



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES  
April 25, 2018**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:05 AM
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Vice Chair Carol Gearin, Commissioner Kevin Widener, Commissioner Bryan Kidder, Commissioner Pamela Alegria, Commissioner Tracy MacDonald joined meeting at 9:40 am, Secretary/Treasurer Lylla Gaebel excused  
Staff Present: Executive Director Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, Human Resources Tami Carlson, RideCare Manager Jason Jones, Transit Center Manager John Layton, Transportation Options Specialist Matthew Weintraub and Driver Steve Smith.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF MARCH 2018 BOARD MEETING MINUTES-  
Commissioner Gearin moved to approve the March 22, 2018 Board Minutes  
Commissioner Widener seconded the motion  
Discussion- Commissioner Alegria corrected spelling page 7- amendment  
Motion and seconded motion were amended to approve minutes as corrected.  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Alegria- No Report
  - b. Commissioner Widener- No Report
  - c. Commissioner Gearin- No Report
  - d. Commissioner Kidder- No Report
  - e. Chair Kleczek- Handed out a flyer about the upcoming public participation opportunities being held in Clatsop and Tillamook Counties for the Travel Oregon Tourism Studio that she sits on.
7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the March Financials and Exceptions report. Commissioner Gearin asked how long before the lease expires for the billboard. Tracy said she would find the answer and let the Board know. Commissioner Kidder asked if a survey had ever been done on what prices are for other spaces parking lots in Astoria. Tracy said she would do a survey for comparison. Commissioner Kidder asked if there had been any insurance recovery for replacing the shelter in Seaside. Executive Director Hazen said no.  

Commissioner Gearin moved to accept the March 2018 Financials as presented  
Commissioner Alegria seconded the motion  
Discussion- None  
Motion passed unanimously
8. PUBLIC HEARING-RIDECARE FUND SUPPLEMENTAL BUDGET- Chair Kleczek opened a public hearing at 9:20 am to discuss the RideCare Supplemental Budget. Executive Director Hazen reported that due to higher than anticipated provider payments, RideCare Materials & Services has been over budget. Since the change to the adopted budget is greater than 10% the District is required by law to hold a Supplemental Budget Hearing prior to the expenditure of the funds that are in excess of what was appropriated during the budget cycle. Hazen reported

that the projected overage for Material and Services is going to be \$590,387. To fill that gap the current year to date revenues are \$381,970 over budget, personnel services savings are \$82,871 and a contingency from the 2018 budget of \$125,546 if all of these are added together the total equals the predicted \$590,387 needed to balance the budget. Executive Director Hazen said staff is recommending that following the public hearing that the Board approve Resolution 2018-01 adopting the RideCare supplemental budget. Commissioner Alegria asked if there was a state statute number that should be included in the resolution. Executive Director Hazen said he has never seen a statute cited in a supplemental hearing resolution. Chair Kleczek closed the public hear at 9:26 AM.

Commissioner Gearin moved to accept the supplemental budget as presented and approve Resolution 2018-01  
 Commissioner Widener seconded the motion  
 Discussion-None  
 Motion passed by unanimous roll call vote

Name	Aye	Nay	Absent
Chair Kleczek	x		
Commissioner Gaebel			x
Commissioner Gearin	x		
Commissioner Widener	x		
Commissioner MacDonald			x
Commissioner Alegria	x		
Commissioner Kidder	x		

9. OLD BUSINESS

a. RIDE CARE AGREEMENT WITH COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION (CPCCO) Executive Director Hazen explained that RideCare has been struggling with reimbursements to the CPCCO. The first contract with the CPCCO was doing well until the State did a redetermination of the membership’s qualifications which resulted in a significant drop in the number of those on the Medicaid roll which has brought RideCare to its current critical state. The initial contract was based on a per-member per month agreement but when the membership dropped things drastically changed and even though there have been changes to the agreement to correct the problems, the first quarter reconciliation for this year shows a loss of \$76,000. Hazen introduced Mimi and Lilly from Columbia Pacific CCO who had prepared a presentation for the Board on their findings. Mimi clarified that the member redetermination was a State issue and was done due to the failed Cover Oregon process and other issues and was not a CCO issue, however 115,000 members were determined ineligible. The CPCCO presentation/proposal determined that there was a cost and utilization problem, not a revenue problem. The proposal suggested that the CPCCO would:

- Finance and fast track SUD treatment alternatives
- Waive the \$76,000 deficit from the CPCCO first quarter reconciliation, pending Finance Committee approval
- RideCare to refund reserves to 45 day solvency using gain share from 2018 contract with the requirement that RideCare inform CPCCO status of reserves if costs continue to rise: CPCCO to review additional support as needed
- CPCCO/CO to provide Technical Assistance on policies, procedures, benefit management, customer service, clinical consultation

Further explanation of the proposal and the turnaround strategy was presented followed by Board discussion of the CPCCO’s proposal.

Commissioner Gearin moved to cancel the contract between RideCare and the CPCCO as of May 31, 2018.

