

June 16, 2016
3:00 pm

At CRIS Healthy Aging Center

Bold items require action

- 1) **Roll Call:** Present: Steve Gulick, Jerry Prideaux, Mike Reed, Ruby Bushue
Absent: Jayne Darby
- 2) **Approval of Minutes of April 28, 2016 meeting.**
Ruby Bushue moved a motion that the minutes of April 28, 2016 be approved. Mike Reed Seconded the motion. All voted in favor and motion carried.
- 3) **Communications:** Public Comment
 - A. Board Member Comments – None
 - B. CEO Report – Amy discussed the upcoming IDOT/RLS Review
 - C. Correspondence - None
- 4) Unfinished Business
- 5) **New Business – Bold items require action**
 - A. **Procurement Policy-** Jerry Prideaux moved a motion to update the procurement policy which includes adding retention of records and auditing sections to fit our written fiscal policies. In addition, the policy reflects that CRIS RMTD will include Buy America provisions in all purchases over \$100,000 in value and remove the current policy statement that permits local officials to waive the applicability of Buy America. The policy outlines specific use of the SAM system as a critical element in CRIS RMTD award of contracts to responsible vendors. The policy ensures that Brooks Action evaluation and selection methods are not used in competitive procurements of other than A/E related services. The policy ensures that independent cost estimates are developed for all purchases above the micro purchase level, regardless of the procurement used. The policy also covers all known recommendations by RLS and is consistent with 49 CFR part 26. Mike Reed seconded the motion. All voted in favor and motion carried.
 - B. **Financial Statement Preparation** – Mike Reed moved a motion that CRIS RMTD move forward with necessary steps to eliminate Financial Statement Preparation finding in our audits. Amy is working with CliffonLaronAllen at this time to develop a recommendation to our Board. In the meantime, if a solution that is less than \$10,000 is advised, she may move forward with that process (contracting with another organization). Ruby Bushue seconded the motion. All voted in favor and motion carried.
 - C. **Fleet Management Software** – Jerry Prideaux moved a motion that CRIS RMTD purchase the fleet management software used by CUMTD. Ruby Bushue seconded the motion. All voted in favor and motion carried.
 - D. **Title VI Policy** – Ruby Bushue moved a motion that our Title VI Policy include all program requirements as required by FTA Circular 4702.1B. Mike Reed seconded the motion. All voted in favor and motion carried.
 - E. **Record Retention Policy-** Ruby Bushue moved a motion to approve CRIS RMTD record retention policy that includes all rules as advised by IDOT. Mike Reed seconded the motion. All voted in favor and motion carried.
 - F. **Fuel purchasing Policy** – Ruby Bushue moved a motion to approve CRIS RMTD Fuel Charge Policy that is compliant with all RLS recommendations. Mike Reed seconded the motion. All voted in favor and motion carried.

G. Next Meeting - August 11, 2016

6) Adjournment- Mike Reed moved a motion to adjourn. Jerry Prideaux seconded the motion. All voted in favor and motion carried.


Mike Reed, Secretary

8/8/16
Date