



Meeting Agenda and Notice
FACT Board of Directors Meeting
September 22, 2016, 9:00 am
 Poinsettia Room, Encinitas City Hall
 505 S. Vulcan Avenue, Encinitas, CA 92024

Meeting call to order	9:00 a.m.
1. Introductions	
2. Approval of July Board Meeting Minutes	p-2 ACTION
3. Public Comment, Driver Recognition INFORMATION	
4. Rides to Wellness Grant Award (FACT, SANDAG, Tri-City) INFORMATION	p-8
5. New CAM Member Appointment	p-9 ACTION
6. Update on SANDAG meeting; Call for Projects	p-10 ACTION
7. FACT Services Updates INFORMATION	p-12
8. Review of Proposed vs. Actual Grant Project Deliverables INFORMATION	p-16
9. Monthly Financial Reports	INFORMATION
10. Vehicle Sharing Status Update	p-18 ACTION
11. Appointment of Board Officers Nominating Committee ACTION	p-19
12. Annual Meeting - Jan 26: <ul style="list-style-type: none"> • Planning Committee Report • Locations • Award / Special Guests & Speakers • Annual Report / Marketing Materials • Possible CAM and Board Appointments / Bylaws Updates 	p-20 INFORMATION
13. Executive Director's Report INFORMATION	p-21

14. Board Member Comments/Proposed Agenda Items
INFORMATION

ADJOURNMENT

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

FACT Board of Directors Meeting Minutes
July 28, 2016

Encinitas City Hall, Poinsettia Room
505 S. Vulcan Avenue, Encinitas, CA 92024

Board Members Attending	LaVonna Connelly, Hon. Dave Roberts, Bob Campbell, Hon. John Aguilera, Susan Hafner, Phil Monroe
TAC Members Attending	Danielle Kochman, Lois Knowlton
Board Members Absent	Hon. George Gastil
Staff Attending	Arun Prem, Meagan Schmidt, Budd Anderson, Oswaldo Perez
Public/Guests	See sign in sheet
Introductions	Vice Chair Bob Campbell called the meeting to order at 9:00AM. Phil Monroe led the group in the Pledge of Allegiance. Introductions were made.
Approval of June Board meeting minutes	Bob indicated that the June Board Meeting minutes were incorrectly labeled as May Meeting minutes. Arun apologized for the mix up. Motion to approve the June 23, 2016 Board meeting minutes made by Susan Hafner. Second by John Aguilera. The motion passed unanimously.
Business Plan Review	A list of proposed updates to the 2017-2022 Business Plan was reviewed during the June 2016 Board Meeting (A DRAFT was sent to the Board for review in late June). Motion to approve the 2017-2022 Business Plan made by Susan Hafner. Second by LaVonna Connelly. The motion passed unanimously.
Website Updates	Budd Anderson provided an update on recent website improvements. Updates included upgrading to WordPress 4.5, improving the website functionality, and adding a donation button. LaVonna recommended including text that indicated that donations were tax deductible as well as text that inspired users to donate. Bob asked if there was a section on the website that allowed users to comment. Budd said there was a form on the website called Contact Us which allowed users to email FACT. Bob asked if FACT owned the rights to use WordPress and the website domain.

	<p>Budd confirmed that FACT owned the rights to both.</p>
<p>Public Comment, Driver Recognition</p>	<p>Meagan introduced Lynden Reyes, owner of Venture Medical Transportation. She provided some background information on Venture Medical and Lynden. FACT had received great feedback regarding Lynden’s driving and customer service. The Board acknowledged Lynden’s efforts and presented him a card as recognition.</p> <p>Arun announced that FACT had exceeded 75,000 rides.</p>
<p>New Contracted Service Proposals</p>	<p>Arun provided an overview on the Sharp Hospital service proposal. Discussions with Sharp included the promotion of FACT’s services to patients who did not have access to transportation and a pilot transportation service to assist discharged patients with same day, on-demand rides. Sharp Coronado Hospital did not offer transportation for patients and did not have funding to reimburse or subsidize the proposed service. He said the Executive Committee expressed concern that Coronado may be perceived as having a demographic that did not need subsidized transportation. Phil indicated that people from all over the county traveled to Sharp Coronado; patients were not limited to Coronado residents. He noted that an organization from Coronado acquired a grant from SANDAG to provide transportation services. He asked Danielle if they were going to charge a fare for rides. Danielle indicated that the service would utilize volunteer drivers; she anticipated that the fare would be low or zero. The service would assist seniors with rides to the Coronado Senior Center. Phil requested that Arun and he meet with Susan Stone, CEO at Sharp Coronado to discuss the hospitals transportation needs as well as brief the Sharp Coronado Board. The Sharp Board met on the Monday before the 4th Thursday of each month.</p> <p>Susan expressed concern regarding the proposal because the service would support a specific hospital in a specific area. She noted that Sharp was not bringing much to the table. The service could leave FACT in a vulnerable position due to perceptions. She recommended conducting outreach to all hospitals. LaVonna said other hospitals, such as Palomar Health may be interested in the service if it was offered free of charge. Susan felt that Sharp had the ability to secure funding for the project in the short term in order to contribute to the service. FACT wanted to serve</p>

