



PARATRANSIT, INC. BOARD OF DIRECTORS' TELECONFERENCE MEETING

In response to Governor's Executive Order N-29-20, the Paratransit Board of Directors and other public meetings are being held via teleconference to follow state guidelines on social distancing until further notice.

Meeting Date and Time:

April 19, 2021
at 6:00 p.m.

Meeting Location:

Paratransit Board of Directors meetings are broadcast live on the Paratransit, Inc. website. Visit Paratransit, Inc.'s official website at: www.paratransit.org. Members of the public are encouraged to submit public comments via eComment by email at publiccomment@paratransit.org. Members of the public may also call into the meeting as follows:

Telephone Number: 1 (669) 900-6833
Meeting ID: 969 0887 6098
Passcode: 071771

Web Access: <https://zoom.us/j/91889698991>

If you need a disability-related modification or accommodation to participate in this meeting, please contact by Voice: (916) 429-2009. Requests must be made as early as possible.

Paratransit's Mission: To expand mobility options by advocating for a fully accessible integrated public transportation system and by providing innovative community transportation services.

AGENDA

1. Call to Order & Roll Call:

Directors: Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

2. Pledge of Allegiance

3. Public Comment:

Each person will be allowed three minutes, or less if a large number of requests are received on a particular subject. After ten minutes of testimony, the Chair may choose to hear any additional testimony following the Discussion Items.

Please note, under the provisions of the California Government Code, the Board is prohibited from discussing or taking action on any item that is not on the agenda. The Board cannot take action on non-agendized items raised under "Public Comment" until the matter has been specifically included on the agenda. Those audience members who wish to address a specific agendized item are encouraged to offer their public comments during consideration of that item.

4. Staff Reports

A. CEO Report

- a. Update on Activities and Contracts

B. CFO Report

- a. Monthly Financial Report
- b. Introduction of the FY 2022 budget (to be released in May)

5. Consent Calendar

- A. Approve the Minutes of the January 28, 2021, Board of Directors' Meeting

6. Action Items

- A. Adopt Resolution 06-21 Authorizing the Chief Executive Officer (CEO) to Negotiate and Execute an Agreement not to Exceed \$100,000 for a Compensation and Classification Study for Sacramento Non-Bargaining Unit Positions

B. Adopt Resolution 07-21 Updating the Paratransit, Inc. Mission Statement

C. Discussion and Direction on the Strategic Plan portion of the Business Development Plan (Years 3-5)

D. Discussion on Setting Board Goals

7. Board Comments/Reports/Future Agenda Items

8. Adjourn

The next meeting of the Paratransit Board of Directors will be held on

**June 21, 2021
6:00 P.M.**

Online

*Staff Reports are subject to change without prior notice.

ADA COMPLIANCE

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Chief Administrative Officer at (916) 429-2009 for further information.

MEETINGS OF INTEREST

RT Board Meetings: April 26, 2021 @ 5:30 p.m. – See www.sacrt.com for location information

RT Mobility Advisory Committee: May 6, 2021 @ 2:30 p.m. See www.sacrt.com for location information

Sacramento County Disability Advisory Commission: May 4, 2021 @ 5:00 p.m. via Zoom. See www.dac.saccounty.net for agenda with login/call in information

Sacramento City Disabilities Advisory Commission: May 5, 2021 @ 6:00 p.m. See <http://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions/SacramentoDisabilityAdvisoryCommission> for location information

Sacramento Transportation Authority: May 13, 2021 @ 1:30 p.m. See www.sacta.org/meetings for location information



Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 4A

AGENDA TITLE: Chief Executive Officer's Report

MEETING DATE: April 19, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

COVID-19:

Paratransit, Inc. continues to monitor and implement regulations and best practices as the COVID-19 pandemic continues. Recently Governor Newsom announced June 15th as the planned date to fully reopen the California economy. With this date in mind, we are beginning the process of preparing to transition to program transportation and are working with our contract transportation and CTSA partners to be ready to get their clients back to program.

Paratransit management staff has been working to provide up-to-date information on vaccine availability and providing answers to frequently asked questions. We have helped staff secure appointments for themselves, and provided them the resources to access vaccine opportunities for their loved ones. To date, more than 72% of the total staff in Sacramento has received at least one dose and a few more have scheduled appointments coming up. 62.5% of staff has already received their second dose and 43% of staff is now considered fully vaccinated, having received both shots and passed the two week mark.

A Milestone in Food Delivery:

This month marked a major milestone in the pandemic recovery efforts Paratransit has undertaken. Through our various food delivery programs, Paratransit, Inc. delivered its 1,250,000th meal to Seniors isolating at home from the pandemic. We are proud of this achievement and continue to work with all of our incredible partners to tackle food insecurity in this region. We

would like to thank all of our partners with the City of Sacramento, Meals on Wheels, ACC, UCP, Sacramento Food Bank and the five founding Chef partners of Family Meal for their commitment and partnership. It is truly amazing what we can all accomplish together and staff remain excited for the future programs in development to ensure that food access remains a key focus for the community even after COVID.

