



# PARATRANSIT, INC. MEETING OF THE BOARD OF DIRECTORS

## **Meeting Date and Time:**

April 17, 2023 at 6:00 p.m.

## **Meeting Location:**

Ron Brown Conference Center  
2501 Florin Road  
Sacramento, CA 95822

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.

Members of the public may submit public comments via eComment by email at [publiccomment@paratransit.org](mailto:publiccomment@paratransit.org).

**Paratransit's Mission:** To expand mobility and accessibility by providing innovative programs and services to the Community.

## **AGENDA**

### **1. Call to Order & Roll Call: (3 minutes)**

Directors: Alves, Burrows, Hume, Kimble, Shekhar, Tucker, White

### **2. Pledge of Allegiance (3 minutes)**

### **3. Public Comment: (5 minutes)**

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 (20 minutes)**

A. CEO Report

a. Update on Activities and Contracts

B. CFO Report

a. Monthly Financial Report

**5. Presentations (45 minutes)**

A. Presentation on Sacramento Area Council of Governments Planning Initiatives, Regional Blueprint and Transit Studies (Kristina Svensk, SACOG Director of Transportation)

B. Presentation on Grants and Project Development Initiatives (Sabrina Drago, contract Grants staff)

C. Presentation on Mobility Management Initiatives (Alicia Brown, Director of Strategic Initiatives and Mobility Programs)

**6. Consent Calendar (3 minutes)**

A. Approve the Minutes of the February 15, 2023 Meeting of the Board of Directors

**7. Action Items (20 minutes)**

A. Adopt Resolution 04-23 Approving the Paratransit, Inc. Vision Statement, Agency Values and 2023 Board Goals

**8. Board Comments/Reports/Future Agenda Items (10 minutes)**

**9. Adjourn (1 minute)**

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

**June 19, 2023**

**6:00 p.m.**

**Paratransit, Inc.  
Ron Brown Conference Center  
2501 Florin Road  
Sacramento, CA 95822**

\*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.



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

**AGENDA TITLE:** Chief Executive Officer's Report

**MEETING DATE:** April 17, 2023

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**PARTNERSHIPS AND OPPORTUNITIES:**

I will provide an overview of our on-going partnerships, grants, contracts and new programs and upcoming opportunities during my oral report and PowerPoint presentation at the Board meeting.

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 17, 2023

**PREPARED BY:** LISA M. CAPPELLARI, CHIEF FINANCIAL OFFICER

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**RECOMMENDED ACTION:**

Receive and file the Chief Financial Officer's Report.

**BACKGROUND AND DISCUSSION:**

All financial data are through February 2023 and operating data are through March 2023 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 93,767 from July 2022 to March 2023. While CTSA trips completely stopped during the pandemic, they are coming back rapidly. Most programs are now open 5 days per week. CTSA agency trips are approximately 55% of ADA trips, and we expect them to keep increasing over the next few months.
- Contracted transportation trips are growing steadily; average monthly billable hours are higher than pre-pandemic levels. There were on average 2,140 billable hours pre-pandemic whereas the average for July 2022 through March 2023 was 2,366 billable hours. In March 2023, Paratransit performed 3,273 billable hours, which was about 40% higher than our highest pre-pandemic month.
- Meals delivered from July 2022 through March 2023 include 139,480 meals delivered for the Sacramento Food Bank and Family Services and 2,550 meal kits delivered from Canon Restaurant for local seniors.
- Between July 2022 and March 2023, the Sacramento Mobility Management program successfully travel trained 57 elderly/disabled passengers and 193 youth.

- 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 2022 and February 2023 Paratransit's maintenance department completed 1,879 work orders, 95 of them for CTSA partners.
- Between July 2022 and February 2023, Paratransit, Inc. has received \$62,400 in income from renting out our accessible minivans.
- Year-to-date revenue is 11% lower than budgeted; year-to-date expense is 6% lower than budgeted. Paratransit's net income is \$243,000.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or [LisaC@paratransit.org](mailto:LisaC@paratransit.org).

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

April 2023 CFO Report  
February 2023 Income Statement  
February 2023 Balance Sheet

