

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)

January 28, 2016

- I. **Call to Order:** HIRTA Board of Directors Acting Chair Wayne Clinton called the meeting to order at 9:00 am on January 28, 2016 at the HIRTA Administrative Office, 2824 104th Street, Urbandale, IA.
- II. **Roll Call**
 - PRESENT:**
 - Board of Directors:** Dean Yordi (Warren County), Jim Kingery (Marion County), Wayne Clinton (Story County), Phil Clifton (Madison County)
 - Employees:** Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant
 - Others Present:** Jeff Kehoe and Tyler Bailey (Boone County Transportation) via Conference Call, Marge Westphal (HomeCare Services)
 - Absent:** Joe Brock (Jasper County), Kim Chapman (Dallas County), Chet Hollingshead (Boone County)
- III. **Approval of Agenda:** Jim Kingery moved to approve the January 28, 2016 agenda. Second by Dean Yordi. Motion unanimously carried.
- IV. **Approval of December, 2015 Minutes:** Phil Clifton moved to approve the December 2, 2015 Meeting Minutes. Second by Dean Yordi. Motion unanimously carried.
- V. **Approval of January 8, 2016 Conference Call Minutes:** Jim Kingery moved to approve the January 8, 2016 Conference Call Minutes. Second by Dean Yordi. Motion unanimously carried.
- VI. **Receive and File November, 2015 Financial Report:** Phil Clifton had noticed an error prior to the meeting and the corrected report is included. Phil Clifton moved to approve the November 2015 Financial Report. Second by Dean Yordi. Motion unanimously carried.
- VII. **Receive and File December, 2015 Financial Report:** Phil Clifton move to approve the December 2015 Financial Report. Second by Jim Kingery. Motion unanimously carried.
- VIII. **Action Items:**
 - A. Iowa DOT SFY 20165311 Agreement 18-0031-110-16 / Contract 17307 \$998,046 (Exhibit 1): Federal Funding that the Chair must sign. Phil Clifton moved to approve the Agreement. Second by Jim Kingery. Motion unanimously carried.
 - B. Iowa DOT STA-SPEC-110_FY16 Contract 17805 Job Seeker program in Newton (Exhibit 2): 80% is funded by DOT and some by Goodwill Career Connections. Dean Yordi moved to approve the Contract. Second by Phil Clifton. Motion unanimously carried.
 - C. Appointment to MPO Primary and Alternate Representative (Exhibit 3): Dean Yordi moved to approve the Representative's. Second by Jim Kingery. Motion unanimously carried.
 - D. Appointment to MPO TTC Primary and Alternate Representative (Exhibit 4): Phil Clifton moved to approve the Representative's. Second by Jim Kingery. Motion unanimously carried.
 - E. Return to Work Policy (Exhibit 5): Phil Clifton moved to approve the Return to Work Policy. Second by Dean Yordi. Motion unanimously carried.

- F. Personnel Policy Changes (Exhibit 6): Jim Kingery moved to approve the Personnel Policy Changes. Second by Dean Yordi. Motion unanimously carried.
- G. Annual FTA Drug and Alcohol National Conference 3/22-3/24/16 in Sacramento, CA: Phil Clifton moved to approve Julia Castillo to attend the Annual FTA Drug and Alcohol National Conference. Second by Dean Yordi. Motion unanimously carried.
- H. Receive and Accept Subcontractor FY2105 Audit for Boone County Transportation (Supplemental material): This moved to next months agenda.

IX. Executive Directors Report

X. Discussion Items:

- A. Election of 2016 Officers (With option to take action): Wayne Clinton announced that this would be his final year with the Board of Supervisors. Jim Kingery moved to retain the positions as is. Second by Dean Yordi. Motion unanimously carried.

XI. Informational Items:

- A. Medicaid Transportation Broker Contract update: HIRTA is planning a meeting in mid-February to meet with Brokers and the companies we provide services for.
- B. Provider 2nd Quarter Financial Reports: Julia Castillo has met with Boone County Transportation about their Accounts Payable. HealthCare has reduced maintenance expenses. More to come.

XII. Other Items of Interest

- A. Monthly/Quarterly Report Status: Up to date
- B. Suggestions/Comments

XIII. Public Comment

- XIV. Adjournment/Next Meeting Date:** February 25, 2016 at 9:00am. Wayne Clinton will be in Washington DC and will not be able to attend the next meeting. Jim Kingery moved to adjourn the meeting at 9:53 am. Second by Dean Yordi. Motion unanimously carried.

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) 309-9280 at least two business days prior to the Board of Directors Meeting.

Board Signaure

Date