

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)
October 26, 2017

- I. Call to Order:** Chair Dean Yordi called the meeting to order at 9:02 am at HIRTA Administrative Office, 2824 104th Street, Urbandale, IA.
- II. Roll Call:**

Present: Board of Directors: Dean Yordi (Warren County), Phil Clifton (Madison County), Kim Chapman (Dallas County), Doug Cupples (Jasper County), and Bill Zinnel (Boone County).

Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant.

Others Present: Marge Westphal (HomeCare Services), Sharee Huffer (Madison County Elderly Services), via phone: Lauris Olson (Story County)

Not Present: Steve McCombs (Marion County)
- III. Approval of Agenda:** Phil Clifton moved to approve the October 26, 2017 agenda. Bill Zinnel seconded. Motion carried unanimously.
- IV. Approval of September 28, 2017 Minutes:** Lauris Olson moved to approve the September 28, 2017 Minutes. Bill Zinnel seconded. Motion carried unanimously.
- V. Financial Report—August 2017 Financials:** Phil Clifton moved to receive and file the August 2017 Financials. Bill Zinnel seconded. Motion carried unanimously.
- VI. Action Items:**
 - A. Agreement 2016-019-110-FY17 Contract #19642 for 5339 FTA Funds (Exhibit 1): Bill Zinnel moved to accept Agreement 2016-019-110-FY17 Contract #19642 for 5339 FTA Funds. Phil Clifton seconded. Motion carried unanimously.
 - B. Agreement 2016-018-01-110-110-FY18 Contract #19685 for 5311 FTA Funds (Exhibit 2): Kim Chapman moved to accept Agreement 2016-018-01-110-110-FY18 Contract #19685 for 5311 FTA Funds. Doug Cupples seconded. Motion carried unanimously.
 - C. Wesley Life Emergency Transportation Services Agreement (Exhibit 3): Tabled
- VII. Executive Directors Report:** Julia Castillo read the Executive Directors Report.
- VIII. Discussion Items:**
 - A. HR Consulting proposals/special meeting for presentation: It was determined to have a special board meeting to have presentations from both potential HR companies. More information to come on the dates and times.
 - B. Date for Nov/Dec Board meeting (with option to take action): It was determined that the November/December meeting will be held November 30, 2017.
- IX. Information Items:**
 - A. CIRTPA—Andrew Collings: There was no update given.

X. Other Items of Interest:

- A. Monthly/Quarterly Report Status: All reports are done and up to date.
- B. Suggestions/Comments: There were none.

XI. Public Comment: There were no public comments.

XII. Adjournment/Next Meeting Date, November 30, 2017: Bill Zinnel moved to adjourn the meeting 9:45 am. Doug Cupples seconded. Motion carried unanimously. The next Board meeting will be November 30, 2017 at 9:00 am.

The Heart of Iowa Regional Transit Agency (HIRTA) Board of Director meetings are open to all individuals regardless of disability. Any person requiring a reasonable accommodation to participate should contact the HIRTA Office at (515) 309-9283 at least two business days prior to the Board of Directors Meeting.

Board Chair Signature

Date