PARATRANSIT, INC

# FINANCIAL REPORT

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April 2023

# CTSA Trips Provided

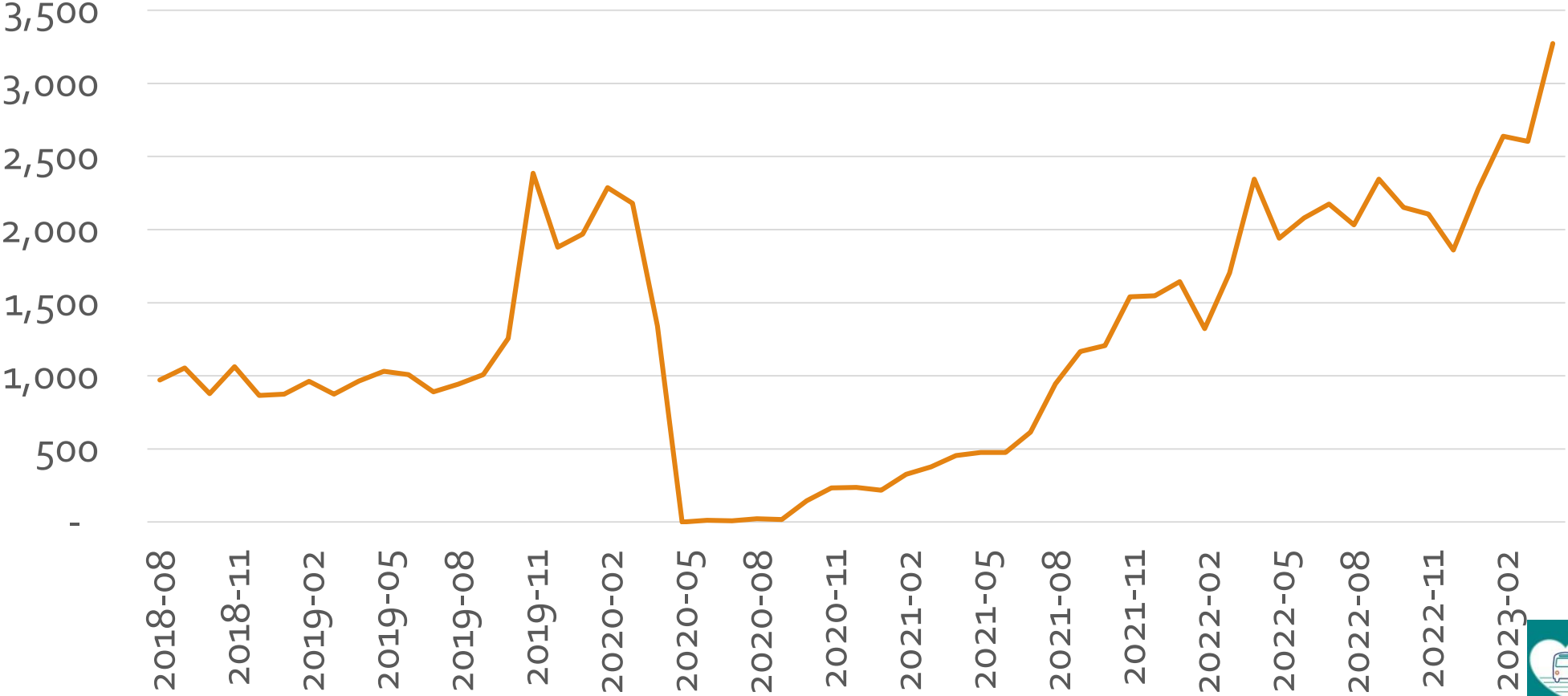
## July 2022 – March 2023

Agency	Trips	% of Trips
ACC	10,688	11%
Easter Seals Society	5,212	6%
Elk Grove Adult Community Training	15,241	16%
St. John's Program for Real Change	5,093	5%
Sutter Senior Care	20,160	21%
UCP of Sacramento & Northern CA	37,373	41%
<b>Total CTSA Trips</b>	<b>93,767</b>	





# Contracted Transportation Billable Hours July 2018 through March 2023



# Social Service Transportation

## July 2022 to March 2023

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- Sacramento Food Bank: 139,479 meals
- Clay Nutting, Canon Restaurant: 2,551 meal kits
- YMCA after school transport: 1,841 trips



# Sacramento Mobility Management

## July 2022 – March 2023

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- Travel Training for Seniors & People with Disabilities
  - successful trainees: 57 trainees
  