the people, but needed to be fair in the process. Phil indicated that FACT had been trying to penetrate the hospital transportation market for years. This was an opportunity to serve the market as a pilot project to determine the feasibility of the service. If the pilot project was successful then the service would have a track record that could be marketed to other hospitals. He indicated that FACT had marketed the partnership opportunity throughout the county with little to no interest from other hospitals. Arun said he understood the concerns. He said he saw this as an opportunity to demonstrate FACT's value to Sharp and other hospitals. Due to the concerns, FACT was proposing a short term pilot project with a cap on rides to contain expenses and expectations. Sharp was in favor of a 6 month pilot. Discussion took place regarding the anticipated number of trips. Phil recommended charging Sharp or its patients the standard RideFACT rider fare for trips. Arun said he could propose this, but Sharp was clear that they did not have funding for the program. Phil said FACT needed to get an accurate estimate for number of trips per month. He indicated that Sharp could secure revenue to fund the project.

Susan said since the proposal was for same day transportation, it was changing FACT's operating structure. This could be good practice, but would increase FACT's administration and expenses. Arun said same day transportation was a common theme amongst healthcare providers who were focused on preventative care and efficiently discharging patients. Since Yellow Cab South joined the brokerage, FACT's capacity to perform same day transportation had increased. The service details had not been determined. The Board would have an opportunity to review and approve the proposal at a later date. Bob recommended that Arun consult with Phil and Susan (sub-committee) regarding the service in the meantime. LaVonna asked if these trips could be reimbursed through Medicaid. Arun said potentially all the rides could be billed to Medicaid. He explained that if FACT received Medicaid reimbursement then the cost would have to be deducted from SANDAG funding. The reimbursement would improve FACT's ability to provide additional rides, but would not be a net revenue opportunity. The Medicaid reimbursement process was complex and reimbursement was expected to be slow.

Danielle Kochman said FACT's Business Plan should be a strategic plan that looked into the future. The Business Plan focused on what FACT was doing in the present. She said the plan should document the direction FACT desired to go and how projects corresponded to the strategic vision of the agency. The plan should focus on the bigger picture. The Board appreciated Danielle's feedback. Arun said the Business Plan would be updated to include future goals and endeavors including serving the

hospital market and offering same day transportation. He recommended leaving the plan as is and having staff bring an amended version for Board review and approval. Phil said he stepped out of the meeting to call Susan Stone. She informed him that Sharp Coronado's transportation needs revolved around patients that had been transported to the hospital via ambulance, but had no ride home after being discharged. Susan S. had indicated that she would check with her discharge staff to get an estimate of the demand. John indicated that he was not opposed to 6 month agreement, but preferred 3 months. He said all the costs needed to be factored into the decision. Phil said Susan S. indicated that Sharp Coronado and San Diego offered taxi tokens to patients who did not have a ride home. He said he would try to provide data for FACT regarding Sharp's transportation needs. Discussion took place regarding the MOU language, terms, and the expectation of both parties. Phil asked Arun for an estimate on the cost per ride. Arun said FACT paid an average cost of \$17 to \$18 per one way ride averaging 11 miles. He said this was FACT's cost; contracted services would require a markup. There was further discussion regarding which cities offered taxi voucher programs. Arun said staff provided the Board a list of city programs at the 2016 Board Retreat. Dave Roberts requested that the list be brought back for discussion at the next meeting.

