

access

PLANNING AND DEVELOPMENT COMMITTEE

Monday, January 11, 2021

12:30 p.m.

Webinar

Committee Members: M. Gombert, Chair
D. Nason
J. Wisdom

	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. GENERAL PUBLIC COMMENT	INFORMATION
3. CONSIDERATION TO APPROVE REVISIONS TO THE ACCOUNTS PAYABLE PROCESS (page 5)	ACTION
4. REVIEW OF ANTELOPE VALLEY SERVICE REGION REQUEST FOR PROPOSALS	PRESENTATION
5. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM	PRESENTATION
6. BUDGET UPDATE	PRESENTATION
7. ADJOURNMENT	ACTION

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services for communications. Primary consideration is given to the request of individuals with disabilities. However, the final decision belongs to Access Services. To help ensure the availability of any auxiliary aids and services you require, please make every effort to notify Access Services of your request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: Access Services Board committee meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the Board committee both initially and supplementally prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the Board committee members by staff or Board committee members at the meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board committee during a Board committee meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the Board committee is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a goldenrod Public Comment Form and submit it to the Secretary of the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the Board at a normal rate of speed may request an accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is at the discretion of the Chair. The Board committee will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the Board committee may direct staff to investigate and/or schedule certain matters for consideration at a future Board committee meeting and the staff may respond to all public comments in writing prior to the next Board committee meeting.

Alternative accessible formats are available upon request.

***NOTE**

NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES

Pursuant to temporary revised Brown Act requirements, Board committee members will be participating via webinar. The public may submit written comments on any item on the agenda - 1) through email by addressing it to - board@accessla.org or 2) via US Postal mail by addressing it to - Access Services Board Comments, PO Box 5728, El Monte CA 91734. Please include your name, item number and comments in the correspondence. Comments must be submitted/received no later than 9:00 am on Monday, January 11, 2021 so they can be read into the record as appropriate.

The public may also participate via the Zoom webinar link, or by teleconference. Please review the procedures to do so as follows -

How to Provide Public Comment in a Board Meeting via Zoom

Online

1. Click the Zoom link for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html. Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, or Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. You may also use this direct link - <https://zoom.us/j/91781052994>
2. Enter an email address and your name. Your name will be visible online while you are speaking.
3. When the Committee Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
4. Please note that the "Chat" feature is not enabled during the meeting for general public attendees. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
5. When called, please limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Note: Members of the public will not be shown on video.

By phone

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html
2. You can also call in using the following information -
3. Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)
Webinar ID: 917 8105 2994
4. When the Committee Chair calls for the item on which you wish to speak, press *9 to raise a hand. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers in their entirety will be visible online while speakers are speaking.
5. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.

6. When called, please state your name and limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

JANUARY 4, 2021

TO: BOARD OF DIRECTORS

**FROM: BRUCE FRINK, SENIOR MANAGER, FINANCE PLANNING AND ANALYSIS
HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR**

RE: CONSIDERATION TO REVISE ACCOUNTS PAYABLE APPROVAL PROCESS

ISSUE:

Per Board policy, Board Treasurer approval is required for all vendor invoices over \$50,000. Furthermore, internal staff as well as Executive Director approval is required on all invoices prior to the release of payments to vendors.

Given the implementation of the Oracle platform, strong internal controls and multiple annual audits conducted by outside audit firms, staff believes that Board Treasurer approval is no longer necessary and should be removed from the Accounts Payable (AP) process.

This item was reviewed and approved by the Board Operations Committee on December 14, 2020.

RECOMMENDATION:

- Authorize staff to revise the Access Accounts Payable (AP) process to remove the Board Treasurer from the AP process.
- Authorize staff to send to the Board a Payables Payment Register each month.

IMPACT ON BUDGET:

This recommended action will have no financial impact.

ALTERNATIVES CONSIDERED:

If the Board opts not to approve this item, then staff would continue to operate under the current applicable AP policies described herein.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Committee, the staff will bring this item to the full Board of Directors at its February meeting.