- Travel Training for Youth
  - successful trainees: 193 trainees



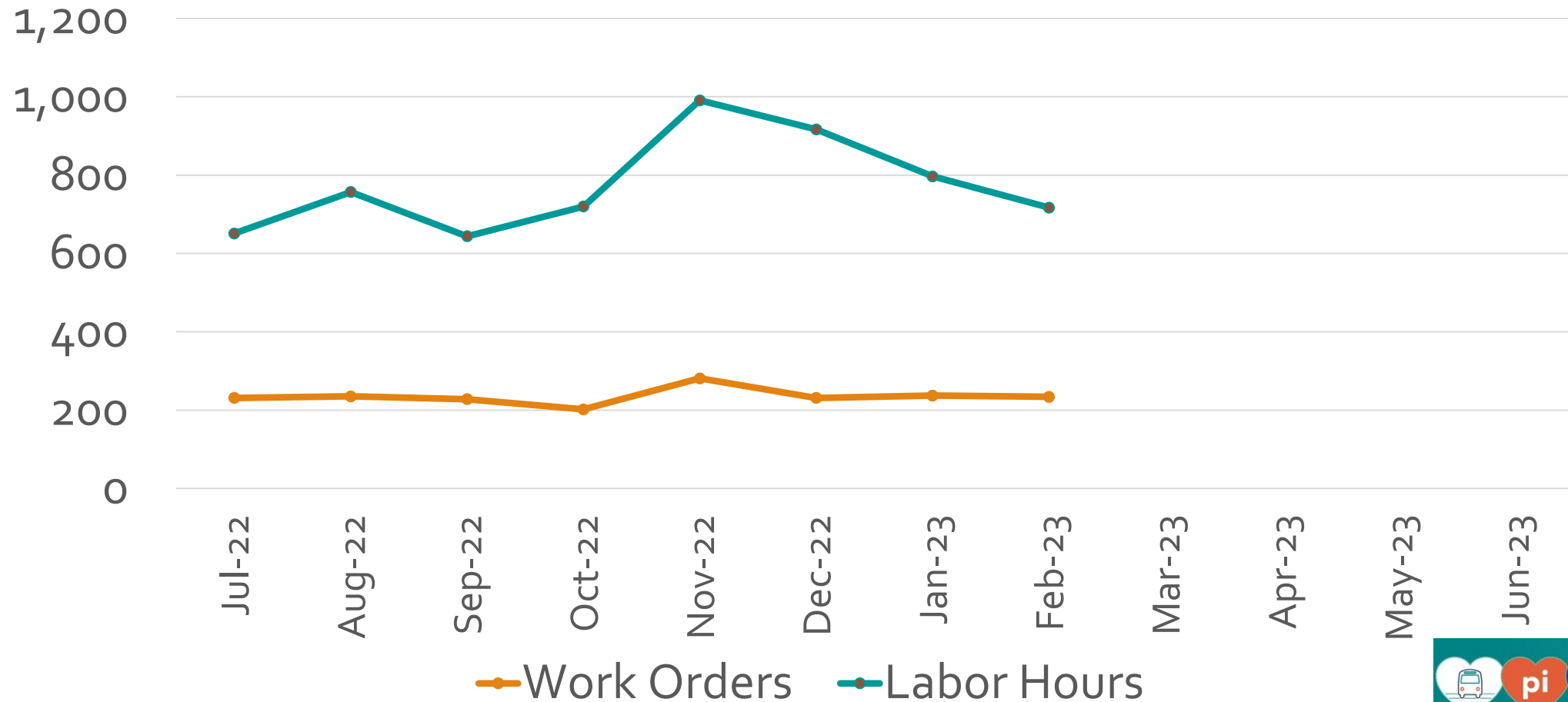
# Maintenance

## July 2022 to February 2023

FY23 Maintenance Operations	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
Work Orders	231	235	228	202	281	231	237	234					1,879
Labor Hours	651	757	644	720	991	917	797	717					6,194
Parts Cost	\$56,056	\$25,535	\$23,727	\$30,562	\$57,472	\$37,9339	\$33,717	\$28,666					\$293,674
Total Cost	\$120,141	\$112,855	\$92,528	\$133,846	\$174,877	\$136,087	\$124,136	\$115,867					\$1,010,337



# FY23 Work Orders and Labor Hours



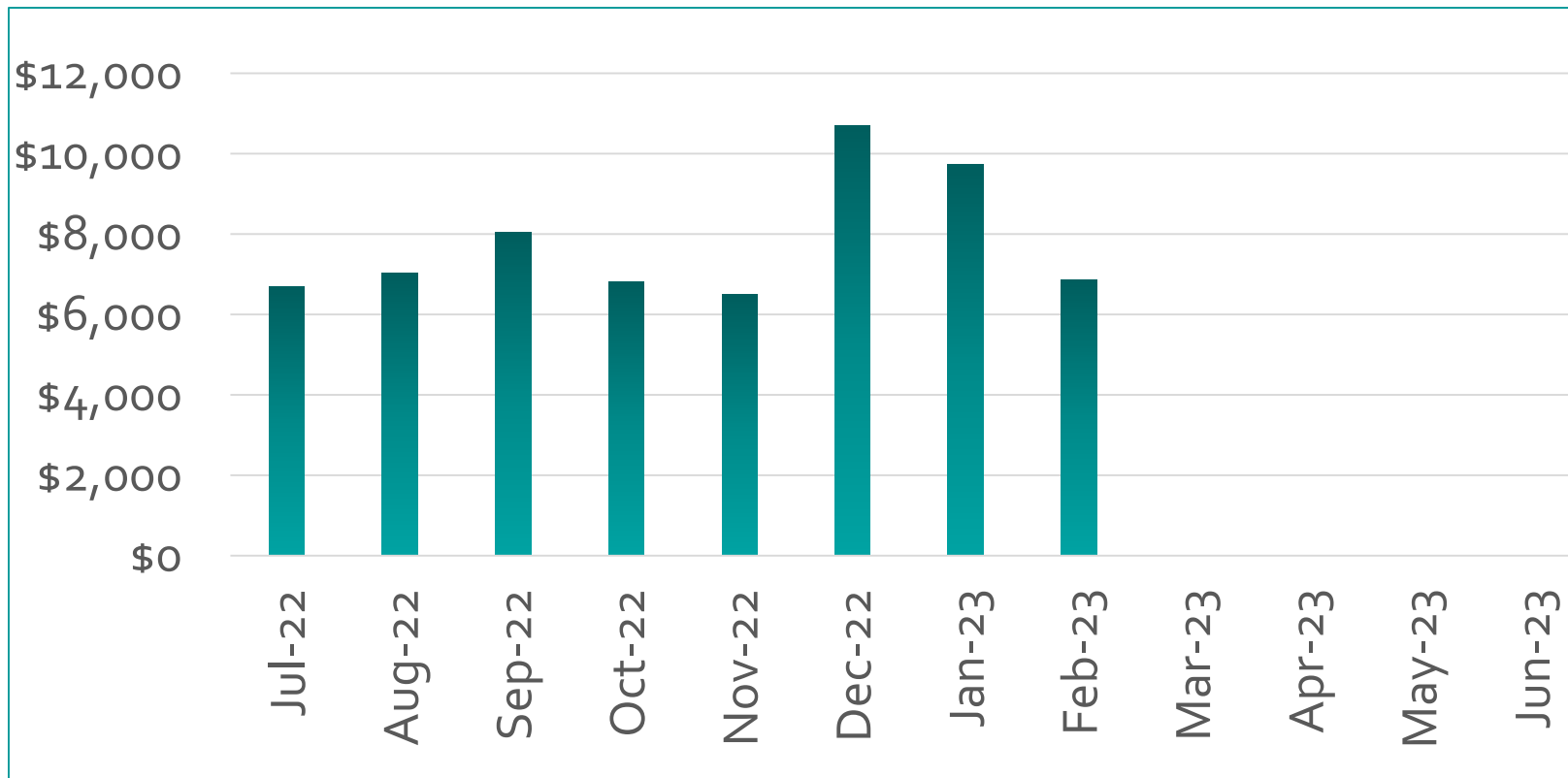
# Work Orders: July 2022 – February 2023