Arun reviewed discussions with Tri-City Hospital regarding discharged patient transportation. He provided a summary of the proposed service parameters and MOU. The cost details would be discussed in closed session. Susan asked if Yellow Cab South or North would be performing same day transportation for the contract. Arun indicated that both could perform the service, but their preference would be to use one or the other. Other brokerage providers may be involved. John asked how the late night trips would be handled. Arun said that Yellow Cab could respond to 24/7 to requests. He said FACT needed to work with vendors to ensure that they could respond directly to requests promptly. Bob recommended involving 2-1-1, since they had 24/7 call center support. Phil confirmed that the City of Coronado did not have a taxi voucher program. Arun said the proposed service would be discussed further in closed session.

Arun discussed a proposal to provide transportation for Rockport Healthcare. He provided background information on Rockport and summarized their transportation needs. He said FACT had provided 3 group trips for Rockport's skilled nursing facility residents. The service was a challenge for vendors due to the extra assistance needed by riders and the late return time of trips. Overall the trips had gone well. The trips may be a contracting opportunity if Rockport would like to continue the

	<p>arrangement in the long term. Food delivery services and providing transportation to food banks was discussed. Susan said how FACT contracted with for-profit and non-profit organizations should be defined in FACT's long range planning efforts. Chair Dave Roberts chaired the remainder of the meeting.</p>
Review of Proposed vs. Actual Grant Deliverables	<p>Oswaldo reviewed proposed vs. actual grant deliverables for Mobility Management grants. He reviewed a snapshot of referrals and the cost per unit which included workshops, referrals, web hits, individuals trained, workshop attendees, grant applications proposed and submitted, added database contacts, added brokerage providers, and conferences attended. FACT's Mobility Management grants were in compliance with requirements and there were no FACT grants on SANDAG's watch list for cost efficiency or schedule.</p> <p>Phil asked why the cost per unit significantly increased from 9/30/15 to 12/31/15. He objected to all the items being incorporated into a single cost per unit. Danielle said this was how the data was reported to the SANDAG Transportation Committee and ITOC. She said the format was set up to look at the cost per ride for transportation projects. The proposers determined what the units of service would include for projects other than operating one way passenger trips. SANDAG performed annual site visits where each item was reviewed individually. Phil said the combined items as a cost per unit did not provide any useful information. She said the items were separated and reviewed individually, but grouped together to report to the Transportation Committee in the required format. Danielle suggested that FACT not include all of the items in the proposed units of service and to just include the referrals and web hits. Phil said he still did not understand how the cost per unit doubled. Bob indicated that Arun would send the Board an explanation for the increase as soon as it was determined. Danielle pointed out that the cost per unit was for a 3 month period and over the course of the 2 year contract the cost may decrease. There was further discussion regarding the cause of the increase. Arun said he would get back to the Board with an explanation for the increase. Oswaldo reviewed proposed and actual deliverables for Neighborhood Reinvestment Program (NRP) and Community Enhancement (CE) grants.</p>
FACT Services update	<p>Arun provided an update on FACT services. He discussed the potential First Transit driver strike.</p>
Monthly Financial Reports	<p>The financial reports were available for Board review. FACT had added over \$200,000 to unrestricted funds by the end of April 2016. Bob expressed concern that FACT's accounts receivables was around 1/3 of the budget. Arun said this was true for April because of delays in SANDAG and</p>