BACKGROUND:

In the current AP process (see Attachment 1), approvals from the Department Head (Director) of the requesting department and the Finance Department are required and then each invoice is sent to the Executive Director for final approval. As discussed above, the Board Treasurer is also currently required to approve all invoices greater than \$50,000.

Agency internal controls for the AP process have been modified and strengthened since the implementation of the Oracle platform in 2015. Using Oracle, the Accounting Department records and monitors all payment transactions, which require multiple levels of approval. Access is then audited annually by at least two outside independent CPA firms (one of which is retained by the Los Angeles County Metropolitan Transportation Authority (Metro)) to verify policies and processes are being followed and that funds are spent in accordance with the budget and applicable regulations.

In order to simplify the AP approval process, staff recommends removing the Board Treasurer and utilizing internal staff for the AP approval process and publishing a Payables Register on a monthly basis (see Attachment 2) to provide full visibility to the Board of all expenditures.

Agency policies would be amended as follows:

1. Board Invoice Approval

Current Policy:

The current invoice approval workflow involves multiple layers of approvers. Initially, the vendor sends invoice to Access Services either through email or mail. The Accounting Department will then process the email copy or scanned hardcopy of the invoice in Oracle Cloud to start the electronic approval process. When the invoice approval process starts, a workflow builds the list of approvers based on the defined rules and amount of the invoice. Approval email notification is first sent to the Department Head on the list. When the Department Head responds, email notification is sent to Finance. Upon approval from Finance, it will then be forwarded to the Executive Director for the final approval. If the invoice amount is \$50,000 or more, an additional approval from the Board member is required to complete the process. Accounting staff will then process the check or ACH payment.

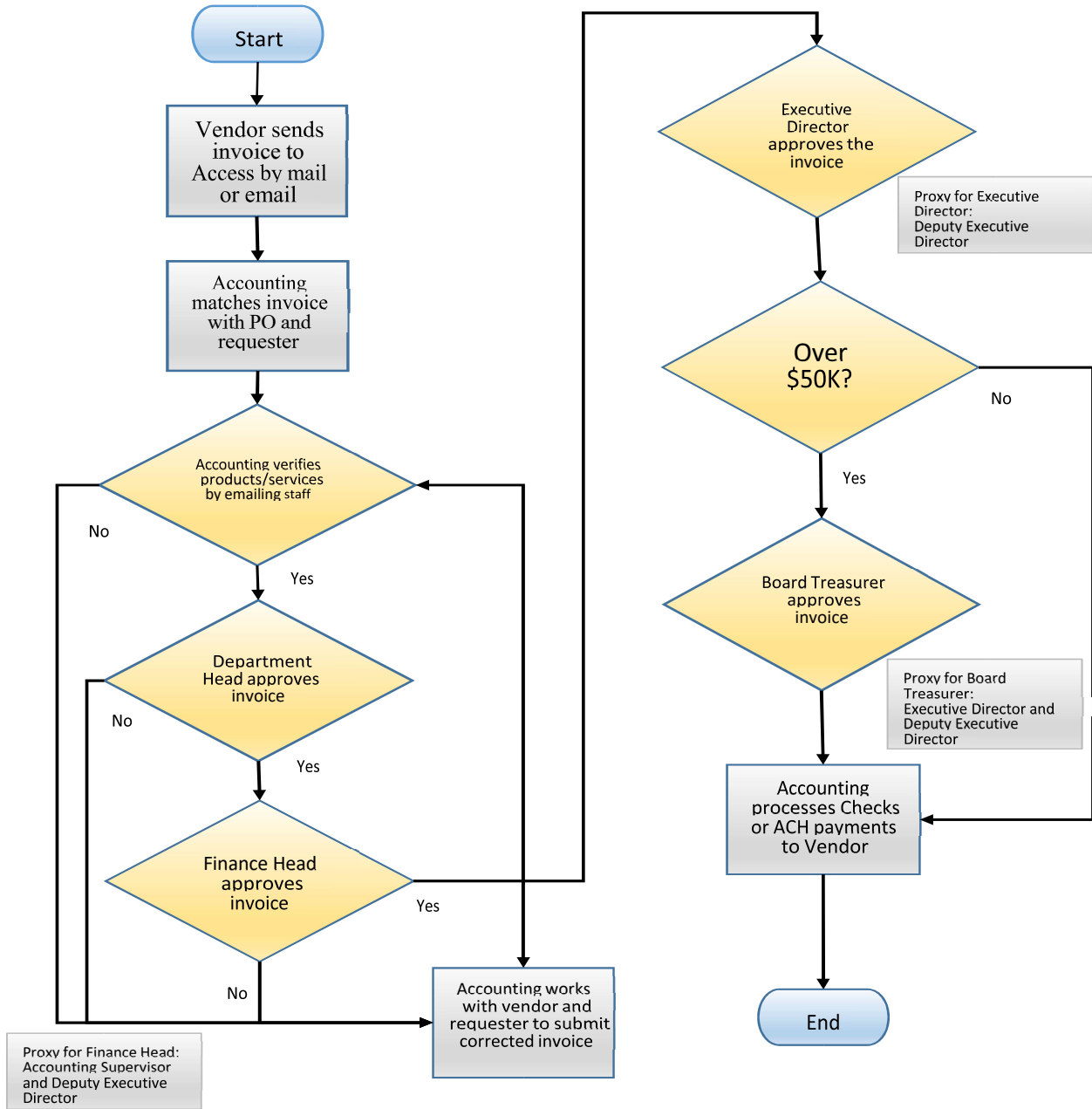
Recommended Policy:

Initially, the vendor submits an invoice to Access Services either electronically or via mail. The Accounting Department will then process the electronic copy or scanned hardcopy of the invoice in Oracle Cloud to start the electronic approval process. When the invoice approval process starts, a workflow builds the list of approvers based on the defined rules and amount of the invoice. Approval email notification is first sent to the Department Head on the list. When the Department Head responds, email notification is sent to Finance. Upon approval from Finance, email notification will be sent to the Executive Director for the final approval. Accounting staff will then process the check or ACH payment.

Staff will provide the Board of Directors with the Payment Payables Register report each month.

Attachment 1

Current AP Workflow Process in Oracle Cloud



Attachment 2

ORACLE

AS Ledger Dec-20
US

Payment Number	Date	Supplier or Party Name	Supplier Site	Amount
402370	12/4/20	ACCESS SERVICES	EL MONTE	250,000.00
100196	12/28/20	AFLAC	COLUMBIA	2,475.46
402421	12/24/20	ALFRED L. GLOVER	INGLEWOOD	1,380.00
402384	12/14/20	ALTA FOODCRAFT	LONG BEACH	125.98
402418	12/24/20	ALTA RESOURCES CORP	NEENAH	149,540.00
100195	12/14/20	Ameriprise Financial Advisors Inc.	Minneapolis	300.00
100198	12/28/20	Ameriprise Financial Advisors Inc.	Minneapolis	300.00
402408	12/18/20	ANDREW DEL CASTILLO	COVINA	100.00
402424	12/23/20	ANTELOPE VALLEY TRANSIT AUTHORITY	LANCASTER	25,861.50
402379	12/4/20	AT&T	PO BOX 5019	7,199.40
402406	12/18/20	AT&T	PO BOX 9011	35,177.97
402407	12/18/20	AT&T	PO BOX 6463	43.69
402409	12/18/20	AT&T	CAROL STREAM	46.78
402430	12/28/20	AT&T	PO BOX 5019	7,199.40
61	12/11/20	AXA EQUITABLE	NEWARK	5,665.00
63	12/24/20	AXA EQUITABLE	NEWARK	5,765.00
402382	12/4/20	BASIC	MILWALKEE	275.00
402431	12/28/20	BASIC	MILWALKEE	275.00
402403	12/18/20	BUSINESS MACHINES CONSULTANTS, INC. (BM	LAKE BALBOA	2,700.00
5000464	12/1/20	C3 BUSINESS SOLUTIONS	NEWPORT BEACH	3,485.00
5000480	12/7/20	C3 BUSINESS SOLUTIONS	NEWPORT BEACH	1,572.50
5000482	12/15/20	C3 BUSINESS SOLUTIONS	NEWPORT BEACH	1,785.00
402395	12/18/20	CALACT	SACRAMENTO	1,055.00
402396	12/18/20	CALIFORNIA TRANSIT ASSOCIATION	SACRAMENTO	14,074.00
5000471	12/2/20	CALIFORNIA TRANSIT INC	LOS ANGELES	299,355.26
5000484	12/14/20	CALIFORNIA TRANSIT INC	LOS ANGELES	725,099.42
5000492	12/23/20	CALIFORNIA TRANSIT INC	LOS ANGELES	509,240.00
402419	12/24/20	CAMBRIA SOLUTIONS, INC.	SACRAMENTO	24,056.00
5000469	12/2/20	CITY OF SANTA CLARITA	SANTA CLARITA	42,512.79
5000486	12/14/20	CITY OF SANTA CLARITA	SANTA CLARITA	127,176.23
5000494	12/23/20	CITY OF SANTA CLARITA	SANTA CLARITA	42,512.79
402425	12/23/20	CITY OF SANTA MONICA BIG BLUE BUS	SANTA MONICA	66.50
402410	12/24/20	CLEAN ENERGY	DALLAS	378.96
5000465	12/2/20	COMMERCE COMMONS MANAGEMENT LLC	BEVERLY HILLS	28,403.36
402371	12/4/20	COMPUTER SPECIALISTS, INC.	CYPRESS	300.00
402376	12/4/20	CONVERGEONE, INC.	MINNEAPOLIS	462.97
402404	12/18/20	CONVERGEONE, INC.	MINNEAPOLIS	9,785.00
402420	12/24/20	CONVERGEONE, INC.	MINNEAPOLIS	9,785.00
402405	12/18/20	CORVEL ENTERPRISE COMP, INC	PHILADELPHIA	19,020.19
5000487	12/21/20	DAVID GERSHWIN CONSULTING	LOS ANGELES	5,000.00
402381	12/4/20	DELL MARKETING L.P.	ROUND ROCK	10,978.85

