



PARATRANSIT, INC. SPECIAL MEETING OF THE BOARD OF DIRECTORS'

Meeting Date and Time:

August 27, 2024 at 1:00 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.

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

AGENDA

1. Call to Order & Roll Call: (2 minutes)

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney,
Tucker, White

2. Pledge of Allegiance (2 minutes)

3. Public Comment: (3 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 (15 minutes)

- A. CEO Report
Update on Activities and Contracts
- B. CFO Report
Monthly Financial Report

5. Consent Calendar (3 minutes)

- A. Approve the Minutes of the June 17, 2024 Board of Directors’ Meeting
- B. Approve the Minutes of the June 17, 2024 Special Meeting of the Board of Directors

6. Presentations and Board Discussion (2 hours)

- A. SACOG Funding Programs and Initiatives – Kristina Svensk
- B. Sacramento Transportation Authority Funding Programs and Initiatives – Kevin Bewsey, PE
- C. Board Discussion on Paratransit’s Role in Regional Programs and Initiatives

7. Announce Adjournment to Closed Session (28 minutes)

- A. Public Employee Performance Evaluation (Government Code, § 54957(b)(1))

Employee: President and CEO

- B. Conference with Labor Negotiators (Government Code, § 54957.6)

Agency Designated Representative: Board Chair
Unrepresented Employee: President and CEO

- C. Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to § 54956.9(d)(4): (1 case)

- D. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to § 54956.9(e):
(1 case)

8. Reconvene to Open Session and Report Action, if any taken (3 minutes)

9. Board Comments/Reports/Future Agenda Items (3 minutes)

10. Adjourn (1 minute)

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

**October 21, 2024
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

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

AGENDA TITLE: President and CEO's Report

MEETING DATE: August 27, 2024

PREPARED BY: Tiffani M. Scott, President and CEO

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: AUGUST 27, 2024

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report.

BACKGROUND AND DISCUSSION:

All operating data are through July 2024 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 252,225 from July 2023 to June 2024. While CTSA trips completely stopped during the pandemic, they have come back rapidly. Most programs are now open 5 days per week. CTSA agency trips are approximately 72% 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 2023 through July 2024 was over 2,800 billable hours. This is about 19% higher than our highest pre-pandemic month.
- Meals delivered from July 2023 through June 2024 include 103,000 meals delivered on behalf of the Sacramento Food Bank and Family Services; 52,000 meals served to disabled persons through a new pilot program; and 2,250 meals to families from the Sacramento City Unified School District. In July 2024 we delivered 5,900 meals on behalf of the Sacramento Food Bank. We also started a new program in May, taking at-risk youth to an after-school YMCA program. We have done 375 trips in FY24 and 208 trips in July 2024.
- Between July 2023 and June 2024, the Sacramento Mobility Management program successfully travel trained 42 elderly/disabled passengers and 58 youth. In July 2024, there were 11 successful passengers who were travel trained.

- 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, facility and parking space, and driver support. Between July 2023 and June 2024 Paratransit's maintenance department completed 2,995 work orders, 106 of them for CTSA partners. In July 2024 the maintenance department completed 260 work orders; 7 of them for CTSA partners.
- Between July 2023 and June 2024, Paratransit, Inc. has received \$38,100 in income from renting out accessible minivans.

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

ATTATCHMENTS:

August 2024 CFO Report
July 2024 Income Statement
July 2024 Balance Sheet

PARATRANSIT, INC.

