REVISED
BOARD OF DIRECTORS MEETING
MONDAY, AUGUST 22, 2016
Closed Session: 12:00 p.m.
General Session: Immediately Following
The meeting is expected to end by or
before 3:00 p.m.

Los Angeles County Metro Board Room
One Gateway Plaza, 3rd Floor
Los Angeles CA 90012

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.

7233 La Palmas Drive
Fontana, CA 92336

1. CALL TO ORDER

2. BOARD OFFICER ELECTIONS (page 5)
   [Staff Recommendation: Elect Officers [Chairperson,
   Vice Chairperson, Interim Executive Director, Secretary,
   Treasurer] as provided in Bylaws Article VII B to serve for
   a term beginning August 22, 2016 and ending June 30,
   2017 or the election of their successor, whichever last
   occurs.] - AMENDED ITEM

ACTION
[Vote Required: majority of quorum
by voice vote waiving
term limit requirement
for this election;
Majority of quorum by
voice vote for election
of slate]
3. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS

4. CLOSED SESSION

A) CONFERENCE WITH LEGAL COUNSEL: CAL. GOV. CODE §54956.9
   I. Anticipated Litigation: Gov. Code §54956.9 (b)
      (i) Significant exposure to litigation pursuant to subdivision (b) of Gov. Code §54956.9
      (ii) Initiation of Litigation pursuant to subdivision (c) of Gov. Code §54956.9

   2. Pending Litigation:
      (b) a situation where, based on the advice of counsel taking into account “existing facts and circumstances” there exists a “significant exposure” to litigation;”

B) CALIFORNIA GOV. CODE §54957 – PERSONNEL ISSUES - investigation of public employee

5. SUPERIOR SERVICE AWARD

6. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON JUNE 27th, JULY 11th AND AUGUST 3, 2016 (page 10)

   [Staff Recommendation: Approve minutes as written.]

7. REPORT FROM EX-OFFICIO BOARD MEMBERS

8. GENERAL PUBLIC COMMENT

9. CONSENT CALENDAR
   a) Consideration to Approve Board of Directors’ Committee Appointments (page 22)
   b) Consideration to Approve Compensation Ranges and Pay Grade Levels (page 29)
   c) Consideration to Approve City of Arcadia Membership (page 33)
   d) Consideration to Approve Extension of Term for Disadvantaged Business Enterprise (DBE) Consulting Services (AS-3801) (page 35)
e) Consideration to Approve Extension of Term and Increase of Funds - 511 Traveler Information Services Funding Agreement (page 37)

f) Consideration to Approve New Policy Regarding Disruptive Conduct (page 40)
   [Staff Recommendation: Approve Consent Calendar]

10. **RATIFICATION OF INTERIM EXECUTIVE DIRECTOR AND APPROVAL OF INTERIM EXECUTIVE DIRECTOR’S COMPENSATION** (page 43)
   [Staff Recommendation: Ratify Andre Colaiace, Deputy Executive Director for Planning and Governmental Affairs, as the Interim Executive Director and also ratify Mr. Colaiace’s actions on behalf of the Agency since he was appointed on July 11th as detailed in the proposed resolution in the Background section of this Item, (see item for compensation and employment terms).]

11. **EXECUTIVE DIRECTOR RECRUITMENT PROCESS** (page 46)
   [Staff Recommendation: Provide direction to the Board leadership and staff regarding the process and approach that will be used to select a permanent Executive Director.]

12. **CONSIDERATION TO AMEND FREE FARE PROGRAM AGREEMENT WITH - ANTELOPE VALLEY TRANSIT AUTHORITY** (page 48)
   [Staff Recommendation: Approve the proposed terms in the item (see item for terms)]

13. **CUSTOMER SERVICE TRANSITION UPDATE**

14. **ELIGIBILITY FACILITY REAL ESTATE UPDATE**

15. **“WHERE’S MY RIDE” APP UPDATE**

16. **UPCOMING BOARD ITEMS** (page 52)

17. **INTERIM EXECUTIVE DIRECTOR’S REPORT**

18. **BOARD MEMBER COMMUNICATION**

PRESENTATION/ACTION
[Vote Required: majority of quorum by roll call]
19. **NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA**  

DISCUSSION/POSSIBLE ACTION

20. **ADJOURNMENT**

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 to facilitate communication. In determining the type of auxiliary aids and services for communication that will be provided, primary consideration is given to the request of the individual with disabilities. However, the final decision belongs to Access Services. To help ensure availability of those 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](http://accessla.org). Documents, including Power Point handouts distributed to 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 agendized 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 yellow Public Comment Form and submit it to the Secretary to 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 the 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 in 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 will respond to all public comment in writing prior to the next board meeting.

"Alternative accessible formats available upon request."
AMENDED ITEM

August 15, 2016

TO: BOARD OF DIRECTORS

FROM: JAMES G. JONES, ACCESS SERVICES LEGAL COUNSEL

RE: BOARD OFFICER ELECTIONS

ISSUE:

It is necessary to elect new officers of the Board for Fiscal Year 2016-2017. Attached you will find Bylaw Article VII – Officers of the Agency which details each officer’s responsibilities and duties on the Board.