Commissioner Widener seconded the motion

Discussion- Commissioner Widener cited a potential conflict of interest stating he contacted the Oregon Ethics office who said as long as he did not vote twice he is fine, he also said his first allegiance is to Clatsop County and we are out of money and it is not working. Commissioner Alegria asked what it will mean if we stop and all the services are gone? Executive Director Hazen said that the CPCCO will find another provider. Commissioner Gearin said that the RideCare employees work their backsides off and she resented Jason being made out to be the bad guy. Commissioner Gearin also said she would hate to see any employee have to go through a civil law suit and they are being asked to make a possible medical decision on a minute and half phone call... what if they are wrong. Commissioner Kidder asked what the advantage of terminating the contract is versus going back to them and alter the contract as we have done or is the decision to terminate more of forcing action on them to come back with a better offer or is it the same result will take place if we continue to negotiate with them and find we can't do it and will still the service. Chair Kleczek said that we are out of compliance with the CPCCO contract and in order to not be liable we have to terminate the contract. Commissioner MacDonald called for the question. Chair Kleczek called for a roll call vote.

Name	Aye	Nay	Absent
Chair Kleczek	x		
Commissioner Gaebel			x
Commissioner Gearin	x		
Commissioner Widener			Abstained
Commissioner MacDonald	x		
Commissioner Alegria	x		
Commissioner Kidder	x		

Motion passed by a roll call vote with Commissioner Widener abstaining because of a potential conflict of interest due to his also being on the CPCCO board. Chair Kleczek asked staff to draft a letter to the CPCCO stating that SETD will be ending their contract on May 31, 2018 and asked the Board to allow Executive Director Hazen and the Board Chair to sign this letter.

Chair Kleczek called a 5 minute break

## 10. NEW BUSINESS

a. DISTRICT CREDIT CARD PURCHASING LIMITS- Executive Director Hazen proposed that the Board approve an increase in the credit card spending limits for several employees and add a card for Tami Carlson.

	Current Limit	Proposed Limit	
Jeff Hazen	\$2,000	\$2,000	No change needed
Paul Lewicki	\$2,000	\$4,000	Paul uses heavily for maintenance
John Layton	\$2,000	\$4,000	John buys computer related equipment
Mary Parker	\$1,000	\$1,500	Mary buys marketing supplies
Jason Jones	\$1,000	\$1,000	No change needed
Matt W.	\$1,000	\$1,500	Matt travels 3 counties and meetings in the valley
Tami Carlson	\$0	\$1,000	Tami purchases supplies for employee events
Total	\$9,000	\$15,000	

Commissioner Alegria moved to approve the new Credit Card limits as presented.

Commissioner Widener seconded the motion

Discussion- Chair Kleczek recommended that Mary's Credit Card limit be moved to \$2000 increasing the monthly totals to \$15,500.

Commissioner Alegria amended the motion to increase Mary's Credit Card to \$2000 increasing the total Current limit to \$15,500.

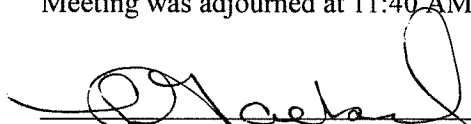
Commissioner Widener seconded the amended motion  
Motion passed unanimously

- b. EXECUTIVE DIRECTOR TRAVEL PLAN- FISCAL YEAR 2019-Executive Director Hazen presented a spread sheet for his upcoming travel schedule plans for 2019.  
Commissioner Kidder moved to accept Executive Director Hazen's Travel Plan  
Commissioner MacDonald seconded the motion  
Discussion- Chair Kleczek reminded the Board that this was requested by the Board as part of Executive Director Hazen's agreement.  
Motion passed unanimously

11. CORROSPONDENCE- Two letters were passed out to the Board members. One from the ODOT Audit Services confirming that they had received and reviewed the SETD Single Audit for fiscal year ending June 30, 2017 and that there were 2 deficiencies identified in internal controls. The second letter was from the Office of the Secretary of State reminding SETD that: The governing body did not include the estimated period of time needed to complete the planned actions as required (ORS 297.466(2)).
12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report and added that 2 new buses have been delivered for preparation in Portland before being delivered. Hazen also said he received notification that the Low-No Grant has been sent to the State. The new Build Grant that replaced the \$500 million Tiger Grant just opened and has been increased to \$1.5 billion. Commissioner Kidder asked that in light of the decision today, we immediately start working with our RideCare Team to get the business back. If we are leaving the CCO not knowing what to do, maybe we can be that provider for them.
13. LEADERSHIP REPORT- LEADERSHIP TEAM REPORTS- Operations- Paul Lewicki, Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, Ride Care- Jason Jones, Human Resources- Tami Carlson, Transportation Options- Matthew Weintraub
14. PUBLIC COMMENT- None
15. OTHER ITEMS- Executive Director Hazen introduced Driver Steve Smith who is the attending employee for the April Board meeting. Steve was congratulated for also being the SETD Employee of the Quarter.

Meeting was adjourned at 11:40 AM

Mary Parker, Recording Secretary

  
Secretary Treasurer Lylla Gaebel

Date 7.24.18

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: [www.ridethebus.org](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- April 2018.

*Mission Statement*  
Provide safe, reliable, relevant and sustainable transportation services to  
Clatsop County with professionalism, integrity and courtesy.