



Meeting Agenda and Notice
FACT Board of Directors Meeting
June 23, 2016, 9:00 am
 City Council Chamber, Encinitas City Hall
 505 S. Vulcan Avenue, Encinitas, CA 92024

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

1. Introductions
2. Approval of May Board meeting minutes p-2
 ACTION
3. Public Comment INFORMATION
4. Business Plan DRAFT review p-7
 INFORMATION
5. Mobility on Demand grant - NCTD partnership p-9
 ACTION
6. SANDAG Ballot Measure update
 INFORMATION
7. FACT Services Updates p-10
 INFORMATION
8. Finance Committee report on DRAFT FY 206-17 Budget
 ACTION
 (to be mailed under separate cover)
9. Monthly Financial reports INFORMATION
10. Executive Director's report p-14
 INFORMATION
11. Board member comments/proposed agenda items
 INFORMATION
12. **CLOSED SESSION**
- Personnel matter - ED Review Committee Report ACTION
13. Report on actionable Items from Closed Session
 INFORMATION

FACT's Mission	<i>Assist San Diego County residents with barriers to mobility to achieve independence through coordination of transportation services</i>
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ADJOURNMENT

FACT Board of Directors' Retreat Minutes
May 26, 2016

County Administration Center
1600 Pacific Hwy, San Diego, CA 92101

Board Members Attending	Phil Monroe, LaVonna Connelly, Hon. George Gastil, Hon. Dave Roberts, Bob Campbell, Hon. John Aguilera, Susan Hafner
TAC Members Attending	Danielle Kochman, Lois Knowlton
Board Members Absent	None
Staff Attending	Arun Prem, Meagan Schmidt, Budd Anderson, Oswaldo Perez
Public/Guests	See sign in sheet
Introductions	Chair Dave Roberts called the meeting to order at 9:00AM. Introductions were made. A moment of silence was observed in memory of Board Member Norine Sigafoose.
Approval of March Board meeting minutes	Motion to approve the March 24, 2016 Board meeting minutes made by Bob Campbell. Second by LaVonna Connelly. The motion passed unanimously.
Public Comment	None
New CAM Member Appointments	Oswaldo Perez proposed Jonathan Williams, Transportation Coordinator, San Marcos Senior Activity Center and Julie Jeakle, Emergency Service Coordinator, County of San Diego Office of Emergency Services as new CAM members. Staff requested the Board to approve the recommendation for 2 new appointments to CAM. Motion to approve staff recommendation for 2 new appointments to CAM made by Phil Monroe. Second by Susan Hafner. The motion passed unanimously.
Business Plan updates Year 2017	The Business Plan is updated annually as a CTSA contract requirement. Arun said a draft 2017 Business Plan would be available for Board review in June. Oswaldo reviewed a list of proposed updates. Phil asked for a status update on the Foster Youth transportation service. He wondered if FACT needed to re-strategize in order to better serve the program. Arun said the San Diego County Office of Education (SDCOE) had

	<p>contracted with several vendors for the service. He explained that the driver certification process appeared to deter vendors from the program. From his understanding the other subcontractors were providing enough service to meet the demand. FACT will confirm with SDCOE staff. Phil said he wanted to ensure that the program needs were being met. He said a decision needed to be made regarding the service because the Business Plan needed to be updated accordingly. Arun said the SDCOE contract expired in October 2016 which was why the service was in the Business Plan. Staff would provide the Board a status update in order to make a decision regarding FACT’s involvement.</p>
<p>Rides to Wellness grant – TriCity/SANDAG Partnership</p>	<p>Arun discussed The Federal Transit Administration’s (FTA) Rides to Wellness Grant. The goal of the grant is to promote mobility management solutions that increase access to medical care, improve health outcomes, and reduce healthcare costs. FACT requested SANDAG’s assistance in submitting the application since only direct recipients of FTA funds were eligible. He indicated that TriCity Medical Center was interested in partnering with FACT on the grant. He discussed the proposed project and preliminary meetings with TriCity and Yellow Cab. He noted that 2-1-1 San Diego had partnered with Jewish Family Services (JFS) to submit a separate application. Phil asked if 2-1-1 was partnering with a specific Hospital or Medical provider. Oswaldo said 2-1-1’s proposal did not specify a single provider, but mention their Health Navigation program which provided them access to a few medical facilities. Susan asked if SANDAG was sponsoring their grant as well. Danielle Kochman said that JFS requested that SANDAG apply. She indicated that both applications were approved for submission by the Transportation Committee. Susan said it made more sense to combine the projects into one application. She said the projects and proposed funding could be consolidated under one grant application. Danielle said SANDAG would be supportive if both applicants could coordinate on a single application. She noted that she would have to confirm this since the Transportation Committee already took action on the separate projects. Susan said as the regional coordinating entity, the lack of coordination did not look good for FACT. Bob said FACT needed to work closer with 2-1-1 on long term goals in order for this situation not to happen again.</p> <p>Motion for approval to submit a joint application with SANDAG and TriCity Medical Center for the Rides to Wellness grant program and to attempt to coordinate with 2-1-1 and JFS on consolidating both projects under one application made by Susan Hafner. Second by George Gastil. The motion passed unanimously.</p>
<p>Mobility on</p>	<p>Arun discussed FTA’s Mobility on Demand grant program. The goal of the</p>

