

MOVE Board of Directors Meeting Agenda

Tuesday, February 18, 2025

Videoconferencing is Available

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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)

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.

4. Consent Calendar

A. Board of Directors Meeting Minutes of November 19, 2024

Action: Approve Consent Calendar Item

5. Action Items

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

Action: Authorize Check # 20456

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

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

Action: Approve MOVE Transportation Resolution 25-02

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

- E. CEO Report- Tony**
- F. Strategic Planning Update**
- G. Commercial Update**
- H. 5310 Grant Project Update**
- I. MOVE Audit FY 23/24**

- 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 Contract/ SEC Contract)**
- 11. Adjourn**

Next Scheduled Board Meeting:

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

MOVE Board of Directors Meeting Minutes

10:00 AM Tuesday January 21, 2025

Videoconferencing is Available

“GoToMeeting” online conferencing

Email Rose Mary Cervantes for meeting Link

Rosec@movestanislaus.org

Move Stanislaus Transportation Board meeting

Jan 21, 2025, 10:00 – 11:30 AM (America/Los Angeles)

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

<https://meet.goto.com/390046317>

You can also dial in using your phone.

Access Code: 390-046-317

United States: [+1 \(408\) 650-3123](tel:+14086503123)

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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 Rodriguez,
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 December 10, 2024

Board Action: A motion was made to approve the Board Meeting minutes of December 10, 2024, from Director Vargas, with a second motion made by Director Lupe Aguilera. Director Reynolds (abstention)

Motion: Passed Unanimously

5. Discussion/Action Items

A. Motion to approve change to Employee Handbook (Sick Leave Usage) – Tony Hill Esq.

5.3.3 Leave Usage. Once sick leave has been accrued, employees may use it for any of the qualifying reasons discussed below. For the purposes of this policy, the leave year is the beginning of the calendar year. Employees who are victims of domestic violence, sexual assault, or stalking also may use paid sick leave for treatment, assistance, and other purposes authorized by law. Employees using paid sick leave must do so in minimum increments of ~~one hour~~ ~~two hours~~

The CEO provided an overview of the current practice of sick leave usage. How policy currently states to use increments of (2) hours, to make sure the employee handbook is in alignment with our practice suggesting using increments of (1) hour. Jeff Lambaren suggested to increment to 15 min.

Board Action: A motion was made by Director Reynolds to approve the

change to the employee handbook to reflect the change of 15 minutes instead of an hour, with a second motion made by Director Vargas.

Motion: Passed unanimously

B. Motion to approve changes to Employee Handbook (Floating Holidays) Tony Hill Esq.

5.4 Floating Holidays: Full-time employees earn a Floating Holiday as follows:

Employees accrue floating holidays as follows:

16 hours on July 1st of each calendar year
16 hours January 1st of each calendar year

(Proposed language) “Unused Floating Holidays will roll-over to vacation accruals on December 31st of each calendar year.”

The CEO provided an overview of how employees accrue floating holidays. The CEO recommended that employees do not lose unused floating holidays.

The Board discussed the current policy and its implementation, and they agreed that employees should not be penalized for reporting to work instead of using their floating holidays.

Board Action: A motion was made by Director Reynolds to approve unused personal days will roll-over to vacation accruals on December 31st, with a second motion made by Director Vargas.

Motion: Passed unanimously

C. Motion to authorize CEO Tony Hill Esq. to enter contract with Lance, Soll, & Lunghard LLP (LSL) to perform MOVE audit required under Stanislaus Council of Governments Master Agreement for Fiscal years FFY24/25, FY25/26, FY26/27 & FY27/28.

The CEO is seeking the authority to continue with the contract for upcoming years from 24-25 through 27-28.

Board Action: No questions. A motion was made by Director Reynolds, with a

second motion made by Director Vargas to authorize the contract.

Motion: Passed unanimously

- D.** Motion to Accept, Stanislaus Council of Government, Policy Board adjustment to MOVE Measure L Project summary, removing scholarship program funding in the amount of \$15,000.00 – Tony Hill Esq.

The CEO provided an overview of the FY 2024/2025 Measure L Project summary submitted to StanCOG Policy Board. The Policy Board removed the funding for the Scholarship Fund. The budgeted amount was \$15,000. The CEO recommended for the MOVE Board to accept and approve the budget adjustment made by the StanCOG policy.

