

access

BOARD OF DIRECTORS MEETING
Monday, May 11, 2020
General Session: 12:00 p.m.
Closed Session: Immediately Following

***Please see note below**

MISSION STATEMENT

Access Services promotes access to all modes of transportation and provides quality and safe ADA paratransit service on behalf of public transit agencies in Los Angeles County.

	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON APRIL 13, 2020 (page 5) [Staff Recommendation: Approve minutes as written.]	ACTION [Vote Required: majority of quorum by roll call]
3. GENERAL PUBLIC COMMENT	INFORMATION
4. CONSENT CALENDAR a) Consideration to Extend Term and Increase Funds - Legal Services (AS-4039) (page 12) [Staff Recommendation: Authorize an additional \$470,000 in funds and an extension in the period of performance for two (2) years through March 31, 2023 for legal services with Alvarez-Glasman & Colvin.]	ACTION [Vote Required: majority of quorum by roll call]

- b) Consideration to Extend Term and Increase Funds for Transitional Voice Communication Services (PO#1004933) (page 14)

[Staff Recommendation: Authorize an additional \$1,600,000 in funds and an extension in the period of performance through September 30, 2020 with TMSI.]

- c) Consideration to Renew Self-Insured Retention Automobile Liability Program (page 19)

[Staff Recommendation: Authorize staff to continue a \$100,000 Self Insured Retention program with estimated liability of \$1,789,000 determined in accordance with GASB Statement No. 10 as required for public entities.]

- d) Consideration to Approve Renewal of Commercial Business Package Insurance (page 21)

[Staff Recommendation: Authorize the Executive Director to: Enter into a one-year policy agreement with James River Insurance Company for primary insurance coverage from June 21, 2021 through June 20, 2022; Enter into a one-year policy agreement with James River Insurance Company for the first excess layer; Enter into a one-year policy agreement with Scottsdale Insurance Company for the second excess layer; Enter into a one-year policy agreement with Liberty Insurance Company for the third excess layer; Authorize an amount not to exceed \$6,900,000 for all of the above insurance layers.]

- e) Consideration to Approve Community Advisory Committee (CAC) Bylaw Changes (page 23)

[Staff Recommendation: Review and approve the revised bylaws as attached.]

[Staff Recommendation: Approve Consent Calendar]

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| 5. | FY20 AND FY21 BUDGET UPDATES | PRESENTATION |
| 6. | UPCOMING BOARD ITEMS (page 37) | INFORMATION |
| 7. | EXECUTIVE DIRECTOR'S REPORT | INFORMATION |
| 8. | BOARD MEMBER COMMUNICATION | INFORMATION |
| 9. | NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA | DISCUSSION/
POSSIBLE
ACTION |
| 10. | PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS | INFORMATION |
| 11. | CLOSED SESSION:
<i>A) Public Emergency (COVID-19), GC sec. 54957(a)</i> | DISCUSSION/
POSSIBLE
ACTION |
| 12. | 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 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 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 members by staff or Board members at the meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board during a Board 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 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 of Directors 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 may direct staff to investigate and/or schedule certain matters for consideration at a future Board of Directors Meeting and the staff may respond to all public comments in writing prior to the next Board meeting.

Alternative accessible formats are available upon request.

***NOTE**

NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES

Pursuant to temporary revised Brown Act requirements, the Access Board of Directors will be participating via teleconference. The public may listen in on the meeting by either - 1) dialing 1-669-900-6833, code 948 3931 9887 OR 2) clicking on the webinar link located at https://accessla.org/news_and_events/agendas.html. Please note there is no opportunity to make public comment through these options. 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 10:00 am on Monday May 11, 2020 so they can be read into the record as appropriate.



**STATEMENT OF PROCEEDINGS FOR THE
MEETING OF THE ACCESS SERVICES
BOARD OF DIRECTORS**

3449 Santa Anita Ave, 3rd Floor

El Monte, CA 91731

April 13, 2020

12:00 p.m.

1. CALL TO ORDER

Meeting was called to order by Chair Nason at 12:04 p.m.

BOARD MEMBERS PRESENT REPRESENTING A QUORUM

Present: Chair Dolores Nason, Vice Chair Martin Gombert, Treasurer Doran Barnes, Secretary Theresa De Vera, Directors Lee Burner, Andrew Del Castillo, Valerie Gibson, John Troost and Jonaura Wisdom. Legal Counsel Vince Ewing.

BOARD MEMBER(S) EXCUSED FROM THE MEETING

Not Present: CAC Chair Dina Garcia, TPAC Chair Gracie Davis

2. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON FEBRUARY 10, 2020

Recommendation: Approval of minutes as written.

Motion made by Director Burner to approve the minutes with the correction that Director Gibson was present at the meeting of February 10, seconded by Secretary DeVera. Via Roll Call Vote, all were in favor, motion passed.

3. **REVIEW & APPROVAL OF MINUTES FROM THE SPECIAL BOARD MEETING ON MARCH 23, 2020**

Recommendation: Approval of minutes as written.

Motion made by Director Troost to approve the minutes, seconded by Director Del Castillo. Director Gibson abstained. Via Roll Call Vote, all were in favor, motion passed.

4. **GENERAL PUBLIC COMMENT**

There were no general public comments.

5. **CONSENT CALENDAR**

Recommendation: Approval of all items on the Consent Calendar.

CONSENT CALENDAR

- a) Consideration to Approve Revised 2020 Board of Directors Meeting Calendar
- b) Consideration to Award a Contract for Insurance Third Party Administrator Services
- c) Consideration to Award a Contract for Drug and Alcohol Consulting Services (AS-4125)
- d) Consideration to Approve Renewal of Employee Health and Benefit Contracts

Public Comment: None

Secretary De Vera requested that Item 5-b be pulled for the purpose of discussion.

Motion made by Secretary De Vera to approve Items 5-a, -c and -d on the Consent Calendar, seconded by Director Troost. Via Roll Call Vote - all were in favor, motion passed.

Item 5-b

Public Comment:

None.

Board Member Comments:

Secretary De Vera stated that she wished to abstain from voting on this item.

