

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**March 31, 2016**

- I. **Call to Order:** HIRTA Board of Directors Chair Kim Chapman called the meeting to order at 9:06 am on March 31, 2016 at the HIRTA Administrative Office, 2824 104<sup>th</sup> Street, Urbandale, IA.
- II. **Roll Call:**
- PRESENT:**  
Board of Directors: Kim Chapman (Dallas County), Phil Clifton, (Madison County), Jim Kingery (Marion County), Chet Hollingshead (Boone County)  
Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant  
Others Present: Sharee Owens (Madison County Elderly Services), Lenne Ovona (HomeCare Services Board), Marge Westphal (HomeCare Services), Jeff Kehoe and Tyler Bailey (Boone County Transportation), Joe Brock (Jasper County) via phone and Andrew Collings (DMAMPA/CIRTPA)
- III. **Approval of Agenda:** Phil Clifton moved to approve the March 31, 2016 agenda, as amended. Seconded by Jim Kingery. Motion unanimously carried.
- IV. **Approval of February 25, 2016 Minutes:** Andrew Collings last name was spelled incorrectly on the minutes so that will be corrected. Chet Hollingshead moved to approve the February 25, 2016 Meeting Minutes. Seconded by Phil Clifton. Motion unanimously carried.
- V. **Receive and File January, 2016 Financial Report:** Chet Hollingshead moved to receive and file January 2016 Financial Report. Seconded by Jim Kingery. Motion unanimously carried.
- VI. **Action Items:**
- A. Travel Request - Annual CTAA Conference May 23-May 27 Portland, OR. HIRTA cost will be about \$623. Chet Hollingshead moved to approve the travel request for Julia Castillo to attend this conference. Phil Clifton seconded. Motion unanimously carried.
  - B. Jasper County building lease agreement. (Exhibit 1) The auditors discovered that we did not have a signed current lease. This lease is dated March 2015 until June 2016. We have already been making the payments so there is no funds crossing fiscal years. Chet Hollingshead moved to sign the lease. Seconded by Jim Kingery. Motion unanimously carried.
  - C. UnitedHealthcare HCBS provider agreement (Exhibit 2) Julia Castillo noted that UnitedHealthcare has not been negotiating and recommend that the agreement not be signed. She stated that no other transit systems in the state of Iowa have signed either. This item was not approved.
  - D. ~~Receive and File FY2015 HIRTA Audit (supplemental material)~~-Removed from the Agenda.
- VII. **Executive Directors Report:**
- VIII. **Discussion Items: None**
- IX. **Informational Items: None**
- X. **Other Items of Interest**
- A. Monthly/Quarterly Report Status: Up to date on all reports
  - B. Suggestions/Comments: There were none
- XI. **Public Comment:** Andrew Collings noted that they are working on the monthly performance report on housing and transportation in regards to health next week.
- XII. **Adjournment/Next Meeting Date:** April 28, 2016, 9am Public hearing for Consolidated Funding Plan. Board meeting will begin at 9:05am. Phil Clifton moved to adjourn the meeting at 9:39 am, seconded by Jim Kingery. Motion 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 meeting.

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Board Signature

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Date