Demand grant - NCTD partnership	<p>grant is to promote use of emerging technologies, applications, practices, and service models in concert with existing public transportation systems and resources. He said North County Transit District (NCTD) was interested in partnering with FACT to submit a joint application. The application was due July 5, 2016. He mentioned meetings with NCTD staff regarding a preliminary proposal. FACT proposed assisting riders outside of the ADA service area. Susan discussed Moovel and their RideScout app as a resource to work with for app development for scheduling ADA services. LaVonna said it would be a challenge getting seniors to adopt an app and training may be required. Staff requested Board approval to enter into an MOU with NCTD and develop a joint application for the Mobility on Demand grant program. A project description would be available for Board review in June 2016.</p> <p>Motion for approval to enter into an MOU with NCTD and develop a joint application for the Mobility on Demand grant program made by John Aguilera. Second by Phil Monroe. The motion passed unanimously.</p>
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<p>SANDAG Ballot Measure update</p>	<p>Danielle provided an update on the SANDAG 2016 local sales tax Ballot Measure. She discussed the specialized transportation grant program that fell under the Transit, Operations, and Capital section. She reviewed the expenditure plan for specialized transportation and eligible uses of funding.</p> <p>Phil said he was concerned by the word competitive in the language. He felt that a portion of the funding should be carved out annually for FACT since it was designated by SANDAG as the Consolidated Transportation Service Agency (CTSA). Danielle noted that the original language was changed and the explanation she received was that historically Transnet programs were competitive. Arun noted that eligible projects included station and parking improvements not typically included under specialized transportation. He said it was disappointing that FACT’s efforts to have a small designated portion of funding set aside annually for the CTSA and regional coordination were not successful. LaVonna felt that FACT should further market the need for coordination and help diminish perception of competition and territorialism. John noted that there was a strong push from Ballot Measure opposition to fund capital projects as opposed to operating services. He said the opposition wanted to see funding tied to specific capital projects. Susan said the CTSA was a regulatory mandate that needed funding and wondered if there was a category for mandates. Phil suggested that language be developed to encompass this discussion that John relay to the SANDAG Board. Danielle said the desire to expand the definition of specialized transportation was based on concerns that the funding may not be fully spent through traditional specialized transportation. She said she felt that the funding should be split into two different categories in order to ensure that smaller organizations have access to the funding. Arun said he was disappointed that other local organizations did not voice their support or call attention to the need for specialized transportation services.</p>
<p>FACT Services Updates</p> <ul style="list-style-type: none"> • New service proposal for City of Encinitas 	<p>Meagan Schmidt reviewed monthly service statistics for RideFACT and contracted services. She indicated that there were several agencies interested in contracted services including TriCity, Bradley Court Nursing Home, and Interfaith Housing Assistance Corporation. Arun said FACT submitted an unsolicited DRAFT service proposal to the City of Encinitas for a local circulation service. The DRAFT was available for Board review and would be discussed further in closed session. He provided an overview of the service and proposal. He said Coordinated Fleet Services (CFS) would provide the equipment and operate the service. Arun consulted with NCTD; they were not interested in performing the service. Board feedback and approval of the bid was needed and would be addressed in closed session. Phil said if the service was approved then it</p>

