**July 25, 2019, 9:00 am**

Poinsettia Room, Encinitas City Hall

505 S. Vulcan Avenue, Encinitas, CA 92024

Board members Dave Roberts and LaVonna Connelly will join the meeting via teleconference.

**Meeting call to order, Introductions 9:00 a.m.**

1. Public Comment INFORMATION

1. June 27 Board Meeting Minutes p- 2 ACTION
2. Workplace Equity and Civility Initiative Commitment p- 5
3. Review of Triennial TDA Audit of FACT, FY 2016-18 p- 7 ACTION
4. New Grant Proposals, Award
5. Review of FACT’s Business Plan 2020-2025 p- 9 ACTION
6. Meeting Planning: p- 11 ACTION

* Annual Meeting Planning – December 17, 2019, Braille Inst.
* Report Release – *Leveraging FACT , September 12*
* *Speakers – Hon Colin Parent, TC, SANDAG & FACT Board members*
* Location, format, arrangements

1. FACT Services Updates p- 13 INFORMATION
2. Financial updates, Summary, DRAFT Reserve Policy

10. Executive Director’s Report p- 14 INFORMATION

* + - No Board meeting in August
    - Staffing updates
    - Review of discussions with NCTD

11. Board member updates / proposed agenda items INFORMATION

**CLOSED SESSION**

12. ED Review Committee Report ACTION

**END CLOSED SESSION**  INFORMATION

ADJOURNMENT

# FACT’s Mission- *Assist San Diego County residents with barriers to mobility to achieve independence through coordination of transportation services*

.