Motion made by Director Gibson to approve Item 5-b, seconded by Director Burner. Secretary De Vera abstained. Via Roll Call Vote - all were in favor, motion passed.

6. SOUTHERN REGION RFP

Chief Operations Officer Mike Greenwood presented an overview of the Southern Region Request for Proposals (RFP) process.

Public Comment

None.

Board Member Comments

Chair Nason asked if vehicle cleaning requirements would be included in the RFP. Mr. Greenwood responded that they would be included.

Director Wisdom stated that this would be an opportunity to include the Parents with Disabilities program in the RFP. Mr. Greenwood responded that it will also be added into the RFP, at least for bidding purposes.

Director Burner asked whether Compressed Natural Gas (CNG) or a mixture of CNG and gas vehicles were specified in the RFP. Mr. Greenwood responded that currently most of the vehicles were gasoline-powered and a few were CNG. He added that as we move forward with future vehicle acquisitions, we expect to have more CNG vehicles as part of the fleet.

Director Burner asked what the DBE percentage was in the RFP. Manager of Procurement and Contract Administration Brian Selwyn responded that he would get back to him with that information.

Chair Nason reminded the Board that this was an informational item and no action was required.

7. FY20 AND FY21 BUDGET UPDATES

Deputy Executive Director Hector Rodriguez gave an update on both the FY20 and FY21 budgets.

Public Comment

None

Board Member Comments

Chair Nason asked if rides had decreased by 50 percent. Mr. Rodriguez responded that rides were down by 75 percent. She also asked if not having any shared rides, meant that they are spending less money. Mr. Rodriguez responded they negotiated the rates with the contractors to compensate for the no shared rides and therefore the cost structure had gone up about \$15 more per trip.

Director Wisdom asked for clarification concerning the \$2.8 million surplus. She asked if it included receiving the third installment of funding from Metro or the \$3.5 million reserve. Mr. Rodriguez responded that it was based on receiving all funding from Metro.

Chair Nason reminded the Board that this was an informational item and no action was required.

8. UPCOMING BOARD ITEMS

Mr. F Scott Jewell stated that, due to the Board action today, there will be a full Board meeting on May 11, 2020 at 12:00pm that will likely be focused on COVID-19 impacts. The June Board meeting will be for FY21 Budget approval and July will likely return to the Committee meeting format.

9. EXECUTIVE DIRECTOR'S REPORT

Executive Director Andre Colaiace stated that both he and Mr. Greenwood have been attending, via phone, daily meetings of Metro's emergency operations team. These meetings have been helpful in ensuring that Access is aware of what actions Metro is taking in response to the pandemic and helps them coordinate their response. He has also been asked to brief various commissions and groups during this time. He mentioned to the Board that at Secretary De Vera's invitation, he briefed the City Commission on Disabilities on Access' pandemic response a few weeks ago. Last week, he participated in a teleconference hosted by the Personal Assistive Services Council, also known as PASC, where he outlined Access' response to the pandemic. Mr.

Colaiace stated that staff will continue to monitor the situation and adjust operations as necessary to continue providing safe paratransit services to customers. He thanked Access employees and contract employees on the front lines for keeping the system running during this difficult time.

10. BOARD MEMBER COMMUNICATION

Director Troost stated that the Commission's Education Committee had decided that their scholarship program was suspended due to the pandemic. This would also likely cancel the October luncheon. He thanked Andre and staff for doing so much for Access.

Secretary De Vera thanked staff and the contractors for being more proactive than reactive during these critical times. She is glad to know that the single ride, no-share rides are happening, and hopes everyone stays safe.

Director Gibson thanked everyone for their hard work, especially staff that are continuing to show up to provide essential transportation for people who need it. Effective midnight Wednesday all businesses and customers in Pasadena have to wear face coverings or masks. They actually added transit service in order to space ridership for social distancing. Riders also are required to have face coverings. Pasadena Transit has been providing special trips to dialysis, other medical treatments and grocery store shopping. They have also been delivering food from the local food bank to customers who used to use the dial-a-ride. They are working with the public health department to coordinate help for senior and disabled individuals who are being housed in local motels. They are trying to be as proactive as possible to ensure transportation for those essential trips.

Treasurer Barnes thanked everybody and echoed the comments of the other Directors. He thanked the team for keeping things moving during this time of crisis. As they continue to go forward, they are going to need to make sure that, as part of the county-wide network of systems and services, they are all working together and collaborating. At Foothill Transit they are also running almost a full schedule and have only eliminated the express routes. He never thought he would say that declining ridership is a good thing, but that is what they have been pushing for lately. He wished everyone to stay safe and well.

Vice Chair Gombert thanked Access staff and the Board members. He agrees with Director Barnes in that things won't be back to normal for a while.

Director Del Castillo thanked everyone for keeping Access moving.

Director Wisdom also thanked all Access staff for running things so smoothly and she thanked Mr. Colaiace and Mr. Greenwood for joining Metro's daily morning calls. She also thanked Mr. Colaiace for being so responsive to her phone calls.

Director Burner thanked everyone and stated that Long Beach Transit has also transitioned their service to a holiday schedule and said that, during the pandemic, ten passengers is a full bus. Their dial-a-lift service has decreased tremendously, more than 75%, and is still moving people, hopefully making everyday life better for everybody.

Chair Nason stated that she was very proud of Access and the great job they have been doing. She is in daily contact with the other Independent Living Centers and knows all the paratransit problems they are dealing with. She asked everyone to mark down the date of August 20 for the DRC event in Long Beach.

11. NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA

Director Wisdom asked about the discussion on potentially providing same day service. Mr. Colaiace stated they would speak about that during the Closed Session.

12. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS

The following public comment was read -

Enhancing the Responsiveness of our Paratransit System during the Covid-19 Emergency

Dear Ms. Nason:

The Aging and Disability Transportation Network (ADTN) urges action on meeting the immediate needs of Paratransit riders.

