

SUMMARY
Paratransit Board Meeting
January 22, 2015

The following Directors were present: Catherine Kelly Baird, Frances Gracechild, Jill Yungling, Pat Hume, Pete Spalding, and Scott Leventon.

Director Catherine Kelly Baird and the Board presented Linda Deavens with flowers and some other gifts to commend her for 35 years of service with Paratransit, Inc.

Public Comment:

- Mike Barnbaum addressed the Board regarding concern for customers who worked between 8:00 a.m. and 5:00 p.m. having difficulty placing ride requests. Mr. Barnbaum himself recently experienced difficulty due to a phone glitch. He provided some ideas for Paratransit, Inc. to consider.
- Leoma Lee addressed the Board stating that so far service in 2015 was going well and she hope Paratransit would keep it up.

The following Items were approved unanimously by the Board:

- Authorization for the CEO to execute all necessary documents required to acquire funds through an application by Innovative Paradigms division for the Mobility Management Project from the Cycle 7 Call for Projects (5307 & 5310). This grant was submitted last summer and will allow continuation of work already in progress.
- Authorization of the CEO to submit an application to fund backup cameras and auxiliary equipment from the 2014-15 Safety and Security Grants through the California Office of Emergency Services and authorization to execute all of the necessary documents to acquire the funds and complete the objectives of the project.
- Authorization for the CEO to execute all necessary documents to rescind Resolution No. 14-14 and amend the three-year contract to Emergency Vehicle Outfitters (EVO) for the Ranger 4 Conversion and Installation Project and On-Going Maintenance Services to include the backup cameras and auxiliary equipment project and radio project, and increasing the contract value for this purpose. This eliminates Everything Radios from the project that experienced the sudden passing of their owner which unfortunately caused the company to be unable to meet the needs included in the contract. EVO will be able to absorb that portion of the work and subcontract a small piece of it, thus allowing the project to continue.

Steve Robinson-Burmester, CFO presented the TDA Financial Audit, noting the following:

- The TDA Audit Financial Audit was completed in December.
- The audit resulted in no material findings and issuance of a clean opinion on Paratransit's financial statement.
- Financial statements continue to be strong with assets of 5 to 5.5 million and an increase in their reserve of 30% (\$650,000) to 3.5 million.
- Income statement has shown a 2.6 million dollar increase, 1 million due to Destinations Mobility.

The Board held their nominations and Elections of Officers for 2015, due to vacancies on the Board that are in the process of being filled and lack of interest from current members, Katherine Kelly Baird will continue on as President with Jill Yungling filling the role of Vice President, Scott Leventon, Secretary and Frances Gracechild will be treasurer.

The CEO's report highlighted the following:

- It is now time for the Executive Committee to start planning the budget. A meeting will be held on February 10, 2015.
- Joint Meetings have continued with Sacramento Regional Transit and have been expanded to on-site visits which have included demonstrations of low floor vehicles. Paratransit is working on updating Trapeze to ensure the RT routes are mapped correctly noting that RT staff had discovered some trips were being billed to them erroneously and Paratransit is committed to getting the data "perfect". Other topics of interest are increases in demand, appointment time scheduling, the carry-on policy and addressing frequent no-shows.
- Paratransit, Inc. needs to re-invoice RT due to some minor inaccuracies in the number of trips billed. However, demand was significantly under projected for the period of July 2014 through December 2014 and the invoice will be for a substantial amount of money.
- A new program for Workers Compensation will be introduced called the Nurse Triage Program to help better manage their workers' compensation claims and service their injured workers more effectively.
- Paratransit is partnering with the City of Roseville in holding a bus Rodeo which will take place in Roseville on March 13th and 14th and may include UCP.

- CalAct is working on proposals for Language Interpretation Services which will be available for all of their members to help insure they are all in compliance with Title VI.
- In mid-December, the Office of Emergency Services concluded its work in developing an Access and Functional Needs Evacuation and Transportation Guidance and Toolkit Supplement which includes a template suitable for use by California counties to annex to their County Emergency Operations Plans. Paratransit participated on the working group that guided this effort.
- Innovative Paradigms is documenting the City of Honolulu's compliance with sub-recipient monitoring for their Triennial Review and preparing the City's NTD report to include the human service agency-provided trips. Paratransit is installing their proprietary in-vehicle Data Management System to automate real-time collection and transmittal of information for this purpose.
- Destinations Mobility was the top dealer in the west coast region for the Eldorado Amerivan product line. Another vendor show and open house is planned in the near future.

The financial report highlighted the following:

- Trips increased by 4.5% over the last rolling year (December through November).
- Demand Response trips provided are up by 10% during the same period.
- CTSA trips were up about 1%.
- The combined cost per hour increased by 1.7%, while CTSA cost per hour decreased by 11.6%.
- The fare ratio remains constant at 10.6%.

An update on the Wellness Program was provided. Paratransit's Fit-bit challenge was completed and all together in 2014, the participants logged 66,400 miles. Chief Financial Officer, Steve Robinson-Burmester won the challenge.

The Board President expressed her interest in providing the Consortium involved in the Arena project with expertise on access. Director Hume agreed to bring to RT's Board the question of how Paratransit could interface on this project.

The Board of Directors went into closed session. Upon reconvening, it was announced that action was taken to authorize the Executive Director to recruit/hire a Deputy Director.