RECOMMENDATION:

Elect officers to the Board of Directors as per the requirement of the Access Services Bylaws for an approximately one-year term beginning August 22, 2016 and ending June 30, 2017 or the election of their successor, whichever last occurs. The nominees are:

**Slate of Officers:**

Chairperson: Doran Barnes*
Nalini Ahuja

Vice Chair: Dolores Nason*

Treasurer:* Martin Gombert*
Kim Turner

Secretary: Theresa DeVera*

Interim Executive Director: Andre Colaiace

* Requires term limit waiver by board

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1 Requires a two-step process: First – a vote of directors on whether to waive the term limit requirement. If not waived, then the nominees not subject to term limits would be deemed elected. If passed, then an election between candidates for each contested position would occur in which all directors may vote and a majority vote controls the outcome.
ARTICLE VII. OFFICERS OF THE AGENCY

A. Officers of the Agency.

The officers of the agency shall be a Chairperson, Vice Chairperson, Executive Director, Secretary and Treasurer. The agency may also have, at the Board's discretion, such other officers as may be appointed in accordance with this article of these bylaws. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as Chairperson.

B. Election of Officers.

The officers of the agency, except those appointed under Article VII, Section C of these bylaws, shall be chosen annually by the Board and shall serve at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment.

C. Other Officers.

The Board may appoint and may authorize the Executive Director to appoint any other officers that the corporation may require, including, without limitation, a Chief Operating Officer. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the bylaws or determined by the Board.

D. Removal of Officers.

Without prejudice to any rights or an officer under any contract of employment, any officer may be removed with or without cause by the Board and also, if the officer was not chosen by the Board, by any officer on whom the Board may confer that power of removal.

E. Resignation of Officers.

Any officer may resign at any time by giving written notice to the agency. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of the agency under any contract to which the officer is a party.

F. Vacancies in Office.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for
regular appointments to that office, provided, however, that vacancies need not be filled on an annual basis.

G. Responsibilities of the Officers.

1. Chairperson of the Board:

The chairperson shall preside at meetings of the Board and at meetings of the members and shall exercise such other powers and duties as the Board of Directors shall assign from time to time. In the absence of an Executive Director or Chief Operating Officer, the chairperson shall become the chief executive officer of the corporation and, subject to such supervisory powers as the Board may give to the chairperson of the Board, if any, and subject to the control of the Board, shall direct, supervise and control the agency’s activities, affairs and officers until such time as an Executive Director is elected.

2. Vice Chairperson of the Board:

If the chairperson is absent or unable to perform the duties of the chair, the vice chairperson shall perform all of the duties of the chairperson. When so acting, the vice chairperson shall have the powers of and be subject to all the restrictions applied on the chairperson. The vice chairperson shall have such other powers and perform such other duties as the Board may prescribe.

3. Executive Director:

The Executive Director shall be the Chief Executive Officer of the agency and, subject to such limits as the Board may place on the supervisory powers of the Executive Director, if any, and subject to the control of the Board, shall direct, supervise and control the agency’s day-to-day activities, affairs and non-board appointed officers.

4. Chief Operating Officer:

In the absence or disability of the Executive Director, the Chief Operating Officer, if any, shall perform all the duties of the Executive Director, and when so acting shall have all the powers of, and be subject to all the restrictions upon the Executive Director. The Chief Operating Officer shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors, the Bylaws or the Executive Director.

5. Secretary:

a. Book of Minutes:
The secretary shall keep, or cause to be kept, at the corporation’s principal office or other such place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board, of committees of the Board and of members’ meetings. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized, the notice given, the names of those present at Board and committee meetings, and the number of members present or represented at members’ meetings. The secretary shall keep or cause to be kept, at the principal office in California, a copy of the articles of incorporation and bylaws, as amended to date.

b. Membership Records:

The secretary shall keep or cause to be kept, at the agency’s principal office or at a place determined by resolution of the Board, a record of the agency’s members, showing each member’s name, address, and class of membership.

c. Notices, Seal and Other Duties:

The secretary shall give, or cause to be given, notice of all meetings of members, of the Board and of committees of the Board required by these bylaws to be given. The secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the bylaws may prescribe.

6. Treasurer:

a. Books of Account:

The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the agency’s properties and transactions. The treasurer shall send or cause to be given to the members and directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

b. Deposit and Disbursement of Money and Valuables:

The treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate, shall disburse the corporation’s funds as the Board may order, shall render to the chairperson of the Board and the Board, when
requested, an account of all transactions as treasurer and of the financial condition of the agency, and shall have such other powers and perform such other duties as the Board or the bylaws may prescribe.

c. Disbursement of Funds:

The following signatures shall be required on corporate checks:

(i) The Board of Directors may from time to time open an account or accounts with banks or other financial institutions and shall designate which officers or other designees shall have the authority to execute checks and other items for an on behalf of the agency.