**FACT Board of Directors Meeting Minutes**

June 27, 2019

Gladiola Room, Encinitas City Hall

505 S. Vulcan Ave., Encinitas, CA 92024

|  |  |
| --- | --- |
| Board Members Attending | Hon. George Gastil, Hon. John Aguilera, Hon. Bob Campbell, LaVonna Connelly, Susan Hafner, Hon. Kellie Shay Hinze, Hon. Jewel Edson, and Dave Roberts via phone conferencing. |
| Board Members Absent | Gideon Marcus and Hon. Phil Monroe |
| TAC Members Attending | Brian Lane- SANDAG |
| Staff Attending | Arun Prem, Meagan Schmidt, Budd Anderson, Julius Burgos, Ali Poorman |
| Public/Guests | Maya Rosas- Circulate San Diego via phone conferencing. |
| Public Comments | No public comment to report. |
| May Board Meeting/Retreat Minutes | Chair George Gastil called the meeting to order at 9:00 AM.  ***Motion to approve the May 23rd Board Retreat Meeting minutes made by Hon. Kellie Shay Hinze. Second by Susan Hafner.*** ***The motion passed unanimously.*** |
| SANDAG updates: Review of Triennial TDA Audit of FACT and Update on San Diego Forward- 5 Big Moves | Review of the FY2016-2018 Triennial TD Audit of FACT:  Review of the FY2016-2018 Triennial TD Audit of FACT:  Brian Lane (SANDAG) provided an update of the completion of the SANDAG Triennial Performance Audit. The audit was very positive for FACT. The audit’s recommendation was to find more dedicated funding for FACT. Brian quoted from the Triennial audit:  “SANDAG agrees with this recommendation and will continue to work with FACT to identify and pursue additional funding, Ongoing work on the Specialized Transportation Strategic Plan as well as the next update to the Coordinated Plan will address ways to increase funding for enhanced coordination of specialized transportation.”  Arun added the audit found FACT to be fully compliant with their obligations and with no findings.  Bob Campbell asked how votes were weighted on the SANDAG Board.  The Board discussed senior mini-grants and FACT’s visibility in the South Bay.  George said, “All of us have given rides to people to friends, relatives… we’re sort of mini transportation agencies, all of us naturally give people rides. FACT is like the ultimate good neighbor!”  John Aguilera recommended starting a marketing project.  Brian introduced SANDAG’s “A Bold New Transportation Vision… in 5 Big Moves.”   * Complete Corridors * Transit Leap * Mobility Hubs * Flexible Fleets * Next OS   [5 Big Moves brochure](https://sdforward.com/docs/default-source/2021-regional-plan/5000-sdfrpvisionfivebigmovesbrochure-online.pdf?sfvrsn=670af865_2) |
| Meeting Planning | ***Leveraging FACT report release:***  Arun introduced Maya Rosas from Circulate San Diego. Circulate has produced “Leveraging FACT”, a report to showcase FACT through this research project for potential Agency partners and stakeholders. Arun added that it was envisioned for the report to be an educational tool for future discussions with decision makers.  Arun asked Maya to provide an update on the next step of the project’s outreach and marketing.  Maya discussed the release event of the report:   * Circulate will have a media event with speakers * Circulate recommended combining the release event with their quarterly membership mixer. * Potential date: September 12, 5:30-7:30 at Civitas Recreation Center * Stakeholders and FACT guests will be invited. * Media engagement- Circulate will issue a press release. * Circulate will send out “save the date” and mixer invitations.   Bob recommended that the report be a breakout session at next Live Well’s event on October 28. George and LaVonna agreed a FACT workshop at Live Well would be beneficial.  Maya asked the Board for a featured speaker recommendation. She also mentioned the upcoming Mixer featuring speaker Todd Gloria.  The report release will be an agenda item in July for additional discussion/action.  ***FACT’s Annual Meeting Planning-***  Arun announced keynote speakers confirmations from Hasan Ikhrata (SANDAG) and Ray Tellis (FTA.) He asked for suggestions for complementary speakers.  George commented the speakers are central to the theme of the meeting.  Bob suggested the Circulate report be presented by Colin Parent.  Arun asked for the Transportation Committee to be personally invited by the Board.  John would like assigned seating for VIPs and Board members to be seated together.  Suggested giveaway gifts were presented.  Standing agenda items: “Partner of the Year” award candidate, recognitions for CAM, vendor and riders, annual officer elections- at the meeting or prior to Annual meeting, and the presentation of the Annual report and Circulate report.  Theme ideas- highlight the role of the CTSA as it relates to the 5 Big Moves, FACT is the flexible fleet, “Ultimate Good Neighbor.”  “Partner of the Year”- SANDAG, Circulate San Diego, City of San Marcos, and City of Oceanside were discussed as potential recipients.  Dave Roberts commented the Norine Sigafoose award should be awarded to “who helped FACT grow and expand the past year?” He agrees the City of Oceanside would be an excellent choice to receive the award. Bob recommended personally inviting the City Mayor to the meeting for a certificate presentation and Dave said to follow up with FACT staff attending the next City Council meeting and present individual awards to councilmembers. |
| Proposed updates to FACT’s Business Plan 2020-2025 | Deferred due to lack of time. |
| FACT Services Updates | Deferred due to lack of time. |
| Monthly Financial Summary & FY 2020 Budget review | Arun thanked the Finance Committee (Phil Monroe, John Aguilera, and Susan Hafner) for the feedback from their review of the Proposed FY2019-20 Budget.  Julius updated the Financial Summary.  Susan Hafner thanked staff for a complete and well-done budget. Susan added she is unaware if there is a Board policy of the process of the reserve, and suggested as a performance review measure to add the cost of trips. Susan supported the staff recommendation of the budget.  Arun added he objects to the recommendation from the Triennial TDA Audit regarding FACT’s reserve.  Susan asked for an approved policy for the saving and spending of the reserve to support findings in audits  ***George Gastil moved for Board vote to approve the Draft FY2019-20 Budget as per the Board Finance Committee.* *The motion passed unanimously.*** |
| Executive Director’s Report | * CTSA agreement completed. Reporting begins July 1, 2019 * First Transit bid not awarded to FACT |
| Board Member Updates/proposed agenda items | Executive Committee will meet before the next Board meeting on July 27, 2019. |
| CLOSED SESSION | Deferred until July. |
| Adjournment | Meeting adjourned at approximately 11:15 am |

**ITEM # 3**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EXECUTIVE DIRECTOR and DANNA COTMAN, ATTORNEY**

**RE: Workplace Equity and Civility Initiative Commitment**

**ISSUE**

Staff requests Board members for input regarding the Workplace Equity and Civility Initiative Commitement – a voluntary commitment to maintain or implement proposed workplace norms.