FINANCIAL REPORT



August 2024

Consolidated Transportation Services Agency

CTSA Trips Provided

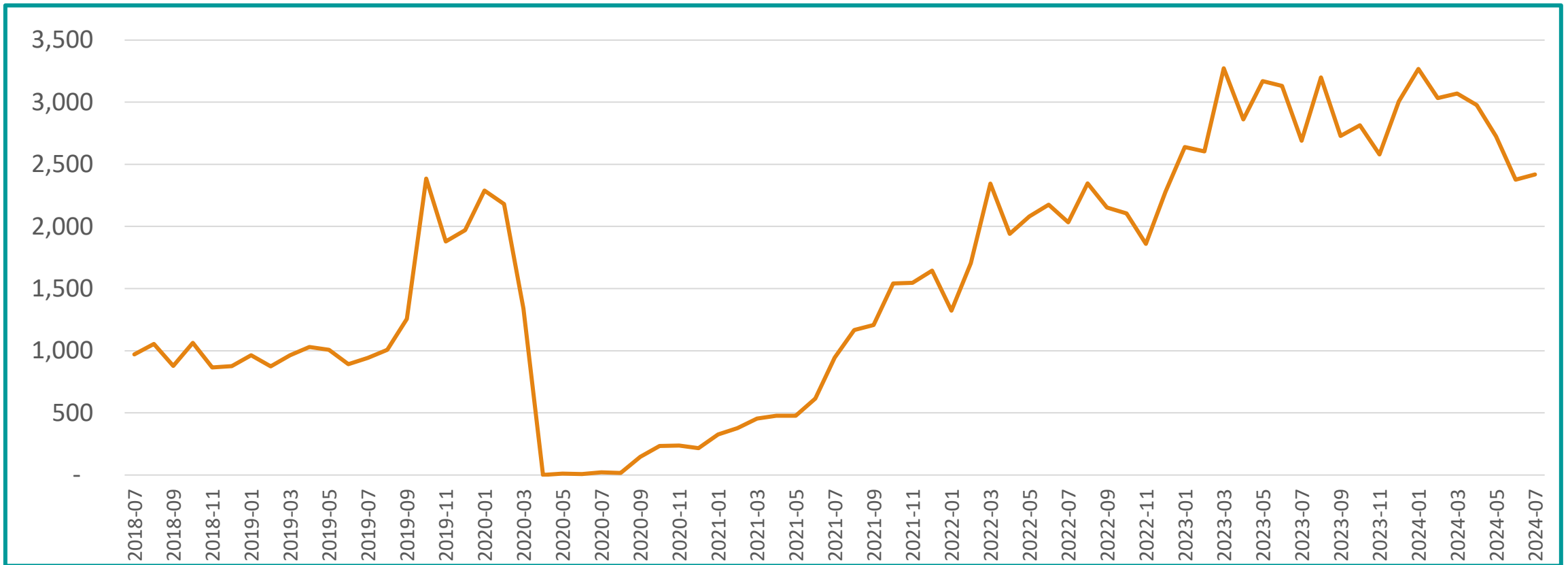
July 2023 – June 2024

Agency	Trips	% of Trips
ACC	21,865	9%
Elk Grove Adult Community Training	52,118	20%
Easter Seals Society	7,011	3%
St. John's Program for Real Change	6,335	2%
Sutter Senior Care	47,477	19%
UCP of Sacramento & Northern CA	117,419	47%
Total CTSA Trips	252,225	100%



Contracted Transportation Billable Hours

July 2018 through July 2024



Social Service & Misc. Transportation

July 2023 to July 2024

	FY24	July 2024
•Sacramento Food Bank:	102,961	5,871 meals
•Saint John's / YMCA Program:	375	208 trips
•Pilot Program:	52,098	0 meals



Sacramento Mobility Management

July 2023 – July 2024

- Travel Training for Seniors & People with Disabilities
 - Successful trainees: FY24: 42 trainees
July 2024: 11 trainees
- Travel Training for Youth
 - Successful trainees: FY24: 58 trainees



Maintenance

July 2023 to June 2024

FY24 Maintenance Operations	Quarter 1 Jul-Sep	Quarter 2 Oct-Dec	Quarter 3 Jan-Mar	Quarter 4 Apr-Jun	Total
Work Orders	761	745	742	747	2,995
Labor Hours	2,411	2,484	2,284	2,340	9,519
Parts Cost	\$104,163	\$95,728	\$90,079	\$103,106	\$393,076
Total Cost	\$488,002	\$492,896	\$443,995	\$457,921	\$1,882,814