(ii) The Treasurer shall disburse or cause to disburse the funds of the agency with such banks or the financial institutions as designated by the Board of Directors. The Treasurer shall periodically review or cause to be reviewed the disbursements of funds to ensure that all disbursements are undertaken in a manner consistent with procedures established by or under the authority of the Board of Directors.
1. **CALL TO ORDER**

Meeting called to order by Chair Doran Barnes at 1:05 p.m.

**BOARD MEMBERS PRESENT REPRESENTING A QUORUM**

Present: Chair Doran Barnes, Vice Chair Dolores Nason, Treasurer Martin Gombert, Secretary Theresa DeVera, Directors Valerie Gibson, John Troost, Nalini Ahuja, and Kim Turner. Ex-Officio’s TPAC Chair, Linda Evans, CAC Chair, Chaplain Dov Cohen and Access Services Legal Counsel Jim Jones.

**BOARD MEMBERS EXCUSED FROM THE MEETING**

Not Present: Director Angela Nwokike.

2. **PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS**

No public comments.

3. **CLOSED SESSION REPORT**

No reportable action was taken with respect to any pending or threatened litigation and potential initiation of litigation. The Board also had discussion with the property negotiators but the Board will not report the effect of those kind of discussions until after transactions are entered into, so there was no reportable action with respect to that matter.

4. **SUPERIOR SERVICE AWARD**

Superior Service Award presentations:
San Gabriel Transit Road Supervisor Fernando Lopez, Superior Service Award recipient for the month of March 2016.

5. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON MAY 23, 2016 AND THE SPECIAL BOARD MEETING JUNE 1, 2016

Approval of the minutes from the Board of Directors meeting held on Monday, May 23, 2016 and June 1, 2016.

Correction to the May 23, 2016 Minutes: Director Kim Turner stated that on page nine, first sentence the word four front should be one word and the spelling should be corrected, she asked that the minutes reflect the corrections.

Motion made by Vice Chair Dolores Nason to approve the minutes as corrected, seconded by Director Kim Turner. Via Voice Vote four were in favor with three abstentions, motion passed.

6. REPORT FROM THE EX-OFFICIO BOARD MEMBERS

Chaplain Dov Cohen, Chair of the Community Advisory Committee (CAC) made two announcements by stated that CAC member Michael Conrad retired from the Fire Department after 41 years of service and was recognized at a ceremony. The CAC also congratulated him and wished him a wonderful future when he takes his seat as the new Chair of the CAC. Mr. Cohen also mentioned that the gentlemen on the cover of the Access Services Proposed Annual Budget was Judge Robert Zenzel, who lived at the Veterans Home of California and was a World War II Veteran.

Linda Evans, Chair of the Transportation Professional Advisory Committee (TPAC), provided a brief report on the TPAC meeting held on Thursday, June 9, 2016 where the following discussions took place - a new policy regarding Disruptive Conduct, Beyond the Curb Reasonable Modifications Updates, the Draft Fiscal Year 2016/17 Budget, the Customer Service Transition Update and a step-by-step Eligibility Process.

7. GENERAL PUBLIC COMMENT

Access Services Legal Counsel Jim Jones, went over the procedures for making public comment.

Rachele Goeman made public comment by stating that when she called the Southern region’s phone line to make reservations, get ETA’s or to make a cancelation you could barely hear the queue announcements and it did not matter if you were calling from a cell phone, landline, or a cordless phone. After complaining about it the volume would be turned up but after a day or two the volume would go back down. She stated that Access puts very important information on those queues, so it was important for riders to hear them. Ms. Goeman also stated that she experienced rudeness from the drivers in two
different regions. She added that some riders have to ask the drivers multiple questions and/or the same questions a few times and they would receive a rude response from the drivers.

Access Services Project Administrator, Rogelio Gomez was assigned to assist Ms. Goeman.

Michael Conrad made public comment by stating that he realized that Access Services was really stretching their budget to meet their needs but he had witnessed a lot of waste. Mr. Conrad stated that when a rider takes a trip out of their region the driver would have to deadhead (drive with an empty vehicle) all the way back to their region so they could pick up someone else, he felt that it was a waste of resources. Mr. Conrad recommended that the providers and Access staff get together and work on this issue.

Access Services Director of Administration, F Scott Jewell was assigned to assist Mr. Conrad.

Victor Dominguez made public comment by stating that he was experiencing problems with the Eastern and West Central Region’s Spanish line. He stated that he believed that he spoke to Rogelio Gomez, Randy Johnson and someone named Fernando regarding this issue. Mr. Dominguez also stated that he agreed with Ms. Goeman’s comment regarding the recording on the phone lines and the fact that you could barely hear the messages; he asked that staff look into this matter.

Mr. Dominguez concluded his public comment by stating that on Saturday he had a pick-up for 11:15 a.m. and the vehicle did not show up until almost 12:00 p.m. He also added that his PCA suggested that he call for an ETA and when he did he kept getting transferred back and forth. Mr. Dominguez asked that these issues please be resolved.

Access Services Special Projects Administrator, Alfredo Torales was assigned to assist Mr. Dominguez.