**BACKGROUND**

The Workplace Equity & Civility Initiative is seeking to transform workplaces throughout the county of San Diego and beyond.

The Workplace Equity & Civility Initiative was born out of two separate, yet similar, movements; one from the office of City of San Diego Council President Pro Tem Barbara Bry and later spearheaded by Danna Cotman and Lawyers Club of San Diego (Lawyers Club), and the other from the joint efforts of the National Conflict Resolution Center (NCRC) and The San Diego Union Tribune.

The Workplace Equity Initiative started as a response to the #MeToo movement and the vision was to bring together small business, big business, nonprofits and labor organizations to address harassment and equal pay in the workplace. By hosting forums and gathering bright minds from various organizations around the city of San Diego, The Workplace Equity Initiative was realized. The Commitment was developed through the combined efforts of the steering committee and open forums to establish set standards for equity in the workplace. Tool kits, developed by Lawyers Club, were offered as a resource to shed light on the laws around harassment in the workplace and empower individuals to seek help when necessary.

Simultaneously, NCRC, seeing a need for greater civility in the workplace, developed an initiative with The San Diego Union Tribune to host a variety of workshops that would empower individuals to champion civility in the workplace. These workshops offer three innovative ways to create a more respectful workplace culture. [**The ART of Inclusive Communication**](https://www.google.com/url?q=https%3A%2F%2Fwww.ncrconline.com%2Fmediation-conflict-resolution-training%2Fworshops%2Fart-inclusive-communication&sa=D&sntz=1&usg=AFQjCNHzVq9t8K_5Lf2VGSP01KltiawM5g) explores how to cultivate inclusive communication with a diverse workforce. [**The Exchange**](https://www.google.com/url?q=https%3A%2F%2Fwww.ncrconline.com%2Fmediation-conflict-resolution-training%2Fworshops%2Fexchange&sa=D&sntz=1&usg=AFQjCNG8MF-YalglrLYstd4bFKufOLvJgQ) teaches managers and supervisors how to facilitate challenging conversations between employees who might be in conflict with one another. [**The Bystander Challenge**](https://www.google.com/url?q=https%3A%2F%2Fwww.ncrconline.com%2Fbystander&sa=D&sntz=1&usg=AFQjCNEOwmegF9WLG7V9NGhf4_wme3yNQA) empowers individuals to be effective bystanders by giving them tools to speak up when they see inappropriate conduct in the workplace, in order to prevent these situations to escalate into harassment. When 50% or more of an organization’s workforce completes one of the three trainings, NCRC and The San Diego Union Tribune publicly recognize that organization as being “dedicated to a civil workplace”.

## Workplace Equity & Civility Initiative Commitment

As employers in San Diego, we recognize that the internal culture we create drives the collective success of our community. Sexual harassment and gender discrimination negatively impact organizations, employees, and their families.

Employers have a substantial impact on our region’s long-term economic growth. Therefore, we believe that deliberate action must be taken within our organizations to foster equity and create a positive workplace.

The undersigned San Diego regional employers commit to strive for work environments free of sexual harassment and gender discrimination by adopting and enforcing policies that promote:

• Pay Equity

• Respectful workplace speech, language, and conduct

• Environments where employees feel safe to speak and report concerns

• Education for all employees and measurable strategies to evaluate the education’s effectiveness

• Positive engagement from employees regarding these issues

As leaders intolerant of gender discrimination, we commit to hold ourselves and our employees accountable for workplace equity and civility.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, endorse the above statement and commit to the selected actions in support of achieving workplace equity and civility.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RECOMMENDATION

Staff recommends the Board adopt the proposed Workplace Equity and Civility Initiative Commitment

**ITEM # 4**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EXECUTIVE DIRECTOR**

**RE: FY 2016-18 Triennial Performance Audit of SANDAG – Final Report**

**ISSUE**

The State mandated Transportation Development Act 1971 (TDA) FY 2016-18 Triennial Performance Audit of SANDAG was recently completed by Kimley Horn. FACT receives TDA funds due to its CTSA designation.