	<p>would need to be included in the Business Plan.</p> <p>Meagan said FACT assisted First Transit (FT) with performing some of the trips related to the strike. Arun discussed the accessible vehicle permit issue that deterred brokerage providers from performing trips in South County. He said FACT offered to assist FT with accessible trips effected by the strike if the permit requirement could be waived for FACT's subcontractor vehicles. He noted that the CTSA regulations stated that agencies performing social services were not subject to any local permits, fees, or restrictions. Based on this language, it appeared that the permit regulation did not apply to FACT or any vendor providing transportation on behalf of FACT. As a result of the permit issue, FACT was unable to respond effectively to the strike. He said he would like to review the CTSA language with SANDAG before forwarding it to MTS. Arun noted that the permit exemption applied to any non-profit not just the CTSA. LaVonna wondered if it would take a court case related to a cited non-profit vehicle to set a precedent. Arun noted that FACT had successfully helped vendors fight permit related tickets, but felt it should not take a court case to clarify the regulation. Bob said FACT needed to find a way to work with MTS on the permit issue and felt a court case may make coordinating with MTS in the future more difficult.</p> <p>Phil said it was a good time to discuss the issue with MTS due to the FT strike and need for additional trips. He suggested that Arun and FACT's attorney meet with Sharon Cooney at MTS. He said he could join the meeting if needed. Arun said he would forward the CTSA regulation language to Sharon and request a follow up meeting. John said an attorney was probably not necessary to interpret the regulation language. Danielle said it was a very stressful time and felt that it may not be the best timing to address the issue. Phil said FACT was looking to assist MTS by providing trips during this stressful time. She said she understood, but wanted to ensure that the conversation happened when it would have the most benefit for the region.</p>
Monthly Financial reports	The February financial reports were available for Board review. Arun said FACT was a month behind on the financial reports due to a transition in staffing. He said the underlying reasons would be discussed in closed session.
Executive Director's report	Arun discussed several notable meetings and presentations that took place since the March Board meeting. He indicated that FACT received 2 new vehicles from Caltrans which required payment from FACT to the dealer upfront and then reimbursement from Caltrans. He said in the past the grant funds were paid directly to the dealer and FACT was not involved

	<p>in the payment process. FACT was working out a finance plan with the dealer and the reimbursement with Caltrans. The reimbursement process was different because the vehicles were funded through the New Freedom program and not the 5310 program. The CTSA Triennial Audit for FY 13, 14, 15 took place and a report had been drafted. It was a clean audit report. The only finding applied to SANDAG and called attention to the CTSA contract language being outdated. The auditors requested that the contract be revised to make a better correlation between items listed in the CTSA agreement and the associated costs.</p>
Board member comments/proposed agenda items	<p>Dave asked for a status update on potential new Board Members. Arun said there was no commitment from candidates previously discussed and no new candidates had been identified. Arun said Hon Lorie Zapf expressed interest, but declined the invitation to serve on the Board. He noted that the Board had previously recommended having a staff person from Lorie's office attend FACT Board meetings regularly. He would follow up on the suggestion. Susan suggested a City of San Diego staff person as a resource and potential candidate. She mentioned the Planning and Legal departments. Arun discussed Thyme Curtis from the Office of ADA Compliance and Accessibility. Susan mentioned City Attorney candidate Mora Elliot. George said he was in favor of having a staff person join the Board because FACT needed a representative that was able to attend meeting regularly, had connections, and understood the issues. He discussed the County Board of Education. Phil mentioned Jerry Rindone. Dave suggested a 2-1-1 staff member. Arun said Bill York from 2-1-1 was a good connection.</p>
ED Review Committee Appointments	<p>Dave appointed Bob Campbell (Chair), LaVonna Connelly, and George Gastil to the ED Review Committee.</p>
Closed Session	<p>The Board met in closed session to review personnel actions, new service price proposal, and vehicle sharing proposals.</p>
Report on Actionable items from Closed Session	<p>In closed session the Board authorized staff to formally submit a service proposal to the City of Encinitas and share 2 small buses with NCTD for senior transportation.</p> <p>The meeting adjourned at 11AM.</p>

ITEM # 4

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director and Oswaldo Perez, Grants Management Analyst

RE: Update Business Plan 2017-2022 DRAFT Review

ISSUE:

FACT's CTSA contract with SANDAG requires an annual update of the Business Plan. The current Business Plan update (2016-2021) was approved in June 2015.

In May 2016 the Board reviewed areas of the Business Plan where changes were proposed.

The updated Plan is enclosed. In order to allow sufficient time for review, the completed Business Plan will be emailed with this agenda and placed on the July Agenda for approval.