Board Action: A motion was made to approve the budget adjustment of \$15,000 for Scholarship Fund from Director Reynolds, with a second motion made by Director Vargas.

Motion: Passed unanimously

- E.** Board discussion, future meeting dates and meeting times.

Board Action: A motion was made regarding meeting dates which will remain the same every 3rd Tuesday of the month at 10:00 AM from Director Reynolds with a second motion made by Director Vargas.

Motion: Passed unanimously.

6. Informational Items

(the following items are for information only)

- A.** Lance, Soll, & Lunghard LLP (LSL) Price Report
- B.** MOVE Measure L Summary FY24/25
- C.** StanCOG Executive Committee Staff Report
- D.** CEO letter to Micheal & Micelle Siemens

The CEO shared an overview of informational items (handouts supporting BOARD Action items). The CEO acknowledge the Siemens kindness for providing cookies for VetsVans' program participants.

7. CEO Report- Tony

- A. Website Development**
Informed Board Members of scheduling in the future pictures for the website.
- B. Strategic Plan**
Positive Feedback. Modesto Mayor reached out to the CEO stating this is wonderful.
- C. Dale Carnegie Management Training**
The Management Team will participate in the Skills for Success Program. Director Vargas would like an update on how training is going.
- D. MOVE Commercial Opportunities**
The CEO explained that the current mobility management grant through Caltrans allows us an opportunity to pay for a commercial to increase community outreach and promotions.

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

Not present

9. Comments by Board Members

Director Vargas would like to schedule a retreat to go over the Strategic Plan, The CEO will contact Tom to get an estimate from as to when he will have the interviews completed.

Director Vargas said thank you to MOVE for attending and sponsoring the MLK event. Director Aguilera shared a reminder to send Ms. Peabody photos of the holiday party event.

10. MOVE Public Outreach Activities- Alicia

Alicia shared pictures of MOVE events including Christmas Parade, Alicia's 10-year anniversary with MOVE and volunteers' appreciation luncheon and MOVE staff holiday event. A special feature of events occurring included a photo of a program participant with the participant smiling while receiving transportation services. Alicia shared the participant said that MOVE makes a difference in her life and would not be able to access the community if not for MOVE.

11. Program Reports- Kristin/Alicia

Kristin: Bridges- Will continue to encourage participants to participate in electronic billing process. **VetsVan:** Redoing the goals since adding another vehicle. Doing great. **Care Cruisers:** Getting more eligible clients. **Ecolane** will begin training staff next week.

Alicia: Pass Program free for the month of December. ADA we only had one TRS for two weeks and numbers will increase. **Travel Training:** Kristin and Alicia will be setting up interviews.

12. Adjourn

Next Scheduled Board Meeting:

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



Rose Mary Cervantes
Interim Office Administrator



Title VI Program

and Language Assistance Plan

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

- Civil Rights Act of 1964

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1. Title VI Public Notice

MOVE Stanislaus Transportation, herein after referred to as MOVE, operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. MOVE is committed to complying with the Title VI requirements in all programs and services.

For more information on MOVE's civil rights program, and the procedures to file a complaint, please contact:

**MOVE Stanislaus Transportation
4701 Sisk Rd. Ste. 201
Modesto, CA 95356
209-672-1143**

Any person who believes he or she has been aggrieved by any unlawful discriminatory practice in the delivery of or access to MOVE's services on the basis of race, color, or national origin, may file a complaint with MOVE. For information on how to file a complaint, contact MOVE as listed above, or go to the MOVE website: www.movestanislaus.org.

A complainant may file a complaint directly with the office listed below:

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington DC 20590

If information is needed in another language, contact 209-672-1143 for assistance.

Notificación al Público

Sobre los Derechos Segun Título VI, Acta de Derechos Civiles de 1964

La Agencia de MOVE ofrece sus programas y servicios sin consideraciones de raza, color o origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles de 1964. La Agencia de MOVE está comprometido a cumplir con requisitos de Titulo VI en todo sus programas y servicios.