We thank the Access Services Board of Directors and their Management for their quick action on accommodating Access riders, especially suspending the share ride policy. However, we continue to urge modification to the next day service policy to allow for a more responsive system. There are many reasons why this is needed, for example to be able to respond to an alert that a store has stocked an in-demand item, or to respond to needs of a family member. Access Service has also indicated a need from social services such as food banks inquiring how an Access Rider can be provided a ride for an immediate need.

Providing more responsive service will first and foremost allow Access Services riders a more even playing field in accessing food and other supplies and to meet their needs during this emergency. Secondly, Access Services is experiencing a sharp decline in

ridership and the financial impacts to contract providers and their employees are significant. By providing a greater level of service during this emergency, providers will be able to mitigate the impact on employment. Access Services should ensure that Paratransit is included as a critical mitigation measure in response to the Covid-19 emergency.

Thank you for considering this request. Sincerely, Neal Richman Ph.D. Chair, Aging and Disability Transportation Network.

13. CLOSED SESSION REPORT

Motion made by Director Troost, seconded by Director Wisdom, the following motion

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For the duration of the emergency and consistent with the previously approved FY20 budget: Authorize staff to develop and implement a limited same day pilot program.

Via Roll Call Vote, Director Burner was not in attendance for the Closed Session, - all were in favor, motion passed.

14. ADJOURNMENT

Motion made by Director Wisdom to adjourn, seconded by Director Gibson.

The meeting adjourned at 1:20 p.m.

Approved

Theresa De Vera, Secretary

Date

MAY 4, 2020

TO: BOARD OF DIRECTORS

FROM: ANDRE COLAIACE, EXECUTIVE DIRECTOR

RE: CONSIDERATION TO EXTEND TERM AND INCREASE FUNDS - LEGAL SERVICES (AS-4039)

ISSUE:

Board approval is required to extend the existing contract for general and special legal counsel services in order to continue the Agency’s legal representation.

RECOMMENDATION:

Authorize an additional \$470,000 in funds and an extension in the period of performance for two (2) years through March 31, 2023 for legal services with Alvarez-Glasman & Colvin (AS-4039).

IMPACT ON BUDGET:

The costs associated with this contract will be included in the proposed budget for fiscal year 2020/21 and in subsequent fiscal years. The fee is based on a fixed monthly retainer in addition to rates specifically tied to litigation expenses. There are no increases in the current rates for the extension.

	Rates
Managing Partner/Senior Partners	\$350 per hour
Partners	\$300 per hour
Associates	\$250 per hour
Paralegals	\$100 per hour
Retainer	\$12,000 per month
Retainer Hourly Rate (in excess of 60 hours/month)	\$275 per hour
Insurance - Covered Employment Litigation (Associates/Senior Associates)	\$200-\$250 per hour

The total not-to-exceed cost for this contract will increase from \$570,000 to \$1,040,000. The funding for these services comes from Prop C discretionary funds.

ALTERNATIVES CONSIDERED:

The option of issuing an RFP remains available. However, staff has been satisfied with the level of service and the expertise provided by Alvarez-Glasman & Colvin.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If the staff recommendation is approved by the Board, staff will be authorized, but not required, to negotiate and amend the contract with Alvarez-Glasman & Colvin for legal services under terms that are no less favorable to Access Services than those proposed above. Access Services would not be legally bound to this contract unless it is incorporated into a formal written agreement executed by all parties thereto.

BACKGROUND:

Access has traditionally employed an outside law firm to act as its general counsel representing Access on general and transactional matters and certain litigation matters. Current legal counsel was procured in 2018 through a competitive process. Alvarez-Glasman & Colvin Senior Partner Vincent C. Ewing was appointed to serve as Access Services' General Counsel.

Alvarez-Glasman & Colvin is a law firm that has provided legal services for more than twenty (20) years. They specialize in public agency law and represent various municipalities, school districts and other government agencies. The firm also represents or has represented a number of public transit agencies including Long Beach Transit, Montebello Bus Lines and Alameda-Contra Costa Transit District. The firm is headquartered in the City of Industry and has a Northern California location in Napa Valley/Yountville. Alvarez-Glasman & Colvin is a minority-owned firm.

MAY 4, 2020

TO: BOARD OF DIRECTORS

FROM: WILLIAM TSUEI, DIRECTOR OF INFORMATION TECHNOLOGY

RE: CONSIDERATION TO EXTEND TERM AND INCREASE FUNDS FOR TRANSITIONAL VOICE COMMUNICATION SERVICES (PO#1004933)

ISSUE:

Board approval is required to approve transitional voice communication costs due to the delayed implementation of AT&T's toll-free 1-800 Voice Over Internet Protocol (VoIP) phone services.

RECOMMENDATION:

Authorize an additional \$1,600,000 in funds and an extension in the period of performance through September 30, 2020 with TMSI.

IMPACT ON BUDGET:

This is a month-to-month agreement that will only be continued until the AT&T VoIP services are implemented. The funding for these services comes from Prop C discretionary funds. This action will result in an increase in the previously approved contract amount of \$3,580,000 to \$5,180,000.

Overall, staff still anticipates substantial savings on voice communication services in subsequent budget years. The existing per minute rate charged by TMSI is \$0.0365. After AT&T VoIP Services go live, the negotiated per minute rate will decline to \$0.0112. Staff believes that an annual savings of at least one (1) million dollars annually will be realized for the next ten years because of both lower rates and lower call volume due to the implementation of online and smartphone options for estimated times of arrival (ETAs) and reservations.

Once the new system is implemented, staff will prepare a final report for the Board outlining project results.

ALTERNATIVES CONSIDERED:

No other options were considered as toll-free 1-800 services are a mission critical application that allows riders to contact Access' service providers for a variety of needs.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Board, the staff will be authorized, but not required, to negotiate and extend the contract with TMSI, under terms that are no less favorable to Access Services than those proposed herein. Access Services would not be legally bound to this contract unless it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

BACKGROUND:

Access' legacy 800 toll-free service for reservations, contracted through TMSI/Verizon, allows riders to select via a menu the service provider they wish to book a trip with. The system also allows for the rider, if they are traveling between regions, to be transferred to another service provider without the need to hang up and redial the 800 number. Migrating to a VoIP system will continue to provide these features but at a significantly lower cost for the agency compared to the current system.