BACKGROUND

FACT 2017-2022 Business Plan Update Includes the following revisions to projects/status (*new sections in italics*):

FACT Services:

Section 3.4 FACT Transportation Brokerage

Coordinated Transportation Services:

Section 3.14 Leasing FACT-owned Vehicles to Service Providers

Section 3.15 Purchase of 5310 Vehicles

Projects Implemented - during FY 2015-16:

Section 3.3 VTCLI Source Selection - Software & Kiosks

Section 4.1.9 Veterans' mobility initiatives - coordination with SANDAG and 2-1-1

Projects Suspended during FY 2015-16:

Section 3.10 Foster Youth Student Transportation (SDCOE)

Proposed Short Term Services (1-2 Years)

Section 4.1.2 Trip Management Software Procurement

Proposed Long Term Services (3-5 years)

Section 4.2.1 Medi-Cal/Dialysis Transportation Coordination

Section 4.2.2 Medi-Cal/Medicaid Transportation Provider

Potential Short Term Funding Sources

Section 5.2.1 Agency Contracts

Section 5.2.4 Small Grant Programs and Awards

Potential Long-Term Funding Sources
Proposed 1/2 cent County Sales Tax Measure

Service Projections
Updated 5-year budget and service projections

FACT updates the Business Plan annually to maintain the plan as a current reference. This plan is the sixth update to the original Business Plan adopted in 2009.

RECOMMENDATION:

Staff requests Board members for feedback regarding changes made to the current Business Plan.

ITEM # 5

TO: BOARD OF DIRECTORS

**FROM: Arun Prem, Executive Director and Oswaldo Perez,
Grants Management Analyst**

**RE: Mobility on Demand Grant - proposed Partnership with
NCTD**

ISSUE

Staff seeks Board approval to develop a joint application with NCTD for FTA's Mobility on Demand (MoD) grant program.

BACKGROUND

The Federal Transit Administration (FTA) recently announced the availability of \$8 million nationally, to support the Mobility on Demand (MoD) Sandbox Initiative Demonstration Grants. Project proposals must be submitted by July 5, 2016. Direct recipients of FTA funds are eligible to apply. FTA has mentioned the potential for additional funding in future for the successful projects.

The goal of the grants is to promote use of emerging technologies, applications, practices, and service models in concert with existing public transportation systems and resources.

NCTD staff invited FACT to a meeting to review the possibilities for a joint proposal. On May 10th, Arun, Meagan and Oswaldo met with Dahvia Lynch, Chief Planning Officer and other staff, and discussed several preliminary ideas. NCTD as direct recipient of FTA funds is eligible to submit the grant application as lead agency.

A follow up meeting is planned on Friday, June 24th.

Innovative technologies including mobile apps will be researched and implemented as part of the pilot project, If the implementation timelines permits, the project may consider integration of the proposal with elements of the VTCLI grant.

The proposed grant amount requested is not known at this time due to the preliminary nature of the discussions. FACT and NCTD will enter into an MOU and submit a joint application for Mobility on Demand funding. FACT and NCTD will meet the 20% match requirement mostly through in-kind contributions.

RECOMMENDATION

Staff requests Board authorization to submit a joint grant application with NCTD for the Mobility on Demand grant program.

ITEM # 7

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 contracted services update.

BACKGROUND:

	Apr-16
SERVICE	ONE-WAY TRIPS
First Transit	67
Poway	373
Oceanside	564
SDCOE	0
Elderheip	60
TOTAL	1,064

Contracted Services Inquiries

City of Encinitas - FACT submitted a proposal for a management contract type arrangement where FACT will provide oversight as well as transportation services under a subcontract.

A response from the City has not been received as of yet.

City of Oceanside Senior Van Service:

Contracted service for Oceanside began in September 2013. FACT has invoiced City of Oceanside for 12,029 trips from September 2013 – April 2016.

Approximately 1,900 clients are pre registered to use this service.

The current contract was extended from July 1, 2015 – June 30, 2017. Revisions to the rate structure were approved in the contract extension.

First Transit/NCTD LIFT Service:

FACT has provided transportation for NCTD’s LIFT program through First Transit since March 2014. A total of 5,406 trips have been provided from March 2014 – April 2016.

SDCOE Foster Youth transportation contract

Contract is inactive due to lack of service providers who are willing to meet contract requirements.

Poway Adult Day Health Care Transportation Service Contract

FACT has provided transportation for Poway Adult Day Healthcare Center clients since January 2013.

Safety First is the current provider for these trips. A total of 14,483 trips have been provided from January 2013 – April 2016.

Elderhelp Program

Contracted service for Elderhelp began on March 12th, 2015. The Board approved the extension of the Elderhelp contract on March 26th. 735 total trips were provided between March 2015 and April 2016. Any trips that Elderhelp cannot accommodate due to their limited monthly budget are referred to RideFACT.

