

You are hereby notified that HIRTA Board of Directors will meet  
**January 26, 2017 at 9:00 a.m. at 2824 104<sup>th</sup> Street, Urbandale, IA**

### TENTATIVE AGENDA

- I. **HIRTA Board Meeting - Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Certificate of Appreciation - Melvin Wichhart**
- V. **Approval of December 8, 2016 Minutes**
- VI. **Receive and File November, 2016 Financial Report**
- VII. **Receive and File December, 2016 Financial Report**
- VIII. **R.W. Smith, Loss Contract Consultant with Holmes Murphy to discuss safety initiatives and ongoing training efforts designed to mitigate future claims**
- IX. **Action Items:**
  - A. Employment Transportation Initiative Iowa DOT Agreement 37-X023-110-17 / Contract 18879 \$34,848 (Exhibit 1)
  - B. Connect Your Care Iowa DOT Agreement 57-X008-110-17 / Contract 18880 \$33,800 (Exhibit 2)
  - C. Mobility Coordinator Iowa DOT Agreement 57-X008-110-17 / Contract 18881 \$80,000 (Exhibit 3)
  - D. Disclosure of Ownership and Control of Interest Statement (Medicaid MCO's) (Exhibit 4)
  - E. Contracted Provider FY16 Audits (Supplement material)
  - F. Office of Auditor of the State – State of Engagement Letter for FY16 Audit (Exhibit 5)
  - G. Incident and Notable Event policy (Exhibit 6)
  - H. Director Travel/Training (Exhibit 7)
    - (APTA) American Public Transportation Association Bus & Paratransit Conference 5/6-5/11/17
    - (CTAA) Community Transportation Association of America Annual EXPO 6/12-6/15/17
  - I. Nominations of new 2017 Officers - Chair and Vice-Chair
- X. **Executive Directors Report**

- XI. Discussion Items:**
  - A. February Board meeting date
  - B. Official Signatories (Bank Accounts)
  
- XII. Informational Items:**
  - A. Board Orientation binder
  - B. CIRTPA – Andrew Collings
  
- XIII. Other Items of Interest**
  - A. Monthly/Quarterly Report Status
  - B. Suggestions/Comments
  
- XIV. Public Comment**
  
- XV. Adjournment/Next Meeting Date: TBD**

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.

Posted by \_\_\_\_\_1/21/2017  
Julia Castillo, Executive Director

## **ACTION ITEMS**

- A. Employment Transportation Initiative Iowa DOT Agreement 37-X023-110-17 / Contract 18879 \$34,848. HIRTA received JARC funding to implement this new program in Indianola, which will allow those newly employed, or seeking employment to ride HIRTA free to and from work for up to 4 weeks. We have support from WeLIFT and Warren County General Assistance to assist in targeting people who need this service.

**REQUESTED ACTION:** Authorize Board Chair to sign Contract 18879 for \$34,848

- B. Connect Your Care Iowa DOT Agreement 57-X008-110-17 / Contract 18880 \$33,800. HIRTA received New Freedom Funding to implement Connect Your Care program, which will allow us to pilot 5 facilities allowing them to use a RouteMatch portal to schedule trips for their clients, consumers or patients. For example a Medical Clinic could schedule a trip in the portal when they make the next clinic visit for a patient. We plan to implement in 3 facilities in Story County and have yet to determine where we will pilot the other 2 portals.

**REQUESTED ACTION:** Authorize Board Chair to sign Contract 18880 for \$33,800

- C. Mobility Coordinator Iowa DOT Agreement 57-X008-110-17 / Contract 18881 \$80,000. HIRTA has received 2 more years of 80% funding for our Mobility Coordinator position.

**REQUESTED ACTION:** Authorize Board Chair to sign Contract 18881 \$80,000

- D. Disclosure of Ownership and Control of Interest Statement (Medicaid MCO's).

**REQUESTED ACTION:** Authorize Board Chair to sign Disclosure of Ownership and Control of Interest Statement

- E. Contracted Provider FY16 Audits. Each Audit to be initialed and dated by Board Treasurer

**REQUESTED ACTION:** Receive and Accept Contracted Provider FY16 Audits

- F. Office of Auditor of the State – State of Engagement Letter for FY16 Audit.

**REQUESTED ACTION:** Authorize Board Chair to sign State of Engagement Letter for FY16 Audit

- G. Incident and Notable Event policy. This has been reviewed by legal counsel.

**REQUESTED ACTION:** Approve Accident and Notable Incident policy as presented.

- H. Director Travel/Training

- (APTA) American Public Transportation Association Bus & Paratransit Conference 5/6-5/11/17 in Reno Nevada. This would be the first time attending this conference that is geared toward smaller transit agencies and paratransit services. 80% RTAP fellowship approved, so 20% cost for HIRTA to include registration, travel and hotel \$450

(CTAA) Community Transportation Association of America Annual EXPO 6/12-6/15/17. This year the Expo is in Detroit, Michigan. Mobility Rising is the theme and they are offering several new topics of interest, including: How to Build and Fund Facilities; New Approaches to Safety; Engaging with Elected Officials; working with new transportation modes; Satisfied Employees Are Assets; Transit Asset and Fleet Management. 80% RTAP fellowship approved, so 20% cost for HIRTA to include registration, travel and hotel \$435

**REQUESTED ACTION:** Approve travel and training for Executive Director for APTA Bus and Paratransit Conference and CTAA Expo.

- I. Nominations of new 2017 Officers (Chair and Vice-Chair)

**REQUESTED ACTION:** Approve Dean Yordi as Board Chair and Kim Chapman as Board Vice-Chair for 2017.