Secretary Theresa DeVera made public comment by stating that recently she experienced a couple of incidents with San Gabriel Transit. She stated that on Thursday, June 23, 2016 she attended a fundraiser in Pico Rivera and her scheduled pick-up time was for 4:40 p.m. She stated that she received two call outs that her vehicle had arrived at 5:21 p.m. but there was not a vehicle in sight because the vehicle was at a different address. Secretary DeVera added that a day later she scheduled a reservation to go four miles from her house to Glendale and she called just before the 20-minute window to get an ETA and the call taker stated that since it was before the 20-minute window, she had to call back. Secretary DeVera stated that the call taker later learned that her ride was 45 minutes away for a four-mile trip, she asked what kind of routing was this. Secretary DeVera stated that she was finally picked up at 7:05 p.m. by a rescue vehicle when her reservation was for 6:20 p.m. Secretary DeVera concluded her
public comment by stating that her point was, if this was happening to her it was happening to everyone else. Considering the heat and that riders like her have asthma, she asked that Access please fix the system.

Access Services Project Administrator for the Eastern and West Central Regions, Randy Johnson was assigned to assist Secretary DeVera.

Elizabeth Lyons made public comment by stating that the Beyond-the-Curb service was great and added that she did not use the service but her 94-year old neighbor did. She added that her only concern was that the rider was only allowed to call two times to try and get the time they wanted. Ms. Lyons concluded her public comment by requesting that the option of calling three times to make a reservation be allowed.

Access Services Project Administrator for the Eastern and West Central Regions, Randy Johnson was assigned to assist Ms. Lyons.

8. **CONSENT CALENDAR**

Recommendation: Approval of all items on the consent calendar, (list of items provided below):

8-a Consideration to Authorize Funding for Back-Up Service Providers (AS-3950)
8-b Consideration to Approve the Purchase of Four (4) Replacement Vehicles for Paratransit Service
8-c Consideration to Approve Contract Amendment for the SmartDrive Camera System (AS-3906)
8-d Consideration to Approve Extension and Rate Changes for Local Vehicle Audit Services (AS-2985)
8-e Consideration to Amend Contract Scope of Work for Eastern Region Service Contract (AS-3421)
8-f Consideration to Scope or Work Changes, Contract Rate Addition, and Increase Funds to Antelope Valley Region Service Provider Contract (AS-3116)
8-g Consideration to Approve Rate Change and Extension of Facility Sublease (AS-3261)
8-h Consideration to Approve the Purchase of Five (5) Replacement Staff Vehicles
8-i Consideration to Approve Extension, Assignment, Rate Change and Increase of Funds to ATBOS Software Licensing Agreement (AS-1250)
8-j Consideration to Approve Extension and Contract Assignment for Software Services (AS-1288)
8-k Consideration to Approve Increase of Funds - Telephone Interpreting Services Contract (AS-3394)

8-l Consideration to Extend Term and Increase Funds - Financial Software ERP Migration Support Services (AS-3753)

8-m Consideration to Approve Funding Source Change for Primary Automobile Liability Coverage Extension

Motion made by Secretary Theresa DeVer in to approve the items on the consent calendar, Seconded by Director John Troost. Via Roll Call Vote all were in favor, motion passed

9. CONSIDERATION TO APPROVE PROPOSED BUDGET FOR FISCAL YEAR 2016/2017

Recommendation: Approval of the FY 2016/2017 Budget as presented.

Motion made by Director Kim Turner to approve staff recommendation, seconded by Treasurer Martin Gombert. Via Roll Call Vote all were in favor, motion passed.

10. CONSIDERATION TO APPROVE INCREASE OF BOARD STIPEND

Recommendation: Authorize a change in Board stipend compensation to $100 per day with a maximum monthly limit of $500.00.

Motion made by Secretary Theresa DeVer in to approve staff recommendation, seconded by Treasurer Martin Gombert. Via Roll Call Vote all were in favor, motion passed.

11. CONSIDERATION TO APPROVE ACCESS SERVICE FIVE YEAR STRATEGIC PLAN (2016-2020)

Recommendation: Approve the five-year Strategic Plan as presented.

Motion made by Director Nalini Ahuja to approve staff recommendation, seconded by Director Kim Turner. Via Roll Call Vote all were in favor, motion passed.

12. CUSTOMER SERVICE TRANSITION UPDATE

Recommendation: Receive and file.

Chair Doran Barnes reminded the Board that this was an information item only and no action was needed.

13. UPCOMING BOARD ITEMS
Chair Doran Barnes reminded the Board that this was an information item only and no action was needed.

14. **STATUS UPDATE ON METRO’S REVIEW OF ACCESS SERVICES**


**Motion made by Director Nalini Ahuja to approve staff recommendation with the understanding that the two open items be moved to the strategic plan and that staff move forward with the strategic plan recommendations,** seconded by Vice Chair Dolores Nason. Via Voice Vote all were in favor, motion passed.