	Caltrans grants, but the situation should improve for recent months. He said he did not have a solution to the cash flow problem that arose occasionally due to delays in funding.
Review of Vehicle Sharing Proposals	<p>Arun provided an update on the vehicle sharing proposal. Notifications inviting interest and applications for the vehicle sharing proposal were sent during March-May 2016. 12 minivans were available and 6 more were expected later in 2016. FACT received requests for 11 of the 12 vehicles. A list of vendors who submitted an application and were being evaluated was reviewed. Arun said he received approval from the Executive Committee to sign MOU's with Safety First and AGTS. The MOU's were approved by Caltrans. Staff requested Board authorization to proceed with negotiations with the other selected vendors to enter into MOU's for the remaining minivans.</p> <p>Motion to authorize staff to proceed with negotiations with selected vendors to enter into MOU's for the remaining minivans made by Susan Hafner. Second by LaVonna Connelly. The motion passed unanimously.</p>
Annual Meeting Prep	Due to schedule conflicts, it was proposed that the Annual Meeting take place on January 26, 2017 instead of December 8, 2016. Board feedback was requested regarding the date change, location, and other details. Dave had suggested Scripps CEO Chris Van Gorder as the keynote speaker. Phil said parking needed to be considered for the event location. He said there may be a bylaw issue because FACT was supposed to hold an Annual Meeting each year. In the interest of time, Susan requested that the discussion be postponed so that the meeting could move forward. Dave appointed LaVonna, George, and Bob to the Annual Meeting Planning committee.
New Board Member Appointments	<p>Motion to approve the appointment of William York and Hon. Lorie Zapf to the FACT Board of Directors made by Susan Hafner. Second by LaVonna Connelly. The motion passed unanimously.</p> <p>Bob noted that Bill may have to abstain from voting on certain items do to conflict of interest. The Board congratulated Oswaldo on getting married. Danielle indicated that Coleen Clementson would be the interim Transit Planning Manager at SANDAG.</p>
Closed Session	The Board met in closed session to discuss personnel matter and new service proposals.
Adjournment	Motion to approve staff to sign an MOU with Tri-City Medical Center for patient transportation made by John Aguilera. Second

by Bob Campbell. The motion passed unanimously.

The meeting adjourned at 11:20AM.

ITEM # 4

TO: BOARD OF DIRECTORS

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

**RE: Rides to Wellness Grant Award - Proposed partnership with
SANDAG, TriCity**

ISSUE

On September 12, 2016 FACT received notification of the award of the \$200,000 FTA Rides to Wellness grant; 19 agencies nationwide including 2 in California were selected.

BACKGROUND

The Federal Transit Administration (FTA) announced the availability of \$5.3 million for the Rides to Wellness (RTW) Demonstration in early 2016. The grant was available nationally and was competitively awarded. FACT's Board approved the application for a collaborative proposal (SANDAG, TriCity) during May. FTA has mentioned the potential for additional funding in future for the successful projects.

The goal of the grants is to promote mobility management solutions that increase access to medical care, improve health outcomes, and reduce healthcare costs.

During the Spring FACT reached out to several medical service providers including V.A., SHARP, and the Hospital Association for San Diego and Imperial Counties. FACT and TriCity agreed on a proposal which would provide rides to TriCity Medical's discharged patients traveling from the:

- hospital to their homes
- Emergency room to admissions, or
- to other medical facilities

Additional post-discharge rides to pharmacies and treatments also will be provided. The hospital will track the changes in the patients' health outcomes as a result of the improvement in transportation availability.

This grant provides a benefit for San Diego by providing funds to pilot an improved community transportation system which will reduce medical expense and improve the quality of life of residents. It positions the region for additional grant funding in future.

The grant amount is \$200,000. FACT and Tri-City Medical will meet the 20% match requirement through in-kind contributions.

FACT and TriCity plan to review the implementation plan and timeline over the next few days.

RECOMMENDATION

None

ITEM # 5

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director

RE: New CAM Member Appointment

ISSUE:

There are open positions on the Council on Access and Mobility (CAM). Staff recommends the following appointment:

Stephanie Pereira – City of Coronado Seniors Out and About Program

BACKGROUND:

CAM is an advisory committee reporting to FACT’s Board; CAM members are appointed by FACT’s Board.

Per CAM bylaws, CAM members may vote to vacate the seat of a member who is absent for over one year. At the August 9th meeting, CAM members voted to vacate Steve Ewart’s (Consultant) membership seat. Staff notified Mr. Ewart that the vacated seat would be put to vote. He did not submit an appeal to the decision.

There are 30 seats on CAM, 27 of which will be filled with the addition of Stephanie Pereira.

Biographical Information:

Stephanie Pereira, Recreation Specialist, Coordinator of Out and About Program & Communications

Stephanie oversees the Coronado Seniors Out and About Program, a new volunteer driver program grant funded by SANDAG. She also coordinates communications (social/digital media) for the City of Coronado Recreation Services.

RECOMMENDATION:

Staff recommends appointing Stephanie Pereira to CAM.

ITEM # 6

TO: BOARD OF DIRECTORS
FROM: Arun Prem, Executive Director
RE: SANDAG Call for Projects; Meeting updates
ISSUE:

Staff requests Board approval to submit grant applications and resolutions for FY 15-16 Section 5310 Program and FY 17-18 *TransNet* Senior Mini-Grant funds.