**BACKGROUND**

The CPUC section 99246 requires that regional transportation planning agencies (SANDAG) responsible for administering state TDA funds contract for an independent triennial performance audit.

The recipients of TDA funds in San Diego County include MTS, NCTD, SANDAG and FACT (due to CTSA designation).

* The scope of the audit included:
* TDA administration and management
* Claimant relationships and oversight
* Transportation planning and regional coordination
* Marketing and transportation alternatives
* Grant applications and management

The Audit found SANDAG compliant with TDA requirements. The report also recommended that SANDAG fully comply with the prior Triennial Audit finding:

EXECUTIVE SUMMARY - “Prior Recommendation 1: As a carryover from the prior SANDAG performance audit for full implementation, SANDAG and FACT should continue working together to review and update scope of FACT’s contractual responsibilities and to identify and pursue additional funding sources to support its activities as the CTSA.”

* Compliance Finding – Partially complete
* Actions and results: SANDAG and FACT are completing an updated scope of FACT’s contractual responsibilities and are planning to have a new contract executed within one year of the beginning of FY19. The action to identify and pursue additional funding sources to support CTSA activities is on-going by both agencies and remains to be fully implemented.

Also in the Executive Summary, the report notes that “The current revenue claimed and received by FACT using SANDAG allocation formulas for TDA Article 4.5 is about $140,000 annually….One possibility could be increasing the percentage that the CTSA receives of the Article 4.5 funds which is currently 2% of the 5% apportionment for community transit services ($140,000 out of close to $7 million). Another could be working with FACT to spend down of its existing TDA balance shown in the FACT annual financial statements. This balance is $237,000 which could be used for core CTSA functions and/or additional responsibilities. The strategies and recommendations contained in the 2018 Coordinated Plan provide opportunities for CTSA expansion in its role to effectively coordinate and centralize social service transportation functions. Further coordination for social service transportation among SANDAG, FACT, MTS, and NCTD, and lead by SANDAG, could potentially open funding opportunities and less inter-agency competition for TDA and other fund programs.

Under discussion on Prior Audit Recommendations, the report said. Additionally, SANDAG will continue to work closely with FACT to help identify additional funding sources to support FACT’s CTSA-related activities. This has included review of TransNet funds. As funding identification and implementation are continuing, this aspect of the prior recommendation is carried forward for full implementation.”

SECTION V: CONSOLIDATED TRANSPORTAITON SERVICES AGENCY

Challenges – The primary challenge facing FACT is long-term, sustainable funding solutions…Due to the short-term and sporadic nature of these grants, FACT is not in a position to plan for long-range programs or contracts beyond the next few years.

(FACT’s) COMPLIANCE WITH TDA

Two TDA compliance areas reviewed as part of the performance audit apply to FACT in its role as the CTSA. One is ensuring that the TDA claims submitted by FACT are in compliance with SANDAG’s rules and regulations (PUC Section 99275.5). The second is ensuring that the CTSA is represented on the SANDAG Social Service Transportation Advisory Council (PUC Section 99238). FACT, in coordination with SANDAG, is in compliance with both measures. Two staff members from FACT including the operations manager serve on the SSTAC in compliance with the TDA membership requirements. The FACT operations manager serves as the Chair of the SSTAC which has improved its focus on programs and SANDAG priorities in the agenda.

FOLLOW-UP

The audit has provided some recommendations regarding the actions SANDAG and FACT could pursue in order to fully comply with the prior audit recommendation. TransNet and TDA 4.5 funds were mentioned as potential sources of funds where the current formula allocations could be amended to create sustainable funding for FACT. FACT and SANDAG need to review these funding sources as well as any others that may be available today and/or in the near future, in order to comply with the recommendation.

[SANDAG Triennial Performance Audit FY2016-FY2018](https://www.sandag.org/uploads/publicationid/publicationid_4603_25957.pdf)

**RECOMMENDATION:**

Staff requests Board members for input regarding the report findings and recommendations for follow up.

**ITEM # 5**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EXECUTIVE DIRECTOR, and BUDD ANDERSON, GRANTS MANAGEMENT ANALYST**

**RE: New Grant Proposals, Award**

**ISSUE**

Caltrans 2019 Call for Projects for FTA 5310 grant funding, NCMM Health Care Transportation grant, and San Diego Community Enhancement (CE) Grant award.

