



Meeting Minutes of the Montgomery County Veterans Service Commission January 8, 2025, at 10:00 AM

I. Call to Order

President Jerry Hays called the meeting to order at 10:00 a.m. at 627 Edwin C. Moses Boulevard, 4th Floor, East Medical Plaza, Dayton, Ohio 45417.

II. Roll Call

Stacy Schulte called the roll.

<u>Commissioners</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
Jerry Hays, President	X		
John Theobald, Vice President	X		
William Fried, Secretary	X		
James Dare, Commissioner	X		
Michael Howley, Commissioner		X	

Staff members present:

- Kim Frisco, Executive Director
- Bryan Suddith, Deputy Director
- Stacy Schulte, Clerical Support Specialist

III. Pledge of Allegiance

Commission President Jerry Hays led the Pledge of Allegiance, and the Commission observed a moment of silence.

IV. Approval of Minutes

- a.) Commissioner Fried moved to approve December 4, 2024, minutes. The motion was seconded by Commissioner Dare.

<u>Commissioners</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jerry Hays, President	X		
John Theobald, Vice President	X		
William Fried, Secretary	X		
James Dare, Commissioner	X		

Motion passed 4-0.

V. Public Comments

There were no members of the public present for comments.

VI. Old Business

- a.) Consideration of Soldiers and Sailors Financial Assistance for the period of December 1 - 31, 2024. Commissioner Fried moved to approve, and Commissioner Dare seconded the motion.

Discussion: Mr. Theobald asked the Executive Director and Deputy Director if the denials are automatically routed to our Veteran Community Health Worker for case management? Executive Director Frisco assured him that all denials are reviewed by Courtney, the Community Health Worker and that she follows up as needed.

Mr. Theobald also asked if any denials were the result of local landlords not being registered with the county. The Executive Director and Deputy Director explained that the denials are generally the result of incomplete paperwork. There have been no denials because of lack of landlord cooperation. Deputy Director Suddith explained that he is working with the Auditor's office to streamline the W-9 process so that landlords can easily register with the county.

<u>Commissioners</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jerry Hays, President	X		
John Theobald, Vice President	X		
William Fried, Secretary	X		
James Dare, Commissioner	X		

President Hayes declared the motion approved. 4-0

VII. New Business

a.) American Legion Commissioner Appointment

Congratulations to Commissioner James Dare on his reappointment for a new 5-year term.

b.) Election of Officers

Commissioner John Theobald recommended maintaining the current slate:

- Jerry Hays, President
- John Theobald, Vice President
- William Fried, Secretary
- James Dare, Commissioner
- Michael Howley, Commissioner

Commissioner Dare moved to continue with the same officers for the 2025-year, Commissioner Fried seconded the motion.

<u>Commissioners</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jerry Hays, President	X		
John Theobald, Vice President	X		
William Fried, Secretary	X		
James Dare, Commissioner	X		

President Hays declared the motion approved. 4-0

VIII. Management Report

a.) Executive Director Kimberly Frisco presented the Staff reports

- Please see the attached reports.
- Coordinated 2 days of interviews for VSO candidates.
- The Mentor Coordinator position will be posted no later than next Friday, 1/17/2025.
- Executive Director Frisco is looking into different options to bring legal assistance into our office. She will be meeting with Legal Aid to see if they can provide in office legal assistance a couple times a month. She will be also looking into contracting with a legal office to provide an attorney to come on a regular basis. The attorney job posting will be left open as we continue to look for a permanent replacement.
- Courtney Griffith, Veteran Community Health Worker is doing an amazing job, she has already partnered with multiple organizations within the

Miam Valley to bring additional support to the veterans that we serve. She has developed our policy and procedures for case management. She will be attending Kettering College's Community Health Worker Program in May.

- Our office also nominated PIPP representative Rhonda Moody for the Customer Service Excellence award and MCVAP's Employee Excellence Awards and she won! Executive Director Frisco and Courtney were in attendance for this much deserved honor.
- CAP will be coming into our office twice a month beginning this month.

b.) Deputy Director Bryan Suddith presented the Budget, Outreach, Productivity and Transportation reports.