Vaccine Clinic Transportation:

For the past two months, Paratransit has been providing rides to seniors and persons with disabilities to get their COVID-19 vaccines. To make this process as easy as possible for the passengers and the clinic, each “appointment” is completed on the bus and each passenger receives their injection and waits their 15 minutes in their bus seat and then are transported home. This means only one boarding and alighting is required, cutting down on time needed for transport as well as the dwell time for the passenger at the clinic. We have been contacted by several other organizations about assisting senior and disabled clients to access vaccine appointments throughout the Community and we will continue to provide these needed services. In addition, we have been helping to cover volunteer shifts for the vaccine clinic, including offering Spanish translation assistance. To date our employees have helped with clinics that have served more than 12,000 residents. In the coming weeks we will begin transporting seniors in South Sacramento, Carmichael and Folsom.

As always, I remain available for any questions.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item: 4B**

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: APRIL 19, 2020

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report.

BACKGROUND AND DISCUSSION:

All financial and operating data are through March 2021.

- Meals delivered from March 2020 through March 2021 are currently at 1,281,000. This includes 728,000 meals delivered for the Great Plates Delivered program and 456,000 meals delivered on behalf of the Sacramento Food Bank and Family Services.
- Between July 2020 and March 2021, the Sacramento Mobility Management program successfully travel trained 19 elderly/disabled clients and 76 youth. The Boston Eligibility office certified 9,400 clients via zoom to be ADA-eligible passengers on Boston's paratransit service and the Boston Travel Training office performed 196 zoom trainings.
- The CTSA program, where Paratransit, Inc. partners with local social service agencies, continues providing support with insurance expense, maintenance and fleet management, fuel reimbursement, buses, and driver support. Between July 2020 and March 2021 Paratransit's maintenance department completed 1,693 work orders.
- Between July 2020 and March 2021, Paratransit, Inc. has received \$11,400 in income from renting out our 8 accessible minivans.
- Year-to-date revenue is 9% lower than budgeted; year-to-date expense is 12% lower than budgeted. Including the \$310,000 carryover from FY20, Paratransit's net income is \$220,000.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or Lisac@paratransit.org.

FISCAL IMPACT:

None

ATTACHMENTS:

March 2021 CFO Report

March 2021 Income Statement

March 2021 Balance Sheet

PARATRANSIT, INC

FINANCIAL REPORT



March 2021

Meal Delivery to Seniors

March 2020 to March 2021

Program	Meals Delivered
*Great Plates – Sacramento	727,872
*Food Bank (528K lbs.)	456,000
* Sierra Foundation Family Meals	10,665
Great Plates – Elk Grove	24,300
Family Meals	39,000
Broderick, Sac State, Crest Café	23,000
Total Meals	1,280,837

* On-going programs



Sacramento Mobility Management

- Travel Training for Seniors/Disabled
 - 19 successful trainees in July – March
- Travel Training for Youth
 - 76 successful trainees in July - March



Massachusetts Bay Transportation Authority

- ADA Eligibility Certification
 - April – March: 9,400 zoom interviews
- Travel Training
 - September-March: 196 zoom trainings
 - 2 training webinars; 6 training videos



Social Service Agency Partners

CTSA Partner Agencies

*ACC Meals on Wheels

ACC Rides

Eskaton

EG Adult Community Training

Easter Seals

*River City Food Bank

St. John's Program for Real Change

*Sacramento Food Bank

Sutter Senior

UCP of Sacramento & Northern CA



Maintenance

July to March 2021

Item	Amount
Work Orders	1,693
Labor Hours	4,848
Parts Cost	\$127,059
Total Cost	\$629,384



Work Orders: July-March 2021

Vehicle Type	Work Orders
Paratransit	570
Sacramento Regional Transit	588
Outside Agencies	403
CTSA Partners	111
Rental Fleet	21
Total Work Orders	1,693



Accessible Vehicle Rentals

- 8 accessible vehicles with ramps
- \$90,000 in rental income in FY20
- \$11,400 in rental income in July - March



Social Service Transportation

- Alternative Services
- Taking caregivers to clients for outings
- Taking learning materials to clients



FY21 Mar. Budget versus Actuals

(in thousands of dollars)

FY21 Revenue	Budget	Actual	\$ Difference	% Difference
Measure A	\$810	\$984	\$174	21%
TDA	\$539	\$539	0	0%
Grants	\$2,468	\$4,090	\$1,622	66%
Other	\$5,736	\$2,997	(\$2,739)	(48%)
Total Revenue	\$9,453	\$8,610	(\$843)	(9%)



FY21 Mar. Budget versus Actuals

(in thousands of dollars)