Vehicle Type	Work Orders
Paratransit	592
SacRT Go Paratransit Services	690
Outside Agencies	464
CTSA Partners	95
Rental Fleet	38
Total Work Orders	1,879

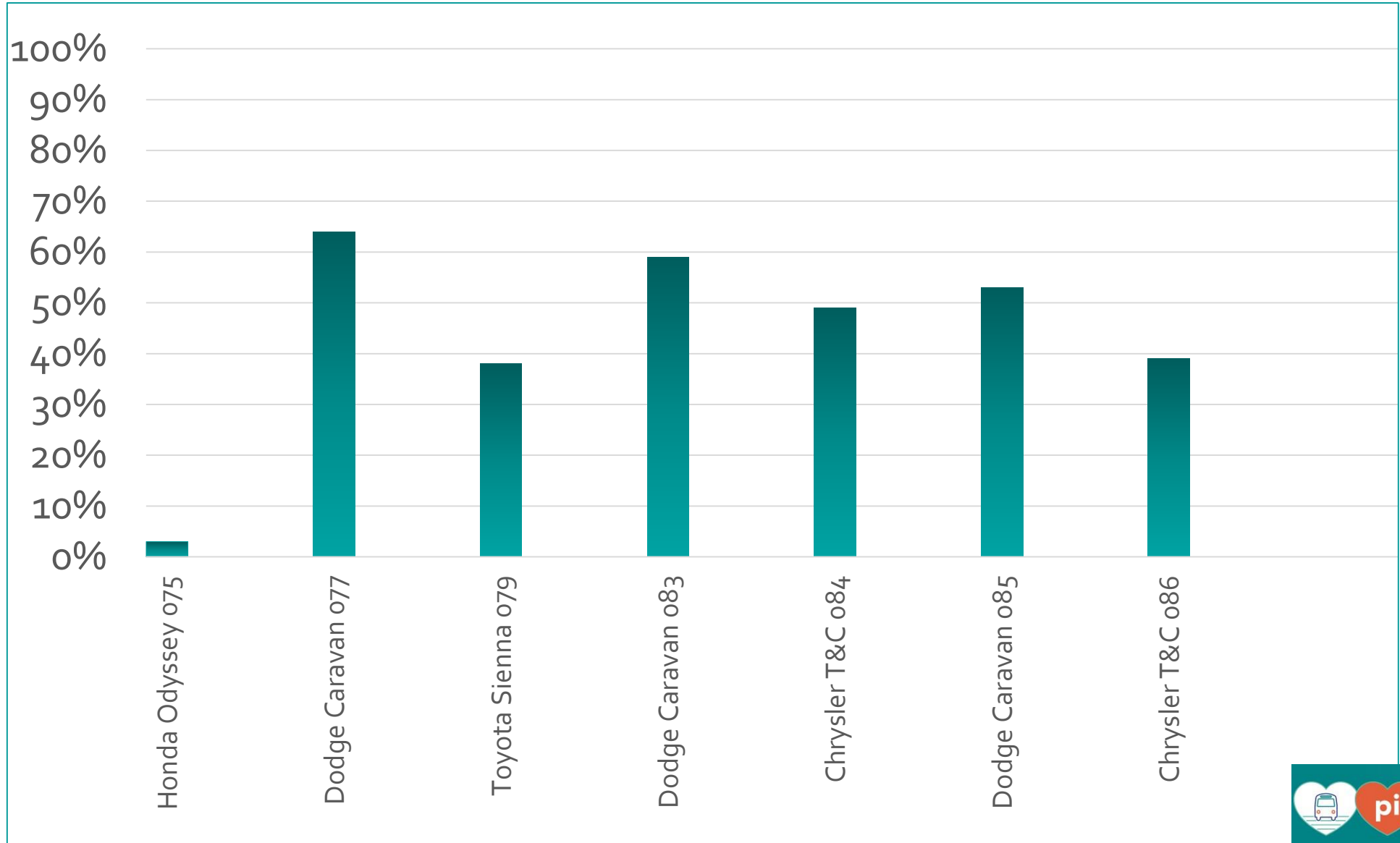


# Accessible Vehicle Rental Income

- 7 accessible vehicles with ramps
- \$62,385 in rental income for July 2022 – February 2023



# Accessible Vehicle Rentals





# FY23 YTD Revenue: Budget versus Actuals

## Jul 2022-Feb 2023 (thousands of dollars)

FY23 Revenue	Budget	Actual	\$ Difference	% Difference	Percent of Target
Measure A	\$ 1,526	\$1,549	\$23	2%	67%
TDA	\$828	\$840	\$12	1%	67%
Grants	\$2,330	\$2,376	\$46	2%	95%
Other Revenue	\$4,326	\$3,146	(\$1,162)	(27%)	48%
Capital Revenue	\$0	\$47	\$47		4%
Total Revenue	\$9,010	\$7,976	(\$1,034)	(11%)	58%



# FY23 YTD Expense: Budget versus Actuals

## Jul 2022-Feb 2023 (thousands of dollars)

FY23 Expense	Budget	Actual	\$ Difference	% Difference	Percent of Target
Personnel	\$4,990	\$4,416	(\$574)	(12%)	58%
Fleet Operations	\$1,617	\$1,723	\$107	7%	71%
Non Personnel	\$1,350	\$1,293	(\$57)	(4%)	63%
Capital Projects	\$238	\$301	\$63	26%	19%
Total Expense	\$8,195	\$7,733	(\$462)	(6%)	57%
Net Income		\$243			