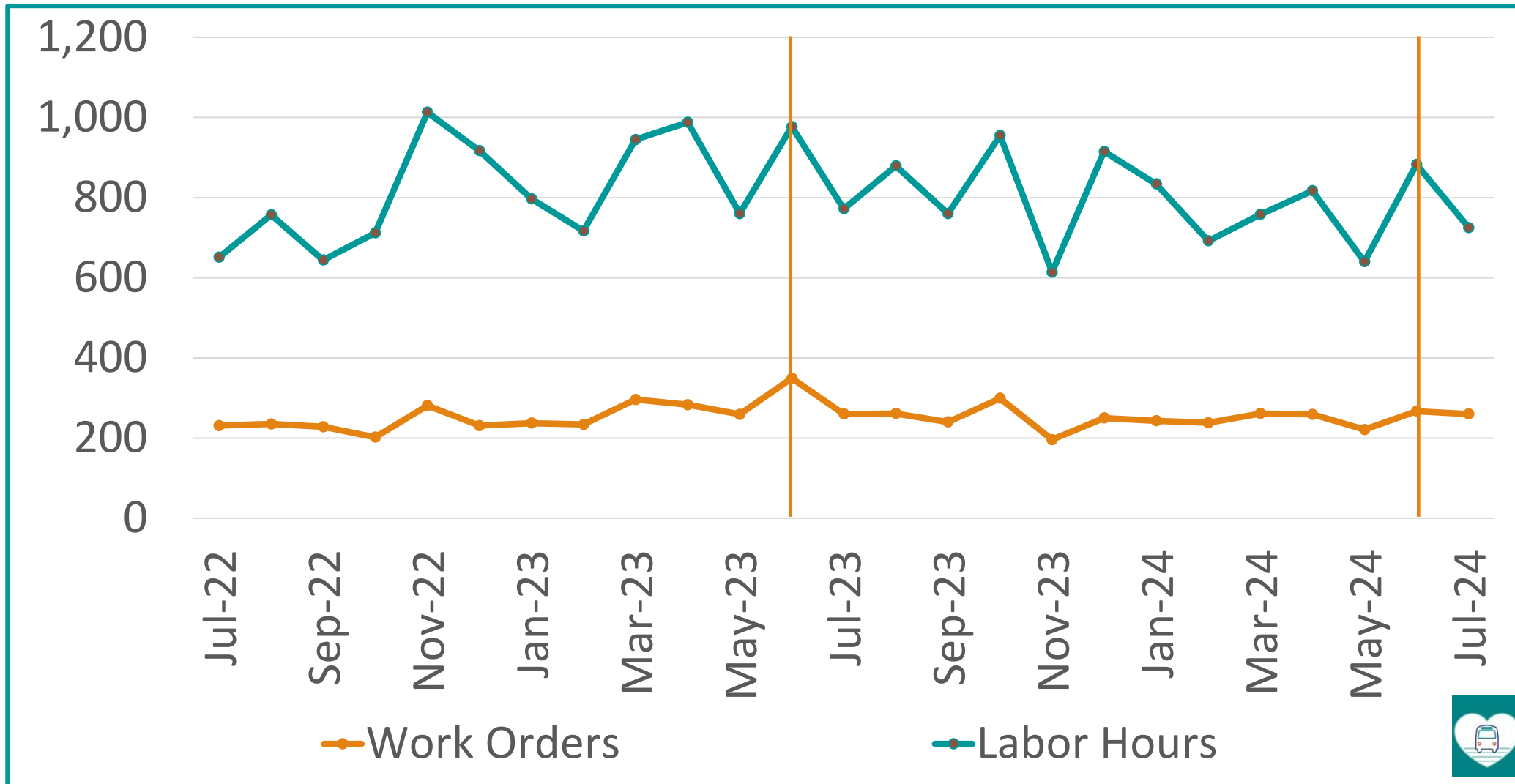
Maintenance

July 2024

FY25 Maintenance Operations	Quarter 1 Jul 2024	Quarter 2 Oct-Dec	Quarter 3 Jan-Mar	Quarter 4 Apr-Jun	Total
Work Orders	260				260
Labor Hours	725				725
Parts Cost	\$30,969				\$30,969
Total Cost	\$146,939				\$146,939



FY24 & July 2024 Work Orders and Labor Hours



Work Orders: July 2023 – July 2024

Vehicle Type	FY24 Work Orders	July 2024 Work Orders
Paratransit	996	73
SacRT Go Paratransit Services	985	119
Outside Agencies	851	58
CTSA Partners	106	7
Rental Fleet	57	3
Total Work Orders	2,995	260



Accessible Vehicle Rental Income

- 6 accessible vehicles with ramps
- \$38,100 in rental income in July 2023 – June 2024



FY25 Revenue: Budget versus Actuals

July 2024 (thousands of dollars)

FY25 Revenue	YTD Budget	YTD Actual	\$ Difference	Percent of Target
Measure A	\$243	\$214	(\$29)	8%
TDA	127	120	(7)	8%
Grants	99	112	13	9%
Contract Transp.	337	220	(118)	6%
RT Contract	105	101	(4)	8%
Maintenance/Fuel	109	91	(18)	7%
Other Revenue	50	55	5	9%
Capital Revenue	0	0	-	0%
Total Revenue	\$1,070	\$913	(\$157)	7%



FY25 Expense: Budget versus Actuals

July 2024 (thousands of dollars)

FY25 Expense	YTD Budget	YTD Actual	\$ Difference	Percent of Target
Personnel	\$548	\$518	(\$31)	8%
Fleet Operations	252	248	(4)	9%
Non Personnel	182	115	(67)	6%
Capital Projects	32	32	0	3%
Total Expense	\$1,014	\$912	(\$102)	7%
Net Income		\$0		



Thank You!



PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 7/31/2024

	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 Elderly & Disabled Transport	215,121	-	(215,121)	2,444,553	215,121	198,223	(16,898)	(7.86)
Measure A Neighborhood Shuttle	16,720	15,900	(820)	190,000	16,720	15,900	(820)	(4.90)
Measure A Years 1-10	11,440	-	(11,440)	130,000	11,440	-	(11,440)	(100.00)
TDA 4.5	126,834	-	(126,834)	1,441,299	126,834	120,108	(6,726)	(5.30)
SacRT Go Facility & Parking	5,882	5,407	(474)	66,836	5,882	5,407	(474)	(8.06)
SacRT Go Maintenance	35,099	33,238	(1,861)	398,850	35,099	33,238	(1,861)	(5.30)
SacRT Go Fueling	63,977	61,943	(2,034)	727,006	63,977	61,943	(2,034)	(3.18)
SACOG - Mobility Management	-	-	-	350,000	29,167	42,167	13,000	44.57
SACOG - Shuttle operating revenue	-	-	-	450,000	37,500	37,500	-	-
SACOG - Preventive Maintenance	-	-	-	200,000	16,667	16,667	-	-
ICAM Grant	-	-	-	134,400	11,200	11,200	-	-
Farmers' Market Shuttle	-	-	-	53,223	4,435	4,435	-	-
Contracted Services	337,116	219,595	(117,521)	3,830,866	337,116	219,595	(117,521)	(34.86)
Maintenance Fees	54,223	25,051	(29,172)	616,170	54,223	25,051	(29,172)	(53.80)
Destinations Mobility Rental Vans	2,677	1,943	(735)	30,423	2,677	1,943	(735)	(27.44)
Fuel Sales	54,990	66,377	11,387	624,892	54,990	66,377	11,387	20.71
East Bay Paratransit	24,218	-	(24,218)	275,200	22,933	22,933	0	0.00
Solano Transportation Authority Eligibilit	17,279	16,363	(916)	196,356	17,279	16,363	(916)	(5.30)
Travel Training Revenue	1,606	810	(796)	18,245	1,606	810	(796)	(49.55)
Diversified Services	5,251	13,060	7,809	89,801	5,251	13,060	7,809	148.73
Applied to Capital Projects	-	(31,646)	(31,646)	(512,756)	(31,646)	(31,646)	-	-
TOTAL OPERATING REVENUE	972,432	428,040	(544,392)	11,755,365	1,038,470	881,272	(157,197)	(16.65)
CAPITAL REVENUE:								
SACOG - Mob. Options Vehicles	-	-	-	160,000	-	-	-	-
SACOG - Cameras	-	-	-	370,000	-	-	-	-
SACOG - Bus Stops	-	-	-	100,000	-	-	-	-
Applied Operating Revenue	-	31,646	31,646	512,756	31,646	31,646	31,646	-
Gain/(Loss) on Sale of Assets	-	-	-	-	-	-	-	-
TOTAL CAPITAL REVENUE	-	31,646	31,646	1,142,756	31,646	31,646	31,646	-
TOTAL REVENUE	972,432	459,686	(512,746)	12,898,121	1,070,116	912,919	(125,551)	(14.69)
OPERATING EXPENSES								
PERSONNEL:								
Transportation Operations:								
Vehicle Operators	78,634	66,231	(12,403)	1,022,241	78,634	66,231	(12,403)	(15.77)
Training Center	8,967	11,428	2,461	116,570	8,967	11,428	2,461	27.44
Operations Administration	41,229	31,084	(10,145)	535,977	41,229	31,084	(10,145)	(24.61)
Dispatch Center	11,870	35,557	23,687	154,308	11,870	35,557	23,687	199.56