5000495	12/29/20	DELTA SERVICES GROUP INC	NEWTON	15,960.00
5000474	12/2/20	DIVERSIFIED TRANSPORTATION LLC	LOS ANGELES	197,534.03
402397	12/18/20	DOLORES NASON	LONG BEACH	200.00
402393	12/14/20	FEDERAL EXPRESS	PASADENA	53.33
402380	12/4/20	FREEDMAN SEATING COMPANY	CHICAGO	3,096.00
402416	12/24/20	GCAP SERVICES, INC	SANTA ANA	1,757.50
5000468	12/2/20	GLOBAL PARATRANSIT, INC.	GARDENA	1,005,510.00
5000472	12/2/20	GLOBAL PARATRANSIT, INC.	GARDENA	1,227,520.03
5000485	12/14/20	GLOBAL PARATRANSIT, INC.	GARDENA	1,614,146.92
5000490	12/23/20	GLOBAL PARATRANSIT, INC.	GARDENA	1,005,512.00
402427	12/28/20	GUARDIAN	DALLAS	9,021.91
5000476	12/7/20	HDR, INC	CHICAGO	2,960.62
402378	12/4/20	HPC COMPUTERS USA INC	LAGUNA NIGUEL	163.51
8000341	12/18/20	INFORMATION TECHNOLOGIES CURVES	GAITHERSBURG	6,240.00
8000342	12/18/20	INFORMATION TECHNOLOGIES CURVES	GAITHERSBURG	14,640.00
8000343	12/18/20	INFORMATION TECHNOLOGIES CURVES	GAITHERSBURG	1,920.00
8000344	12/18/20	INFORMATION TECHNOLOGIES CURVES	GAITHERSBURG	1,200.00
5000459	12/1/20	JOE A GONSALVES & SON	SACRAMENTO	5,500.00
5000496	12/29/20	JOE A GONSALVES & SON	SACRAMENTO	5,500.00
402398	12/18/20	JOHN B. TROOST	LOS ANGELES	100.00
402372	12/4/20	KAISER FOUNDATION HEALTH PLAN	LOS ANGELES	77,621.09
8000349	12/22/20	L.A. GRAPHICS & SIGNS	N. HOLLYWOOD	1,434.77
5000498	12/29/20	LACMTA	LACMTA FOR BOA	50,000.00
402411	12/24/20	LANGUAGE LINE SERVICES	DALLAS	9,385.86
5000477	12/7/20	LISA YOUNG	PASADENA	3,580.00
402426	12/23/20	LONG BEACH TRANSIT	LONG BEACH	111.00
402412	12/24/20	LORI M. PETRIE, PhD	LOS ANGELES	2,000.00
402391	12/14/20	LOS ANGELES COUNTY	LOS ANGELES (EASTERN AVE)	1,879.89
402394	12/15/20	Luis Pacheco		113.00
402417	12/24/20	MEDICAL MANAGEMENT MISSION, LLC	LOS ANGELES	4,233.50
5000462	12/1/20	MEDICAL TRANSPORTATION MANAGEMENT, INC.	LAKE ST. LOUIS	334,997.05
100194	12/14/20	MIDLAND NATIONAL	DES MOINES	790.00
100197	12/28/20	MIDLAND NATIONAL	DES MOINES	790.00
5000460	12/1/20	MOBILITY MANAGEMENT PARTNERS, INC.	CAMARILLO	41,267.09
5000497	12/29/20	MOBILITY MANAGEMENT PARTNERS, INC.	CAMARILLO	50,964.23
5000467	12/2/20	MV TRANSPORTATION INC	SAN FRANCISCO	717,073.83
5000473	12/2/20	MV TRANSPORTATION INC	SAN FRANCISCO	611,925.92
5000481	12/10/20	MV TRANSPORTATION INC	SAN FRANCISCO	226,110.56
5000493	12/23/20	MV TRANSPORTATION INC	SAN FRANCISCO	96,028.90
402428	12/28/20	NATIONAL SAFETY COUNCIL	ITASCA	495.00
402392	12/14/20	NATIONWIDE	LOS ANGELES	146.08
8000328	12/4/20	NEW IMAGE AUTO REPAIR	EL MONTE	180.00
8000329	12/4/20	NEW IMAGE AUTO REPAIR	EL MONTE	312.27
8000330	12/4/20	NEW IMAGE AUTO REPAIR	EL MONTE	275.00
8000331	12/4/20	NEW IMAGE AUTO REPAIR	EL MONTE	372.79