- Please see the attached reports.
- He reminded the commission of the current cap of 15 employees and explained the plan to fill the open positions.
- 314 Aldi gift cards were awarded.
- 340 winter coats were distributed.
- December's appointment numbers were average but did point out that was achieved by only 4 VSO's working for much of the month.
- Explained the final 2024 Budget Summary

Mr. Fried inquired about a discussion at December's meeting regarding the county rolling over our unused funds into a savings account for future use. Deputy Director Suddith explained that he looked into it, but at this time our county does not have the tools required to facilitate a roll-over of unspent funds.

Mr. Theobald congratulated the staff, the commission, but particularly the VSO's for expending the majority of the 2024 budget in a manner that benefited the veterans of Montgomery County. Mr. Suddith stated that he is confident in our relationship with the county based on well the leadership of the Executive Director has performed for the veterans of this county. Mr. Fried agreed and also added his kudos to the management team and county officials for promoting a positive working relationship between MCVSC and Montgomery County.

IX. Commissioner's Reports

- Commissioner Hays (DAV) –
 - No Report

- Commissioner Theobald (AMVETS) –
 - Reported that as a result of the increasing frequency of fraud and theft, his post brought in a business consulting group to do a Risk Management assessment to help them develop a policy that will reduce those types of incidents.

- Commissioner Fried (VVA) –
 - Mr. Fried reported that his post recently erected a flagpole and is currently selling bricks and asked if MCVSC would like to sponsor a brick.
 - They will again this year be partnering with American Legion Post 200 to award scholarships to high school students including those who wish to attend trade schools
 - The next meeting is scheduled for 1/16/2025 at 6:00 p.m.
 - Mr. Fried likes the new MCVSC calendars.

- Commissioner Dare (American Legion) –
 - Mr. Dare reported that his post is still working on their Constitution and By-laws.
 - They are also working to develop a method of accountability for overseeing cash and credit cards within their post.
 - Their next meeting will be held 1/20/2025.

- Commissioner Howley (Kettering VFW) –
 - No report available

X. Adjournment

The meeting was adjourned at 11:01 a.m.

Jerry Hays, President

John Theobald, Vice President

William Fried, Secretary

James Dare, Commissioner

Michael Howley, Commissioner



MONTGOMERY COUNTY VETERANS SERVICE COMMISSION
REGULAR MEETING AGENDA
January 8, 2025, 10:00 a.m.

- I. Call Meeting to Order
- II. Roll Call
- III. Pledge of Allegiance Followed by a Moment of Silence
- IV. Approval of Meeting Minutes
 - a. December 4, 2024
- V. Public Comments
- VI. Old Business
 - a. Consider Approval of Soldiers and Sailors Financial Assistance Report for the Period of December 1 – 31, 2024
- VII. New Business
 - a. American Legion Commissioner Appointment
- VIII. Management Report
- IX. Commissioners' Reports
- X. Adjournment

**MONTGOMERY COUNTY
VETERANS SERVICE COMMISSION**



627 Edwin C. Moses Boulevard
4th Floor, East Medical Plaza
Dayton, Ohio 45417
Phone: 937-225-4801
Fax: 937-225-4854
www.mcvsc.org

**Montgomery County Veterans Service Commission
Soldier and Sailors Report
January 2025**

1. Data Statistics

a. Financial Assistance:

i. December 2024

1. Approved: 34/\$37,249.91
2. Shelter: 16/\$17,036.08
3. Utilities: 32/\$7,624.42
4. Disapprovals: 10
 - a. No emergency – 2
 - b. Not for sustainment – 1
 - c. Incomplete – 7

ii. November 2024

1. Approved: 27/\$27,108.67
2. Shelter: 14/\$14,989.53
3. Utilities: 15/\$2,885.14
4. Disapprovals: 6
 - a. No emergency – 1
 - b. Not for sustainment – 1
 - c. False and misleading information – 1
 - d. Partial approval – 1
 - e. Not working towards financial independence – 1
 - f. Not an emergency - 1