FY21 Expense	Budget	Actual	\$ Difference	% Difference
Personnel	\$6,666	\$5,714	(\$952)	(14%)
Fleet Operations	\$1,851	\$1,359	(\$492)	(41%)
Non Personnel	\$824	\$1,390	\$566	41%
Capital Projects	\$249	\$237	(\$12)	(5%)
Total Expense	\$9,591	\$8,700	(\$891)	(12%)
FY20 Carryover		\$310		
Net Income	\$0	\$220		



PARATRANSIT, INC.
COMBINED BALANCE SHEET
3/31/2021
UNAUDITED

ASSETS

CURRENT ASSETS:	
Cash	5,685,227
Medical Annuity	223,211
Accounts Receivable	(1,000,936)
Grants Receivable	820,330
Inventory	105,554
Deposits and Prepaid Expenses	619,185
TOTAL CURRENT ASSETS	<u>6,452,571</u>
CAPITAL ASSETS:	
Grant Equipment	12,638,716
Non-Grant Equipment	10,238,107
Work in Progress	-
TOTAL COST	<u>22,876,823</u>
Less Accumulated Depreciation	<u>(14,038,895)</u>
Net Capital Assets	<u>8,837,928</u>
TOTAL ASSETS	<u><u>15,290,499</u></u>

LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES	
Accounts Payable	496,648
Workers' Compensation Payable	-
Accrued Payroll & Benefits	256,280
Sales Tax Payable	3,569
Lease/Notes Payable	210,042
Unredeemed Bus Scrip	48,447
Deferred Revenue	140,727
Other Payables	19,631
TOTAL CURRENT LIABILITIES	<u>1,175,343</u>
LONG-TERM LIABILITIES:	
Long Term Liabilities	<u>3,633,693</u>
TOTAL LONG TERM LIABILITIES	<u>3,633,693</u>
TOTAL LIABILITIES	4,809,036
FUND EQUITY	
Contributed Capital	4,555,789
Restricted for lease collateral	-
Restricted for grant administration	236,211
Retained Earnings (Loss)	5,689,462
TOTAL FUND EQUITY	<u>10,481,463</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>15,290,499</u></u>

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 3/31/2021

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								

OPERATING REVENUE:								
Measure A	91,693	-	(91,693)	1,079,607	810,445	984,197	173,753	21.4
TDA 4.5	60,721	59,890	(831)	718,677	539,364	539,010	(354)	(0.1)
Transportation Literacy (Civic Lab)	11,324	33,333	22,009	133,333	100,091	99,999	(92)	(0.1)
CARES Act Funding	250,964	-	(250,964)	2,954,901	2,218,200	1,999,999	(218,201)	(9.8)
PPP version 2	-	-	-	-	-	1,990,000	1,990,000	-
Section 5304 - Internships	-	-	-	-	-	-	-	-
Section 5307 - Regional Mobility Management	16,986	-	(16,986)	200,000	150,137	-	(150,137)	(100.0)
Section 5310 - Regional Mobility Management	-	-	-	-	-	-	-	-
Section 5316 - Wheels to Work	-	-	-	-	-	-	-	-
Section 5317 - Local Mobility Management	-	-	-	-	-	-	-	-
DR Bus Fares	-	-	-	-	-	(270)	(270)	-
Agency Bus Fares	254,795	-	(254,795)	3,000,000	2,252,055	854,280	(1,397,775)	(62.1)
Diversified Services	394,474	(230)	(394,704)	4,640,880	3,483,975	2,099,396	(1,384,579)	(39.7)
Applied to Capital Projects	-	(8,518)	(8,518)	-	-	(63,995)	(63,995)	-
TOTAL OPERATING REVENUE	1,080,957	84,475	(996,482)	12,727,399	9,554,267	8,502,616	(1,051,650)	(11.0)
CAPITAL REVENUE:								
Prop 1B FY17 - CTSA Rangers	-	-	-	100,000	-	-	-	-
Applied Operating Revenue	-	8,518	8,518	-	-	63,995	63,995	-
Gain/(Loss) on Sale of Assets	-	-	-	-	-	5,456	5,456	-
TOTAL CAPITAL REVENUE	-	8,518	8,518	100,000	-	69,451	69,451	-
TOTAL REVENUE	1,080,957	92,993	(987,964)	12,827,399	9,554,267	8,572,068	(982,199)	(10.3)
OPERATING EXPENSES								

