

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

- I. Call to Order:** HIRTA Chair Kim Chapman called the meeting to order at 9:04 am on January 26, 2017 at the HIRTA Administrative office, 2824 104th Street, Urbandale, IA.
- II. Roll Call:**
PRESENT:
Board of Directors: Kim Chapman (Dallas County), Phil Clifton (Madison County), Steve McCombs (Marion County), Lauris Olson (Story County), Doug Cupples (Jasper County), Bill Zinnel (Boone County)
Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant
Others Present: Marge Westphal (HomeCare Services), RW Smith and Keith Kapsch (Holmes Murphy), via phone: Jeff Kehoe and Tyler Bailey (Boone County Transportation)
- III. Approval of Agenda:** Phil Clifton moved to approve the January 26, 2017 agenda. Doug Cupples seconded. Motion carried unanimously.
- IV. Certificate of Appreciation -** Melvin Wichhart, driver for Marion County was presented a Certificate of Appreciation for an outstanding job.
- V. Approval of December 8, 2016 Minutes:** Phil Clifton moved to approve the December 8, 2016 Minutes. Lauris Olson seconded. Motion carried unanimously.
- VI. Receive and File November, 2016 Financial Report and Receive and File December, 2016 Financial Report:** Phil Clifton moved to receive and file the November and December Financial reports. Doug Cupples seconded. Motion carried unanimously.
- VII. R.W. Smith, Contract Consultant with Holmes Murphy** discussed safety initiatives and ongoing training efforts designed to mitigate future claims.
- VIII. Action Items:**
- A. Employment Transportation Initiative Iowa DOT Agreement 37-X023-110-17 / Contract 18879 \$34,848 (Exhibit 1): Lauris Olson moved to accept and have the chair sign the Employment Transportation Initiative Iowa DOT Agreement 37-X023-110-17/Contract 18879. Bill Zinnel seconded. Motion carried unanimously.
 - B. Connect Your Care Iowa DOT Agreement 57-X008-110-17 / Contract 18880 \$33,800 (Exhibit 2): Phil Clifton moved to accept and have the chair sign the Connect Your Care Iowa DOT Agreement 57-X008-110-17/Contract 18880. Lauris Olson seconded. Motion carried unanimously.
 - C. Mobility Coordinator Iowa DOT Agreement 57-X008-110-17 / Contract 18881 \$80,000 (Exhibit 3): Lauris Olson moved to accept and have the chair sign the Mobility Coordinator Iowa DOT Agreement 57-X008-110-17/Contract 18881. Bill Zinnel seconded. Motion carried unanimously.
 - D. Disclosure of Ownership and Control of Interest Statement (Medicaid MCO's) (Exhibit 4): Phil Clifton moved to accept the Disclosure of Ownership and Control of Interest Statement. Lauris Olson seconded. Motion carried unanimously.
 - E. Contracted Provider FY16 Audits (Supplement material): Phil Clifton moved to accept the Contracted Provider FY16 Audits for Boone County Transportation, HomeCare Services of Dallas County and Madison County Elderly Services. Steve McCombs seconded. Motion carried unanimously.

- F. Office of Auditor of the State – State of Engagement Letter for FY16 Audit (Exhibit 5): Doug Cupples moved to accept the Office of Auditor of the State –State of Engagement Letter for FY16 Audit. Phil Clifton seconded. Motion carried unanimously.
- G. Incident and Notable Event policy (Exhibit 6): Lauris Olson moved to accept the Incident and Notable Even policy. Bill Zinnel seconded. Motion carried unanimously.
 - Director Travel/Training (Exhibit 7): Doug Cupples moved to allow the Executive Director to attend the (APTA) American Public Transportation Association Bus & Paratransit Conference on 5/6-5/11/17 and (CTAA) Community Transportation Association of America Annual EXPO 6/12-6/15/17. Bill Zinnel seconded. Motion carried unanimously.
- H. Nominations of new 2017 Officers - Chair and Vice-Chair: Lauris Olson moved to elect Dean Yordi as the new Chair, Kim Chapman as the new Vice-Chair, and Phil Clifton to continue as Treasurer. Bill Zinnel seconded. Motion carried unanimously.

IX. Executive Directors Report: Julia Castillo read the Executive Directors Report.

X. Discussion Items:

- A. February Board meeting date: It was determined that the February Board Meeting will be held on March 2 at 9:00 am. And that the regular March meeting will be on March 23.
- B. Official Signatories (Bank Accounts): Bill Zinnel moved to require only the signatures of the executive committee for the bank accounts. Lauris Olson seconded. Motion carried unanimously.

XI. Informational Items:

- A. Board Orientation binder: It was determined that this information would be put on a thumb drive for most of the board members to conserve paper.
- B. CIRTPA – Julia Castillo shared that there will be a special CIRTPA meeting on January 30 about HIRTA getting a new vehicle.

XII. Other Items of Interest

- A. Monthly/Quarterly Report Status are all up to date
- B. Suggestions/Comments: None

XIII. Public Comment: None

XIV. Adjournment/Next Meeting Date: Bill Zinnel moved to adjourn the meeting at 10:50 am. Phil Clifton seconded. Motion carried unanimously. The next Board meeting will be March 2 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 Signature

Date