15. **EXECUTIVE DIRECTOR’S REPORT**

Access Services Executive Director, Shelly Verrinder began her report by stating that last week the Metro Board of Directors approved the Los Angeles County Traffic Improvement Plan. She also stated that there were two things that were very exciting for Access Services to be involved in with this measure, the first ballot being the two percent of the total allocation was being dedicated for providing service to individuals with disabilities and a small amount of students which amounted to about $18 million a year. Metro’s polling found that what people were most interested in voting for was keeping seniors, disabled and student’s fares affordable and creating jobs. Providing services to individuals with disabilities had moved up to the number one polling spot which was amazing because it was ahead of potholes and traffic congestion.

Ms. Verrinder continued to report that Donna Cisco had gone over the Board meeting schedule for the rest of 2016 and will be sending out an updated Board meeting calendar. There was an Annual Membership meeting scheduled for July 25, 2016 but it was canceled as Chair Barnes had mentioned earlier. The Annual Membership meeting was now tentatively scheduled for November 2016 and the reason for moving the Annual Membership meeting to a later date this year was due to the need to update the Paratransit Plan with some changes to the eligibility process.

Ms. Verrinder concluded her report by stating that one of the things she had been thinking about and had occurred in the past when the temperature reached the triple digits was 200 vehicles in the fleet would broke down due to a vapor lock problem, so staff was very excited that it was no longer a problem with Access’ current vehicles.

16. **BOARD MEMBER COMMUNICATION**

Linda Evans, TPAC Chair stated that she enjoyed working with the Board but it was now time for her successor to take her place.
Director Kim Turner stated that she publicly wanted to commend one of Access Services staff members. She stated that on her day off she was at a park working out and she saw several blind individuals sitting on a bench waiting. Director Turner stated that she happened to hear their conversation about how they had not been picked up for about an hour, so she wondered if it was Access Services they were waiting for. She stated that she walked over to talk to them and found that they were waiting for Access. Director Turner added that she contacted this Access staff person who went above and beyond to help these individuals that were stranded.

Director Turner stated that she wanted to publicly commend Ms. Faye Moseley who was the only person she could reach at the time. Director Turner also mentioned that she felt that one of the riders was dropped off by a cab driver at a location that she felt was very unsafe. Director Turner informed the riders that she was going to bring this issue up at the next Board of Directors meetings. Director Turner also suggested that in the future staff take steps to bring in the General Managers of the contracts to talk to their staff about customer service. Director Turner also requested that staff report back to the Board the steps they are taking to improve customer service.

Director Ahuja announced that Access Services budget for fiscal year 2016-2017 was approved on Metro’s consent calendar. She also mentioned that one thing she would have noted was the contractors on-time performance which she had already discussed with Ms. Verrinder.

CAC Chair Dov Cohen wished everyone a happy and safe fourth of July. He also announced that there was a very important “Let’s Honor Our Veterans” event coming up in November 2016 and he would have more details later. Mr. Cohen asked that everyone mark their calendars for Sunday, December 4, 2016 for the Veteran’s Home of California’s 24th Anniversary free event.

Director John Troost announced that Tuesday, May 28, 2016 was an exciting day for him because the Los Angeles County Commission on Disabilities was going to award 13 scholarships to people that made an outstanding and significant contribution to enhance and improve the lives of people with disabilities and demonstrate leadership and commitment to promote equality and access for people with disabilities in front of the Board of Supervisors. He stated if anyone would like to attend it will be held from 9:30 to 10:15 a.m. at 500 West Temple Street in the Board Chambers room.

Secretary Theresa DeVera stated that if any trips are running late and especially with the heat, could the provider staff contact the riders and let them know so they don’t wait out in the heat.

Vice Chair Dolores Nason stated that on June 16, 2016 the Disabled Resource Center had the honor of giving a special recognition award to the Honorable Supervisor Don Knabe on his upcoming retirement. Vice Chair Nason stated that he had been a friend and advocate for individuals with disabilities. Vice Chair
Nason also stated that on June 18, 2016 she attended the Pools of Hope 53rd Annual Awards Dinner and they were recognizing the Honorable Supervisor Don Knabe but he was not in attendance so the DRC was very lucky to have him at their dinner.

Chair Doran Barnes announced that the APTA Annual Meeting was going to be held this year in Downtown, Los Angeles and he looked forward to taking the gavel as Chair of APTA.

17. **NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA**

   No new business was heard subsequent to the posting of the agenda.

18. **ADJOURNMENT**

   Motion made by Vice Chair Dolores Nason, Seconded by Director Kim Turner. Via Voice Vote all were in favor, motion passed. The meeting adjourned at 2:21 p.m.

   Approval

   ___________________________________________  __________________________
   Theresa DeVera, Secretary                        Date
STATEMENT OF PROCEEDINGS FOR THE REGULAR MEETING OF THE ACCESS SERVICES BOARD OF DIRECTORS

Access Services Headquarters
3449 Santa Anita Avenue
El Monte, CA 91731

Monday, July 11, 2016
12:00 p.m.

1. CALL TO ORDER

Meeting called to order by Chair Doran Barnes at 12:03 p.m.