Maintenance Operations	82,983	80,146	(2,837)	1,078,774	82,983	80,146	(2,837)	(3.42)
Administration	74,017	91,574	17,557	962,225	74,017	91,574	17,557	23.72
Information Technology	16,391	20,005	3,614	213,079	16,391	20,005	3,614	22.05
Mobility Management	29,410	30,761	1,351	382,329	29,410	30,761	1,351	4.59
Fringe Benefits	187,823	135,224	(52,599)	2,134,351	187,823	135,224	(52,599)	(28.00)
Workers' Compensation	16,965	15,624	(1,341)	220,548	16,965	15,624	(1,341)	(7.91)
TOTAL PERSONNEL	548,288	517,634	(30,654)	6,820,402	548,288	517,634	(30,654)	(5.59)
FLEET OPERATIONS:								
Fuel	162,938	158,055	(4,883)	1,851,572	162,938	158,055	(4,883)	(3.00)
Insurance	56,717	57,947	1,230	644,517	56,717	57,947	1,230	2.17
Cost of Parts & Sublet Service	32,164	32,110	(54)	365,498	32,164	32,110	(54)	(0.17)
TOTAL FLEET OPERATIONS	251,820	248,113	(3,707)	2,861,587	251,820	248,113	(3,707)	(1.47)
NONPERSONNEL:								
Professional Services	51,766	33,747	(18,019)	588,255	51,766	33,747	(18,019)	(34.81)
Contracted Staffing	24,059	21,388	(2,671)	273,400	24,059	21,388	(2,671)	(11.10)
Outside Services	23,440	17,654	(5,786)	266,367	23,440	17,654	(5,786)	(24.68)
Rent/Repair	11,443	1,033	(10,410)	130,039	11,443	1,033	(10,410)	(90.97)
Office Expense	19,646	8,681	(10,965)	223,246	19,646	8,681	(10,965)	(55.81)
Interest Expense	5,887	5,887	-	67,427	5,887	5,887	-	-
Telephone/Utilities	26,187	19,325	(6,863)	297,585	26,187	19,325	(6,863)	(26.21)
Tax/License/Dues/Permits	9,775	7,195	(2,580)	111,078	9,775	7,195	(2,580)	(26.40)
Travel	3,309	94	(3,215)	37,600	3,309	94	(3,215)	(97.16)
Professional Development	6,897	43	(6,855)	78,379	6,897	43	(6,855)	(99.38)
Brokered Trans. Services	-	-	-	-	-	-	-	-
TOTAL NONPERSONNEL	182,410	115,046	(67,364)	2,073,376	182,410	115,046	(67,364)	(36.93)
TOTAL OPERATIONS EXPENSE	982,518	880,793	(101,725)	11,755,365	982,518	880,793	(101,725)	(10.35)
CAPITAL PROJECTS:								
Florin Road Facility	9,108	9,108	-	110,217	9,108	9,108	-	-
Vehicle Acquisition Project	22,538	22,538	-	90,505	22,538	22,538	-	-
SACOG - Mob. Options Vehicles	-	-	-	200,000	-	-	-	-
SACOG - Cameras	-	-	-	500,000	-	-	-	-
SACOG - Bus Stops	-	-	-	100,000	-	-	-	-
Sign on Front of Building	-	-	-	13,079	-	-	-	-
Facility Reserve	-	-	-	98,955	-	-	-	-
Office Furniture & Equipment	-	-	-	10,000	-	-	-	-
Network & Telecommunications	-	-	-	10,000	-	-	-	-
Maintenance Equipment	-	-	-	10,000	-	-	-	-
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	31,646	31,646	-	1,142,756	31,646	31,646	-	-
TOTAL OPERATING AND CAPITAL EXPENSE	1,014,164	912,439	(101,725)	12,898,120	1,014,164	912,439	(101,725)	(10.03)
NET INCOME (LOSS)	(41,732)	(452,753)	(411,021)	0	55,952	480	(23,826)	

