**FACT Board of Directors Meeting Minutes**

October 25, 2018

Encinitas City Hall, Poinsettia Room

505 S. Vulcan Avenue, Encinitas, CA 92024

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| Board Members Attending | Hon. Bob Campbell, Hon. Phil Monroe, Hon. John Aguilera, Hon. George Gastil, Hon. Jewel Edsen, and LaVonna Connelly via phone conferencing. |
| TAC Members Attending | Brian Lane- SANDAG |
| Board Members Absent | Susan Hafner, Hon. Lorie Zapf, Hon. Dave Roberts |
| Staff Attending | Arun Prem, Meagan Schmidt, Budd Anderson, Julius Burgos, and Ali Poorman. |
| Public/Guests | Rex Clark- Ecolane, Gideon Marcus |
| Introductions | Chair Bob Campbell led the group in the Pledge of Allegiance.  Arun Prem introduced Rex Clark from National Express’ Ecolane. |
| Public Comments | No public comments. |
| Approval of July Meetings Minutes | **Motion to approve the September 27, 2018 minutes made by Hon. Phil Monroe. Second by Hon. John Aguilera. The motion passed unanimously.** |
| Annual Financial Audit Report FY17-18 | Arun updated the Board on the Sonnenberg Internal Audit. The internal audit had no findings or recommendations. Arun and Phil Monroe congratulated and thanked Julius for being proactive with preparing for both the internal and the TDA audit.  Julius reviewed the Internal Audit timeline. Arun said due to the thorough review from the external accounting consultants, the audit process has been seamless. |
| FACT Services Updates | Meagan updated the Board on FACT services.  There were 109 CTSA referrals for the month of August.  In September, RideFACT and contracted services totaled 3,541 one-way trips. RideFACT had 2,833 trips.  Bob suggested that the total one-way trip PowerPoint slide be truncated to reflect year 2016 to the present for a clearer view of the timeline.  Gideon Marcus asked why there was a significant increase in ridesharing last year. Arun replied that in conjunction with the natural demand, there were two promotions: “Free Rides for Veterans” and “Companions Ride Free” which increased ridership.  Brian Lane commented that contracted rides will continue to increase and grant-funded rides have to be within funding limits.  John Aguilera asked if riders call back after receiving a referral. Arun said when riders call in, they generally receive a good “fit” for their transportation needs and do not call again. Meagan added that RideFACT helps riders when trips are not available with their referrals.  A new service contract with St. Paul’s Senior Services was executed to extend service for one year. The rides will go to three PACE centers throughout San Diego County. Arun recognized Meagan and coordinators for their hard work in supporting the St. Paul’s contract.  A contract was executed for a continuation of service through April 11, 2019, with Parkinson’s of San Diego. The contact involves rides to medical and support group activities.  Updates on the newly designed FACT website. The new website is in the final developmental stages and will be presented to the Board in November. FACT’s current website has been compromised on Google search. After consulting the IT team, the decision to wait for the new website to be published rather than fixing the current website was made.  Bob asked Meagan what the current demand of dialysis patient rides. Dialysis patient rides once constituted for 30% of FACT rides. Meagan replied dialysis rides are approximately 8% of rides, possibly due to less social workers calling for patients, or that MediCal patients must use approved transportation providers. |
| Annual Meeting Prep | Phil asked if the 150,000th riders will attend the Annual Meeting.  George asked for the riders to be honored during the program and to extend invitations to younger and military veteran riders. The Adamos (100,000th riders) plan to attend.  Jewel met a young developmentally disabled student, who was having trouble finding the appropriate transportation to and from MiraCosta College in Encinitas. His mother received a referral from Jewel and NCTD to contact FACT. The mother has been very happy with the rides that they have received.  Bob confirmed the Annual meeting speakers - Nick Macchione, Agency Director for Health and Human Services and Kim Kawada, Chief Deputy Executive Director for SANDAG. He asked for input for speech topics.  Brian mentioned Ms. Kawada asked him for speaking points related to FACT.  George suggested Mr. Macchione talk about the status of Health and Human Services. “Transportation in San Diego County is a huge topic, FACT is a relatively small topic, but FACT is huge to the people who need us!”  John suggested Ms. Kawada can provide an overview of” San Diego Forward” and different transportation options and where FACT can fit in. |
| Executive Director’s Report | Arun met with Matthew Tucker, NCTD. Optimizing FLEX routes, jointly marketing services for NCTD and FACT, and MV were part of the discussion.  Budd was proactive in sending the SANDAG Grant Cycle 10 applications. Brian gave Budd kudos for not waiting until the last minute.  Coast News Article- Jewel recommended Lexie Brodt from Coast News to write an article highlighting FACT and RideFACT riders. These riders had reached out to Jewel earlier for help with rides. |
| Board member Updates/proposed agenda items | Tentative date for the FACT Board Retreat is March 28, 2019. |
| Closed Session | Discussions in closed session:   * No reportable action. |
| Adjournment | Meeting was adjourned at 11:30AM |