Para obtener más información sobre la Agencia de MOVE y del procedimiento para presentar una reclamación, favor de contactar a:

**MOVE Stanislaus Transportation
4701 Sisk Rd. Ste. 201
Modesto, CA 95356
209-672-1143**

Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria por motivos de raza, color o origen nacional durante el uso de los servicios de MOVE, puede presentar una reclamación con la Agencia de MOVE. Para información sobre presentar una reclamación, puede ponerse en contacto con MOVE como listado arriba o visitar la Agencia de MOVE en www.movestanislaus.org.

Un demandante puede presentar una reclamación directamente con:

**Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington DC 20590**

Si necesita información en otro idioma, llame al 209-672-1143 para obtener asistencia.

List of Locations Where the Title VI Notice is Posted

- MOVE Website: www.movestanislaus.org
- MOVE office bulletin board
- MOVE Vehicles

2. Title VI Complaint Procedures

This document outlines the Title VI complaint procedures related to providing programs, services, and benefits. It does not, however, deny the complainant the right to file formal complaints with the California Department of Transportation, the Secretary of the US Department of Transportation, Equal Employment Opportunity Commission (EEOC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or to seek private counsel for complaints alleging discrimination, intimidation or retaliation of any kind that is prohibited by law.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of **race, color or national origin** be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.

Title VI Complaint Procedure:

1. Any person who believes he or she has been discriminated against on the basis of race, color, or national origin by MOVE may file a Title VI complaint by completing and submitting the Agency's Complaint Form. The complaint procedure may be obtained from the MOVE's website at www.movestanislaus.org. The complaint procedure may be requested via e-mail at info@movestanislaus.org, or telephone at 209-672-1143 the complaint procedure can also be obtained by writing to MOVE, 4701 Sisk Rd. Ste. 201 Modesto, CA 95356.
2. A complaint form is available in hard copy at the MOVE office or may be downloaded from www.movestanislaus.org. If the complainant is unable to write a complaint, MOVE staff will assist the complainant in doing so.

The complaint may be sent to the following address:

**MOVE Stanislaus Transportation
4701 Sisk Rd. Ste. 201
Modesto, CA 95356
209-672-1143**

3. MOVE investigates complaints received no more than 180 calendar days of the last alleged incident. Once the complaint is received, MOVE will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

4. MOVE has 60 days to investigate the complaint. If more information is needed to resolve the case, MOVE may contact the complainant. The complainant has 30 days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 days, MOVE can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
5. Upon receipt of the complaint, MOVE will record the complaint in a Title VI Complaints, Investigations, and Lawsuit Log. This log includes the date of investigation, lawsuit, or complaint; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by MOVE in response to the investigation, lawsuit, or complaint.
6. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.
7. If the complainant is dissatisfied with the written decision, he or she may file a written appeal with MOVE, 4701 Sisk Rd. Ste. 201 Modesto, CA 9535 no later than 15 days of the date of the mailing of the decision. The appeal must be signed by the complainant or by someone authorized to do so on the complainant's behalf. If deemed necessary, the Chief Executive Officer of MOVE may seek assistance from the Agency legal counsel for further investigation.
8. In addition to the complaint process described above, a complainant may file a Title VI complaint with the office listed below:

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington DC 20590

Procedimientos de Reclamaciones del Título VI

Este documento indica el proceso de Título VI relacionado con programas, servicios y beneficios. Sin embargo, no niega que el demandante tenga el derecho hacer una reclamación formal con el Departamento de Transporte de California (California Department of Transportation), el secretario del Departamento de Transporte de los EE.UU. (Secretary of the US Department of Transportation), la Comisión de Igualdad de Oportunidad en el Empleo (Equal Employment Opportunity Commission [EEOC]), la Administración de Carreteras Federales (Federal Highway Administration [FHWA]), la Administración de Transporte Federal (Federal Transit Administration [FTA]), o para buscar un consejero privado por reclamaciones alegando discriminación, intimidación o retaliación de cualquier tipo que es prohibido por ley.

Título VI de La Ley de Derechos Civiles de 1964 exige que ninguna personal en los Estados Unidos, por razón de raza, color u origen nacional sea excluida de, esté denegado beneficios de, o esté sujeto a discriminación, bajo cualquier programa o actividad que recibe asistencia de beneficios financieros.