BACKGROUND:

Overview:

SANDAG recently announced a call for projects for two (2) specialized transportation grants: Section 5310 (Senior and Disabled Specialized Transportation), and *TransNet* Senior Mini-Grant (SMG). Up to two years of funding is available for each grant program.

There is approximately \$1.5 million per year available for SMG projects and \$2 million per year available for Section 5310 projects. There is a 20 percent match requirement for mobility management projects, and 50 percent match for operating projects. Matching funds are required for all grants, however the federal grants can be matched against local grants and vice versa, therefore it is not anticipated that successful grant proposals will require use of FACT reserves.

FACT will submit twelve (12) grant requests in support of three (3) projects to SANDAG on September 23, 2016 for a required first-level review. Draft resolutions are required for the first-level review, but do not need to be signed until submitting the final application. Final proposals are due to SANDAG on October 28, 2016. The final amount of all proposed projects is \$2 million over two years. The projects. All grant proposal amounts are within the funding limitations set forth in SANDAG's grant program requirements.

Summary of Projects:

Expansion of Coordinated Transportation Services Agency CTSA (2 Years, 4 grant proposals)

This project will support FACT's CTSA functions. FACT is requesting funding from both 5310 and SMG programs.

Brokerage of Multi-Jurisdictional Transportation (2 Years, 4 grant proposals)

This project will support FACT's mobility management services, management of the brokerage, and call center operations. FACT is requesting funding from both 5310 and SMG programs.

RideFACT: Subsidized Senior & Disabled Transportation in San Diego County (2 Years, 4 grant proposals)

This project will support subsidized trips for seniors and persons with disabilities. FACT is requesting funding from both 5310 and SMG programs.

PROJECT NAME	GRANT (5310)	MATCH (SMG)	<i>PROJECT TOTAL</i>
Expansion of Coordinated Transportation Services Agency CTSA (2 Years)	\$200,000	\$200,000	\$400,000
Brokerage of Multi-Jurisdictional Transportation (2 Years)	\$400,000	\$400,000	\$800,000
RideFACT: Subsidized Senior & Disabled Transportation in San Diego County (2 Years)	\$400,000	\$400,000	\$800,000
GRANT TOTAL	\$1,000,000	\$1,000,000	\$2,000,000

RECOMMENDATION:

Staff requests Board authorization to submit grant applications and resolutions for FY 15-16 Section 5310 Program and FY 17-18 *TransNet* Senior Mini-Grant funds.

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:

	Jun-16	Jul-16
SERVICE	ONE-WAY TRIPS	ONE-WAY TRIPS
First Transit	148	227
Poway	377	333
Oceanside	538	536
SDCOE	0	0
Elderheip	71	68
TOTAL	1,134	1,164

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 13,650 trips from September 2013 – July 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 5,858 trips have been provided from March 2014 – July 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 15,550 trips have been provided from January 2013 – July 2016.

Elderhelp Program

Contracted service for Elderhelp began on March 12th, 2015. The Board approved the extension of the Elderhelp contract on March 26th. 1,000 total trips were provided between March 2015 and July 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 - July 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	1,909	\$18.53	12.4
SubTot	32,254	1,450	30,804	10,275	14,528	24,8		

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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
May	2,829	124	2,705	847	1,107	1,954	\$16.20	11.6
June	2,731	111	2,620	927	1,134	2,061	\$18.39	12.4
SubTotal	30,408	1452	28,956	8,914	11,756	20,670		
July	2,956	90	2,866	1,029	1,164	2,193	\$17.35	11.7
SubTotal	2,956	90	2,866	1,029	1,164	2,193		
TOTAL	111,443	7,108	104,335	38,763	38,314	77,077		

***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 # 8

TO: BOARD OF DIRECTORS

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

RE: Update on Grants Cost per Unit

ISSUE

At the July meeting, Board members inquired about the year-to-year increase in cost per unit for FACT projects funded by SANDAG grants.

BACKGROUND

At the July 28th meeting, the Board received an update on the status of FACT’s progress on its projects funded by SANDAG grants.

The cost per unit shown at the meeting (\$2.46) was derived from taking the total number of units (47,717) by the Project Cost (\$116,881.25), which is derived from taking FACT’s *TransNet* Senior Mini-Grant (SMG) contract amount (\$93,505) and multiplying by the required match (for SMG, it’s 80%, or 0.8). Only SMG funded projects were shown in the Transportation Committee reports referenced in the July Board report.