PERSONNEL:								
Transportation Operations	213,715	162,834	(50,881)	2,516,322	1,888,965	1,232,307	(656,659)	(34.8)
Maintenance Operations	76,054	89,936	13,882	895,475	672,220	786,737	114,517	17.0
Administration	94,812	108,582	13,770	1,116,335	838,016	961,798	123,782	14.8
Diversified Services:								
Travel Training	20,847	11,298	(9,549)	245,455	184,259	132,433	(51,826)	(28.1)
Mobility Management	90,610	69,315	(21,295)	1,066,862	800,877	679,971	(120,906)	(15.1)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	239,333	163,964	(75,369)	2,817,948	2,115,391	1,821,747	(293,644)	(13.9)
Workers' Compensation	18,838	16,936	(1,902)	221,799	166,501	116,033	(50,468)	(30.3)
TOTAL PERSONNEL	754,209	622,866	(131,343)	8,880,197	6,666,231	5,731,027	(935,204)	(14.0)
FLEET OPERATIONS:								
Fuel	130,327	37,267	(93,060)	1,534,499	1,151,925	650,914	(501,012)	(43.5)
Insurance	58,627	67,550	8,922	690,291	518,191	596,424	78,233	15.1
Cost of Parts & Sublet Service	20,512	22,992	2,480	241,515	181,302	112,338	(68,964)	(38.0)
TOTAL FLEET OPERATIONS	209,467	127,809	(81,658)	2,466,305	1,851,418	1,359,675	(491,743)	(26.6)
NONPERSONNEL:								
Professional Services	21,138	33,581	12,443	248,885	186,834	633,318	446,484	239.0
Outside Services	22,020	28,135	6,115	259,268	194,629	237,531	42,902	22.0
Rent/Repair	9,967	8,064	(1,903)	117,354	88,096	81,989	(6,107)	(6.9)
Office Expense	9,895	10,037	142	116,503	87,457	103,557	16,100	18.4
Interest Expense	10,646	8,597	(2,049)	125,351	94,099	69,561	(24,538)	(26.1)
Telephone/Utilities	8,679	21,398	12,718	102,193	76,715	213,472	136,757	178.3
Tax/License/Dues/Permits	2,953	4,851	1,898	34,773	26,104	73,594	47,491	181.9
Travel	7,033	418	(6,615)	82,807	62,162	5,723	(56,439)	(90.8)
Professional Development	902	(2,374)	(3,276)	10,619	7,971	(410)	(8,381)	(105.1)
Brokered Trans. Services	-	-	-	-	-	-	-	-
TOTAL NONPERSONNEL	93,234	112,707	19,474	1,097,752	824,066	1,418,335	594,270	72.1
TOTAL OPERATIONS EXPENSE	1,056,909	863,382	(193,527)	12,444,255	9,341,714	8,509,037	(832,678)	(8.9)
CAPITAL PROJECTS:								
Florin Road Facility	8,259	8,518	259	97,242	72,998	63,995	(9,003)	(12.3)
Facility Reserve	-	-	-	20,579	-	-	-	-
Ranger 4 Conversion and Installation	-	15,949	15,949	-	-	15,949	15,949	-
Vehicle Acquisition Project	19,986	20,418	431	235,323	176,027	156,911	(19,116)	(10.9)
Office Furniture & Equipment	-	-	-	10,000	-	-	-	-
Network & Telecommunications	-	-	-	10,000	-	-	-	-
Maintenance Equipment	-	-	-	10,000	-	-	-	-
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	28,245	44,885	16,640	383,145	249,025	236,856	(12,169)	(4.9)
TOTAL OPERATING AND CAPITAL EXPENSE	1,085,155	908,267	(176,887)	12,827,399	9,590,739	8,745,892	(844,847)	(8.8)
NET INCOME (LOSS)	(4,197)	(815,274)	(811,077)	(0)	(36,473)	(173,825)	(1,857,352)	5,092.4
						320,000		

YTD Budget Surplus/(Deficit) (1,857,352) -19%



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5A**

AGENDA TITLE: Approve the Minutes of the January 28, 2021 Board of Directors' Meeting

MEETING DATE: April 19, 2021

PREPARED BY: Chris M. Brown, SHRM-SCP, SPHR, Assistant Secretary of the Board of Directors

RECOMMENDED ACTION:

Approve the Minutes of the January 28, 2021, Board of Directors' Meeting.

MINUTES:

January 28, 2021
6:00 p.m.
Broadcast and Teleconference

Board Members Present:

Anna Fontus
Pat Hume
Charlie Johnson
Scott Leventon
Mark Lonergan
Stephanie Nguyen
Molly Nugent
Vidhu Shekhar

Board Members Absent:

Alice Kimball

Public Present:

Helen O'Connell
Jeff Tardaguila
Kathy Sachen, SacRT

Staff Present:

Tiffani Fink, Chief Executive Officer
Dr. Lisa Cappellari, Chief Financial Officer
Mary Harding, Chief Operating Officer
Chris Brown, Chief Administrative Officer
Gary Vickers, Director of Operations
Jesse Isaacson, Director of Information Technology
Julio Diaz, Maintenance Manager
Amy Parkin, Operations and Training Manager
Jamila Lee, Human Resources Assistant Manager
Alicia Brown, Mobility and Grants Program Assistant Manager
Louise Friedlander, Mobility and Grants Program Assistant Manager
Michelle Salazar, Eligibility and Administration Specialist
Nancy Miller, Sloan Sakai Yeung & Wong LLP, Agency Counsel

Call To Order/Roll Call: Director Fontus called the meeting to order at 6:03 p.m.