Proceso de presentar una reclamación bajo Título VI

1. Cualquier persona quien cree que él/ella ha sufrido discriminación en base de raza, color o origen nacional por causa de La Agencia de MOVE puede presentar una reclamación de Título VI por medio de llenar y someter el formulario de reclamación de la Agencia. El formulario puede estar descargado del sitio de Internet de la Agencia de MOVE, www.movestanislaus.org. El formulario de reclamación pueda estar pedido por medio de e-mail en info@movestanislaus.org o por teléfono en 209-672-1143. También, el formulario puede estar obtenido por escribir a MOVE, 4701 Sisk Rd. Ste. 201 Modesto, CA 95356.
2. Un formulario de reclamación está disponible en copia dura en la oficina de la Agencia de MOVE o se puede estar descargado de www.movestanislaus.org. Si el demandante no puede escribir una reclamación, un empleado de la Agencia de MOVE puede dar asistencia al demandante para hacerlo.
Se debe mandar la reclamación a la dirección siguiente:

MOVE Stanislaus Transportation
4701 Sisk Rd. Ste. 201
Modesto, CA 95356
209-672-1143

3. La Agencia de MOVE investigará las reclamaciones recibidas no más de 180 días después del supuesto incidente. A una vez que la reclamación esté recibida, la Agencia de MOVE la revisará para determinar si nuestra Agencia tenga jurisdicción. El demandante recibirá una carta de conocimiento que informa a el/la si la reclamación estará investigada por nuestra Agencia.
4. La Agencia de MOVE tiene 60 días para investigar la reclamación. Si se necesita más información para resolver el caso, la Agencia de MOVE puede ponerse en contacto con el demandante. El demandante tiene 30 días desde la fecha de la carta pidiendo más información para enviar la información solicitada al investigador asignado al caso. Si el investigador no recibe una respuesta o la información solicitada dentro de los 30 días, la Agencia de MOVE puede cerrar el caso administrativamente. Un caso puede ser cerrado administrativamente también si el autor ya no desea seguir su caso.
5. De recibir la reclamación, la Agencia de MOVE entrará la reclamación en el registro de Title VI Complaints, Investigations, and Lawsuits. Este registro incluye la fecha de la investigación, demanda judicial, o reclamación y las acciones tomadas por la Agencia de MOVE en respuesta a la investigación, demanda judicial, o reclamación.
6. Tras la investigación, el investigador mandará una de dos cartas a la demandante: 1) una carta de cierre, o 2) una carta de resolución (letter of finding [LOF]). En una carta de cierre se resume las alegaciones y afirma que no había una violación del Título VI, y que el caso se cerrará. En la carta de resolución se resume los hechos denunciados y de las entrevistas sobre el supuesto incidente. La carta también incluye una explicación si hay alguna acción disciplinaria, si se producirá la formación adicional del miembro del personal, o si hay otra acción.
7. Si el demandante está insatisfecho con la decisión, él/ella tiene 15 días después de la fecha de la carta de cierre de la Agencia de MOVE o carta de resolución para apelar al Director Ejecutivo de MOVE, 4701 Sisk Rd. Ste.201 Modesto, CA 95356. La apelación tenga que estar firmada por el demandante o alguien autorizado hacerlo por parte del demandante. Si se considera necesario, el Director Ejecutivo puede buscar asistencia del consejero legal de la Agencia de MOVE para investigación adicional.

8. En adición al proceso de reclamación descrito arriba, el demandante también puede presentar una reclamación de Título VI directamente con la:

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington DC 20590

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are filing on behalf of:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use additional sheets.				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think are relevant to your complaint.

Signature and date are required below to complete form:

Signature _____ Date _____

Please submit this form in person or mail to the address below:

MOVE Stanislaus Transportation
4701 Sisk Rd. Ste. 201
Modesto, CA 95356
209-672-1143

Título VI Formulario de Reclamación de Agencia de MOVE

Sección I:				
Nombre:				
Dirección:				
Teléfono (casa):			Teléfono (trabajo):	
Correo Electrónico:				
¿Usted requiere formatos accesibles? ¿Cuáles?	Letra Grande		Cinta de Audio	
	TDD		Otra Forma	
Sección II:				
¿Está presentando esta reclamación en su propio nombre?			Sí*	No
* Si respondió "sí" a esta pregunta, vaya a la Sección III.				
Si no es así, proporcione el nombre y la relación de la persona por la que se reclama:				
Explique por qué ha solicitado un tercero: _____				
Confirme que ha obtenido el permiso de la parte perjudicada si está presentando una reclamación en nombre de un tercero.			Sí	No
Sección III:				
Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):				
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen nacional				
Fecha de presunta Discriminación (Mes, Día, Año): _____				
<p>Explique, con la mayor claridad posible, qué sucedió y por qué cree que fue discriminado. Describe a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si lo conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, use hojas adicionales.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