SANDAG explains that the reporting format for Transportation Committee makes the most sense overall because most of the grantees have only one source of funding for their project. Since FACT’s Mobility Management project is unique in that it is funded by both SANDAG grants (FTA Section 5310 and *TransNet* SMG), reporting them individually using SANDAG’s format results in double counting units and an inaccurate picture of what is actually happening. This explains why the July Board presentation showed the cost per unit nearly doubled between the current and previous cycles.

SANDAG has provided a more accurate summary of FACT projects:

Actual			
Cycle 7 Cost/Unit			Cycle 8 Cost/Unit (Oct - Feb)
New Freedom	420000		5310
Senior Mini-Grant	93505		Senior Mini-Grant
TOTAL	513505		TOTAL
Units	47417		Units
Cost/Unit	\$10.83		Cost/Unit
			128711.3
			91755.36
			220466.6
			19890
			\$11.08

Proposed				
New Freedom	420000		5310	400000
Senior Mini-Grant	93505		Senior Mini-Grant	285151
TOTAL	513505		TOTAL	685151
Units	26632		Units	73726
Cost/Unit	\$19.28		Cost/Unit	\$9.29

From this depiction, the increase in the cost/unit for this cycle is very minimal. SANDAG grant guidelines allow for a buffer of up to 30% over the proposed Cost/Unit before considering a project on its Watch List due to cost. FACT’s project is currently at 19% over the proposed Cost/Unit. Staff will continue to monitor its spending on the grant and its reported units of service.

RECOMMENDATION

None.

ITEM # 10**TO: BOARD OF DIRECTORS****FROM: Arun Prem, Executive Director and Oswaldo Perez,
Grants Management Analyst****RE: Vehicle Sharing Status Update****ISSUE**

A status update for Board members regarding vehicles that are available for sharing with partner agencies and those recently deployed in shared services.

BACKGROUND

During March and May 2016, FACT issued a Request for Expression of Interest (RFEI) and Request for Proposals (RFP) for twenty-one (21) accessible vehicles to provide elderly and disabled trips. Both the RFEI and RFP solicitations were distributed to the FACT master contact list.

On June 14th, FACT held a Vehicle Operators Workshop which provided an overview of the application process and federal and state requirements to operate accessible vehicles. Staff also reached out to past applicants from SANDAG's Section 5310 solicitation.

VEHICLE AWARDS

At the July 28th meeting, the Board approved the recommendation to begin contracting vehicles to the following vendors (**Denotes current brokerage provider*):

VENDOR	Vehicle Type	Quantity
Abu Ganti Transportation Services (AGTS)*	Minivan	2
Care4U Mobility*	Minivan	2
Renewing Life*	Minivan	1
Venture Medical*	Minivan/MV-1	1
Always Available LLC (new service)	Minivan	1
Safety First Transportation*	Minivan	2
BAME Renaissance CDC	Minivan	2
NCTD	Small Bus/Cutaways	3

Caltrans submitted response letters approving the MOUs with Safety First, AGTS, Venture Medical, and Always Available LLC. Draft MOUs with the other vendors listed above will be forwarded to Caltrans over the next few weeks.

RECOMMENDATION**None.**

ITEM # 11

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director

RE: Board Officers Elections - Appointment of Nominating Committee

ISSUE:

FACT Board Officer elections are preceded by appointment of a Board Officer nominating committee in order to prepare a slate of Board Officers for approval.

BACKGROUND:

According to FACT bylaws Board Officer elections are held during the Annual Meeting (January 26, 2017).

A nominating committee appointed by the Board prepares the slate of nominees for Board's review.

Portions of FACT bylaws that address Board officer elections are shown below:

**ARTICLE 4
OFFICERS OF THE BOARD**

SECTION 4.1. NUMBER OF OFFICERS The officers of the corporation shall be a Chairperson of the Board (or President), one or more Vice Chairperson (or Vice Presidents), a Secretary, and a Treasurer. The corporation may also have, as determined by the board of directors, assistant secretaries, assistant treasurers, or other officers. Any number of offices may be held by the same person except that neither the secretary nor the treasurer may serve as the president or chairperson of the board. The Executive Director will not be an Officer of the Board.