PARATRANSIT, INC. - CONSOLIDATED  
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 2/28/2023

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
<b>REVENUE</b>								
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<b>OPERATING REVENUE:</b>								
Measure A (Current)	176,383	191,816	15,433	2,301,792	1,525,711	1,548,926	23,215	1.52
Measure A (Years 1-10)	-	-	-	-	-	-	-	-
TDA 4.5	95,708	105,009	9,301	1,248,991	827,874	840,073	12,199	1.47
Contract & Program Transportation Rever	-	560	560	-	-	24,170	24,170	-
SacRT Go Maintenance & Facility Contrar	82,466	82,121	(345)	1,076,175	713,327	671,357	(41,970)	(5.88)
Transportation Literacy (Civic Lab)	-	13,452	13,452	150,000	150,000	95,858	95,858	-
American Rescue Plan	-	-	-	1,750,000	1,750,000	1,750,000	-	-
FEMA	-	-	-	100,000	100,000	200,000	100,000	-
Section 5307 - Regional Mobility Manager	-	-	-	250,000	165,000	165,000	-	-
Section 5310 - Regional Mobility Manager	-	-	-	250,000	165,000	165,000	-	-
Agency Bus Fares	229,885	236,390	6,505	3,000,000	1,988,507	1,636,738	(351,769)	(17.69)
Diversified Services	187,814	59,918	(127,896)	2,450,982	1,624,594	832,129	(792,465)	(48.78)
Applied to Capital Projects	-	(36,438)	(36,438)	(489,514)	-	(300,905)	(300,905)	-
<b>TOTAL OPERATING REVENUE</b>	<b>772,256</b>	<b>652,828</b>	<b>(119,428)</b>	<b>12,088,426</b>	<b>9,010,013</b>	<b>7,628,347</b>	<b>(1,231,666)</b>	<b>(15.33)</b>
<b>CAPITAL REVENUE:</b>								
FY22 10 NEW CNG VEHICLES	-	-	-	1,100,000	-	-	-	-
Applied Operating Revenue	-	36,438	36,438	489,514	-	300,905	300,905	-
Gain/(Loss) on Sale of Assets	-	-	-	-	-	46,735	46,735	-
<b>TOTAL CAPITAL REVENUE</b>	<b>426,757</b>	<b>36,438</b>	<b>(390,319)</b>	<b>1,589,514</b>	<b>-</b>	<b>347,640</b>	<b>347,640</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>1,199,013</b>	<b>584,256</b>	<b>(614,757)</b>	<b>13,677,940</b>	<b>9,010,013</b>	<b>7,975,987</b>	<b>(1,089,035)</b>	<b>(11.48)</b>
<b>OPERATING EXPENSES</b>								
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<b>PERSONNEL:</b>								
Transportation Operations	183,951	160,916	(23,035)	2,391,378	1,563,585	1,315,871	(247,714)	(15.84)
Maintenance Operations	87,461	80,815	(6,646)	1,136,991	743,418	723,050	(20,368)	(2.74)
Administration	93,405	96,576	3,171	1,214,260	793,941	789,219	(4,722)	(0.59)
Diversified Services:								
Travel Training	18,466	10,121	(8,345)	240,057	156,961	88,022	(68,939)	(43.92)
Mobility Management	8,979	13,697	4,718	116,724	76,321	119,795	43,474	56.96
Fringe Benefits	171,976	166,299	(5,677)	2,241,077	1,477,757	1,234,926	(242,831)	(16.43)
Workers' Compensation	20,945	17,305	(3,640)	272,281	178,031	144,822	(33,209)	(18.65)
<b>TOTAL PERSONNEL</b>	<b>585,183</b>	<b>545,729</b>	<b>(39,454)</b>	<b>7,612,768</b>	<b>4,990,014</b>	<b>4,415,705</b>	<b>(574,309)</b>	<b>(11.51)</b>
<b>FLEET OPERATIONS:</b>								
Fuel	91,994	160,253	68,259	1,200,534	795,752	1,026,818	231,066	29.04
Insurance	76,341	51,743	(24,598)	996,264	660,356	413,328	(247,028)	(37.41)
Cost of Parts & Sublet Service	18,556	29,674	11,118	242,166	160,524	283,066	122,542	76.34
<b>TOTAL FLEET OPERATIONS</b>	<b>186,891</b>	<b>241,670</b>	<b>54,779</b>	<b>2,438,964</b>	<b>1,616,632</b>	<b>1,723,211</b>	<b>106,579</b>	<b>6.59</b>
<b>NONPERSONNEL:</b>								
Professional Services	59,943	47,205	(12,738)	782,267	518,516	555,687	37,171	7.17
Outside Services	28,322	21,151	(7,171)	369,619	244,997	140,856	(104,141)	(42.51)
Rent/Repair	11,600	8,907	(2,693)	151,404	100,360	106,832	6,472	6.45
Office Expense	16,163	14,870	(1,293)	210,915	139,797	125,834	(13,963)	(9.99)
Interest Expense	6,964	7,590	626	90,880	60,243	62,353	2,110	3.50
Telephone/Utilities	23,877	27,222	3,345	311,584	206,528	180,447	(26,081)	(12.63)
Tax/License/Dues/Permits	4,910	11,164	6,254	64,069	42,469	66,215	23,746	55.91
Travel	2,325	4,391	2,066	30,345	20,112	15,841	(4,272)	(21.24)
Professional Development	1,962	9,911	7,949	25,613	16,978	39,148	22,170	130.58
Brokered Trans. Services	-	-	-	-	-	-	-	-
<b>TOTAL NONPERSONNEL</b>	<b>156,066</b>	<b>152,412</b>	<b>(3,654)</b>	<b>2,036,695</b>	<b>1,350,000</b>	<b>1,293,214</b>	<b>(56,786)</b>	<b>(4.21)</b>
<b>TOTAL OPERATIONS EXPENSE</b>	<b>928,140</b>	<b>939,811</b>	<b>11,671</b>	<b>12,088,426</b>	<b>7,956,646</b>	<b>7,432,130</b>	<b>(524,516)</b>	<b>(6.59)</b>
<b>CAPITAL PROJECTS:</b>								
FY22 10 NEW CNG VEHICLES	-	-	-	1,100,000	-	-	-	-
Florin Road Facility	7,843	8,450	607	102,352	67,846	67,472	(374)	(0.55)
Facility Reserve	-	-	-	100,000	-	-	-	-
Vehicle Acquisition Project	19,706	21,493	1,787	257,163	170,455	170,437	(18)	(0.01)
Office Furniture & Equipment	-	-	-	10,000	-	6,990	6,990	-
Network & Telecommunications	-	6,495	6,495	10,000	-	45,707	45,707	-
Maintenance Equipment	-	-	-	10,000	-	10,299	10,299	-
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	<b>27,549</b>	<b>36,438</b>	<b>8,889</b>	<b>1,589,514</b>	<b>238,301</b>	<b>300,905</b>	<b>62,604</b>	<b>26.27</b>
<b>TOTAL OPERATING AND CAPITAL EXP</b>	<b>955,689</b>	<b>976,248</b>	<b>20,559</b>	<b>13,677,940</b>	<b>8,194,947</b>	<b>7,733,035</b>	<b>(461,912)</b>	<b>(5.64)</b>
<b>NET INCOME (LOSS)</b>	<b>243,324</b>	<b>(391,992)</b>	<b>(635,316)</b>	<b>(0)</b>	<b>815,066</b>	<b>242,953</b>	<b>(627,123)</b>	<b>41.40</b>