**BACKGROUND**

1. Caltrans 2019 Call for Projects for FTA 5310 grant funding:

On July 1, 2019 Caltrans opened a Call for Projects for FTA 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program funding.

The goal of the 5310 Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The FTA 5310 Program provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities. The program funds operating, mobility management, and capital projects that serve rural area communities within the state.

In addition to SANDAG’s Specialized Transportation Grant Program (STGP), Caltrans’s FTA 5310 Program is one of FACT’s main sources of funding for capital projects (vehicle purchases) and ongoing mobility management activities as a sub recipient of FTA funds. FACT’s most recent 5310 project application submitted to Caltrans in 2017 was awarded $800,000 to support FACT’ mobility management activities for a 3 year period from October 2017 to September 2020.

The 2019 cycle is for a 2 year period and each agency can apply for a maximum of $400,000.

Since FACT was recently awarded 6 vehicles through the FY 2018 Section 5339 program, has a pending application for 10 vehicles through the FY 19 FTA 5339 program, and Caltrans set a lower funding cap for the FY 19 cycle, FACT has prioritized Mobility Management funds over capital (vehicle) projects.

Staff recommends applying for $400,000 to support FACT’s ongoing Mobility Management activities. Applications are due September 6, 2019. The award announcement is anticipated in early 2020. If awarded the grant funding would be available after FACT’s current 5310 MM project funding is spent around September 2020.

1. NCMM Health Care Transportation Access “Ready-to-Launch” 2019 Implementation Grants:

On June 26, 2019 the National Center for Mobility Management announced a Request for proposals (RFP) for NCMM's 2019 Health Care Transportation Access “Ready-to-Launch” Grant Opportunity.

NCMM’s grant, supported by the Federal Transit Administration, will support communities in taking concrete steps toward implementing transportation solutions to address health care access. Implementation grants of up to $75,000 will be awarded to 3 communities.

FACT is working to identify a healthcare provider to partner with on the grant to submit a joint project application. Staff recommends submitting a proposal only if firm partnership is formed with a healthcare provider.

Applications are due August 5, 2019. Successful applicants are anticipated to be notified August 15, 2019. The project completion date will be February 1, 2020.

1. County CE FY 2019-20 Grant Award:

FACT’s Community Enhancement grant Application submitted in February 2019 was awarded a total of $15,000.

The Community Enhancement grant Program is funded by a set percent of Transient Occupancy Tax (TOT) revenues. The goal of the Community Enhancement Program is to stimulate tourism, promote the economy, create jobs, and/or a better quality of life.

Funds provided by the County will be used for “Non-Emergency Medical Transportation and Coordination; Transportation to promote Tourism and Quality of Life” from July 1, 2019 to June 30, 2020.

**RECOMMENDATION:**

**Staff requests the Board feedback re:**

1. **The grant information presented and approval for staff to submit an application for Mobility Management funds under Caltran’s FTA 5310 Program, and authorization for Board officers to sign a Resolution.**
2. **To submit a NCMM's 2019 Health Care Transportation application, and authorization for Board Officers to sign a Resolution.**

**ITEM # 6**

**TO:              BOARD OF DIRECTORS**

**FROM:          ARUN PREM, EXECUTIVE DIRECTOR, and BUDD ANDERSON, GRANTS MANAGEMENT ANALYST**

**RE:             Review of FACT’s Business Plan 2020-2025**

**ISSUE:**

FACT’s CTSA contract with SANDAG requires an annual update of the Business Plan. The current Business Plan update (2019-2024) was approved in June 2018.

The below table summarizing the 2020-2025 Business Plan updates were presented to the Board at the June 27th Meeting. The item provided an opportunity for the Board to review the areas where staff planned to make updates to existing Plan elements or introduced new ones.

Staff sent the Final DRAFT Plan to the Board on July 16, 2019 for review and feedback.