Director Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

Pledge of Allegiance:

President Fontus opened the meeting by leading the Pledge of Allegiance.

PUBLIC COMMENT

Jeff Tardaguila commented that he was unaware of this meeting and asked to be added to the email distribution list for the Board Packet. Mr. Tardaguila also asked Director Hume to announce the Paratransit Board Meetings at the SacRT Board Meetings even though the agencies are not affiliated.

STAFF REPORTS

A. CEO Report

a. Update on Activities and Contracts

Chief Executive Officer Tiffani Fink provided an update on COVID-19 safety measures. She thanked the City of Sacramento for providing three new stand-alone thermometers to assist with the required temperature screenings for entry into

the building. CEO Fink has offered our facility (auditorium and conference room) to the County of Sacramento as a possible vaccination site. CEO Fink thanked Human Resources Assistant Manager Jamila Lee for her management of our COVID-19 safety policies and protocols. She also thanked the staff for their diligence as there have been no work-related cases of COVID-19 in the Sacramento office.

The Boston staff is continuing to work remotely and may be eligible for vaccinations as we are a contractor for the MBTA. The MBTA is looking at the TREC office Paratransit operates as a vaccination center. A MOU is being negotiated for the use of the space.

Today Paratransit delivered its one millionth meal since the start of the pandemic. CEO Fink thanked the City of Sacramento, UCP, Meals on Wheels, the Sacramento Food Bank and the participating restaurants for their partnership on this program. CEO Fink also reported the Biden Administration is looking at Great Plates Delivered as a model for FEMA to use for food distribution during emergencies. In addition to our current food deliveries, Paratransit will deliver meals to the warming centers the City of Sacramento opened for those experiencing homelessness.

CEO Fink shared the refinancing of the building with Five Star Bank has been completed, and staff is working on completing the transition of all banking from Wells Fargo to Five Star Bank.

Ridings for Tidings was a success. Paratransit received enough donations to fill 2700 boxes which provided gifts for older adults in the Great Plates Delivered and Sacramento Food bank programs with 300 extra boxes for ACC Meals on Wheels program participants. CEO Fink shared Paratransit has received heartwarming feedback. She thanked iHeart media for partnering with us and providing a six times match to Paratransit's media buy. Discussions are moving forward for continuing this program in 2021.

CEO Fink shared the STA has funded Paratransit to implement the Reliable Rider bus buddy program and Connections volunteer driver program. These programs are similar to ones operated in Spokane, Washington and Modesto, California. Paratransit owns the software and will update it for these programs in Sacramento. To qualify for these programs the

participant must be ADA or Non-ADA certified as these mobility programs are options to reduce the burden on the demand-response service.

CEO Fink finalized her sharing she has been selected as one of Sacramento's most notable business leaders for 2021, and will be featured in the January issue of Sacramento Magazine.

b. Annual Operations Review for Calendar Year 2020

CEO Fink presented an overview of activities from 2020 including the 30th anniversary of the ADA, Paratransit winning the State Rodeo and being selected to partner with AC Transit and BART's East Bay Paratransit service, and the ribbon cutting ceremony for the CNG fueling site and shop upgrade. Through the pandemic Paratransit received support from our partners, and showed we are Paratransit Strong as the Agency shifted to operating in new ways, including food delivery, to serve our community. New partnerships were established, and Paratransit provided training to New York City Transit, Green Bay Metro and Hampton Roads Transit. In addition, new marketing materials are being designed with new logos for each program operated by Paratransit, and the Agency was in the news more than ever which included television, radio, magazines and billboards. CTSA partnerships were expanded and three new mobility programs were launched. Paratransit hosted 43 AmeriCorps volunteers and 210 individual volunteers to assist with food delivery and other agency activities. The next phase of Paratransit Strong is encouraging our employees to volunteer with other non-profit organizations. The final event of the year was a very successful Ridings for Tidings with donations for 2700 gift boxes.