Since October 2019, staff, working with AT&T, has been able to successfully transition the following sites to the lower VoIP rates:

- Customer Service & OMC (Alta)
- Santa Clarita Transit
- Antelope Valley (Keolis)
- The El Monte headquarters office was transitioned to the new VoIP system in June 2019.

However, staff has continued to experience delays in transitioning the other service providers to the new VoIP system. An initial delay occurred when MV Transportation, Access' Northern Region provider, made a change to its proposed VoIP architecture by moving to a cloud based VoIP system hosted in Dallas, TX. As a result, staff has had to work with our VoIP vendor and MV's VoIP vendor to develop a new architecture. San Gabriel Transit, California Transit and Global Transit are all experiencing issues with their existing legacy Toshiba PBX phone systems and have requested to delay the project so they can upgrade to more modern VoIP phone systems.

Below is a detailed timeline and diagram of events that outlines the transition of the voice communication services from TMSI to AT&T.

VoIP Project Overview

June thru October 2018

- AT&T network design and planning
- AT&T circuit and modem line installations for (9) sites (delays with orders)
- AT&T router deliveries (delays with orders)

November 2018 - February 2019

- AT&T testing for circuits
- AT&T modem line disconnections with no explanation. Tech had to be re-dispatched to reactivate
- AT&T milestone testing rescheduled due to equipment not being ready

March 2019

- AT&T to complete testing at HQ
- Begin testing new network
- Complete AT&T testing at (8) sites (including out of state), except Commerce
- Start work to port the 800 numbers for testing

April 2019

- Setup Commerce and schedule testing with AT&T
- Packet Fusion performs testing
- Configure new phone system at HQ
- Train Access staff on new phones

May 2019

- Packet Fusion testing new network for all sites
- Transfer HQ number (213) 270-6000 from Verizon to AT&T
- Train Access staff on new phones at HQ
- AT&T issues with Dallas cross-connect task at MV Data Center

June 2019

- HQ VoIP Go-live
- AT&T order mix-up issue with Alta Wisconsin site
- AT&T issues with Dallas cross connect task (continued)

July 2019

- Network and VoIP testing with Alta

August 2019

- AT&T stated Access needed a secondary SIP trunk for implementation (Note: This requirement should've been stated by AT&T during discovery phase.)
- Encountered an AT&T duplicate IP issue during secondary SIP trunk turn up
- Requested AT&T to schedule Commerce turn up with secondary SIP trunk

September 2019

- Waiting over six weeks for AT&T to schedule Commerce turn up
- AT&T working to fix IP conflict issue
- Still dealing with Dallas cross connect issue. AT&T management escalated issue
- Access leadership met with AT&T executive team to escalate on-going delays with go-live

October 2019

- TDD Routing testing with AT&T
- Order new circuit for Keolis (office move to Lancaster)
- Commerce IPTF turn up
- AT&T management portal training
- Dallas 1) Order new POTS line 2) Tech turned away by data center
- Features and Applications missing from AT&T management portal, AT&T to fix

November 2019

- Dallas circuit issue continues (circuit location, AT&T assigned another lead to investigate)
- IP turn up scheduled for HQ and Commerce due to AT&T change in August
- Testing numbers assigned by AT&T for Commerce not working, delayed Alta go-live
- Lancaster turn up completed

December 2019

- Keolis turn up completed
- AT&T outage with local numbers impacts Keolis

January 2020

- Dallas issues continued (techs turned away at DC, poor AT&T coordination)
 - AT&T suggested to order a new circuit for Dallas to help expedite
 - MV ordered a POTS line to assist with ATT coordination

- Submitted request to ATT to start porting the Alta toll free numbers from Verizon to ATT
- Santa Clarita turn up completed
- Discovered an issue integrating SGT due to unsupported legacy call recording system

February 2020

- AT&T still working on porting the toll free numbers for Alta cutover
- Dallas - still waiting for new circuit install
- SGT looking to migrate onto a new phone system

March 2020

- Dallas - new circuit got installed (took over two months with expedited request)
- AT&T completed porting the toll free numbers for Alta without scheduling a cutover - caused disruption with Alta
- Escalated for SGT to expedite new phone system installation to prevent further delays

April 2020

- Dallas - Circuit and POTS line cross connect finally completed. Scheduling final turn up
- GPI migrated to new phone system, Nextiva
- Switched Keolis from PRI to SIP to address intermittent connectivity issues
- SGT found potential phone solution, looking to set up a demo with Access

MAY 4, 2020

TO: BOARD OF DIRECTORS

FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR

**RE: CONSIDERATION TO RENEW SELF-INSURED RETENTION
AUTOMOBILE LIABILITY PROGRAM**

ISSUE:

Board approval is requested to continue the Self Insured Retention (SIR) program for all automobile liability claims up to \$100,000 per claim.

RECOMMENDATION:

Authorize staff to continue a \$100,000 Self Insured Retention program with estimated liability of \$1,789,000 determined in accordance with GASB Statement No. 10 as required for public entities.

IMPACT ON BUDGET:

Based on updated actuarial studies performed by Aon Risk Solutions, it is expected that this program may have a projected total cost of claims within the SIR of up to \$1,789,000 for FY 2020/21. The final cost will depend on the actual loss history over the policy period. For example, claims so far for the FY2019/20 year are projected to be \$776,314, far below the actuarial projection of \$1,808,000. (This estimate is subject to change depending on claims experienced through June 20, 2020.)

Aggregate stop loss insurance will be procured in order to limit SIR exposure. The aggregate insurance will become effective when Access has paid \$3,500,000 in claims.

This program and the other layers of insurance have all been included in the draft budget for Fiscal Year 2020/21.

ALTERNATIVES CONSIDERED:

Staff believes the SIR structure, in combination with our safety program, has been successful and no alternatives have been considered.

