

**SUMMARY
Paratransit, Inc.
Board of Directors Meeting
January 26, 2017**

The following Directors were present: Frances Gracechild, Jill Faust, Mary Steinert, Pat Hume, Pete Spaulding, Scott Leventon, Steve Hansen, along with Interim CEO, Tiffani Fink.

Director Leventon reflected on Paratransit's mission.

Director Hansen was introduced as the newest Paratransit, Inc. Board member appointed by Sacramento Regional Transit. Director Hansen is replacing Director Nottoli on the PI Board.

Ms. Fink announced that Linda Deavens, former CEO, retired effective January 21, 2017 on her 38th Anniversary. Paratransit, Inc. wished her their best; stating Ms. Deavens was unable to attend.

Staff honored J.D. Culver, who retired after 35 years of service. Kevin Welch of his staff addressed the Board noting the accomplishments of the Mobility Options Department under Mr. Culver's leadership. Mr. Culver was presented with a painting. Mr. Welch also introduced the Travel Training Staff. Mr. Culver thanked Kevin and Paratransit, Inc.

Community Transportation Partnership Updates:

Mr. Henry Li, RT's General Manager/CEO addressed the Board. Mr. Li thanked all the Paratransit, Inc. Board members, singling out Director Nottoli, Director Hume and Director Hansen for their past and current service on the Paratransit, Inc. Board. Mr. Li acknowledged that ADA paratransit service is a very important part of the Sacramento Regional Transit system, and the value of RT's long-standing partnership with Paratransit, Inc. as the provider of RT's ADA paratransit service.

Mr. Li outlined RT's focus on aggressively improving the overall quality of service, and better managing RT's bottom line as well as developing a culture of "customers first". Mr. Li stated that while RT has made a historic and bold turnaround, the difficult decision had been made last Summer to eliminate 25 administrative positions to avoid service cuts.

Mr. Li stated that RT is federally-mandated to provide ADA paratransit service that is reliable and meets the needs of our customers, stating that this was RT's goal as well. Mr. Li believes it is also the goal of Paratransit, Inc. to provide a sustainable paratransit service that is safe, convenient and which exceeds customer expectations.

Mr. Li closed by stating that RT would like to work with Paratransit, Inc. closely in the upcoming months to find more cost-effective ways to provide service at an affordable cost. Mr. Li noted that RT's contract with Paratransit, Inc. ends at the end of June 2017. Mr. Li also invited everyone to a Strategic Vision workshop on Monday, February 27, 2017 from 9:00 a.m. to noon in the RT auditorium to participate in helping RT find innovative ways to sustain and improve RT's overall services, including ADA paratransit service.

Public Comment:

Brenda Anderson shared concerns in relation to the scheduling of rides in an inefficient manner, ads selling vehicles in paratransit buses and expressed a need for a passenger survey on ADA paratransit service.

Charles Johnson introduced himself as one of the newest members of Sacramento Regional Transit's Mobility Advisory Council.

Jeff Tardaguila addressed the Board, saying he was glad that Henry was in attendance. Mr. Tardaguila also stated that he sent "best wishes" to Linda Deavens.

The following items were approved on the Consent Calendar:

- Minutes from the Board of Directors' Meeting on November 10, 2016.
- Minutes from the Special Board of Directors' Meeting on December 1, 2016.
- Minutes from the Special Teleconference Board of Directors' Meeting on January 17, 2017.

The Deputy Executive Director's report highlighted the following:

Staffing updates included Ms. Deavens official retirement, Mr. Kevin Welch being promoted to Mobility Options Manager, and Dr. Lisa Cappellari assuming the position of interim Chief Financial Officer.

Innovative Paradigms has been busy, the loan contingent on getting the Access Services contract has been approved and Paratransit, Inc. is moving forward with solicitation of that project; Innovative Paradigms is working on moving their Boston operation. The transportation measure in Stanislaus County passed and now MOVE, the CTSA will be working with StanCOG to develop an expenditure plan for an expansion of services.

Ms. Fink shared that Mobility Options is working with the City of Roseville, maintenance has recently developed an improved transmission overhaul and re-build process,

Destinations Mobility attended the Abilities Expo and has been awarded a contract through Paravan, a German accessibility manufacturer.