8000332	12/4/20	NEW IMAGE AUTO REPAIR	EL MONTE	441.36
8000333	12/4/20	NEW IMAGE AUTO REPAIR	EL MONTE	335.43
8000350	12/28/20	NEW IMAGE AUTO REPAIR	EL MONTE	521.38
402373	12/4/20	PREFERRED ALLIANCE, INC	SUISUN CITY	92.69
402413	12/24/20	PREFERRED ALLIANCE, INC	SUISUN CITY	92.69
62	12/15/20	PUBLIC EMPLOYEES' RETIREMENT S	SACRAMENTO	30,982.06
64	12/28/20	PUBLIC EMPLOYEES' RETIREMENT S	SACRAMENTO	31,109.85
125	12/11/20	QUADIENT FINANCE USA, INC.	CAROL STREAM	2,000.00
128	12/28/20	QUADIENT FINANCE USA, INC.	CAROL STREAM	1,664.89
126	12/18/20	QUADIENT, INC.	DALLAS	4,310.99
402399	12/18/20	RTP GROUP	LONG BEACH	9,478.50
5000466	12/2/20	SAN GABRIEL TRANSIT INC	EL MONTE	874,967.02
5000470	12/2/20	SAN GABRIEL TRANSIT INC	EL MONTE	998,070.96
5000483	12/14/20	SAN GABRIEL TRANSIT INC	EL MONTE	1,050,507.33
5000491	12/23/20	SAN GABRIEL TRANSIT INC	EL MONTE	757,174.21
402422	12/24/20	SCOTT TRANSUE	EL CAJON	8,265.00
402400	12/18/20	SIMON AND COMPANY INC	WASHINGTON	3,620.00
402374	12/4/20	SMARTDRIVE SYSTEMS, INC	CITY OF INDUST	32,229.03
402385	12/14/20	SMARTDRIVE SYSTEMS, INC	CITY OF INDUST	16,731.05
402401	12/18/20	SMARTDRIVE SYSTEMS, INC	CITY OF INDUST	825.47
402414	12/24/20	SMARTDRIVE SYSTEMS, INC	CITY OF INDUST	33,346.25
402390	12/14/20	SOUTHERN CALIFORNIA EDISON COMPANY	ROSEMEAD	1,450.44
402389	12/14/20	STATE FUND	SAN FRANCISCO	4,339.24
402369	12/1/20	Susanna Cadenas		464.35
5000479	12/7/20	SYMANTEC CORPORATION	LOS ANGELES	265.48
5000489	12/21/20	TEXAS A&M TRANSPORTATION INSTITUTE	COLLEGE STATION	2,793.09
8000334	12/4/20	THE DATA CENTER, LLC	SALT LAKE CITY	15.32
8000335	12/4/20	THE DATA CENTER, LLC	SALT LAKE CITY	36.19
8000336	12/4/20	THE DATA CENTER, LLC	SALT LAKE CITY	1,516.80
8000337	12/4/20	THE DATA CENTER, LLC	SALT LAKE CITY	129.78
8000338	12/14/20	THE DATA CENTER, LLC	SALT LAKE CITY	1,357.21
8000339	12/14/20	THE DATA CENTER, LLC	SALT LAKE CITY	37.88
8000340	12/14/20	THE DATA CENTER, LLC	SALT LAKE CITY	12.48
8000345	12/18/20	THE DATA CENTER, LLC	SALT LAKE CITY	27.26
8000346	12/18/20	THE DATA CENTER, LLC	SALT LAKE CITY	240.63
8000347	12/18/20	THE DATA CENTER, LLC	SALT LAKE CITY	2,774.03
8000348	12/18/20	THE DATA CENTER, LLC	SALT LAKE CITY	34.95
8000351	12/28/20	THE DATA CENTER, LLC	SALT LAKE CITY	26.95
8000352	12/28/20	THE DATA CENTER, LLC	SALT LAKE CITY	13.55
8000353	12/28/20	THE DATA CENTER, LLC	SALT LAKE CITY	2,154.71
8000354	12/28/20	THE DATA CENTER, LLC	SALT LAKE CITY	84.25
5000461	12/1/20	THERESA DE VERA	LOS ANGELES	300.00
5000488	12/21/20	THERESA DE VERA	LOS ANGELES	200.00
402377	12/4/20	T-MOBILE	ST. LOUIS	778.87
402423	12/24/20	TMSI	LONG BEACH	2,520.00

