

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)
April 28, 2016

- I. **Call to Order:** HIRTA Board of Directors Chair Kim Chapman called the meeting to order at 9:08 am on April 28, 2016 at the HIRTA Administrative Office, 2824 104th Street, Urbandale, IA. The Public Hearing that was to have taken place before the board meeting needed to be rescheduled since there was an error in the printing for the public notice in the newspaper. Wayne Clinton moved to schedule the Public Hearing on May 18, 2016. Seconded by Joe Brock. Motion unanimously carried.
- II. **Roll Call:**
- PRESENT:**
- Board of Directors: Kim Chapman (Dallas County), Wayne Clinton (Story County), Phil Clifton (Madison County), Jim Kingery (Marion County), Dean Yordi (Warren County), Joe Brock (Jasper County), Chet Hollingshead (Boone County)
- Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant
- Others Present: Marge Westphal (HomeCare Services), Jeff Kehoe and Tyler Bailey (Boone County Transportation), Lenne Ovona (HomeCare Services Board) and Sharee Owens (Madison County Elderly Services) via phone
- III. **Approval of Agenda:** Wayne Clinton moved to approve the April 28, 2016 agenda, as amended. Seconded by Dean Yordi. Motion unanimously carried.
- IV. **Approval of March 31, 2016 Minutes:** Phil Clifton moved to approve the March 31, 2016 Meeting Minutes. Seconded by Joe Brock. Motion unanimously carried.
- V. **Approval of February 17, 2016 Conf. Call Minutes:** Jim Kingery moved to approve the February 17, 2016 Conference Call Minutes. Seconded by Chet Hollingshead. Motion unanimously carried.
- VI. **Approval of March 18, 2016 Conf. Call Minutes:** Phil Clifton moved to approve the March 18, 2016 Conference Call Minutes. Seconded by Wayne Clifton. Motion unanimously carried.
- VII. **Receive and File February 2016 Financial Report:** Phil Clifton moved to receive and file the February 2016 Financial Report. Dean Yordi seconded. Motion unanimously carried.
- VIII. **Action Items:**
- A. Aging Resources FY2017 and FY2018 Contract (Exhibit 1): Chet Hollingshead moved to accept this contract and was seconded by Joe Brock. Motion unanimously carried.
 - B. Story County ASSET FY2017 Contract (Exhibit 2): Jim Kingery moved to accept this contract and was seconded by Phil Clifton. Motion unanimously carried.
 - C. City of Ames FY2017 Contract (Exhibit 3): Wayne Clinton moved to accept this contract and was seconded by Jim Kingery. Motion unanimously carried.
 - D. CROSS (County Rural Offices of Social Services) MH FY2017 Contract (Exhibit 4): Dean Yordi moved to accept this contract and was seconded by Jim Kingery. Motion unanimously carried.
 - E. Proposed Policy / Benefits from Travel (Exhibit 5): After the recommendation of the Policy Sub-Committee, Dean Yordi moved to put this policy in place. Seconded by Wayne Clinton. Motion unanimously carried.
 - F. CyRide FY2017 rate letter (Exhibit 6): Wayne Clinton moved to sign and send the letter. Seconded by Joe Brock. Motion unanimously carried.
 - G. Receive and File FY2015 HIRTA Audit (Exhibit 7): Wayne Clinton noted that at least one person from the Board should be present when the results of the audit are gone over with HIRTA in the future. Phil Clifton moved to receive and file the FY2015 HIRTA Audit. Seconded by Wayne Clinton. Motion unanimously carried.
 - H. Travel Request: Midwest Transit Conference in KC: Wayne Clinton noted that he would like to see an annual report of travel and make sure that the information learned is being passed on. Dean Yordi moved to allow Julia Castillo to attend this conference that happens once every 3 years. Joe Brock seconded. Motion unanimously carried.
 - I. United Way of Story County FY2017 Contract (Exhibit 8): Phil Clifton moved to accept this contract. Seconded by Dean Yordi. Motion unanimously carried.

IX. Executive Directors Report

X. Discussion Items:

- A. Customer Service/Trip Scheduler wage increase: After the recommendation of the Finance Sub Committee it was agreed to raise the pay for the trip schedulers effective May 1, 2016, due to the high turnover and quality of applicants. Chet Hollingshead questioned if this was high enough and Dean Yordi questioned if there was a pay scale for HIRTA employees to help with retention. This will be evaluated further for the 2017 Budget. Phil Clifton moved to increase the wages as stated. Wayne Clinton seconded and the motion unanimously carried.
- ~~B. Boone County Transportation Financial plan~~ Removed from the Agenda
- C. HomeCare FY17 Contract: Not ready to take action at this time since site visit just took place the day before. Marge Westphal explained some loss in customers since some locations in Dallas County closed. Board wants to know if there is improvement or any issues. Julia Castillo to present Board with a summary report by next Board meeting.
- D. Opening Meeting law – quorum per agent/proxy: Dean Yordi spoke and felt that Julia Castillo was doing things correctly.
- E. May and June Board meeting dates. The May meeting was moved to May 18 along with the Public hearing. The June meeting will be scheduled at the May meeting.

XI. Informational Items:

XII. Other Items of Interest

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

XIII. Public Comment

XIV. Adjournment/Next Meeting Date: April 28, 2016. Dean Yordi moved to adjourn the meeting at 10:29, seconded by Joe Brock. Motion carried unanimously.

HIRTA Board Chair

Date