Sección IV		
¿Ha presentado anteriormente una reclamación del Título VI con esta Agencia?	Si	No
Sección V		
¿Ha presentado esta reclamación ante cualquier otra agencia federal, estatal o local, o ante cualquier corte federal o estatal?		
[] Si [] No		
En caso afirmativo, marque cada casilla que corresponda:		
[] Agencia Federal _____		
[] Corte Federal _____	[] Agencia Estatal _____	
[] Corte Estatal _____	[] Agencia Local _____	
Por favor proporcione información sobre una persona de contacto en la agencia o corte donde se presentó la reclamación.		
Nombre:		
Titulo:		
Agencia:		
Dirección:		
Teléfono:		
Sección VI		
Nombre de la agencia contra cual reclamación:		
Persona de Contacto:		
Titulo:		
Número de Teléfono:		

Puede adjuntar cualquier material escrito u otra información que considere relevante para su reclamo.

La firma y la fecha se requieren a continuación para completar el formulario:

Firma _____ Fecha _____

Envíe este formulario en persona o envíelo por correo a la siguiente dirección:

MOVE
4701 Sisk Rd. Ste. 201
Modesto, CA 95356
209-672-1143

3. List of Title VI Complaints, Investigations, or Lawsuits

MOVE does not have any past, current, or pending Title VI complaints. As such, this requirement is not applicable.

In the event that a complaint is received by MOVE, a summary will be prepared and maintained documenting any alleged discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming MOVE

A list, in the format shown below, shall include the date that the Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint.

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

5. Public Participation Plan

MOVE continually strives to inform the community about our many services and programs including ADA Paratransit Regional Eligibility, BRIDGES Volunteer driver program, VetsVan, Care Cruisers and Travel Training via staff outreach, marketing materials and our website (www.movestanislaus.org).

MOVE staff attended and disseminates information about the services/ changes at outreach opportunities, including:

- Age with Movement
- Alzheimer's Association Education Forum
- Community Services Agency, Welfare to Work program
- Healthy Aging Summit
- Modesto Junior College, English Second Language (ESL) Fair
- Senior Awareness Days
- Senior Congregate Meal Sites throughout Stanislaus County
- Senior Information Day, City of Oakdale
- Stanislaus Council of Governments Unmet Transit Needs Process

Recurring Outreach Efforts

MOVE benefits from additional outreach when the Chief Executive Officer and staff attend regularly scheduled meetings to promote the benefits of the MOVE programs:

- Commission on Aging
- MOVE Board of Directors meetings, conducted in accordance with the Open Meeting Act
- Senior Coalition of Stanislaus Meetings
- Services to Older Adults Advisory Council (STOAAC) meetings
- Stanislaus County Quarterly Consultation Resettlement Agencies
- Stanislaus County Transit Managers Meetings
- The Social Services Transportation Advisory Council (SSTAC) meetings
- Turlock Community Collaborative Members
- Veteran Advisory Commission (VAC)

6. Access for Persons with Limited English Proficiency (LEP)

Executive Order 13166, titled, “Improving Access to Services for Persons with Limited English Proficiency,” indicates that differing treatment based upon a person’s inability to speak, read, write or understand English is a type of national origin discrimination. The Order applies to all state and local agencies which receive Federal funds.

MOVE has taken reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of our programs and activities for persons with limited English proficiency. Consideration is given to identifying a person who may need language assistance, providing assistance, and conducting staff training.

Four Factor Analysis

A Four Factor Analysis was conducted to determine the specific language services that are appropriate to provide.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.

