

**Attendees:** Phone—Norma Zamora, Jesse Arriaga, Brian Chappell, Gary Thomas  
In Person—Charlotte Payne, John Hendrickson, Sarah Hidalgo-Cook, Mario Espinoza, Rob Stephens, Shawna Russell, Tom Jaisen, Jeff Johnson, Lylene Springer, Eron Linn, Lloyd Williams, John Myers

**Agenda Item 1: Approval of minutes**

Motion to approve passed unanimously.

**Agenda Item 2: Financial Report**

Receipts and expenditures for Meredith's start up, including new computer, health insurance, and software.

If we have someone joining before the end of the year, do we pro-rate their fee? Yes-- we will allow this for the last quarter of the year.

2016 Budget--Discussion of payroll--ADP, Wells Fargo, and place that Charlotte looked at--JRBT. JJ made motion for Wells Fargo. SHC--seconded. Motion carried unanimously for payroll to be distributed through Wells Fargo.

Insurance Policy--BCBS--Monthly Payments. ED's salary to be adjusted to make the payment. What about the insurance? Does it cover short term disability? No. Dental? No.

What about piggybacking on another agency's policy?

JH—we were finding that the rates at the agency were higher than the individual rates.

Finance Committee—Needs to look at reserve, where it will be kept, what kind of reserve we want, interest rates, etc.

Tax return—gathering information; will be submitted on time.

**Agenda Item 3: New Policies & Procedures for ED**

Suggested Procurement Policy (to be discussed with finance committee):

\$25,000+1 Full board approval,

0-\$5,000+ ED approval solely,

\$5,000-\$10K--ED + Treasurer,

\$10-\$25K--ED + Treasurer + President

Action: John will send these out in a summary.

TJ--purchasing in budget; travel expenses need to be handled differently.

TTA needs to establish travel policy. ED shouldn't reimburse themselves unless signed off by treasurer.

GT--short term and long term plan for procurement; present at next board meeting.

Action: Meredith to develop travel policy in conjunction with finance committee.

Signature Card Authority--allow ED to be on accounts and sign bank statements, etc. JR made motion to approve, LS seconded. This motion is for bank accounts.

TTA will eventually need a credit card.

ME--can we develop an internal policy for a procurement card, in conjunction with the procurement policy?

Signature Authority for other documents--taxes, etc. (any type of document that requires someone from TTA to sign). GT--do the bylaws specify any of this? No. We really need to address this.

JR amended motion for ED to have full signature authority and perform business related to TTA. GT--concerned about this until bylaws are clarified. JH has documentation on different types of signature authority.

Motion carried unanimously.

This vote takes care of bank accounts; already made motion on 3D.

#### **Agenda Item 4: Action on Formation of Committees**

Committees will be three members: Metro, Urban, Rural, and by geographic location

4A--Bylaws committee appointees--Jeff Arndt, Rob Stevens, Lylene Springer (Jeff Johnson and Sarah Hidalgo-Cook will help on this where needed as alternates).

4B--Finance committee appointees--Gary Thomas, Norma Zamora, JR Salazar Norma said she would like to serve because of former experience.

(Mario Espinoza to serve as Norma's alternate and act as successor, per Norma's suggestion).

4C--Legislative committee appointees—Tom Jaisen, Maurice Pearl, and Sarah Hidalgo-Cook (Jesse Arriaga will sub for SHC as alternate)

Committee Chairs:

Jeff Arndt--Bylaws Committee Chair

Gary Thomas--Finance Committee Chair

Tom Jaisen--Lege Committee Chair

#### **4-1. Lege Update: Eron Linn**

Trying to share information regarding the mass transit account with state and providers, and lege.

Board meeting--December 10th in Houston & conference on the 11th.

Action: Meredith to get on advertising for this conference.

TTA--needs to develop a message about the industry being strong, especially considering the TAPS incident. Work to develop a cohesive message.

#### **Agenda Item 5: Discussion of Industry Conferences**

Meredith outlined budgets for major conferences; TTA does have funds budgeted for conference attendance.

NZ--support APTA because ED can be there to recruit new vendors for our conference.

TJ--there are lots of good sessions. Are we a member of APTA? We need to pay APTA

dues if we haven't.  
Same with SWTA and CTAA dues.

SR--attend APTA's March legislative conference--recommends ED attends  
Action: Meredith to establish travel and budget schedule for all future conferences.  
Budget will include travel to Waco, Houston, etc.  
SR made a motion to fit APTA travel into \$3,500 and RS seconded. Motion passed unanimously.  
Action: Eron/staff to pay APTA dues.

#### **Agenda Item 6: PTAC Update: Rob Stephens**

Update for PTAC guiding principles: Support public transit and coordinated transportation.

What would TTA like to take forward on the PTAC items?

Action: RS will send to Meredith and Meredith will distribute.

JR--PTAC working on 5310 program for small urban and rurals.

TTA should appoint someone to PTAC. JH recommends the ED of TTA.

SR will provide list of who is appointed, etc. Lege committee can vet whomever is appointed.

#### **Agenda Item 7: New Business**

SHC--Issue of rural systems getting back on board. How can we address?

Other issue for rurals all going through MTO and medical transportation heartache after the legislative session ended. Everything changed for them after the legislative session. Would like to suggest TTA supporting a dialogue/conference to discuss medical transportation issues with rural providers. HHSC are saying that providers are required to conduct drug testing pre-employment testing, etc. Health and human services are interested in coming down and reducing rates. TTI is in the middle of national medical transportation study and examining several issues here in Texas. SHC believes this is a good common thread to bring rural systems back in this particular subject.

Perhaps advertise a week-long dialogue open to all?

Contacting folks in directory.

Action Items: Business cards--Meredith will order and print; order for board as well. Get LinkedIn, Facebook, and Twitter pages up and running; as well as instagram. Develop asset list.

JH entertained motion to adjourn [at 1:30](#). Unanimously passed.