PARATRANSIT, INC.
COMBINED BALANCE SHEET
7/31/2024
UNAUDITED

ASSETS

CURRENT ASSETS:	
Cash	556,090
Medical Annuity	225,060
Accounts Receivable	832,796
Grants Receivable	780,619
Inventory	99,057
Deposits and Prepaid Expenses	938,783
TOTAL CURRENT ASSETS	<u>3,432,405</u>
CAPITAL ASSETS:	
Land Assets	924,736
Grant Equipment	9,817,800
Non-Grant Equipment	6,949,926
TOTAL COST	<u>17,692,462</u>
Less Accumulated Depreciation	<u>(12,228,846)</u>
Net Capital Assets	<u>5,463,616</u>
TOTAL ASSETS	<u><u>8,896,021</u></u>

LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES	
Accounts Payable	532,803
Accrued Payroll & Benefits	205,112
Sales Tax Payable	(20,122)
Lease/Notes Payable	460,741
Other Payables	13,641
TOTAL CURRENT LIABILITIES	<u>1,192,176</u>
LONG-TERM LIABILITIES:	
Long Term Liabilities	<u>2,467,997</u>
TOTAL LONG TERM LIABILITIES	<u>2,467,997</u>
TOTAL LIABILITIES	3,660,173
FUND EQUITY	
Contributed Capital	667,127
Restricted for grant administration	13,001
Retained Earnings (Loss)	4,555,720
TOTAL FUND EQUITY	<u>5,235,848</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>8,896,021</u></u>



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

AGENDA TITLE: Approve the Minutes of the June 17, 2024 Meeting of the Board of Directors

MEETING DATE: August 27, 2024

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

Recommended Action:

Approve the Minutes of the June 17, 2024, Meeting of the Board of Directors.