BOARD MEMBERS PRESENT REPRESENTING A QUORUM

Present: Chair Doran Barnes, Vice Chair Dolores Nason, Treasurer Martin Gombert, Secretary Theresa DeVera, Directors Valerie Gibson, John Troost, Nalini Ahuja, and Kim Turner. Access Services Legal Counsel Jim Jones.

BOARD MEMBER(S) VIA TELECOMMUNICATION

Present via telephone: Director Angela Nwokike.

2. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS

No public comments.

3. CLOSED SESSION REPORT

The Board met under code §54957 (b), consideration of third party complaint/charges against a public employee, no reportable action was taken with respect to this matter.

4. NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA

No new business was heard subsequent to the posting of the agenda.

5. ADJOURNMENT
The Board adjourned closed session at 3:45 p.m.

Approval

______________________________  ______________
Theresa DeVera, Secretary        Date
1. CALL TO ORDER

Meeting called to order by Chair Doran Barnes at 3:00 p.m.

BOARD MEMBERS PRESENT

Present: Chair Doran Barnes and Director Nalini Ahuja.

BOARD MEMBER(S) VIA TELECOMMUNICATION

Present via telephone: Vice Chair Dolores Nason, Treasurer Martin Gombert, Directors Valerie Gibson, Kim Turner and Access Services Legal Counsel Jim Jones.

BOARD MEMBERS EXCUSED FROM THE MEETING

Not Present: Secretary Theresa DeVeria, Directors Angela Nwokike and John Troost.

2. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS

No public comments.

3. CLOSED SESSION REPORT

   Whereas, this Board has received the resignation of Shelly Lyons Verrinder as Executive Director of Access effective July 15, 2016 subject to the terms and conditions of a written Severance and General Release Agreement, the form of which was provided to this meeting; and

   Whereas, the Board has sought and received the advice of legal counsel with respect thereto; and
Whereas, the Board has determined to accept such resignation and approve the terms and conditions of the Severance and General Release Agreement;

Now, therefore, it is hereby:

RESOLVED: that the resignation of Shelly Lyons Verrinder as Executive Director of Access be accepted and approved effective July 15, 2016 subject to the terms and conditions embodied in a Severance and General Release Agreement negotiated between respective legal counsel for Access and Shelly Lyons Verrinder, the form of which was presented to this meeting, and in complete resolution of all rights, duties liabilities and claims, including, without limitation, those arising out of her employment agreement attendant to a resignation for “good reason.”

FURTHER RESOLVED: that the Chairman of the Board of this agency be, and he is hereby authorized and directed to execute, with the advice of counsel, such Severance and General Release Agreement on behalf of and as the act and deed of this agency and to cause its terms and conditions to be timely performed by Access.

Motion made by Treasurer Martin Gombert to approve the following resolution, seconded by Director Valerie Gibson. Via roll call vote, Vice Chair Dolores Nason, Treasurer Martin Gombert, Directors Valerie Gibson and Nalini Ahuja were in favor with Director Kim Turner against, motion passed.

4. NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA

No new business was heard subsequent to the posting of the agenda.

5. ADJOURNMENT

Motion made by Vice Chair Dolores Nason, Seconded by Director Nalini Ahuja. Via Voice Vote all were in favor, motion passed. The meeting adjourned at 3:33 p.m.

Approval

Theresa DeVera, Secretary

Date
AUGUST 15, 2016

TO: BOARD OF DIRECTORS
FROM: DONNA CISCO, ADMINISTRATIVE MANAGER/BOARD LIAISON
RE: CONSIDERATION TO APPROVE BOARD OF DIRECTORS’ COMMITTEE APPOINTMENTS

ISSUE:
It is necessary to appoint Board members to the Audit Committee, Quality Services Subcommittee, and Compensation Committee.

RECOMMENDATION:
Appoint Board members or their designated appointee to serve on the following committees effective August 22, 2016:

Audit Committee: Michelle Caldwell, Foothill Transit (appointed by Chair, Doran Barnes), Art Ida, Culver CityBus (appointed by Director Kim Turner), Director Valerie Gibson, and Giovanna Gogreve, Metro (appointed by Director Nalini Ahuja).

Quality Services Subcommittee: TBD

Compensation Committee: Chair, Doran Barnes, Vice Chair, Dolores Nason, Treasurer, Martin Gombert and Director Kim Turner.

BACKGROUND:
In July of 2005, the Board adopted a resolution forming and appointing an Audit Committee and Compensation Committee. The above individuals are proposed for these committee. In addition, the Board appoints one of its members to the Quality Services Subcommittee (QSS) of the CAC.

The resolution forming the committees does not specify a term and the law does not specifically require it, but good agency governance principles suggest that standing committee members without specific terms be reappointed annually.