Language	Percentage	Population Count
Speak English Only	57.2%	316,246
Speak Spanish Only	33.9%	187,425

The 2020 census identifies the two major language groups in Stanislaus County as English and Spanish, with approximately 57.2% of the population identified as English speaking only, and 33.9% identified as speaking Spanish only. All other LEPs combined equal approximately 9% of the population, with Asian and Pacific Island languages totaling approximately 2.2%

Given these demographics the most likely language need at MOVE would be English or Spanish

Factor 2: The frequency with which LEP persons come into contact with the program.

Consistent with the data for the area, LEP persons who speak either English or Spanish would be the most likely to request services from MOVE. Currently there are 733 clients of MOVE programs that require an interpreter for Spanish.

Factor 3. The nature and importance of the program, activity, or service provided by the program to people's lives

MOVE understands that its services are used for life-sustaining activities, such as transportation to work, grocery shopping, non-emergency medical appointments, as well as life-enriching activities, such as school, and social events. For transit-dependent individuals, MOVE services are gravely important. Whenever feasible within the constraints of time and economy, MOVE will provide translations of vital documents relating to its services.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

MOVE currently has 2 members of our staff who speak Spanish and one member who speaks Ukrainian and Russian. In addition, MOVE has an account established with Pacific Interpreters. Pacific Interpreters provides interpreters who speak 240 different languages. This allow MOVE to be able to communicate with any resident in Stanislaus County interested in our services.

For persons who are hearing impaired or disabled, MOVE staff directs anyone who needs service to use the free California Relay Service (711).

There is no cost for these services.

Safe Harbor Provision

The Federal Transit Authority Circular 4702.1B states:

"DOT has adopted DOJ's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide

written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. A recipient may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. For example, a recipient may determine that a large number of persons in that language group have low literacy skills in their native language and therefore require oral interpretation. In such cases, background documentation regarding the determination shall be provided to FTA in the Title VI Program.

MOVE will provide vital documents including Title VI Notice, Title VI Instructions, Title VI Complaint Form, and Enrollment Forms in English and Spanish.

LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to MOVE services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

MOVE is committed to making its services and programs available to LEP persons and to continue with the following practices:

- An LEP person interested in becoming a participant of MOVE Services in many cases is accompanied by a family member or friend who provides language assistance. In the event this is not the case, Spanish speaking staff will assist.
- MOVE program staff will note the need for language assistance on the in-take form or database., Using monthly reports from MOVE programs, the Title VI Administrator will analyze annually the number of LEP encounters to evaluate MOVE's interpretation/translation needs and services.
- MOVE will post the Title VI Notice and the Complaint Procedures and forms in English and Spanish on the agency website, www.movestanislaus.org, and post the

availability of translators in the locations where staff and volunteers are most likely to encounter LEP persons.

- Instructions for callers who want to use the Language Line or the California Relay service are posted on the MOVE website.
- The MOVE staff most likely to encounter LEP persons will be trained on using these resources.

LANGUAGE ASSISTANCE MEASURES

1. MOVE employees take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources are available to accommodate LEP persons:
 - a. MOVE has posted notice of Title VI Policy Statement and Complaint Procedures on the agency website, www.movestanislaus.org, and post the availability of interpretation or translation services free of charge in the locations where staff and volunteers are most likely to encounter LEP persons (notices in English only).
 - b. Copies of the Policy Statement and Complaint Procedures in both English and Spanish can also be obtained at 4701 Sisk Rd. Suite 201, Modesto, CA 95356.

STAFF TRAINING

The staff most likely to encounter LEP individuals who participate, or are interested participating in the programs, and their family members or caregivers has been identified as:

- The MOVE staff at 4701 Sisk Rd., Suite 201, Modesto, CA 95356
- The Travel Trainers
- The drivers of VetsVan
- Staff members who participate in outreach outside the agency

These interactions may take place on the phone, email or in person.

Because any MOVE staff member may encounter LEP individuals, training is provided to all upon hire and is reviewed annually. The training includes:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- How to handle a potential Title VI/LEP complaint.

- Documentation of language assistance requests and complaints.

MONITORING

Monitoring and Updating the LEP Plan

MOVE will review and update the LEP Plan every three years, at a minimum, or as requested when data from the Census is available that demonstrates higher concentrations of LEP individuals are present in the MOVE service area. Updates include the following:

- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination whether the need for translation services has changed.
- The Title VI complaint log.