Minutes

June 17, 2024
6:00 p.m.
Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822

Board Members Present

Jim Alves
Julia Burrows
April Dawson Rawlings
Pat Hume
Patrick Mulvaney
Kim Tucker

Board Members Absent

Leigh White

Public Present

None

Staff Present

Tiffani Scott, President and Chief Executive Officer
Lisa Cappellari, PhD, Chief Financial Officer
Gary Vickers, Chief Operating Officer
Chris Brown, SHRM-SCP, SPHR, Chief Administrative Officer
Jesse Isaacson, Director of Information Technology
Jamila Lee, SHRM-CP, PHR, Director of Human Resources
Alicia Brown, Director of Strategic Initiatives and Mobility
Jessica Lewis, Operations and Training Manager
Kevin Rickman, Operations and Training Manager

Call to Order/Roll Call Director Hume called the meeting to order at 6:02 p.m.

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

Staff Reports

A. CEO Report

a. Update on Activities and Contracts

President and CEO Tiffani Scott shared the status of grant and contracts, including the name, Metro Hub, for the mode shift grant. Some grants are multi-year funding for specific projects and some funds are for services Paratransit is already providing, such as preventative vehicle maintenance, and now there is a revenue source for those operations. CEO Scott also shared upcoming events for July, including the California Capital Airshow and transportation for the Youth Leadership Forum (YLF). Director Alves inquired if Board support is needed for either event. CEO Scott said usually we have enough staff, but she would check. Director Dawson Rawlings shared information about the youth luncheon at YLF and could see if she could get a table if the Board wants to participate.

B. CFO Report

a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reviewed her written staff report of financial measures through April 2024 and operating data through May 2024. CFO Cappellari thanked the operations management staff for driving routes while we are recruiting additional drivers. CEO Scott shared the supervisors experience since the ADA service has led to changes in our vehicle operator training plan. Director Alves asked about contract hours for next year's budget. CEO Scott and CFO Cappellari explained the number of drivers are scaled to the number of ALTA contract hours and that we are working with ALTA to add passengers.

Consent Calendar

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

- A. Approve the Minutes of the April 29, 2024, Special Meeting of the Board of Directors

The Minutes were approved as presented.

- B. Adopt Resolution 12-24 Authorizing the President and CEO and Designees to Execute and File Grant Applications to Receive Federal Funds for Transit Projects from the Federal Transit Administration and to Execute any Related Grant Applications, Certifications, Assurances, Forms, Agreements and Associated Documents

Resolution 12-24 was approved as presented.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: White

Public Hearing

CEO Scott opened the Public Hearing at 6:32 p.m. explaining since Paratransit is pursuing grantee status with the Federal Transit Administration, the agency needs to have its own Program of Projects that goes through a public process. As there was no public at the meeting, Director Burrows asked what measures were taken to publicize the hearing. CEO Scott shared the information was distributed through our Board Packet distribution list and SACOG. There was further discussion of options to publicize future hearings. CEO Scott reviewed the current Paratransit projects receiving federal funding in FY 25. The Public Hearing was closed at 6:43 p.m.

Action Items

- A. Adopt Resolution 13-24 Adopting the Paratransit, Inc. Fiscal Year 2024-25 Operating and Capital Budget

CEO Scott and CFO Cappellari presented the proposed \$12.8 million budget. It is a conservative balanced budget without cuts or prop-up funding that honors all contracts and provides non-bargaining unit staff raises with no reductions in force. The staffing plan is adjusted to projected workflow from contracts and other funding sources and relies on cross-training staff in most departments. Additionally, the Agency plans to roll out some Employer of Choice items focused on benefits and all aspects of employee wellness, including financial wellness.

Director Burrows moved to adopt Resolution 13-24 as presented. The motion was seconded by Director Dawson Rawlings, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: White

B. Adopt Resolution 14-24 Adopting the FY 25 Federal Transit Administration Program of Projects

CEO Scott presented the resolution and explained it needed to be approved after the budget as the projects listed are included in the budget.

