

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
December 2, 2015

**I. Call to Order**

HIRTA Board of Directors Vice Chair Wayne Clinton called the meeting to order at 9:05 a.m. on December 2, 2015, at the HIRTA Administrative Office, 2824 104<sup>th</sup> Street, Urbandale, IA.

**II. Roll Call**

**PRESENT:**

Board of Directors: Wayne Clinton (Story County), Jim Kingery (Marion County), Phil Clifton (Madison County), Dean Yordi (Warren County), Employees: Julia Castillo, Executive Director.

Others Present: Tyler Bailey (Boone County Transportation), Marge Westphal (HomeCare Services) and Andrew Collins (MPO/CIRTPA)

**ABSENT:** Kim Chapman (Dallas County), Joe Brock (Jasper County), Chet Hollingshead (Boone County)

**III. Approval of Agenda**

Dean Yordi moved to approve the December 2, 2015 Agenda. Second by Phil Clifton. Motion unanimously carried.

**IV. Approval of September 24, 2015 Minutes**

Phil Clifton moved to approve the September 24, 2015 minutes. Second by Dean Yordi. Motion unanimously carried

**V. Receive and File August, September and October 2015 Financial Report**

Phil Clifton moved to approve the August, September and October 2015 Financial Report. Second by Dean Yordi. Motion unanimously carried.

**VI. Action Items:**

A. DRS Financial Report – Deb Schildroth

Dean Yordi moved for Board accepted the final DRS report as presented. Second by Phil Clifton. Motion unanimously carried.

B. Iowa DOT New Freedom Agreement 57-X002-110-16/ Contract 17688 Mobility Coordinator (Exhibit 1)

Phil Clifton moved to approve the Iowa DOT New Freedom Agreement 57-X002-110-16/ Contract 17688. Second by Dean Yordi. Motion unanimously carried.

C. Iowa DOT STA-SPEC-110-FY16 Contract 17674 Mobility Matters Conference (Exhibit 2)

Dean Yordi moved to approve the Iowa DOT STA-SPEC-110-FY16 Contract 17674. Second by Phil Clifton. Motion unanimously carried

D. Office of Auditor of State Engagement Letter for FY15 Audit (Exhibit 3).

Phil Clifton moved to authorize Board Chair to sign the Office of Auditor of State Engagement Letter. Second by Dean Yordi. Motion unanimously carried.

E. Office of Auditor of State Management Rep Letter for FY15 Audit (Supplemental).

Dean Yordi moved to authorize Board Chair to sign the Office of Auditor of State Management Rep Letter. Second by Phil Clifton. Motion unanimously carried

F. Receive and accept subcontractor FY2015 Audits for HomeCare Services of Dallas County and Madison County Elderly Services (Supplemental).

Jim Kingery moved to receive and accept the subcontractor FY2105 audits for HomeCare Services of Dallas County and Madison County Elderly Services. Second by Dean Yordi. Motion unanimously carried

G. Executive Directors Vacation time carry over to 2016

Dean Yordi made the motion to approve the Executive Director to carry over of 98 hours of vacation into 2016. Second by Phil Clifton. Motion unanimously carried.

**VII. Executive Directors Report**

**VIII. Discussion Items:**

**IX. Informational Items:**

A. MPO/CIRTPA Update from Andrew Collins

B. MCO Update

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- C. Return to Work Policy – For review / Action item 1/28/16
- D. Provider 1<sup>st</sup> Quarter Financial Reports

**X. Other Items of Interest**

- A. Monthly/Quarterly Report Status
- B. Suggestions/Comments

**XI. Public Comment: None**

**XII. Adjournment/Next Meeting Date**

Meeting adjourned at 10:32 am. Next meeting is January 28, 2016 at 9:00 am

The Heart of Iowa Regional Transit Agency (HIRTA) Board of Director's Meetings 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) 309-9280 at least two business days prior to the Board of Directors Meeting.

Respectfully submitted by: Julia Castillo, Executive Director

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Kim Chapman  
Chair, Heart of Iowa Regional Transit Agency

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Date

These minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Heart of Iowa Regional Transit Agency, but rather as a record of the meeting time, place, and attendance; the order and general nature of discussion; Board deliberations; and action taken.