**BACKGROUND**

FACT 2020-2025 Business Plan Update includes the following revisions to projects/status:

|  |  |  |
| --- | --- | --- |
| All sections were restructured, updated, reworded, and renumbered accordingly | | |
| **CHAPTER** | **SECTION** | **DESCRIPTION OF CHANGE/S** |
| **Chapter 1** | Highlights | Updated Year-by-Year Overview Chart through 2018 |
| Governance | Updated Organization Chart with Staff, Board, and CAM changes |
| Board of Directors | Added new Board member and updated officer positions. Removal of TAC (no longer active) section 1.4.2. |
| CAM | Updated CAM Membership |
| Staff | Updated FACT staff and positions |
| **Chapter 2** | Regional Transportation Needs | Updated statistics with data from SANDAG 2018 Coordinated Plan |
| **Chapter 3** | Role as CTSA | Added language on the CTSA Service Agreement update |
| Core CTSA Services | Separated Core CTSA Services from other FACT services as specified in the CTSA agreement. Added an update on the website overhaul. |
| FACT Transportation Services | Updated number of one-way trips to-date. |
| Transportation Brokerage | Updated the number of Brokerage vendors. Added a brief update on software transition to Ecolane. |
| RideFACT | Updated the trip total, average trip length, and average trip cost with FY18 data |
| Contracted Transportation | Added The Parkinson’s Association of San Diego, St. Paul’s Pace, and County of San Diego HHSA contracts. Added a subsection: Past Contracts |
| Rides to Wellness Grant Project | Update on project being cancelled as a result of Tri-City’s withdraw. |
| Sharing FACT Vehicles with Brokerage Providers | Added funding agencies and updated amount of vehicles and agency MOU's. |
| Applications for New Vehicles | Changed title and added information on FACT’s 5339 (b) application and award. |
| Vehicle Safety Program | Update on FACT’s vehicle inspections and funding agency inspections |
| Coordinated Outreach | Updated association memberships, meetings, councils, and other community groups FACT staff participates in |
|  | Service statistics | Updated the service statistics charts and graphs with FY 18 data |
| **Chapter 4** | Medical transportation coordination. | Removed Valley Radiology service. Added potential City of Vista service |
| ADA Paratransit and Other Public Transit Contracting Opp. | Added an update on FACT’s ADA taxi service bid with First Transit (MTS Access) |
| Projects Deferred for Future Consideration | Removed Highway 5 Mitigation Measures, added a section on Centralized Dispatch Center and Maintenance Program |
| **Chapter 5** | Grants | Updated FACT’s TDA 4.5 allocation, grant funding, and funding status in TABLE 5-1 |
| **Chapter 6** | Demand Management | Updated total ridership numbers and provided information on the RideFACT daily trip cap |
| Figure 6.1 Service projections | Updated service projections based on awarded funding |
| **Appendix 1** | CTSA Work Plan | Updated with FACT’s FY 19-20 CTSA Work Plan |
|
| **Appendix 2** | FACT Service Area Map | Updated with FACT’s FY 2018 service/trips map |
| **Appendix 3** | Service Providers – FACT Database | Updated link to Service Provider List on factsd.org |
| **Appendix 4** | FACT Title VI Plan & Non-Discrimination Program | Update links to documents on FACT’s new website |

**RECOMMENDATION:**

**Staff requests the Board’s feedback and approval of the 2020-2025 Business Plan.**

**ITEM # 7**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EXECUTIVE DIRECTOR**

**RE: MEETING PLANNING**

**ISSUE**

Staff requests Board members for input regarding planning for two upcoming meetings:

* Report Release Party – *Leveraging FACT , Thursday, September 12*
* *Speakers – Hon Colin Parent, TC, SANDAG & FACT Board members*
* Civitas, format, arrangements
* FACT Annual Meeting, Tuesday, December 17, 2019.
* Annual Meeting Planning – December 17, 2019, Braille Inst
* City of Oceanside Award - notification and presentation

[SANDAG Transportation Committee Membership](https://www.sandag.org/uploads/committeeid/transportation_committee.pdf)

**RECOMMENDATION:**

**None**

**ITEM # 8**

**TO: BOARD OF DIRECTORS**

**FROM: Arun Prem, Executive Director and Meagan Schmidt, Operations Manager**

**RE: FACT Services update**

**ISSUE:**

This item presents a monthly RideFACT and agency services update.

