

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)
August 29, 2019

- I. Call to Order:** Chair Phil Clifton called the meeting to order at 9:06 am.
- II. Roll Call:**
Present: Board of Directors: Phil Clifton, Kim Chapman, Doug Cupples, Bill Zinnel, Steve McCombs, Lauris Olson. Via Phone: Aaron DeKock
Employees: Julia Castillo, Executive Director and Brooke Ramsey, Business Development Manager
Others: Jim Withers Enterprise Holdings, Madison Workman, Commute with Enterprise and via phone: Cheryl O'Connor, Commute with Enterprise.
- III. Approval of Agenda:** Bill Zinnel moved to approve the August 29 Agenda. Doug Cupples seconded. Motion carried unanimously.
- IV. PRESENTATION:**
- Commute with Enterprise – Regarding Vanpool Contract 9:00 am: Jim Withers and Madison Workman gave their presentation from Commute with Enterprise.
 - Holmes Murphy – Employee Benefits presentation given by Drew Engebrect,
- V. Approval of Minutes:** Lauris Olson moved to approve the minutes from both the July 11, 2019 and August 15, 2019 meetings. Bill Zinnel seconded. Motion carried unanimously.
- VI. Financial Report:** July 2019 preliminary report due to delay in Access2Care processing billing
- VII. Action Items:**
1. SFY2020 Non-Urban (5311) Operating Assistance Contract 21555 (Exhibit 1):
Bill Zinnel moved to approve SFY2020 Operating Assistance Contract 21555 in the amount of \$871,275. Lauris Olson seconded. Motion carried unanimously.
 2. Access2Care Subcontractor Agreement (Exhibit 2):
Bill Zinnel moved to approve Access2Care Subcontractor Agreement. Lauris Olson seconded. Motion carried unanimously.
 3. Enterprise Vanpool Services Agreement (Exhibit 3): Deferred until next meeting.
 4. Employee Benefit changes when Aureon Contract ends. (Dental, Vision, Long and Short- term disability and Life) (Exhibit 4):
Bill Zinnel moved to approve Delta Dental; Delta Vision; and Standard for LT, ST, Life insurance. Doug Cupples seconded. Motion carried unanimously.
 5. Change Employee Handbook from Full-time = 30hr or more per week to 40hr:
Deferred until next meeting.
- VIII. Executive Directors Report:** Julia Castillo gave the Executive Directors Report.
- IX. Discussion Items:** There were none.
- X. Informational Items:**
- A. CIRTPA – Andrew Collings: No update/Andrew was not present.
- XI. Other Items of Interest:** There were none.

XII. Public Comment: There were none.

XIII. Adjournment/Next Meeting Date: September 26, 2019: Bill Zinnel moved to adjourn the meeting at 10:53 am. Steve McCombs seconded. Motion carried unanimously.

Board President

Date