B. CFO Report

a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reported on financial and operational data through November 2020. Since March 2020 847,884 meals have been delivered, including 451,119 meals for the Great Plates Delivered program and 304,000 meals on behalf of the Sacramento Food Bank and Family Services. Since July 2020 the Sacramento Mobility Management program has successfully trained 10 disabled/elderly clients and 56 Youth-to-Jobs clients. The Boston office has certified 6900 clients for ADA

paratransit service via Zoom eligibility interviews, and the Boston Travel Training department has performed 106 Zoom trainings. The Operations department has had two successful trainings with Via Van and is finalizing a six-week training opportunity for approximately 3,000 drivers. The CTSA continues to partner with local social service agencies, and since July 2020 the Maintenance department has completed 963 work orders which included 2385 labor hours and \$54,652 in parts for a total of \$306,215. Accessible minivan rental income is \$8200. CFO Cappellari reported some programs that closed due to COVID-19 are beginning to open up and some trips are being provided. In the meantime, Paratransit is transporting caregivers and learning materials to clients until their programs reopen. Year-to-date revenue is 9% lower than budgeted and expenses are also 11% lower than budgeted and expenses are 8% lower than budgeted. Paratransit's net income is \$244,000, including the \$400,000 carryover from FY 2019-2020.

b. Presentation of the Fiscal Year 2020 Financial Audit

CFO Cappellari presented an overview of the Fiscal Year 2020 Financial Audit performed by Richardson and Company. Paratransit has \$15,700,000 in assets and \$7,000,000 in liabilities. At the beginning of Fiscal Year 2020 cash and cash equivalents were \$3,200,000 and they were \$3,600,00 at the end of the fiscal year. The net increase was primarily due to a delay in capital projects. The management letter issued by the auditors had no findings or deficiencies in internal controls. The one recommendation was to use different clearing accounts for credit card and payroll items.

Director Shekhar asked if the Board would have an opportunity to review the 2020 Form 990 before it is filed. CFO Cappellari said this document will be ready for our May 15th deadline and can be available.

CONSENT CALENDAR

Item A on the Consent Calendar was approved upon motion by Director Leventon, seconded by Director Nguyen. The motion passed unanimously.

A. Minutes of the November 16, 2020 Board of Directors' Meeting

The Minutes of the Board of Directors' Meeting held November 16, 2020 approved as presented.

B. Receive and File Fiscal Year 2020 Financial Audit

Fiscal Year 2020 Financial Audit approved as presented.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, Nugent and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimball

ACTION ITEMS

- A. Adopt Resolution 01-21 Authorizing the Chief Executive Officer (CEO) to Negotiate and Execute Agreements for funding for Federal Transit Administration Section 5307 and 5339 funding, SACOG Regional Competitive funding and Office of Emergency Services Safety and Security Grant funding

CEO Fink explained Section 5307 and 5339 funding is part of the normal allocation of funds for Sacramento travel training and other programs. This year Paratransit will also be applying for funds from SACOG to expand the Moving Youth to Jobs Program to the six-county region. In addition, Paratransit will apply for OES funding for safety improvements to the facility and a table-top emergency preparedness exercise with partner agencies.

Resolution 01-21 was approved upon motion by Director Lonergan, seconded by Director Johnson.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, Nugent and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimble

- B. Adopt Resolution 02-21 Authorizing the Chief Executive Officer (CEO) to Negotiate and Execute an Agreement with Creative Bus Sales for the purchase of 10 Compressed Natural Gas (CNG) Class B buses

CEO Fink explained the STA advanced money from the final 10 years of the Measure Program to meet current needs. Paratransit received \$2.1 million with \$1.1 million allocated for purchase of 10 CNG vehicles. This allocation does not require matching funds and will cover the cost of the vehicle and in-servicing. These buses are smaller and will be allocated to Paratransit's partner agencies as they do not

require commercial licenses to operate. Director Hume asked if the 10 buses cost \$1.1 million. CEO Fink responded they do because they are CNG and not gas vehicles. Director Johnson asked if the buses are lift equipped and if the lifts are the same as those in the current CNG buses as the ramps are shorter. CEO Fink explained the buses are from the CalACT procurement schedule and are the same as the buses SacRT and CalTrans for state procurement.

Resolution 02-21 was approved upon motion by Director Hume, seconded by Director Nugent.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, Nugent and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimble

- C. Adopt Resolution 03-21 Authorizing the Chief Executive Officer to Submit a Proposal to Provide Complementary Paratransit Eligibility Certification Services to San Mateo County Transit (SamTrans) and Further Authorizing the Chief Executive Officer to Negotiate and Execute the Contract and any Amendments, if Awarded

CEO Fink explained the proposal for SamTrans is in line with the Business Development Plan as it is not a brick and mortar project and is similar to other programs Paratransit operates. If awarded the contract, there would not be an expenditure of funds for start-up and there would not be an impact on cash flow.