**BACKGROUND:**

|  |  |  |
| --- | --- | --- |
|  | **Apr** | **May** |
| **SERVICE** | **ONE-WAY TRIPS** | **ONE-WAY TRIPS** |
| **County HHSA** | **17** | **25** |
| **St. Paul’s** | **113** | **35** |
| **St. Paul’s Group** | **90** | **72** |
| **San Marcos** | **115** | **162** |
| **Oceanside** | **333** | **383** |
| **Parkinson’s Assoc.** | **13** | **6** |
| **Elderhelp** | **26** | **15** |
| **Tri-City** | **93** | **106** |
| **MV** | **0** | **0** |
| **RideFACT** | **2,404** | **2,245** |
| **TOTAL** | **3,204** | **3,049** |

**County HHSA**

This service provides trips for the County to non-contagious Tuberculosis patients from their residences to clinics for treatment. FACT was awarded the contract in November 2018. Trips may be scheduled in advance (the previous month) or requested up to 2 hours before the time of trip service. This contract has a term of 1 year with an option to extend up to (4) 1 year terms. 99 trips have been performed under this contract between late November through May.

**St. Paul’s PACE & Group Trips**

Under this service prospective senior program participants are provided roundtrip service to a PACE center. St. Paul’s PACE executed a contracted with FACT for transportation to 3 PACE centers throughout San Diego County (Downtown San Diego, Chula Vista & El Cajon) at a per mile rate. From September – May 2019, 874 trips were provided. FACT and St. Paul’s staff worked on an additional arrangement to provide group trips from a PACE site 2 days a week for senior participants with a brokerage vendor who has larger vehicles. Trips for this service began in February 2019, 352 passenger trips were completed through April. St. Paul’s staff ceased sending weekday PACE trips the week of May 13th. Group trips have continued.

**The Parkinson’s Association of San Diego**

The Parkinson’s Association of San Diego (PASD) contracts with FACT to provide transportation for neurological medical appointments, support groups and Parkinson’s Association related events for their clients. This contract had a 6 month timeframe through April 11, 2019. An extension through April 12, 2020 was executed in early April. Between July – May 2019, 69 trips have been provided.

**City of San Marcos**

*Catch a Ride!* provides transportation for eligible seniors 60+ within San Marcos city limits as well as for medical purposes outside of the city within a 20 mile radius. FACT has provided 1,150 trips between February – May, 2019. There are approximately 130 registered riders. San Marcos City staff hosted a resource fair to market the program on March 27th, FACT staff attended and spoke with prospective riders.

**MV NCTD LIFT Service**

No trips were performed.

**Tri-City Contract**

FACT began transportation services for Tri-City Medical Center in December 2016. Discharged patients are provided with rides from all hospital departments to their residence.

FACT has provided 2,893 trips for Tri-City patients between December 2016 – May 2019.

**City of Oceanside Senior Van Service**

Contracted service for Oceanside began in September 2013. FACT has invoiced City of Oceanside for 28,574 trips from September 2013 – May 2019.

Approximately 2,500 clients are registered to use this service.

FACT recently signed a contract amendment to extend through June 2020.

**Elderhelp Program** Contracted service for Elderhelp began on March 12th, 2015. When Elderhelp cannot utilize their volunteers to service trips, FACT provides service. A total of 1,802 trips were provided between March 2015 and May 2019.

**Ecolane Software Implementation & Impacts**

Ecolane went live on April 11, 2019. An Ecolane Lead Technical Trainer was onsite during this week. There was no downtime in between utilizing the previous software and implementation of the new software. FACT staff review of trips have shown accurate billing for brokerage provider and funding sources, any discrepancies are brought to Ecolane’s support team and resolved quickly.

**RideFACT & Contracted Service statistics ytd for fiscal year July 2012 – May 2019**



\*Web hits were impacted by website and google issues the months of September-April.