DISSEMINATION OF THE MOVE LEP PLAN

A link to the MOVE LEP Plan and the Title VI Procedures is included on the MOVE's website, www.movestanislaus.org and copies can also be obtained at 4701 Sisk Rd. Suite 201, Modesto, CA 95356.

Any person or agency with internet access is able to access and download the plan from the MOVE's website. Alternatively, any person or agency may request a copy of the plan via email, telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost.

Questions or comments regarding the LEP Plan may be submitted to:

Title VI Administrator
MOVE
4701 Sisk Rd. Ste. 201
Modesto, CA 95356
209-672-1143
Fax: 209-593-0803
Email: TonyH@movestanislaus.org

7. Title VI Equity Analysis

MOVE has not undertaken any construction projects and therefore has not conducted an equity analysis.

Appendix 1

**Board of Supervisors Resolution
Approving Title VI Program**

MOVE STANISLAUS TRANSPORTATION RESOLUTION 2025-01
TITLE VI COMPLIANCE REPORT & LIMITED ENGLISH PROFICIENCY PLAN

WHEREAS, MOVE Stanislaus Transportation (MOVE) is the designated Consolidated Transportation Services Agency (CTSA) of Stanislaus County and recipient of Federal Transportation funds; and

WHEREAS, Title VI of the Civil Rights Act of 1964 states, no person in the United States shall, on the ground of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," directs Federal agencies to examine the services they provide to ultimately develop and implement a system by which Limited English Proficiency (LEP) individuals can meaningfully access those services; and

WHEREAS, as a recipient of Federal Transportation Administration funds, MOVE is required to adhere to all provisions established in Title VI of the 1964 Civil Rights Act and Executive Order 13166; and

WHEREAS, MOVE is committed to a policy of nondiscrimination in the conduct of its business, including its Title VI and LEP responsibilities, and to the delivery of equitable and accessible services; and

WHEREAS, any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color, national origin, age, gender, or disability may file a Title VI complaint with MOVE within 180 days from the date of the alleged discrimination.

NOW, THEREFORE BE IT RESOLVED that the MOVE Board of Directors approves the 2025 MOVE Title IV Compliance Report & Limited English Proficiency Plan.

BE IT FURTHER RESOLVED that the Chief Executive Officer is authorized to make administrative changes to the Title VI Compliance Report and Limited English Proficiency Plan, as needed, to ensure that the programs contained therein are implemented in the most efficient and cost-effective manner possible.

The foregoing Resolution was introduced at a regular meeting of the MOVE Stanislaus Transportation Board of Directors, on the 18th day of February, 2025. A motion was made and carried, and the Resolution was adopted.

MEETING DATE: February 18, 2025

JEFFREY LAMBAREN, CHAIR

MOVE STANISLAUS TRANSPORTATION RESOLUTION 2025-02
AUTHORIZING THE CEO TO EXECUTE
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION
5310 TRANSIT GRANT AGREEMENT

WHEREAS, MOVE Stanislaus Transportation is the designated CTSA for the Stanislaus region; and

WHEREAS, as the designated CTSA, MOVE is eligible for assistance under FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities: and

WHEREAS, the California Department of Transportation is the State agency authorized to evaluate and submit to the Federal Transit Administration grant requests from private nonprofit corporations for assistance in providing transportation services meeting the special needs of seniors and/or persons with disabilities, for whom mass transportation services are otherwise unavailable, insufficient or inappropriate; and

WHEREAS, MOVE has applied for five Traditional projects and one Expanded project through the 5310 Transit Grant Agreement with the Department of Transportation; the projects will provide MOVE with 5310 funds to purchase five vehicles (three for replacement of existing vehicles; two for service expansion) and for operating funds .

NOW, THEREFORE BE IT RESOLVED that the 5310 Transit Grant Agreement with the Department of Transportation is hereby adopted.

BE IT FURTHER RESOLVED that the Chief Executive Officer is authorized to execute the 5310 Transit Grant Agreement with the Department of Transportation and to make administrative changes to the agreement, as needed, to ensure that the agreement is implemented in the most efficient and cost-effective manner possible.

The foregoing Resolution was introduced at a regular meeting of the MOVE Stanislaus Transportation Board of Directors on the 18th day of February 2025. A motion was made and Motion carried, and the Resolution was adopted.