RideFACT Service statistics ytd for fiscal year July 2012 - April 2016

RideFA CT + Contracted	RideFA CT One way trip requests	Referrals- external	Referrals to RideFA CT	RideFA CT	Contracted	Total Trips	RideFACT Av. trip cost	RideFA CT Av trip
FISCAL YEAR 2012-13								
SubTotal	14,541	2,242	12,299	6,623	1,505	8,128		
FISCAL YEAR 2013-14								
Subtotal	31,284	1,874	29,410	11,922	9,361	21,283		
FISCAL YEAR 2014-15								
July	2,763	172	2,591	891	1,211	2,102	\$19.13	11.9
Aug	2,700	140	2,560	870	1,177	2,047	\$18.15	12.1
Sep	2,768	123	2,645	857	1,446	2,303	\$18.75	12.1
Oct	2,976	118	2,858	1,038	1,347	2,385	\$19.63	11.9
Nov	2,702	89	2,613	794	1,112	1,906	\$20.36	12.3
Dec	2,549	102	2,447	905	880	1,785	\$20.96	13.2
15-Jan	2,694	128	2,566	882	996	1,878	\$17.99	12.2
Feb	2,558	113	2,445	819	1,250	2,069	\$16.19	11.7
Mar	2,879	156	2,723	917	1,422	2,339	\$15.63	11.7
Apr	2,733	146	2,587	865	1,283	2,148	\$14.78	11.4
May	2,488	73	2,415	748	1,184	1,932	\$16.40	11.7
June	2,444	90	2,354	689	1,220	1,90	\$18.53	12.4

						9		
SubTotal	32,254	1,450	30,804	10,275	14,528	24,803		
FISCAL YEAR 2015-16								
July	2,542	138	2,404	793	1,043	1,836	\$17.36	12.2
August	2,137	108	2,029	566	1,001	1,567	\$17.60	12.6
September	2,259	128	2,131	661	921	1,582	\$18.47	12.7
October	2,535	146	2,389	734	917	1,651	\$17.05	12.1
November	2,326	113	2,213	578	848	1,426	\$17.24	11.8
December	2,282	139	2,143	616	815	1,431	\$16.48	11.7
January	2,496	133	2,363	713	819	1,532	\$16.29	11.8
February	2,473	109	2,364	692	937	1,629	\$16.32	12.3
March	2,873	112	2,761	930	1,150	2,080	\$15.56	11.5
April	2,925	91	2,834	857	1,064	1,921	\$17.17	11.6
SubTotal	24,848	1217	23,631	7,140	9,515	16,655		
TOTAL	102,927	6,783	96,144	35,960	34,909	70,869		

***NOTES**

As of January 2014 we are reporting the average per trip cost based only on trips that were purchased from the Brokerage at regular Brokerage rates; those trips comprise the majority of RideFACT trips. July '13 onwards numbers were updated to reflect the new process.

RECOMMENDATION:

Staff seeks the Board's feedback regarding the information presented in this item.

ITEM # 10

TO: Board of Directors
FROM: Arun Prem, Executive Director
RE: Executive Director Report

Meetings and Events 5/26/16 - 6/23/16

5/27 Meagan attended MTS ADA certification workshop
5/30 Office closed for Memorial Day
5/31 Meeting with Dave Schumacher
6/1 Oswaldo attended Senior Alliance Action Group
6/1 Nonprofits United Site Visit
6/1 Mtg. with NCTD staff - Arun, Meagan and Oswaldo
6/1 2nd Interviews for accounting position - John Aguilera, Alex Esparza, Arun,
Budd
6/2 Meeting w/ Mike Casey YC - Arun and Meagan
6/6 Lilian Ramcharan joined as Accountant
6/9 MTS ADA Meeting - Jonathon
6/10 Agenda Planning conference call - Bob, Dave, and Arun
6/13 Oswaldo attended County grant hearing
6/14 CAM Meeting at Caltrans
6/14 One Call One Click Project Team Meeting - Meagan and Oswaldo
6/15 AIS Summit: Age Well San Diego - Arun, Budd, Meagan, Leticia
6/23 Meeting with Muggs Stoll

Upcoming Meetings and Events:

7/1 Meeting with Charles Kirkman, VA Mobility Coordinator
7/4 Closed for the 4th of July
7/20 Meeting with MTS - George Gastil and Arun Prem
7/28 FACT Board Meeting