Resolution 03-21 was approved upon motion by Director Johnson, seconded by Director Hume.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, Nugent and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimble

- D. Adopt Resolution 04-21 Authorizing the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) to Execute a Loan Agreement with Five Star Bank for the Paycheck Protection Program #2, in an Amount not to Exceed \$2 Million, and Further Authorize the CEO and CFO to Submit All Paperwork Necessary to Seek Full Loan Forgiveness

CEO Fink explained Paratransit secured funds from the first Paycheck Protection Program and anticipates the loan being completely forgiven. At the Executive Committee Meeting approval was given to apply for the second Paycheck Protection Program loan, and Paratransit's application has been approved. With Board approval the loan documents would be executed on January 29, 2021, and CEO Fink anticipates full forgiveness of the loan. These funds would be used in lieu of applying for the second round of transit stimulus funds. The funds would be used for subcontracting with UCP and ACC, salaries and benefits, and carry over other funds into Fiscal Year 2022.

Resolution 04-21 was approved upon motion by Director Nugent, seconded by Director Leventon.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, Nugent and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimble

E. Adopt Resolution 05-21 Approving the Paratransit, Inc. Board Meeting Calendars for the Calendar Years 2021 and 2022

CEO Fink presented Board Meeting Calendars for 2021 and 2022. She stated 2021 would be a transitional year, as the proposal is for meetings to move to the months of April, June, August, October and December for 2021, and beginning in 2022 the meetings would be in February, April, June, August, October and December to more closely align with new business needs as well as the budget calendar. Just as with January, the third Monday in February is a holiday so the Board would select another date for meeting that month. Director Fontus is concerned the December 20, 2021, is close to the holidays. CEO Fink explained the Board has the option to cancel the meeting and move it to earlier in December in years where the meeting date is close to the holidays. Director Fontus asked to have this discussion calendared for the October 2021 meeting if the motion passes.

Resolution 05-21 was approved upon motion by Director Hume, seconded by Director Leventon.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, Nugent and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimble

F. Nominations and Election of Officers of the Board of Directors for Calendar Year 2021

CEO Fink explained the nomination process was postponed to allow the new Board to select its officers. She was asked by an officer to present a slate of officers and also stated that nominations can be made from the floor. The slate is:

President – Vidhu Shekhar
Vice-President – Scott Leventon
Secretary/Treasurer – Pat Hume

The slate of officers was approved as presented upon motion by Director Nguyen, seconded by Director Johnson.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, Nugent and Shekhar

NOES: None

ABSENTIONS: None

CEO Fink requested the terms become effective on January 29, 2021 so the business of the day could be completed. The Board agreed.

Director Hume thanked Director Fontus for managing Paratransit through a tumultuous time on many fronts. Director Fontus said she would not have been successful without the Board, staff and volunteers and congratulated the new officers.

CLOSED SESSION

- A. Public Employee Performance Evaluation –
Chief Executive Officer (Government Code Section 54957(b)(1))
- B. Conference with Labor Negotiators – (Government Code section 54957.6)
Agency Designated Representative: Board Chair
Unrepresented Employee: Chief Executive Officer

Director Fontus announced adjournment to closed session at 7:21 p.m.

RECONVENE TO OPEN SESSION AND REPORT ACTION, IF ANY TAKEN

The meeting reconvened to open session at 8:34 p.m. The Board reported they would take no action taken on CEO Fink's Employment Agreement.

Director Shekhar made a motion to award CEO Fink a one-time bonus of 1.6%. Director Hume seconded the motion. The motion was approved as presented.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, Nugent and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimble

BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS

Director Shekhar requested a compensation study for non-bargaining unit employees be conducted by a consultant who would report results to the Executive Committee which would then be brought to the full Board.

Director Fontus requested a new Board Meeting Calendar be emailed out the Board Members.

ADJOURNMENT

Director Fontus announced the meeting adjourned at 8:37 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Assistant Secretary of the Board of Directors

Date



Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6A

AGENDA TITLE: Adopt Resolution 06-21 Authorizing the Chief Executive Officer to Negotiate and Execute an Agreement (Not to Exceed \$100,000) for a Compensation and Classification Study for Sacramento Non-Bargaining Unit Positions

MEETING DATE: April 19, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer
Chris M. Brown, SHRM-SCP, SPHR,
Chief Administrative Officer

RECOMMENDED ACTION:

Adopt Resolution 06-21 authorizing the Chief Executive Officer to Negotiate and Execute an Agreement (Not to Exceed \$100,000) for a Compensation and Classification Study for Sacramento Non-Bargaining Unit Positions.

BACKGROUND AND DISCUSSION:

As requested by the Board of Directors at the January 28, 2021, Board Meeting, staff is preparing an Request for Proposals to select a firm to perform a compensation and classification study for the non-bargaining unit positions in Sacramento.

This is an opportune time to review compensation practices and position classifications based on Paratransit's new business model. The study will provide the executive team with valuable information on how Paratransit's pay and benefits compare for the outlined positions compare to the compensation and benefits provided by peer agencies for similar positions. Based on this information, staff will identify adjustments, both short and long-term, necessary for Paratransit to attract and retain top-level talent. Upon

completion of the study, results and recommended adjustments will be presented to the Board of Directors.