iii. October 2024

1. Approved: 47/\$48,797.42
2. Shelter: 19/\$22,395.43
3. Utilities: 33/\$8756.52
4. Disapprovals: 13

- a. No emergency – 1
- b. Lack of financial need - 4
- c. Partial approval – 3
- d. Incomplete application – 3
- e. Not eligible for sustainment – 1
- f. Ineligible for assistance - 1

b. Approvals YTD: 377 applications/\$407,887.57

c. Shelter YTD: 178/\$214,229.87

d. Utilities YTD: 301/\$72,301.74

e. Dental: 0/\$0.00

- i. 2024 YTD: 16/\$8,760.00

f. Emergency Repair (Assistance): 2/\$1,364.41

- i. 2024 YTD: 22/\$14,923.96

g. COVID: 0/\$0

- i. 2024 YTD: 0/\$0

h. Indigent Burial: 4/\$4,000

- i. 2024: YTD: 24/\$23,047.00

i. Kroger Voucher Update: 144 Vouchers/\$7,200 (25 Veterans)

- i. 2024 YTD: 1,487 Vouchers/\$74,350 (269 Veterans)

2. VSO Service Appointments/Information (in-person/phone) – 195 **(2024 YTD: 2996)**

3. VSO Financial Appointments/Information (in-person/phone) – 61 **(2024 YTD: 691)**

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Case Management Productivity Report

Case Management

- **Clients Referred to Case Management**
 - Reviewing financial applications: 32
 - Staff referrals: 7
 - Total: 39
- **Initial Contact**
 - Letters: 30
 - Followed up w/ call: 19
 - Mailed on 12/31/24: 11
 - Phone: 6
 - In-person: 3
 - Total: 39
- **Outcome**
 - Letters mailed 12/31, will follow-up w/ call in January: 11
 - Declined services: 2
 - Inactive phone/voicemail: 5
 - Left voicemails: 3
 - Interested but will connect in January: 1
 - Interested and scheduled initial appointment: 17
 - No show (followed up but no response): 3
 - Showed: 9
 - Scheduled for future date: 5
- **Documents Created**
 - Policy
 - Procedure
 - Agreement
 - Consent to Release or Obtain Information
 - Initial Letter
 - Case Plan (Goals and Action Steps)
 - Training Acknowledgement

Community Partners/Resources

- **Connected with:**
 - Kettering College: Community Health Worker Program

- Applied for May cohort
 - Added to quarterly Advisory Committee meetings
- Miami Valley Community Action Partnership
 - Active Board of Directors member
 - PIPP representative, Rhonda, will be coming twice a month starting in January
 - Nominated Rhonda for Customer Service Excellence award MVCAP's Employee Excellence Awards and she won
- St. Vincent DePaul's SSVF Program
- VA Health Care for Homeless Veterans Homeless Program
- Clothes That Work
 - Set bi-annual dates for soft skills workshops (communication, professionalism, conflict resolution, problem solving & time management)
 - 3/19/25 9am-12pm and 9/17/25 9am-12pm
- Goodwill Easterseals
- Area Agency on Aging
- Montgomery County Path Ahead Program
- Volunteers of America's SSVF Program
- Ohio Dept. of Job & Family Services' Disabled Veteran Outreach Program
- Legal Aid of Western Ohio, Inc.
 - Meeting in January regarding potential partnership
- G4V (Guitars for Vets)



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Productivity and Assistance Report | December 2024

Emergency Assistance

- 144 Kroger vouchers were issued (up from November)
- \$34,345.56 for rent, mortgage, utilities, transportation and food in December
- \$541,638.80 for rent, mortgage, utilities, transportation, dental and food in 2024.
- **314 Aldi Gift Cards** were awarded (35 denied applications)
- **340 Winter Coats** were distributed

Financial Appointments

- 53 total appointments (average month)
- 49 clients processed

Service Appointments

- 188 Appointments including phone and in-home appts
- 172 Individual Clients were seen or had phone appointments
- Donald saw the most with 41 scheduled client appointments
- 13 Walk In clients were seen and served