MEETING DATE:
February 18, 2025

TONY HILL, ESQ.
CEO

JEFFREY LAMBAREN
BOARD CHAIRPERSON



MOVE Board of Directors

ADA Paratransit Eligibility Monthly Report FY 2024-2025

	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-24	Apr-24	May-24	Jun-24	YTD
ADA Eligibility Appointments												Indicates Avg
CALLS for Appointments	192	163	162	143	121	154	0	0	0	0	0	1131
TOTAL Appointments Scheduled for Report Month	121	129	123	135	131	149	0	0	0	0	0	192
GOAL: Increase Scheduled Appointments to ensure minimum of 6 completed interviews per day per TRS												
Performed	111	114	110	83	80	103	0	0	0	0	0	118
Canc/No Show (Total - Performed)	64	44	43	52	51	46	0	0	0	0	0	74
No Show/Canc Rate (NS Canc/appt booked)	39%	53%	34%	31%	39%	39%	39%	0%	0%	0%	0%	39%
Interviews (Based on Interview Date)												
Total Interviews	111	114	110	83	80	103	0	0	0	0	0	719
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
TRAVEL TRAINING													
Successful Completion	33	15	8	9	21	16	13						112
CLIENT Profile													
OAL: 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	2	1	2	2						8
Senior 60+	0	0	0	0	0	0	0						0
English as Second Language	32	8	8	7	20	14	11						97
StanRTA-area Client	33	8	5	1	15	8	3						65
Turlock-area Client	0	0	3	3	6	6	10						27
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	4	0	0	0	5	4						10
Senior 60+	4	3	2	0	6	3	2						20
Day Program	0	0	0	0	0	0	0						0
School Transition Program	0	0	0	0	0	0	0						0
Other	2	1	1	0	2	2	2						10



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	0	0	0	0	0	
ADA Direct Ticket Funding	0	555	445	451	455	0	342						
Downtown Street Team	0	0	100	100	100	0	100						
CatPride Stanislaus	0	356	100	100	100	0	100						
Oakdale Family Center for Human Service	0	0	0	0	0	0	0						
Salvation Army	0	200	250	300	279	0	300						
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						
Total Actual PASS Expenditure	\$0.00	\$1,584.50	\$2,595.00	\$2,710.00	\$2,495.00	\$0.00	\$2,510.00						
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	7.96\$	\$8.15	\$8.27	\$8.66	\$0.00	\$8.81						



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	0	0	0	0	0	0	337
Goal by 6/30/24 (Eligible Riders)	325	325	325	325	325	325	325	325	325	325	325	325	325
Unduplicated Riders this Month	109	112	112	111	105	114	0	0	0	0	0	0	111
Service Provision													
Total Miles Reimbursed	25,186	23,306	25,712	26,430	22,201	24,419	0	0	0	0	0	0	147,254
Total Trips Reimbursed	2,768	2,711	2,841	2,888	2,731	2,964	0	0	0	0	0	0	16,903
Medical Trips	885	817	908	915	808	836	0	0	0	0	0	0	5,169
Grocery/Rx	882	789	813	858	783	843	0	0	0	0	0	0	4,968
Life Trips	1,000	1,104	1,120	1,114	1,140	1,283	0	0	0	0	0	0	6,761
Reimbursement													
Online Submittal % (Clients)	38%	40%	41%	43%	43%	41%	0%	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%	0%	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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,609.75
Avg Reimbursement per Trip	\$4.54	\$4.30	\$4.53	\$4.58	\$4.06	\$4.12	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$4.46
Drivers Statistics													
Total Eligible Drivers	131	136	135	132	125	134	0	0	0	0	0	0	132



MOVE Board of Directors VetsVan Monthly Report FY 2024-2025

0

	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						390
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	15						62
Service Provisions													
Service Days	22	22	20	23	18	20	22						147
Total Miles	14,458	12,623	9,907	12,475	9,814	9,789	9,400						78,466
One-Way Trip Statistics													
One Way Trips Requested	316	319	312	392	252	277	291						2,159
One Way Trips Completed	242	247	214	255	171	191	185						1,505
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%						
Driver Statistics													
Total Active Drivers	23	23	23	23	23	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
Unduplicated Drivers this Month	14	16	13	12	14	14	15						14

* Goal based on 5 vehicles