**RECOMMENDATION:**

**Staff seeks input from Board members regarding information presented in this item.**

**ITEM # 9**

**TO:              BOARD OF DIRECTORS**

**FROM:          ARUN PREM, EXECUTIVE DIRECTOR, JULIUS BURGOS, ACCOUNTANT**

**RE:             MONTHLY FINANCIAL SUMMARY; FINANCE COMMITTEE REPORT on FY 2019-20 BUDGET**

**ISSUE:**

**This item includes updates on the following:**

1. monthly Financial Summary
2. Proposed Reserve Policy

**BACKGROUND**

1. **Financial Summary – April 2019**

Balance Sheet vs Previous Year Comparison

* -  Compared to last year $286,138.75 is in the bank, 62% less than the previous year.
* -  FACT Invoiced through April 2019 and has 20% more outstanding than previous year.
* -  Accounts Payables were 19% more due to move.
* -  Total Assets were 22% less than the previous year.

The balance sheet through April 2019 remains consistent and is stable between both years. Timely invoicing, receivables, and better cash flow management overall continues.

Accounts Receivable Status

* -  $376,455.322 is outstanding by (10) customers.
* -  Of the o/s amount, $101,111.85 is 60 days or less, 175,358.53 is less than 90, and 2,407.55 is over 90 days. A slight delay in SANDAG’s payment process caused the increase over 60 days but it has been resolved since. Profit & Loss Budget vs. Actual Report – July thru April 2019
* -  Income thru April 2019 was 11.06% under budget due to a couple of factors:
  1. Contracted Service Rides had lower demand than expected. The Ride to Wellness Grant was cancelled.
  2. The overall expenses were 16.64% under budget due to a reduced demand from Contracted Services and other expenses being deferred.
* -  New Brokerage Systems Software and Circulate San Diego was paid.
* -  Moving expenses were not anticipated with budget
* -  New office IT setup and computer support with move.
* -  APTA, SDCVDC, CALACT, Calspace, CTP, and WTS meetings during first half of FY.
* -  Legal fees for CTSA agreement, public agency, and RouteMatch paid in April.
* -  Additional Office Equipment & Supplies from move.
* -  Board Retreat and additional meetings were held in April
* -  Telephone equipment purchase not anticipated with Budget.
* -  Payroll Expenses paid on Calendar Year, CA Unemployment fee higher at beginning.

Net Income through April 2019 has a negative balance of $(78,200.13). This is mainly due to RideFACT’s 5310 grant not being awarded. FACT is responsible for 1⁄2 of the SMG grant as a cash match and it will have to be compensated through contract services and reserves.

FACT was able to apply a $25,000.00 grant towards RideFACT’s 5310 grant match in September. The funds came from the Community Enhancement County Grant and reduced money being taken from the Reserves. A small PayPal contribution to FACT was received and applied for $97.47.

Condensed Grant Balances Remaining

* -  Total funding available for all grants through April 2019 is $807,078.54.
* -  CTSA Funds have been allocated through April 2019 totaling $119,600.00.
* -  CTSA’s temporarily restricted net assets through April 2019 is $236,577.00.
* -  Unrestricted Net assets through April 2019 totaled $373,227.22.
* -  Total Equity as of April 30, 2019 is $531,604.09

**DRAFT Reserve Policy – please see attachment**

**RECOMMENDATION:**

**None**

**ITEM # 10**

**TO: BOARD OF DIRECTORS**

**FROM: Arun Prem, Executive Director**

**RE: Executive Director’s Report**

Meetings and Events 7/1- 7/30/19

7/1 Kick off Meeting with Wayward Kind website services

7/3 Drug & Alcohol Audit Report Meeting with Robert Gebo (NCTD)

7/9 CAM Meeting

7/10 Update Meeting with Danna Cotman

7/11 SEO Strategy Call with Wayward Kind

7/16 Board Agenda review Meeting with George, John and Arun

7/17 Governance Route Subcommittee Meeting with Tenley Borchman

7/18 Circulate SD Membership Mixer with Hon. Todd Gloria

7/23 Uber Health + FACT Meeting with Arun & Meagan

7/24 Age Well Transportation Theme Meeting

7/25 FACT Board Meeting

7/27 2nd Annual Regional Issues- El Cajon

**UPCOMING EVENTS:**

**August Board Meeting- DARK**

**Leveraging FACT Report Release – September 12**

**Board meeting – September 26**