Service **Success** Reported* (Year to Date)

- Total recovered to date this year: \$7,763,075.10
- 443 Positive Awards
- \$6,100,000.00 was awarded/reported in 2023
- \$5,159,091.82 was awarded/reported in 2022
- \$2,246,428.51 was awarded/reported in 2021

Summary Budget 12-30-2024

MainAccountClass	Ledger account	Budget	Expenditures	Encumbrances	Remaining budget	Percent used
500	Statutory Salaries	44,755.00	44,752.50	0.00	2.50	99.99
510	Salaries	1,036,445.00	839,871.61	0.00	196,573.39	81.03
520	Fringe Benefits	277,022.00	257,088.37	0.00	19,933.63	92.80
530	Operating Expenses	218,210.00	181,333.67	6,500.00	30,376.33	86.08
540	Travel & Training	40,764.00	32,254.97	0.00	8,509.03	79.13
550	Professional Services	1,053,166.27	987,986.09	57,958.62	7,221.56	99.31
560	Maintenance and Repair Services	2,750.00	196.00	0.00	2,554.00	7.13
570	Communications	43,746.17	31,969.14	35.85	11,741.18	73.16
590	Capital Outlays	28,000.00	27,065.70	0.00	934.30	96.66
	Totals as of 12-30-2024	2,744,858.44	2,402,518.05	64,494.47	277,845.92	89.88%

Expected Return to the County	Statutory Salaries	0.00
92% total budget expended	Salaries	176,000.00
84% of Salaries expended	Fringe Benefits	15,000.00
78% of funds returned were salary	Operating Expenses	20,000.00
	Travel & Training	4,000.00
	Professional Services	0.00
	Maintenance and Repair Ser	2,554.00
	Communications	10,000.00
	Capital Outlays	934.30
		228,488.30