PARATRANSIT, INC.  
 COMBINED BALANCE SHEET  
 2/28/2023  
 UNAUDITED

ASSETS  
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CURRENT ASSETS:	
Cash	2,025,067
Medical Annuity	240,590
Accounts Receivable	917,261
Grants Receivable	34,932
Inventory	117,596
Deposits and Prepaid Expenses	463,217
TOTAL CURRENT ASSETS	3,798,662
CAPITAL ASSETS:	
Land Assets	924,736
Grant Equipment	11,200,332
Non-Grant Equipment	7,509,011
Work in Progress	-
TOTAL COST	19,634,078
Less Accumulated Depreciation	(13,700,903)
Net Capital Assets	5,933,175
TOTAL ASSETS	9,731,837

LIABILITIES AND FUND BALANCE  
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CURRENT LIABILITIES	
Accounts Payable	477,651
Workers' Compensation Payable	-
Accrued Payroll & Benefits	217,634
Sales Tax Payable	(1,513)
Lease/Notes Payable	200,827
Unredeemed Bus Scrip	-
Deferred Revenue	-
Other Payables	(65,695)
TOTAL CURRENT LIABILITIES	828,904
LONG-TERM LIABILITIES:	
Long Term Liabilities	2,868,587
TOTAL LONG TERM LIABILITIES	2,868,587
TOTAL LIABILITIES	3,697,491
FUND EQUITY	
Contributed Capital	174,511
Restricted for lease collateral	-
Restricted for grant administration	13,001
Retained Earnings (Loss)	5,846,835
TOTAL FUND EQUITY	6,034,346
TOTAL LIABILITIES AND FUND BALANCE	9,731,837



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

**AGENDA TITLE:** Approve the Minutes of the February 15, 2023 Board of Directors' Meeting

**MEETING DATE:** April 17, 2023

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

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**RECOMMENDED ACTION:**

Approve the Minutes of the February 15, 2023, Meeting of the Board of Directors.

**MINUTES:**

February 15, 2023  
6:00 p.m.  
Ron Brown Conference Center  
2501 Florin Road  
Sacramento, CA 95822

**Board Members Present:**

Jim Alves  
Julia Burrows  
Pat Hume  
Kim Tucker  
Leigh White

**Board Members Absent:**

Alice Kimble  
Vidhu Shekhar

**Public Present:**

Rachel Zillner, Clutch

## **Staff Present:**

Tiffani Fink, Chief Executive Officer  
Dr. Lisa Cappellari, Chief Financial Officer  
Chris Brown, Chief Administrative Officer  
Gary Vickers, Chief Operating Officer  
Julio Diaz, Maintenance Manager  
Amy Parkin, Director of Operations  
Jesse Isaacson, Director of Information Technology  
Alicia Brown, Director of Strategic Initiatives and Mobility  
Jamila Lee, Human Resources Manager  
Julio Diaz, Maintenance Manager  
Osman Mufti, Legal Counsel at Sloan Sakai

**Call To Order/Roll Call:** Director Hume called the meeting to order at 6:11 p.m.

Directors: Alves, Burrows, Hume, Kimble, Shekhar, Tucker, White

## **Pledge of Allegiance:**

Director Hume opened the meeting by leading the Pledge of Allegiance.