402386	12/14/20	TOTAL RECALL	AGOURA HILLS	600.00
402387	12/14/20	TRINET INTERNET SOLUTIONS INC	IRVINE	3,196.49
402415	12/24/20	ULINE	CHICAGO	139.99
402375	12/4/20	UNITED INDUSTRIES	ORANGE	1,442.09
402429	12/28/20	UNUM LIFE INSURANCE COMPANY OF AMERICA	ATLANTA	1,059.70
12210	12/1/20	VANTAGEPOINT TRANSFER AGENTS-300620	BALTIMORE	4,842.64
12263	12/15/20	VANTAGEPOINT TRANSFER AGENTS-300620	BALTIMORE	4,842.64
12344	12/29/20	VANTAGEPOINT TRANSFER AGENTS-300620	BALTIMORE	4,870.95
5000475	12/7/20	VERITEXT LLC	CHICAGO	10,770.20
402402	12/18/20	VERIZON WIRELESS	DALLAS	490.14
402388	12/14/20	VISION SERVICE PLAN - (CA)	SAN FRANCISCO	767.79
124	12/11/20	WEX BANK	CAROL STREAM	196.53
127	12/18/20	WEX BANK	CAROL STREAM	1,016.50
402368	12/1/20	William Kim		272.44
5000463	12/1/20	WOOLPERT INC.	CINCINNATI	731.33
5000478	12/7/20	WOOLPERT INC.	CINCINNATI	838.19
402383	12/8/20	YAEL HAGEN	CHATSWORTH	25.00

Total Payments:

\$13,635,600.92