MainAccount	Ledger account	Revised budget	Actual expenditures	Encumbrances	Remaining budget	Percent used
50010	Salaries Statutory Board Members	\$44,755.00	\$44,752.50	\$0.00	\$2.50	\$99.99
51000	Salaries Regular	\$1,021,566.00	\$727,179.91	\$0.00	\$294,386.09	\$71.18
51010	Overtime	\$0.00	\$1,907.65	\$0.00	\$1,907.65	\$0.00
51035	Lump Sum Pay	\$0.00	\$30,509.28	\$0.00	\$30,509.28	\$0.00
51052	Vacation Pay	\$0.00	\$46,801.71	\$0.00	\$46,801.71	\$0.00
51054	Sick Leave Pay	\$0.00	\$30,245.31	\$0.00	\$30,245.31	\$0.00
51062	Compensatory Time Pay	\$0.00	\$672.32	\$0.00	\$672.32	\$0.00
51070	Paid Personal Leave Pay Out	\$14,879.00	\$2,555.43	\$0.00	\$12,323.57	\$17.17
52005	Retirement Regular PERS	\$143,100.00	\$119,482.35	\$0.00	\$23,617.65	\$83.50
52010	FICA (Medicare)	\$14,823.00	\$12,490.27	\$0.00	\$2,332.73	\$84.26
52016	Workers' Compensation Interfund	\$5,039.00	\$5,039.00	\$0.00	\$0.00	\$100.00
52020	Life Insurance	\$648.00	\$570.04	\$0.00	\$77.96	\$87.97
52032	Health Insurance	\$98,844.00	\$107,323.71	\$0.00	\$8,479.71	\$108.58
52039	Health Insurance Other Agencies	\$0.00	\$1,385.50	\$0.00	\$1,385.50	\$0.00
52040	Dental Plans Other Agencies	\$5,379.00	\$2,689.50	\$0.00	\$2,689.50	\$50.00
52060	Employer Share Waiver Cash Payments	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00
52069	Family Medical Leave Act ISF	\$1,989.00	\$1,949.83	\$0.00	\$39.17	\$98.03
52074	Employee Parking ISF	\$1,500.00	\$1,476.00	\$0.00	\$24.00	\$98.40
52076	Employee Meals and Refreshments	\$4,000.00	\$1,638.99	\$0.00	\$2,361.01	\$40.97
52080	Employee Recognition Program	\$500.00	\$659.29	\$0.00	\$159.29	\$131.86
52088	Employee Uniforms	\$0.00	\$2,383.89	\$0.00	\$2,383.89	\$0.00
53010	Office Supplies	\$7,240.00	\$612.70	\$0.00	\$6,627.30	\$8.46
53015	Supplies ISF	\$20,000.00	\$18,439.71	\$0.00	\$1,560.29	\$92.20
53025	Subscriptions and Books	\$4,056.00	\$834.00	\$0.00	\$3,222.00	\$20.56
53050	Computer Software	\$1,500.00	\$1,770.89	\$0.00	\$270.89	\$118.06
53085	Postage	\$0.00	\$225.17	\$0.00	\$225.17	\$0.00
53106	Parking Charges ISF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53140	Building Repair & Maintenance Supplies	\$25,000.00	\$15,000.00	\$0.00	\$10,000.00	\$60.00
53160	Fuel Oil & Lubricants	\$0.00	\$50.20	\$0.00	\$50.20	\$0.00
53170	Service Depot Charges Fuel ISF	\$500.00	\$219.91	\$0.00	\$280.09	\$43.98
53185	Vehicle Parts & Supplies	\$0.00	\$4,390.00	\$0.00	\$4,390.00	\$0.00
53190	Equipment Supplies	\$0.00	\$301.00	\$0.00	\$301.00	\$0.00
53210	Food and Dietary Supplies	\$0.00	\$8.78	\$0.00	\$8.78	\$0.00
53245	Other Operating Supplies	\$28,150.00	\$3,456.92	\$0.00	\$24,693.08	\$12.28
53800	Rental Land & Buildings	\$125,584.00	\$129,501.40	\$6,500.00	\$10,417.40	\$108.30
53810	Rental Parking Facilities	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
53830	Copy Machine Rentals Printing Services	\$2,500.00	\$4,970.99	\$0.00	\$2,470.99	\$198.84
53840	Rental Equipment	\$0.00	\$1,037.00	\$0.00	\$1,037.00	\$0.00
53850	Rental Other	\$1,080.00	\$515.00	\$0.00	\$565.00	\$47.69
53950	Licenses Fees & Permits	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00