ACCESS SERVICES
APPOINTMENT OF AUDIT COMMITTEE

WHEREAS, California law (Gov. Code §12586(e) (2)) requires that the Board Directors establish an audit committee, and the Bylaws of the corporation do not limit the Board’s authority to do so;

WHEREAS, regardless of state law, the Board of Directors notes that the adoption of an audit committee will, among other things, strengthen the independence of this Agency's independent auditors and, if applicable, this Agency's internal auditors thereby helping to assure the objectivity of agency financial statements and the maintenance of appropriate accounting practices and internal accounting controls; and

WHEREAS, this Board of Directors has determined that it is in the best interests of this corporation and of its members that an audit committee be appointed, with powers as set forth in these resolutions;

NOW, THEREFORE, BE IT RESOLVED, that an audit committee (the “Audit Committee”) consisting of ____ persons is hereby created, and the following persons are appointed thereto, none of whom are staff members or the chairman of the finance committee or have any material financial interest in any entity doing business with this Agency: ________, _______ and ________ with the Director of Finance and Administration being an ex-officio member of the committee.

FURTHER RESOLVED, that to the full extent permitted by applicable law, the Audit Committee shall exercise the following powers and duties:

(a) To meet with the independent auditors of this corporation at least annually to discuss and review the scope of the annual audit, any open questions as to the choice of acceptable accounting principles to be applied, any matters of difference of opinion or dispute between the independent auditors and the officers or employees of this corporation, and all other matters relating to the auditors' relationship with the corporation;

(b) If applicable, to meet with internal auditors of this corporation, at intervals selected by the Audit Committee as sufficient to carry out its duties under these resolutions, to raise with, and received from, such auditors questions relating to: internal controls and other matters respecting the corporation, the internal auditors' duties and their relationship to other officers and employees of the corporation, and other matters germane to effective performance by the internal auditors of their duties;

(c) To advise and assist the Board of Directors in evaluating the auditors; independent performance, including the scope and adequacy of the auditors' review;
(d) To nominate, for approval of the Board of Directors, the firm of independent auditors to be submitted to the members of the Agency for ratification at the annual meeting thereof if such submission is deemed desirable by the Board and to the extent permitted by law, negotiate the compensation of such auditors and to recommend to the Board of Directors the termination of the auditors;

(e) To review the audit and the Agency’s annual financial statements, including the footnotes, and discuss such statements with the independent auditors prior to release of the corporation's annual reports to members;

(f) To determine whether to accept the audit;

(g) To receive and consider the independent auditors’ comments and suggestions as to internal audit and control procedures, adequacy of staff, and other matters, and based upon such comments and suggestions, to make such recommendations to the Board as the Audit Committee shall deem necessary and appropriate;

(h) To periodically consult with the independent auditors as to the result of any internal reviews of this Agency’s financial statements performed by them and to review with such independent auditors and the corporation’s management from time to time the extent to which changes or improvements in financial and accounting practices recommended by such independent auditors or management personnel, have been implemented; and

(i) To meet with and request and obtain reports and information from the Agency’s officers, employees and others as the Audit Committee, in consultation with the Executive Director and/or Director of Finance and Administration, shall determine to be necessary in carrying out their duties as set forth above.

(j) To approve the performance of any non-auditing services by the audit firm and to preserve the independence of the auditors.

FURTHER RESOLVED, that each member of the Audit Committee shall serve as such until such member’s successor shall be appointed by the Board of Directors or until the existence of the Audit Committee is terminated by the Board. In the event that any member of the Audit Committee shall resign, the vacancy so caused shall be filled by the Board.

FURTHER RESOLVED, that two (2) members of the Audit Committee shall constitute a quorum for the transaction of business.

FURTHER RESOLVED, that meetings of the Audit Committee may be held in any place, and in any manner, permitted by applicable law and the Bylaws of this Agency. The Audit Committee shall adopt rules of procedure and shall meet as
provided by those rules or as provided by this resolution and the Bylaws in the absence of a rule duly adopted by the Audit Committee to the contrary. Meetings shall be held when called by any member of the Audit Committee, the Board of Directors, or otherwise as permitted by the Bylaws, the call to be communicated orally or in writing to each member of the Audit Committee at least twenty-four (24) hours before the hour fixed for the meeting; the call shall be directed to each member at his or her business address (if sent for receipt during regular business hours), or residence (if not sent for receipt during regular business hours). All calls and notices and any such waivers, consents, or approvals respecting a meeting shall be made a part of the minutes of the meeting.

**FURTHER RESOLVED**, that each member of the Audit Committee shall not be compensated for serving on such committee but shall be reimbursed for reasonable expenses incurred in attending meetings of the committee.