## **PUBLIC COMMENT**

No public comment.

## **INTRODUCTION OF NEW BOARD MEMBERS**

Directors Alves, Burrows and White were introduced and each shared their background.

## **STAFF REPORTS**

### A. CEO Report

#### a. Update on Activities and Contracts

Chief Executive Officer Tiffani Fink provided an oral report on agency activities and promotions. CEO Fink announced the

promotions of Alicia Brown and Kevin Rickman. Activities included update on the compensation and classification study, bus branding, recruitment, planning for the farmer's market shuttles, developing branding for the new housing project, attending many community events, and preparing for Cap-to-Cap.

b. Discussion of 45<sup>th</sup> anniversary Activities

CEO Fink proposed a series of targeted events for the Board's consideration as a way of celebrate this milestone rather than having an anniversary dinner. The proposed events include wrapping a bus with the icons for all the services Paratransit offers, hosting an open house for clients and potential clients, a centerpiece item on 45<sup>th</sup> Street during the Run to Feed the Hungry, a website update, and a groundbreaking event with reception for the housing project. The Board agreed with this concept.

B. CFO Report

a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reviewed her written staff report of financial measures through December 2022 and operating data through January 2023.

b. Presentation on FY 22 Financial Audit

CFO Cappellari presented the Fiscal Year 2022 Financial Audit and thanked the Accounting team for their hard work in preparing for the audit. She noted Paratransit is audited under governmental accounting standards rather than nonprofit accounting standards due to public funding the agency receives. The audit shows the agency is above the 45-day reserve goal and there were no findings, deficiencies or material weaknesses. CFO Cappellari noted Paratransit received \$2 million in federal funds and that triggered a Single Audit. The Single Audit showed the funds were spent correctly and there were no findings. Director White noted it is impressive to have participated in the PPP Program for \$1.9 million and still have strength in non-operating funds.

**CONSENT CALENDAR**

Director Hume requested to pull Item C from the Consent Calendar for discussion and stated there is a Board member comment on this item to read into the record.

The revised Consent Calendar was approved upon motion by Director White, seconded by Director Alves. The motion passed.

- A. Approve the Minutes of the December 20, 2022 Special Meeting of the Board of Directors

**The minutes of the Special Board of Directors' Meeting held December 20, 2022 were approved as presented.**

**AYES:** Alves, Hume, Tucker, White

**NOES:** None

**ABSTENTIONS:** Burrows

**ABSENT:** Kimble, Shekhar

- B. Receive and File the Fiscal Year 2022 Financial Audit

**The Fiscal Year 2022 Financial Audit was received and filed as presented.**

**AYES:** Alves, Burrows, Hume, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble, Shekhar

- D. Adopt Resolution 02-23 Delegating Authority to the Chief Executive Officer to Submit Proposals, Execute and/or Amend Existing Contracts to expand services consistent with the Board adopted Strategic Plan.

**Resolution 02-23 was adopted as presented.**

**AYES:** Alves, Burrows, Hume, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble, Shekhar

- C. Adopt Resolution 01-23 Delegating Authority to the Chief Executive Officer to Procure and Award Contracts for Goods and Services not to exceed individual contract values of \$200,000.



Director Hume summarized the staff report stating the CEO's spending authority was increased from \$50,000 to \$200,000 during the pandemic due to supply chain issues. Director Shekhar sent an email with a public comment on this item recommending pulling this item from the consent calendar to discuss procurement delegation limits. Director Hume read the following from Director Shekhar's email, "Even LA MTA, I believe has a CEO delegation of either \$50k or \$75k. If expediency is the goal, then it can be achieved by a meeting of the executive committee and not the whole board." At this time Director Hume invited discussion from the Board on their comfort level of expediency versus oversight. CEO Fink explained how the increased amount was reached, where the agency is at with executing operational contracts, i.e. copiers, internet, heating and cooling, etc. that are over \$50,00, and all purchases are included in the strategic plan. Director Tucker confirmed these items are included in the approved budget. The Board discussed appropriate spending authority versus risk and compared the requested limit to other public entities.

Director Burrows moved to adopt the resolution as written. The motion was seconded by Director Tucker, and it was unanimously approved by the Board.

**AYES:** Alves, Burrows, Hume, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble, Shekhar

### **FACILITATED BOARD WORKSHOP DISCUSSION ON BOARD MEMBER PARTICIPATION AND SETTING BOARD GOALS FOR THE 2023 CALENDAR YEAR**

Rachel Zillner with Clutch facilitated a discussion with Board members centered on participation and Board goals for 2023. Ms. Zillner recapped the discussion from the August 2022 Board Retreat where Board agreed on action words for the Vision as collaborate, innovate, connect and inspire. After this was decided, quorum was lost so there was a discussion without action on rules for the Board. There was a lengthy discussion on attendance and the Board decided to leave requirements as is for this year and possibly change them next year.

After a short break, the discussion resumed addressing Board goals for 2023. The discussion focused on supporting/connecting with staff, building partnerships, advocating for the organization and engagement between Board Meetings. The Board agreed to add trust as a value, and Directors Burrows and Tucker said they would work on wordsmithing the values, vision and goals to present at the April Board Meeting.

## **ACTION ITEMS**

### A. Nomination and Election of Officers of the Board of Directors for the 2023 Calendar Year

Proposed slate of officers:

President – Pat Hume

Vice- President – Kim Tucker

Secretary/Treasurer – Jim Alves

Director Shekhar sent an email with a public comment on this item. He recommended nomination of at least two Board Members with tenure over a year to the executive officer roles. It was noted Director Tucker has been on the Board for over one year, so with Directors Hume and Tucker on the slate, Director Shekhar's recommendation is met. Director moved to approve the slate as presented in the Board Packet. Director White seconded the motion, and it was unanimously approved by the Board.