Director Alves moved to adopt Resolution 14-24 as presented. The motion was seconded by Director Mulvaney, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: White

C. Adopt Resolution 15-24 Approving the FY 25-29 Business Development and Strategic Plan

CEO Scott explained this plan is reviewed annually with the budget. Director Burrows suggested adding Paratransit receiving and administering grants. CEO Scott said that could be added to the upcoming year. Director Dawson Rawlings asked if we could explore the feasibility of providing non-emergency transportation. Funding would be needed, but this is an unmet need. CEO Scott said there are lots of hoops to jump through for non-emergency medical transportation, so it would fit well in years three and four.

Director Alves moved to adopt Resolution 15-24 as amended to include grantee status in years one and two and non-emergency medical transportation in years three and four. The motion was seconded by Director Dawson Rawlings, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: White

D. Discussion of Meeting Time and Agenda Items for the August 2023 Board Retreat and Staff Appreciation BBQ

CEO Scott explained the August meeting is usually a day-time meeting to provide time for in-depth discussion, as well as participation in the Employee Appreciate BBQ. CEO Scott would like to have a closed session to discuss a CTSA partner who may have outgrown the services/resources provided and have presentations from SACOG and STA on Paratransit's role as the CTSA in the regional planning and funding processes. Director Tucker requested there be time to discuss which objectives board members want to champion and how they can leverage the talent pool of the Board to meet objectives and get community engagement. The Board agreed to have the retreat on Tuesday, August 27, 2024, from 1:00 p.m. to 4:00 p.m. and participate in the employee BBQ from 11:30 a.m. to 1:00 p.m.

Board Comments/Reports/Future Agenda Items

None

Adjournment

Director Hume announced the meeting adjourned at 7:38 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Chief Administrative Officer/Secretary

8/27/24

Date



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

AGENDA TITLE: Approve the Minutes of the June 17, 2024 Special Meeting of the Board of Directors

MEETING DATE: August 27, 2024

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

Recommended Action:

Approve the Minutes of the June 17, 2024, Special Meeting of the Board of Directors.

Minutes

June 17, 2024
7:30 p.m.
Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822

Board Members Present

Jim Alves
Julia Burrows
April Dawson Rawlings
Pat Hume
Patrick Mulvaney
Kim Tucker

Board Members Absent

Leigh White

Public Present

None

Staff Present

Tiffani Scott, President and Chief Executive Officer
Lisa Cappellari, PhD, Chief Financial Officer
Gary Vickers, Chief Operating Officer
Chris Brown, SHRM-SCP, SPHR, Chief Administrative Officer
Jesse Isaacson, Director of Information Technology
Jamila Lee, SHRM-CP, PHR, Director of Human Resources
Alicia Brown, Director of Strategic Initiatives and Mobility
Jessica Lewis, Operations and Training Manager
Kevin Rickman, Operations and Training Manager

Call to Order/Roll Call Director Hume called the meeting to order at 7:38 p.m.

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

Action Items

A. Adopt Resolution 16-24 amending and restating the Paratransit, Inc. Articles of Incorporation to ensure that the irrevocable dedication clause (ID) complies with the statutory language requirements of Property Tax Rule 143

Chief Financial Officer presented the State Board of Equalization finding that Paratransit's Articles of Incorporation does not comply with property tax requirements. The finding addresses Article Three which references Article Two and needs to have language stating the property is dedicated to charitable purposes. Paratransit's legal counsel disagreed with this finding, however, because of the upcoming deadline, they recommended implementing the requested amendment.

Director Tucker moved to adopt Resolution 16-24 as presented. The motion was seconded by Director Burrows, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: White

Adjournment

Director Hume announced the meeting adjourned at 7:41 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Chief Administrative Officer/Secretary

8/27/24

Date