FISCAL IMPACT:

Paratransit, Inc. will use up to \$100,000 from its reserve account to fund this study as it was not included in the Fiscal Year 2020-21 budget.



RESOLUTION NO. 06-21

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEOGITATE AND EXECUTE AN AGREEMENT NOT TO EXCEED \$100,000 FOR A COMPENSATION AND CLASSIFICATION STUDY FOR SACRAMENTO NON-BARGAINING UNIT POSITIONS

WHEREAS, Paratransit, Inc. is a local public agency organized as a nonprofit; and

WHEREAS, the Agency has reorganized staffing based on a change in business model; and

WHEREAS, there is a strong need to assess compensation and benefits for all Sacramento non-bargaining unit positions based on a comparison to similar positions in peer organizations.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. authorize the Chief Executive Officer to negotiate and execute an Agreement not to exceed \$100,000 for a compensation and classification study for Sacramento non-bargaining unit positions.

Vidhu Shekhar, President
Paratransit, Inc., Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6B**

AGENDA TITLE: Adopt Resolution 07-21 Updating the Paratransit, Inc. Mission Statement

MEETING DATE: April 19, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 07-21 updating the Paratransit, Inc. Mission Statement.

BACKGROUND AND DISCUSSION:

The Paratransit, Inc. Mission Statement, as currently adopted, is a reflection of past work and programs of the agency. Since its adoption, Paratransit has changed its work products, expanded its offerings, and now includes communities beyond Sacramento. With the recent changes in Board governance and the transition from SacRT and Americans with Disabilities Act (ADA) service, staff felt it was a good time to consider an update to the Mission Statement.

The current Mission Statement reads:

“To expand mobility options by advocating for a fully accessible integrate public transportation system and by providing innovative community transportation services.”

While Paratransit is a strong proponent of all of these items, staff believes further refinement would better align with the Board adopted Business Development Plan (both the short term (Years 1 and 2) and Strategic Plan (Years 3, 4 and 5) portions). It is expected that this change to the Mission Statement may be revisited again in the future to ensure that it remains

consistent with the programs and offerings as mobility evolves into the future. Staff is recommending the Board consider adopting an updated Mission Statement to read as follows:

“To expand mobility by providing innovative programs and services to the community.”

FISCAL IMPACT:

There is no fiscal impact associated with this item.



RESOLUTION NO. 07-21

UPDATING THE PARATRANSIT, INC. MISSION STATEMENT

WHEREAS, the current Paratransit, Inc. Mission Statement reflects past programs and services; and

WHEREAS, consistent with the implementation of a new business model and Board Governance an update the Mission Statement is needed; and

WHEREAS, Paratransit, Inc. continues to advance mobility in Sacramento, as well as communities across the Country.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. updates the new Mission Statement to be: *“To expand mobility by providing innovative programs and services to the community”*.

Vidhu Shekhar, President
Paratransit, Inc., Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6C**

AGENDA TITLE: Discussion and Direction on the Strategic Plan portion of the Business Development Plan (Years 3-5)

MEETING DATE: April 19, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Discussion and direction on the Strategic Plan portion of the Business Development Plan (Years 3-5).

BACKGROUND AND DISCUSSION:

Each year, the Paratransit, Inc. Board of Directors adopts the agency's annual operating budget and beginning this year, the Board will adopt an annual update to the Business Development Plan. The Business Development Plan, as adopted, is comprised of two parts: the shorter term (Years 1-2) Operational Work Plan portion and the longer term (Years 3-5) Strategic Plan portion. As each year progresses, the goals from the out years move forward and a new year 5 review is added.

At the Board meeting, staff will present a PowerPoint presentation that outlines our current fiscal year programs and projects and the longer term (3-5 year) program growth areas based on our current core competencies, growth opportunities and strategic initiatives. A updated analysis of our Strengths, Weaknesses, Opportunities and Threats (SWOT) will be presented at the Board meeting for Strategic Plan portion. All feedback from the Board at the April meeting for the Strategic Portion of the Business Development Plan will be incorporated into the annual Business Plan update that is presented to the Board along with the annual budget in June.

FISCAL IMPACT:

All current activities are included within the existing budget. Cost for future expanded services such as providing services and maintenance would be offset by secured revenues prior to service implementation.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6D**

AGENDA TITLE: Discussion on Setting Board Goals

MEETING DATE: April 19, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

This item is for discussion only.

BACKGROUND AND DISCUSSION:

This item is being brought forward to the Board of Directors as the next step in the Board Governance process. This is a discussion for the Board of Directors to be led by the Board President with staff providing backup and collecting information for further research and next steps.

As part of the agency development, the Board adopted a new Business Plan which sets clear agency goals. In addition, each year the Board adopts goals for the Chief Executive Officer. This discussion would allow the Board to discuss setting goals for themselves.

FISCAL IMPACT:

There is no fiscal impact associated with this discussion.