**AYES:** Alves, Burrows, Hume, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble, Shekhar

### B. Adopt Resolution 03-23 Authorizing the Chief Executive Officer (CEO) to Execute a Revised Agreement with Creative Bus Sales for the purchase of ten (10) Class B buses

CEO Fink shared the contract for the most recent procurement of 10 CNG buses has been cancelled by the manufacturer due to supply chain issues. Creative Bus Sales provided the option of procuring 10 gasoline buses, with a one year extension on delivery, an increased cost of \$83,027.35. Staff proposes to use money from reserves to execute this

revised agreement. Doing so would reduce the operating reserve from 98 to 96 days which is over double the 45 day goal.

Director Burrows moved to approve the motion as written. The motion was seconded by Director Alves, and it was unanimously approved by the Board.

**AYES:** Alves, Burrows, Hume, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble, Shekhar

### **CLOSED SESSION**

Adjourned to Closed Session at 8:57 p.m. to discuss anticipated litigation.

### **RECONVENE TO OPEN SESSION**

Reconvened to Open Session at 9:15 p.m. Director Hume reported no action was being taken.

### **BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS**

None

### **ADJOURNMENT**

Director Hume announced the meeting adjourned at 9:16 p.m.

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

4/17/23  
Date



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 7A**

**AGENDA TITLE:** Adopt Resolution 04-23 Approving the Paratransit, Inc. Vision Statement, Agency Values and 2023 Board Goals

**MEETING DATE:** April 17, 2023

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 04-23 approving the Paratransit, Inc. Vision Statement, Agency Values and 2023 Board Goals.

**BACKGROUND AND DISCUSSION:**

Over the past 12 months, the Board of Directors has been actively working on the development of revised Board Goals as well as the development of formal Agency Values. At the Board retreat in August, the Board adopted 4 Board Goals (which were later clarified as values) these were: Innovate, Inspire, Collaborate and Connect.

At the February Board meeting, the Board revisited the remaining items in the work plan and, as part of that work, revisited the Values adding a 5<sup>th</sup>: Trust. In addition, the issue of whether the Agency should adopt a Vision Statement was raised. Following the Board meeting, the CEO worked with Board Vice President Tucker and Board Member Burrows to clarify what this could look like and to further refine the Values. Staff has taken this feedback, combined with the direction and comments from the full Board in February, and has prepared the following for discussion and consideration for adoption. As prepared, the Values have now been transitioned into actions rather than static words.

**Mission Statement:** (previously Board adopted but included for reference)

To expand mobility and accessibility by providing innovative programs and services to the Community.

**Vision:**

A Sacramento region connected by seamless mobility and reliable services that, by design, make life better.

**Values: As an agency we...**

1. Foster Innovation
2. Inspire and Celebrate our staff
3. Collaborate with our Partners
4. Connect with our Community
5. Ensure Trust through our Actions

**Board Goals for 2023:**

1. Forward to the CEO any funding opportunities to support our programs. Examples may include forwarding grant announcements, paid partner or program ideas and/or opportunities for matching funds.
2. Support and celebrate our staff. Examples of Board – staff events may include on-site meals served by Board members, passenger and delivery ride-alongs, training programs provided by staff for Board members.
3. Collaborate with our transportation and service partner agencies. Examples may include attending and speaking at partner agency meetings as a Paratransit, Inc. advocate, authoring letters of support and opinion pieces, supporting program expansion and collaborative program applications, and attending partner events.
4. Connect with the community to expand partnerships and drive expanded business opportunities. Examples include attendance at community events and celebrations and invitations for the community to be present at PI events.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

Resolution 04-23



## RESOLUTION NO. 04-23

### **APPROVING THE PARATRANSIT, INC. VISION STATEMENT, AGENCY VALUES AND 2023 BOARD GOALS**

**WHEREAS**, the Paratransit, Inc. Board of Directors has worked to develop revised Board Goals for 2023 and formal Agency Values and Vision Statement; and

**WHEREAS**, these Board Goals, Agency Values and Vision Statement are consistent with the Strategic Plan and Mission Statement; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. approves the following Board Goals for 2023, Agency Values and Vision Statement:

**Vision:**

A Sacramento region connected by seamless mobility and reliable services that, by design, make life better.

**Values: As an agency we...**

1. Foster Innovation
2. Inspire and Celebrate our staff
3. Collaborate with our Partners
4. Connect with our Community
5. Ensure Trust through our Actions

**Board Goals for 2023:**

1. Forward to the CEO any funding opportunities to support our programs. Examples may include forwarding grant announcements, paid partner or program ideas and/or opportunities for matching funds.
2. Support and celebrate our staff. Examples of Board – staff events may include on-site meals served by Board members, passenger

and delivery ride-alongs, training programs provided by staff for Board members.

3. Collaborate with our transportation and service partner agencies. Examples may include attending and speaking at partner agency meetings as a Paratransit, Inc. advocate, authoring letters of support and opinion pieces, supporting program expansion and collaborative program applications, and attending partner events.
4. Connect with the community to expand partnerships and drive expanded business opportunities. Examples include attendance at community events and celebrations and invitations for the community to be present at PI events.

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Patrick Hume, President  
Paratransit, Inc. Board of Directors  
Dated: April 17, 2023