BACKGROUND:

The proposal with an SIR and cost sharing of total claims was developed by our insurance brokers, SullivanCurtisMonroe. The centralization and control of the insurance program by Access and its contracted Third Party Administrator (CorVel) has allowed Access to better manage and resolve claims against the Agency. The data for the actuarial study consists of data for claims incurred from June 21, 2009 to date gathered from CorVel. The requested SIR liability limit is a decrease from the current year's limit of \$1,808,000.

MAY 4, 2020

TO: BOARD OF DIRECTORS

FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR

RE: CONSIDERATION TO APPROVE RENEWAL OF COMMERCIAL BUSINESS PACKAGE INSURANCE

ISSUE:

In order to continue the Access Self-Insured Retention (SIR) program, Board approval is necessary to authorize the renewal of insurance policies consisting of Excess Business Auto for revenue service vehicles, Commercial General Liability, Commercial Umbrella Liability, and Aggregate Stop Loss Coverage.

The insurance layers in Access' program are currently structured as follows:

SIR	up to \$100,000
Primary Layer	\$100,000 to \$1,100,000
First Excess	\$1,100,000 to \$11,000,000
Second Excess	\$11,000,000 to \$26,100,000
Third Excess	\$26,100,000 to \$51,100,000

The Primary Automobile Layer is covered by a policy with James River Insurance Company that expires on June 20, 2021 and staff has asked Access' insurance broker, SullivanCurtisMonroe, for pricing on extending the existing policy with James River through June 20, 2022.

The three current excess layers will expire on June 20, 2020, and therefore require Board action to extend to June 20, 2021.

RECOMMENDATION:

Authorize the Executive Director to:

- Enter into a one-year policy agreement with James River Insurance Company for primary insurance coverage from June 21, 2021 through June 20, 2022;

- Enter into a one-year policy agreement with James River Insurance Company for the first excess layer;
- Enter into a one-year policy agreement with Scottsdale Insurance Company for the second excess layer;
- Enter into a one-year policy agreement with Liberty Insurance Company for the third excess layer;
- Authorize an amount not to exceed \$6,900,000 for all of the above insurance layers.

IMPACT ON BUDGET:

These costs will be included in Access' budget for FY2020/21. The funding for these policies comes from Prop C Discretionary Funds.

BACKGROUND:

The insurance placement process will be completed by June 20, 2020 for all layers except the primary layer. A report with specific insurance carrier and policy information will be transmitted to the Board.

The choice of an insurance carrier is based on a number of factors, i.e. financial strength, the 'A. M. Best Guide' industry rating, policy limits, potential covered losses and cost. SullivanCurtisMonroe has been instructed to obtain competitive bids in the placement of our insurance policies. Insurance companies have traditionally been very selective in bidding on the insurance Access currently carries, and as part of their process, conduct a detailed assessment of potential exposures to risk.

The amount requested for approval is an estimate based on information obtained from our insurance broker at the time of preparation of this Board item. Since quotes are generally not available until the date of the actual policy renewal, it is possible that the actual cost of the premiums will be lower than the stated estimate.

MAY 4, 2020

TO: BOARD OF DIRECTORS

FROM: MATTHEW AVANCENA, DIRECTOR, PLANNING AND COORDINATION

RE: CONSIDERATION TO APPROVE COMMUNITY ADVISORY COMMITTEE (CAC) BYLAW CHANGES

ISSUE:

Access' Community Advisory Committee formed the Goals Subcommittee to work on various issues that originated from the CAC Goals Retreat. Among those issues is the desire of the committee to revise the bylaws to address members' attendance, the public participation process, meeting duration, officer elections and the role of the Quality Services Subcommittee (QSS).

RECOMMENDATION:

Review and approve the revised bylaws as attached.

IMPACT ON BUDGET:

None

BACKGROUND:

On Tuesday March 12, 2019 the CAC held their first Goals Retreat at the Los Angeles River and Gardens. The CAC Goals Retreat, facilitated by CAC member and former Access Board member Kurt Baldwin, focused on a number of areas.

One of the areas CAC members wanted to address was the interrelationship of the Access Board, the Community Advisory Committee (CAC) and the Quality Services Subcommittee (QSS). The CAC is one of two advisory committees created by the Board to advise them on policy matters while the QSS was created by the CAC to monitor the service quality of Access' paratransit services.

On March 21, the CAC Goals Retreat subcommittee comprised of Kurt Baldwin, Yael Hagen, Terri Lantz, Maria Aroch, Tina Fofoa and Access staff held a follow-up conference call to discuss next steps. More specifically, the subcommittee members discussed the suggested goals that came out of the retreat and discussed ways by which the CAC could take action by either creating a subcommittee(s), deferring the issue to the QSS and/or tasking the CAC to take up the issue at future meetings.

At the April 9 CAC meeting, the CAC took action and formed subcommittees and tasked the QSS and the full CAC committee to work on various issues. The subcommittees are as follows:

1. Bylaws/Process subcommittee - this subcommittee will be tasked to review issues such as:

- CAC attendance/participation process
- Public participation
- Meeting duration
- CAC agendas and standing items (and its order in the agenda)
- Volunteers for a QSS Liaison

2. Operations Subcommittee - this subcommittee will be tasked to review issues such as:

- Missed trips and no shows
- How to avoid long rides
- Routing and mis-matched rides
- Improve stand signs and improve identification e.g. geo location
- Clear communication to riders and drivers regarding locations
- Expanding pick- up/drop-off locations at key venues

Discussion topics to be included in upcoming agendas:

- How to improve negotiation of pick up time
- How to improve provider and rider training
- The script for the on hold information
- The video vignettes

QSS Tasks/Projects - The QSS has been tasked with the following issues

- Develop recommendations on what a same day trip would look like; enhancing services or a premium service that could be a brokerage model on how to offer same day trip services.

- Expanding the functionality of the Where's My Ride app

The Goals Subcommittee members have been meeting almost every month via conference call. In early January 2020, the members concluded their work on the draft bylaws and presented the bylaw changes at the January 14 CAC meeting. The CAC took action to accept the revised bylaws and forward it to the Access Board of Directors for formal approval.