Ms. Fink shared that the fiscal and pension audit resulted in clean reports; she was elected to the Florin Road Partnership Improvement District Board and elected the PVID Secretary/Treasurer. She further stated she was going to discuss future opportunities both for the property (adjacent to Paratransit, Inc.) and for expanded opportunities for the Mobility Options Department with Sacramento City Unified School District.

Ms. Fink also provided a Legislative Update and other upcoming events that she was involved in, upcoming building improvements, capital projects and budget planning. Ms. Fink ended her report by outlining staff holiday decorating, caroling and an on-site holiday meal.

The financial report highlighted the following:

Overall trips in the rolling year showed a .3% increase, with CTSA being .7% higher than the same period last year with a 1.5% decrease in demand response trips from the same period last year. Director Faust inquired if this could be due to the fare increase, which Dr. Capellari stated it well could. The cost per trip increased 3% over last year, with the CTSA cost per trip increasing by 6% and DR cost per trip increasing by 4%. CTSA trips cost .99 cents per mile, while demand response cost \$5.89 per mile, CTSA trips carried 5 passengers per hour, while demand response was at 1.74 trips per hour. On-time performance was at 92.7%.

Director Hume asked for clarification on the difference in productivity between the CTSA service and the demand response service.

Director Spaulding suggested that this report be presented as a “Performance Report” rather than a “Financial Report” in the future.

A summary of the recent TDA report was presented by Ingrid Shepline of Richardson & Company. It was an overall clean audit, and in compliance with the TDA.

Nominations and Elections of Officers – 2017:

Director Hansen inquired if Paratransit, Inc. had been rotating officers, concerned that the Board would become too used to doing things the same way. Director Hansen stated that different officers provided the benefit of different perspectives. It was acknowledged there had been some talk of changing the process and incorporating latest standards. Some governance training is thought to be merited. The nominations from the previous meeting were approved.

There were discussions surrounding various committees, the Finance committee, Strategic Planning committee, noting that the Nominating Committee was the only one specifically noted in the bylaws. Director Hansen advised that a cleanup of the bylaws

was in order. Director Gracechild noted in relation to the nominees for the Board leadership, that the mindset has always been to have leadership by the riders.

The following Action Items were brought forward:

Adoption of Resolution No. 01-17 authorizing the CEO to submit applications to SACOG and CALTRANS for section 5310 funds to purchase up to five vehicles for CTSA services for mobility management services in Sacramento, and to execute all necessary documents required to acquire the funds upon notification of award.

Adoption of Resolution No. 02-17, authorizing the CEO to negotiate and execute a sole source contract with Packet Fusion, contingent upon notification of contract award by Access Services, in an amount not to exceed \$140,000.00 for phone service equipment, installation and services.

It was clarified that this cost would be reimbursed by Access Services.

Adoption of Resolution No. 03-17, authorizing the CEO to negotiate and execute a contract with Cherryman, contingent upon notification of contract award by Access Services, in an amount not to exceed \$85,000 for office furniture, cabinets, and chairs for the eligibility management and evaluation services contract.

Adoption of Resolution No. 04-17 authorizing the CEO to negotiate and execute an operating agreement with Catholic Charities of the Diocese of Stockton for the Senior Transportation Door-through-Door program for Stanislaus County, in an amount not to exceed a total contract value of \$100,00.00.

This item was conditionally approved pending substantiation that the contract had clauses ensuring that the Catholic Charities were compliant with the California anti-discrimination laws, which are much broader than the Federal requirements in relation to protected classes.

Adoption of Resolution No. 05-17 authorizing the CEO to negotiate and execute a sole source contract with Comcast Communications in an amount not to exceed \$150,000.00 for internet and phone lines in Boston, Modesto, Sacramento, and potentially in Commerce.

It was clarified that the costs associated with the possible contract with Access Services would be reimbursed by the agency.

Closed Session:

The Board, along with Paratransit, Inc.'s corporate attorney, retreated to Closed Session Pursuant to Government Code Section 54957

Title, Chief Executive Officer

Open Session Reconvened:

It was reported that Tiffani Fink had been appointed Paratransit, Inc.'s new CEO. Ms. Fink would be compensated at \$175,000 per year and would have the same benefits as the previous CEO.