

# Heart of Iowa Regional Transit Agency



Boone • Dallas • Jasper  
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You are hereby notified that HIRTA Board of Directors will meet  
August 25, 2011 – 9:30 a.m.  
DES MOINES INTERNATIONAL AIRPORT, CLOUD ROOM

Posted by Julia Castillo  
Julia Castillo, Executive Director

8/23/11

**AMENDED AGENDA 8/23/2011**

## TENTATIVE AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of July 28, 2011 Board Minutes
- V. Approval of the August 2, 2011 Board Minutes
- VI. Receive and File July 2011 Financial Report
- VII. Executive Directors Report
- VIII. Action Items:
  - A. ITS Grant (*Supplemental to be handed out at Board Meeting*)
  - B. HIRTA Wheelchair Lift Policy
  - C. Human Resources Training (Padgett-Thompson) October 7, 2011 9am – 4pm
- IX. Informational Items:
  - A. FY2010 Audit from State Auditor
- X. Other Items of Interest
  - A. Monthly/Quarterly Report Status
  - B. Suggestions/Comments
- XI. Public Comment
- XII. Discussion Items: ***Moved to end of Agenda for those who wish to leave while Board reviews and discusses policy and budget type items for Jasper County.***  
***All discussion items are with the option to take action***
  - A. Jasper County Direct Service
    - Jasper County Direct Service Plan (*Exhibit 1*)
    - Jasper County 9 month Budget (October 1, 2011 – June 30, 2012) (*Exhibit 2*)
    - Personnel Policy Manual updates (*Exhibit 3*)
    - Service and Vehicle Policy Manual (*Exhibit 4*)
    - Job Descriptions (*Exhibit 5*)
    - Pay Schedule for Drivers and Operations Supervisor
    - Wright Express Fuel cards.
    - New Bus Design to rebrand image in Jasper County
    - Purchase Equipment Copier and Phone System
- XIII. Adjournment/Next Meeting Date: September 22, 2011, at 9:30 a.m.  
The (HIRTA) Board of Director Meeting's are open to all individuals regardless of disability. Any person with a disability requiring a reasonable accommodation to participate in a Board of Directors Meeting should contact the HIRTA Office at (515) 256-5680 at least two business days prior to the Board of Directors Meeting.

**HIRTA BOARD WORK SESSION IMMEDIATELY FOLLOWING THIS BOARD MEETING**  
**Chris Zeilinger from Community Transportation Association of America (Washington DC) will be here**

## VII - ACTION ITEMS:

- A. The Iowa DOT has ITS Grant Funding for Transit Agencies to use to up-grade technology for things such as enhancing security, improving performance accountability, and operational efficiencies. The following is a list of equipment needed:

Each provider has committed to the 50/50 Match and HIRTA will request an interest free Amoco loan from the DOT to cover the 50% Match funding requirement. Estimated grant (Grant application was not fully complete at time Agenda was prepared) is \$99,472 for:

HIRTA/Jasper County:

Scheduling Software	\$24,404
Computers (s)	\$9813
Bus Cameras	\$29,680
Phone System	\$8,590
Copier	\$2,000
Tablets	\$5,300
Cell-phones	<u>\$2,000</u>
	\$81,787 (\$40,893)

Madison County Elderly Services:

Bus Cameras	\$10,395 (\$5,198)
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Boone County Transportation:

Computer Server	\$7,290 (\$3645)
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TOTAL	\$99,472
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50% Funded	\$49,736
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50% Match	\$49,736
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**REQUESTED ACTION:** Authorize the HIRTA Board of Directors Chair to sign the ITS grant application and Executive Director to submit it to the Iowa DOT.

- B. HIRTA Wheelchair Lift Policy – HIRTA policy states Maintenance to be done after every 100 cycles. Braun Lift Maintenance states after every 750 cycles. The Executive Director recommends changing the policy to be in line with the Manufacturer's recommendation.

**REQUESTED ACTION:** Approve Wheelchair lift policy be changed to have maintenance completed after every 750 cycles.

- C. Human Resources Training. Cost is \$199.00 for 1 day training. With Iowa DOT Fellowship, cost to HIRTA is \$40. With the recent developments of HIRTA providing direct services in Jasper County, Julia Castillo feels this training would be beneficial for her to learn the basics of Iowa employment laws and regulations, hiring/firing guidelines, critical recordkeeping procedures and the ins and outs of Exempt vs Non-exempt and Contract vs employee.

**REQUESTED ACTION:** Approve Executive Director to attend the Human Resources Training as presented

## VIII – DISCUSSION ITEMS:

Jasper County Direct Service operation items, include, Policies, Pay schedules, Budget, etc.

## IX – INFORMATIONAL ITEMS:

- A. FY2010 Audit from State Auditor is FINALLY complete.