Summary of Key Changes:

- Representation (Article 3, Section 1) - Eligibility for membership was clarified to include County residents who demonstrate *broad knowledge* of the transportation use and needs of people with disabilities, or where needed, persons with knowledge of specific disabilities.
- Membership Application Process (Article 3.1) - Additional details on the application process were added such as in-person interviews of the applicant, selection process, and orientation for new members.
- Subcommittees (Article 6) - The role of CAC ad hoc subcommittees was delineated so that it is open to non-CAC members who have expertise, insight, knowledge, or specific interest. All subcommittee meetings that are standing subcommittees or which comprise a quorum of CAC members shall be posted according to the Brown Act and report their activities to the CAC on a regular basis. The CAC shall take recommendations under advisement and determine further action, if appropriate.
- Meetings (Article 7, Section 5.1) - Public comments shall be heard prior to each agenda item being discussed by the CAC.

The full markup of the bylaws follows this page.

Access Services
Community Advisory Committee (CAC)
By-laws

(Current Bylaws)

ARTICLE 1 – NAME

Section 1 - The name of the committee shall be the Access Services Community Advisory Committee (CAC).

ARTICLE 2 – PURPOSE

Section 1 - The CAC provides community input and advice to Access Services Board of Directors and staff concerning operational policy issues to impact and improve the Access Services transportation program.

Section 2 - While CAC is not intended to be a complaint resolution or appeals board, it does allow for public input at the regularly scheduled CAC meeting.

ARTICLE 3 - REPRESENTATION

Section 1 - The Access Services Board of Directors shall appoint a slate of fifteen (15) Los Angeles County residents comprised of persons with disabilities or, where needed, persons with knowledge of specific disabilities to the CAC following receipt of an application for CAC membership and a personal interview by the Access Services staff liaison. Representatives shall be appointed to ensure that the committee reflects both diversity across various types of disabilities and regional diversity across the geographic area being served by Access Paratransit.

(Proposed Changes)

ARTICLE 3 - REPRESENTATION

Section 1 - The Access Board of Directors shall appoint a slate of fifteen (15) Los Angeles County residents comprised of persons with disabilities who are frequent riders of Access, residents who demonstrate broad knowledge of the transportation use and needs of people with disabilities, or, where needed, persons with knowledge of specific disabilities to the CAC following receipt of an application for CAC membership and using the process outlined in Article 3.1. Representatives shall be appointed to ensure that the committee reflects both diversity across various types of disabilities and regional diversity across the geographic area being served by Access Paratransit.

(Current Bylaws)

Section 2 - Removal of Representatives

- 2.1 - Representatives serve at the pleasure of the Access Services Board of Directors and may be removed at any time.
- 2.2 - A representative who misses three (3) meetings during each year of their term may be subject to removal from the CAC.
 - 2.2.1 - The Access Services Board of Directors shall be notified in writing after the third absence.
 - 2.2.2 - The representative shall be requested to provide justification for continued service.
 - 2.2.3 - The CAC shall review such justification and shall recommend to the Access Services Board of Directors whether the representative should continue to serve on the CAC.
 - 2.2.4 - The Access Services Board of Directors will then make the final determination whether or not to remove the representative.

(Proposed Changes)

Section 2 - Removal of Representatives

- 2.1 - Representatives serve at the pleasure of the Access Services Board of Directors and may be removed at any time.*
- 2.2 - A representative who misses three (3) meetings during each year of their term may be subject to removal from the CAC.*
 - 2.2.1 -. The representative shall be requested to provide justification for continued service to a CAC subcommittee formed to review such justification.*
 - 2.2.2 – The subcommittee made up of two CAC members and an uninterested Access staff member will decide that the absences was justified or unjustified, or in the case that no justification is provided, a determination that the CAC member abandoned their position.*
 - 2.2.3 - The CAC will forward the subcommittee’s recommendation to the Access Services Board of Directors.*
 - 2.2.4 - The Access Services Board of Directors will then make the final determination whether or not to remove the representative*

(Current Bylaws)

ARTICLE 3.1 -MEMBERSHIP APPLICATION PROCESS

- Section 1- Any CAC Membership opening will be posted publicly on the agency website along with distribution to interested stakeholders.
- Section 2- All applications will receive an initial review by a subcommittee of the CAC and the Access Services staff liaison.
- Section 3 - Applicants will be required to have attended at least two (2) meetings of the CAC as a member of the general public within a recent six-month period.
- Section 4 - Applicants must participate in an in-person meeting with a nominating subcommittee of the CAC, which include two-to-three voting CAC members plus the Access Services staff liaison.
- Section 5-- Following this in-person meeting, CAC application(s) will be presented to the Community Advisory Committee for potential review and approval. Applicant(s) approved by the full Committee will be forwarded to the Board of Directors for final review and approval. The Applicant must attend this Board meeting.

(Proposed Changes)

ARTICLE 3.1 - MEMBERSHIP APPLICATION PROCESS

- Section 1- Any CAC Membership opening will be posted publicly on the agency website along with distribution to interested stakeholders such as: the Los Angeles County Independent Living Center Collaborative and the Los Angeles City and County Commissions on Disabilities.*
- Section 2 - Applicants will be required to have attended at least two (2) meetings of the CAC as a member of the general public within a recent six-month period.*
- Section 3- All applications for CAC membership received prior to, or subsequent to, the posting of an opening will be kept on file in accordance with provisions in Article 3 Section 6. Applications will be reviewed by a CAC Member Selection subcommittee of no less than three (3) CAC members and the Access Services CAC Staff Liaison. The subcommittee will ensure that the basic qualification requirements of CAC meeting attendance and CAC diversity needs, as described in Article 3 Sections 1 and 2, are met.*
- Section 4 - Applicants that meet the basic qualifications as determined by the CAC Member Selection subcommittee will be offered the opportunity to attend an in-person*

interview with the CAC Member Selection Subcommittee and Access staff Liaison. Applicants who do not meet the basic qualifications will be informed in writing of the subcommittee's decision and will be extended an offer to apply for future open positions.

Section 5- Following the application review process for qualifications and after any in-person interviews as specified in Article 3, Section 4, the CAC Member Selection subcommittee will meet in person or through other means, such as by teleconference, to select the subcommittee's member recommendation(s) for ratification by the full CAC to fill the vacant position(s).