SECTION 4.2. QUALIFICATION, ELECTION, AND TERM OF OFFICE Only authorized members of the Board may serve as officers. Officers shall be elected by the board of directors at the Annual Meeting. There are no term limits for officers. **SECTION 4.3. SUBORDINATE OFFICERS** The board of directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the board of directors.

RECOMMENDATION:

Staff requests the Board to appoint a Board Officers Nominating Committee tasked with proposing a slate for Board Officer positions.

ITEM # 12

TO: BOARD OF DIRECTORS

**FROM: Annual Meeting Planning Committee, and Arun Prem,
Executive Director**

RE: Annual Meeting Planning

ISSUE:

Review of recent meeting of the Annual Meeting Planning Committee.

The Committee - Chair Lavonna Connelly and Hon. George Gastil and Bob Campbell - met on August 23 to review the location, schedule and scope of the meeting. The agenda of the meeting is included in this item.

BACKGROUND:

Committee members discussed the potential locations for the meeting, including County facilities, Encinitas City Hall and SD Foundation. The recommendations of the committee are summarized below:

1. Date confirmed: [January 26, 2017](#)
2. Location of event:
 - a. [SD Foundation](#)
 - b. [Encinitas City Hall \(backup location\)](#)
3. Meeting Agenda
 - a. [Review highlights from 2016](#)
 - [Highlight CAM achievements, contributions, FACT's leadership, and the value of council.](#)
 - b. [Include FACT Transportation Providers, Riders and Partners in agenda](#)
4. Proclamations
 - a. [City of Oceanside, others](#)
5. Keynote Speaker and presenters
 - a. [Executives from Hospital/Medical Service Providers](#)
 - b. [SANDAG](#)
 - c. [County Board](#)
 - d. [Possible presentation by CAM](#)
 - e. [211 VTCLI update](#)
6. Awards – Partner of the Year Award, or other awards and recognitions
7. Marketing handout
8. Press/media release
9. Invitations – [2 save the date notices sent via email](#)

RECOMMENDATION

Staff requests Board members to review the Annual Meeting Planning Committee's recommendations and provide input/feedback.

ITEM # 13

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

Meetings and Events 7/28/16 - 9/21/16

7/28 Mtg. with Memory Guides – Arun, Meagan, and Oswaldo
7/29 CalACT Audit Committee Mtg.
8/2 -8/3 CalACT Board Retreat
8/5 North County Health Care Summit – Budd
8/9 One Call One Click Project Team Meeting - Meagan
8/10 Mtg. with James McGuirk, Hon Lorie Zapf Office - Arun and Budd
8/11 SANDAG Grant Application Workshop – Oswaldo
8/23 FACT Annual Mtg. Planning Committee - Bob, LaVonna, George, Arun, Budd, & Oswaldo
8/24 VANC Q&A session - Oswaldo
8/24 Meeting with Safety First – Meagan and Jonathan
8/26 Transit/Paratransit Management Program – Oswaldo
8/26 Submitted NADTC Innovations in Accessible Mobility Grant
8/30 APTA Board of Directors Orientation
8/30 Mtg. with Victor Valley Transit Authority - Arun, Budd, Meagan, and Oswaldo
8/31 VCCP/Unite Us Mtg. at 211
8/31 Senior Alliance Action Group Mtg. – Oswaldo
9/1 Mtg. with Mike Wygant (NCTD)
9/1 FACT presentation at Escondido Senior Center – Leticia
9/5 CLOSED for Labor Day
9/8 Meeting with Jolyn Parker, Oasis San Diego
9/9 FTA Safety MGMT Systems course - Oswaldo
9/10 CalACT Transportation Camp West – Oswaldo and Leticia
9/10 APTA Board Meeting and Reception
9/11-9/14 APTA Conference – Arun and Oswaldo
9/13 Mtg. with Susan Stone, CEO Coronado Hospital - Phil, Arun, and Meagan
9/13 VTCLI Mtg. – Meagan
9/14 Eleet Transportation site visit
9/14 SANDAG Quarterly update with Muggs Stoll
9/15 Agenda Planning Committee - Dave, Bob, and Arun
9/15 MTS ADA Review – Jonathan
9/19 Annual TDA Audit – Arun and Julius
9/20 Interfaith Annual Meeting - Oswaldo and Arun

Upcoming Meetings and Events

10/11
10/27

CAM Meeting
FACT Board Meeting