-area Client	33	8	5	1	15	8	3	5					97
Turlock-area Client	0	0	3	3	6	6	10	2					30
EDUCATION & OUTREACH													
GOAL: Outreach to Senior, Day, School Programs	5	5	5	5	5	5	5	5	5	5	5	5	
TOTAL Events/Presentations/Agency Contacts	6	4	0	0	0	5	4	3					19
Senior 60+	4	3	2	0	6	3	2	3					20
Day Program	0	0	0	0	0	0	0	0					0
School Transition Program	0	0	0	0	0	0	0	0					0
Other	2	1	1	0	2	2	2	0					0