Section 6- Applicants who meet the basic qualifications but who are not selected by the CAC Member Selection Subcommittee, as specified in Article 3, Section 5, will be offered the option to have their application kept on file and maintained for three (3) years. When a CAC vacancy occurs, these qualified applicants will be contacted to affirm their continued interest in serving on the CAC. If applicants are still interested in serving on the CAC, they will be given the opportunity to update their application for the review process as outlined in Article 3, Section 2.

Section 7- Applicant(s) ratified by the full CAC will be forwarded to the Board of Directors for final review and approval. The Applicant must attend this Board meeting.

Section 8- Orientation. New members approved by the Board of Directors will be provided an orientation which includes: ADA paratransit regulations, open meeting rules, Robert's rules of order, and recent developments.

(Current Bylaws)

ARTICLE 4 – TERMS

Section 1 - There shall be eight (8) representatives appointed to a two-year term (known as Group A) and seven (7) representatives appointed to a one year term (known as Group B). Group A terms will expire on _____ and every two years thereafter on the date of the Board of Directors meeting; Group B terms will expire on _____ and every two years thereafter on the date of the Board of Directors meeting.

Section 2 - Representatives who are unable to complete their terms may submit their resignations to the Committee through the Access Services staff liaison. The Access Services staff liaison and the Committee will recommend any new members as vacancies occur. Access staff will provide nominations to the Board of Directors for all vacancies. There shall be no limit to the number of terms an individual may serve.

ARTICLE 5 - OFFICERS

Section 1 - The CAC will have a Chairperson and a First Vice-Chairperson.

Section 2 - Slate of Officers Nomination Process

- 2.1- A nominations subcommittee consisting of 3-5 CAC members shall be appointed by the CAC during one of its regular meetings but no later than June 30. No member of the CAC shall serve on more than two consecutive nominating committees.
- 2.2 - The nominations subcommittee will contact each CAC member and determine if they wish to nominate themselves or another CAC member.
- 2.3 - The nominations subcommittee will then contact those CAC members nominated by another member to determine if they wish to run for election, and if nominated for more than one officer position, which position they intend to pursue.
- 2.4 - Each nominee will present either a written or verbal platform speech/presentation during the approval process held at a regular scheduled CAC meeting and a recommended slate of officers shall be chosen by vote at such meeting.
- 2.5 - Any CAC members not selected to run during the nomination process can also submit their nomination from the floor on the day of the election.

(Proposed Changes)

ARTICLE 5 - OFFICERS

Section 1 - The CAC will have a Chairperson and a Vice-Chairperson.

Section 2 - Officers Election Process

- 2.1- A nominations subcommittee consisting of 3-5 CAC members shall be appointed by the CAC during one of its regular meetings but no later than July 30.*
- 2.2 - Nominations subcommittee members cannot be nominated for officer positions.*
- 2.3 - The nominations subcommittee will contact each CAC member and determine if they wish to nominate themselves or another CAC member.*
- 2.4 - The nominations subcommittee will then contact those CAC members nominated by another member to determine if they wish to run for election, and if nominated for more than one officer position, which position they intend to pursue.*
- 2.5 - Any CAC members can also submit their nomination from the floor on the day of the election.*

2.6 - Each nominee will present either a written or verbal platform speech/presentation at the September CAC meeting, or the next scheduled CAC meeting thereof and officers shall be chosen by ROLL CALL VOICE VOTE of the majority of the CAC at such meeting.

2.7 - New officers will be provided specific orientation on Robert's Rules and open meeting laws prior to being seated.

(Current Bylaws)

Section 3 - Terms and Appointment Process

- 3.1 - Officer terms are one year and will be limited to no more than two consecutive terms served by any one individual.
- 3.2 - Committee members will recommend a Chairperson and Vice-Chairperson for consideration by the Board of Directors Chairperson. If ratified by the Board Chair, the term is one year from September.

Section 4 - Duties of the Chairperson

- 4.1 - Preside at the CAC meetings
- 4.2 - Represent the CAC at meetings of the Access Services Board of Directors when appropriate
- 4.3 - Reports, at a minimum, concerns and actions taken by the CAC including the establishment of subcommittees, as well as potential agenda items for the next CAC meeting

(Proposed Changes)

Section 4 - Duties of the Chairperson

4.1 - Preside at the CAC meetings

4.2 - Represent the CAC at meetings of the Access Services Board of Directors as an ex-officio Board Member

4.3 - Reports to the Access Services Board actions taken by the CAC including the establishment of subcommittees, policy and operational recommendations, CAC concerns and potential agenda items for the next CAC meeting

(Current Bylaws)

Section 5 - Duties of the First Vice-Chairperson

- 5.1 - Perform the duties of the Chairperson in the absence of the Chairperson.

Section 6 - Vacancies of Officer Positions

- 6.1 - A Vacancy of an Officer position shall exist in the following circumstances:
 - The resignation or death of an officer;
 - The removal of an officer by a ROLL CALL VOICE VOTE of the majority of the committee;
 - The removal of an officer as a representative on the CAC by the Board of Directors as provided in Article 3 of these Bylaws.

Section 7 - Filling Vacancies of Officer Positions

- 7.1 - In the event of a vacancy of the officer position of Chair, the presiding First Vice-Chair Officer will automatically assume the role of Chair.
- 7.2 - There will be an election conducted for the vacant Vice-Chair position by ROLL CALL VOICE VOTE of the majority of the committee;

ARTICLE 6 – SUBCOMMITTEES

Section 1 - The CAC may establish subcommittees which will be charged with a specific purpose or task.

- 1.1 - Subcommittee membership will be appointed by the CAC.
- 1.2- Subcommittee Officers Chairperson and Vice-Chairperson shall be presented to the CAC for approval serving for a one-year term using the process outlined in Article 5.
- 1.3 - Members will include CAC members.
- 1.4 - Members may include non-CAC members who have expertise, insight, knowledge, or specific interest in the specific purpose or task.
- 1.5 - Subcommittees will encourage open discussion and dialogue with all persons attending their meetings.