54000	Routine Business Mileage	\$1,850.00	\$1,668.30	\$0.00	\$181.70	\$90.18
54002	Routine Business Parking	\$100.00	\$15.55	\$0.00	\$84.45	\$15.55
54004	Routine Business Meals	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00
54010	Routine Business Event Sponsorship	\$1,999.00	\$0.00	\$0.00	\$1,999.00	\$0.00
54030	Board Approved Registration	\$4,825.00	\$3,377.00	\$0.00	\$1,448.00	\$69.99
54032	Board Approved Lodging	\$12,700.00	\$12,601.00	\$0.00	\$99.00	\$99.22
54034	Board Approved Meals	\$3,350.00	\$5,881.00	\$0.00	\$2,531.00	\$175.55
54036	Board Approved Airline	\$2,300.00	\$1,892.55	\$0.00	\$407.45	\$82.28
54038	Board Approved Mileage	\$2,040.00	\$3,005.28	\$0.00	\$965.28	\$147.32
54040	Board Approved Other Travel	\$0.00	\$642.29	\$0.00	\$642.29	\$0.00
54070	Training Registration	\$3,400.00	\$1,500.00	\$0.00	\$1,900.00	\$44.12
54076	Professional Dues & Memberships	\$2,950.00	\$1,672.00	\$0.00	\$1,278.00	\$56.68
54078	Training Mileage	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00
54082	Training and Education Materials	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00
55006	Printing Services ISF	\$1,000.00	\$476.13	\$0.00	\$523.87	\$47.61
55018	Consultant Services	\$10,000.00	\$6,453.35	\$0.00	\$3,546.65	\$64.53
55028	Other Medical Services (Dental Program)	\$4,350.00	\$6,135.00	\$0.00	\$1,785.00	\$141.03
55048	External Printing Services	\$7,000.00	\$4,604.29	\$0.00	\$2,395.71	\$65.78
55076	Creative Services for Advertising	\$0.00	\$1,860.63	\$0.00	\$1,860.63	\$0.00
55080	Advertising	\$347,834.91	\$416,065.23	\$57,847.69	\$126,078.01	\$136.25
55094	Other Services	\$0.00	\$15,883.46	\$70.00	\$15,953.46	\$0.00
55718	Counseling/Training/Education	\$0.00	\$1,004.20	\$0.00	\$1,004.20	\$0.00
55754	Client Transportation	\$78,174.36	\$87,614.59	\$0.00	\$9,440.23	\$112.08
55776	Client Training/Educational Materials	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00
55792	Client Clothing (Coats)	\$0.00	\$5,038.56	\$0.00	\$5,038.56	\$0.00
55810	Soldiers Relief Allow Misc Food	\$141,500.00	\$14,923.96	\$0.00	\$126,576.04	\$10.55
55820	Emergency Assistance Utilities and Food	\$202,068.00	\$220,818.28	\$40.93	\$18,791.21	\$109.30
55830	Emergency Assistance Rent	\$256,739.00	\$207,108.41	\$0.00	\$49,630.59	\$80.67
55895	Other Services for Clients	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00
56012	Facility Other Maintenance & Repair	\$2,000.00	\$196.00	\$0.00	\$1,804.00	\$9.80
56040	Equipment Maintenance & Repair	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00
57010	Communications	\$6,725.17	\$3,550.32	\$35.85	\$3,139.00	\$53.32
57030	Cell Phone Charges	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00
57070	County Mailroom ISF	\$19,321.00	\$13,074.50	\$0.00	\$6,246.50	\$67.67
57080	County Telecommunications ISF	\$15,000.00	\$13,936.32	\$0.00	\$1,063.68	\$92.91
57090	Internet Access Charges ISF	\$2,200.00	\$1,408.00	\$0.00	\$792.00	\$64.00
59030	Office Equipment	\$0.00	\$27,065.70	\$0.00	\$27,065.70	\$0.00
59580	Construction & Improvement Other	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00
		2,744,858.44	2,402,518.05	64,494.47	277,845.92	89.88%

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Transportation Report | October – November 2024

Monthly Appointments

November 2024

*Client Appointments	227
2024 Monthly Average	235
2024 YTD Total	2584
2023 Total	2601
2023 Monthly Average	217

Monthly Cost

October 2024

Average Cost Per Round trip ride	\$27.06
RTA/UBER/Valley	\$5,845.17
2024 Monthly Average	\$6,129.07
2024 YTD Total	\$61,290.74
2023 Total	\$82,998.66
2023 Monthly Average	\$6,916.56

October Trip Totals**

• RTA Uber & Private Acct Uber	138
• RTA/Paratransit	210
• Valley Transport	45
• Catholic Social Services	1
• RTA Bus Pass (Medical)	27
• RTA Bus Pass (Grocery/Other)	15

Veterans served in October

61

New transportation clients

7

*Appointments are generally round trip.

**One-way trips

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Transportation Report | November – December 2024

Monthly Appointments

December 2024

*Client Appointments	246
2024 Monthly Average	236
2024 YTD Total	2830
2023 Total	2601
2023 Monthly Average	217

Monthly Cost

November 2024

Average Cost Per Round trip ride	\$26.80
RTA/UBER/Valley	\$6,084.40
2024 Monthly Average	\$6,125.01
2024 YTD Total	\$67,375.14
2023 Total	\$82,998.66
2023 Monthly Average	\$6,916.56

November Trip Totals**

• RTA Uber & Private Acct Uber	143
• RTA/Paratransit	214
• Valley Transport	40
• Catholic Social Services	1
• RTA Bus Pass (Medical)	25
• RTA Bus Pass (Grocery/Other)	0

Veterans served in November	62
New transportation clients	0

*Appointments are generally round trip.

**One-way trips