- 1.6 - All meeting locations shall be posted according to the Brown Act. An Access Services staff person will be assigned to each subcommittee and will attend subcommittee meetings.
- 1.7 - Subcommittees shall report their activities to the CAC on a regular basis. The CAC shall take recommendations under advisement and determine further action, if appropriate.

(Proposed Changes)

ARTICLE 6 – SUBCOMMITTEES

Section 1 - The CAC may establish subcommittees which will be charged with a specific purpose or task.

1.1 - Subcommittee membership will be appointed by the CAC Chairperson or in the absence of the Chairperson the Vice- Chairperson.

1.2- Subcommittee Officers; A Chairperson and Vice-Chairperson will be elected by the subcommittee. Standing subcommittee’s Chairperson and Vice-Chairperson will be elected by the Standing Subcommittee using the process outlined in Article 5. Officers shall be presented to the CAC for approval serving for a one-year term.

1.3 - Members will include CAC members.

1.4 - Members may include non-CAC members who have expertise, insight, knowledge, or specific interest in the specific purpose or task.

1.5 - Subcommittees will encourage open discussion and dialogue with all persons attending their meetings.

1.6 - All subcommittee meetings that are standing subcommittees or which comprise a quorum of CAC members shall be posted according to the Brown Act. An Access Services staff person will be assigned to each subcommittee and will attend subcommittee meetings.

1.7 - Subcommittees shall report their activities to the CAC on a regular basis. The CAC shall take recommendations under advisement and determine further action, if appropriate.

(Current Bylaws)

Section 2 - The CAC shall have a standing subcommittee called the Quality Services Subcommittee (QSS).

- 2.1 – The purpose of the Quality Services Subcommittee (QSS) is to monitor the quality of service of Access Paratransit and to make comment and recommendations.

(Proposed Changes)

2.1 – The purpose of the Quality Services Subcommittee (QSS) is to monitor the quality of service of Access Paratransit and to make comment and recommendations to the CAC.

(Current Bylaws)

2.2 - Composition –

2.2.1 - One Access Paratransit rider from each existing service region appointed by the CAC.

2.2.2 - One additional appointment from each existing service region appointed at the discretion of the CAC.

2.2.3 - Access Services staff from Operations and Customer Service appointed by Access Services Executive Director (non-voting members).

2.2.4 - A representative from each transportation contractor appointed by Access Services Executive Director.

2.2.5 - A member of the Board of Directors of Access Services appointed by the Board of Directors.

2.2.6 - At least one member from the CAC appointed by the CAC.

2.3 - Terms shall be for one year commencing in _____ with a _____ appointment.

2.4 - The Quality Services Subcommittee shall meet at least quarterly.

ARTICLE 7 - MEETINGS

Section 1 - The CAC shall meet once a month on the second Tuesday of every month at a location as centralized to the County of Los Angeles as possible in a fully Americans with Disabilities Act (ADA)-compliant venue.

Section 2 - CAC meetings are subject to the Ralph M. Brown Act (Government Code Section 54952.3), requiring that all meetings involving CAC deliberations are open to the public, with advance posting of agenda(s).

Section 3 - CAC meetings shall be conducted under Roberts Rules of Order, except where these Bylaws provide other provisions.

- Section 4 - Special meetings of the CAC may be called by Access Services staff or at the request of the Chairperson.
- Section 5 - To facilitate full discussion of issues by the CAC, discussion of items will first involve CAC representatives.
 - 5.1 - Public comment will be limited to brief comments, as directed by the Chairperson, on each agenda item after the items have been discussed. As appropriate, the Chairperson may suggest persons contact staff directly regarding specific questions.

(Proposed Changes)

5.1 - Public comment will be limited to brief comments, as directed by the Chairperson, on each agenda item prior to the items being discussed by the CAC. As appropriate, the Chairperson may suggest persons contact staff directly regarding specific questions.

(Current Bylaws)

- Section 6 - Change in meeting location, date or special meeting requires representatives to be notified at least seven (7) days in advance and follows the required posting procedure.
- Section 7 - Alternative formats are available, upon request, by contacting Access Services three (3) business days prior to the date of a meeting to assure availability.
- Section 8 - Minutes of the Committee shall be recorded by Access Services staff and returned to the Committee for review and approval. Minutes of the Committee shall be forwarded to the Access Services Board of Directors by an agreed upon method.

ARTICLE 8 - VOTING/QUORUM

- Section 1 - A majority of the representatives currently appointed must be present at a meeting for a quorum.
- Section 2 - An affirmative vote of a majority of the representatives present is required for any action items.
- Section 3 - A representative must be present at the time of a vote to vote on a particular issue.
- Section 4 - An absent representative cannot authorize a proxy vote.
- Section 5 - Representatives are expected to actively participate in regularly scheduled CAC meetings and Subcommittee meetings.

ARTICLE 9 - COMPENSATION AND REIMBURSEMENT

Section 1 - Per the Access Services Board of Directors, CAC Representatives may receive such compensation, if any, for their services as committee representatives or officers, and such reimbursement of expenses.

Section 2 - Per the Board of Director's action, CAC Representatives are provided stipend FOR EACH meeting in which their attendance is requested by Access Services staff or Board of Directors.

Section 3 - Compensation is limited to two (2) stipends monthly for CAC Representatives.

ARTICLE 10 – AMENDMENTS

Section 1 - These Bylaws may be amended at any regularly scheduled Committee meeting as defined by Articles 7 and 8 above, subject to final approval of the Access Services Board of Directors.

MAY 4, 2020

TO: BOARD OF DIRECTORS
FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION
RE: UPCOMING BOARD ITEMS

ISSUE:

The following items are tentatively scheduled to be addressed by the Board through August 2020 at the regularly scheduled Board meetings.

June 15, 2020

Agenda Items:	Disposition:
FY21 Budget Approval/Continuing Resolution	Action
Passenger Opinion Survey Contract Award	Action
Website Contract Award	Action

August 17, 2020

Agenda Items:	Disposition:
Board Officer Elections	Action