**BACKGROUND**

California Government Code § 12586(e) (2) requires that:

a. Certain non-profit entities create an audit committee.

b. That no staff member can be a member of that committee.

c. The audit committee may include persons who are not members of the Board of Directors.

d. Members of the Audit Committee shall not receive any compensation from the corporation in excess of the compensation, if any, received by members of the Board of Directors for service on the Board and shall not have a material financial interest in any entity doing business with the entity.

e. Subject to the supervision of the Board of Directors, the Audit Committee shall be responsible for recommending to the Board of Directors the retention and termination of the independent auditor and may negotiate the independent auditor’s compensation, on behalf of the Board of Directors.

f. The Audit Committee shall confer with the auditor to satisfy its members that the financial affairs of the corporation are in order.

g. The audit committee shall review and determine whether to accept the audit;

h. The audit committee shall assure that any non-audit services performed by the auditing firm conform with standards for auditor independence; and

i. The Audit Committee shall approve performance of non-audit services by the auditing firm.
ACCESS SERVICES
APPOINTMENT OF COMPENSATION COMMITTEE

WHEREAS, California law (Gov. Code § 12586(g)) requires that the compensation, including benefits, of the Executive Director and the Director of Finance and Administration upon hiring, renewal or extension of the term of employment or upon modification of compensation be reviewed and a determination made as to whether such compensation is just and reasonable;

WHEREAS, this Board of Directors notes that the appointment of a Compensation Committee composed of _________ to review and approve the compensation of executives promotes a forum providing independent oversight over the fairness of the compensation arrangements for such executives and greater management accountability; and

WHEREAS, this Board has determined that it is in the best interests of this Agency and of its members that such a committee be appointed, with powers as set forth in these resolutions, and that the committee be called the "Compensation Committee" of this Board;

NOW, THEREFORE, BE IT RESOLVED, that a Committee (the "Compensation Committee") consisting of _____ persons is hereby created, and the following persons are hereby appointed as its members: ______________________

FURTHER RESOLVED, that each member of the Compensation Committee shall serve until such member's successor shall be appointed by the Board or until the existence of the Compensation Committee is terminated by the Board of Directors. In the event that any member of the Compensation Committee shall resign or cease to be a Director of this corporation, the vacancy thus caused shall be filled by the Board.

FURTHER RESOLVED, that two (2) members of the Compensation Committee shall constitute a quorum for the transaction of business.

FURTHER RESOLVED, that meetings of the Compensation Committee may be held in any place, and in any manner, permitted by applicable law and the Bylaws of this corporation. The Compensation Committee shall adopt rules of procedure and shall meet as provided by those rules or as provided by this resolution and the Bylaws in the absence of a rule duly adopted by the Compensation Committee to the contrary. Meetings shall be held when called by any member of the Compensation Committee or the Board of Directors or otherwise permitted by the Bylaws, the call to be communicated orally or in writing to each member of the Compensation Committee at least twenty-four (24) hours before the hour fixed for the meeting; the call shall be directed to each member at his or her business address (if sent for receipt during regular business hours). All calls and notices and any such waivers, consents, or approvals respecting a meeting shall be made a part of the minutes of the meeting.
FURTHER RESOLVED, that to the extent permitted by applicable law, the Compensation Committee shall exercise the following powers and duties:

(a) Review and approve or recommend to the full Board the annual salary, bonus and other benefits, direct and indirect, of this Agency’s Executive Director and Director of Finance and Administration and such other members of senior management as the Board may request;

(b) Upon hiring, renewal or extension of the term of employment or modification of compensation for the Executive Director or Director of Finance and Administration, determine whether the compensation (including benefits) for such executives is just and reasonable and report such determination and the basis thereof to the Board.

(c) Administer executive compensation or incentive compensation arrangements for this Agency, to the extent that the Board of Directors would otherwise be involved in the administration thereof and to review and submit to the Board of Directors' recommendations concerning new executive compensation;

(d) Establish and periodically review this Agency’s polices regarding management prerequisites;

(e) Establish, when applicable, guidelines for incidental use by Agency personnel and their families of Agency resources that are not otherwise being utilized;

(f) Periodically review and submit to the full Board of Directors recommendations regarding non-officer employee compensation and benefit policies;

(g) Function, on an ad hoc basis, as the committee having delegated authority to determine whether or not indemnification should be provided to officers and directors who are also employees;

(h) Review and submit to the full Board of Directors recommendations concerning long-range planning for executive development and succession; and

(i) Consult with appropriate management personnel and/or outside consultants periodically concerning levels of executive compensation, emerging trends in the compensation area and other matters which would be relevant in carrying out their duties as set forth above.
FURTHER RESOLVED, that the Compensation Committee shall be subject at all times to the control of the Board, which shall have the power to revise or alter any action taken by the Compensation Committee, provided, however, that no rights of third parties that have attached or arisen shall be adversely affected thereby.

FURTHER RESOLVED, that each member of the Compensation Committee shall not be compensated for serving on such committee but shall be reimbursed for reasonable expenses incurred in attending meetings of the Compensation Committee.
AUGUST 15, 2016

TO: BOARD OF DIRECTORS
FROM: FAYE MOSELEY, DEPUTY EXECUTIVE DIRECTOR OF HUMAN RESOURCES
RE: CONSIDERATION TO APPROVE COMPENSATION RANGES AND PAY GRADE LEVELS

ISSUE:
Board approval is needed to approve the current ranges and pay grade levels as required by the California Public Employees’ Retirement System (CalPERS).

RECOMMENDATION:
Authorize staff to continue to utilize the 2016 Annual Compensation Ranges and Pay Grade Levels.

IMPACT ON BUDGET:
There is no expected impact on the budget due to this action.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:
If this staff recommendation is approved by the Board, the staff will submit the required documentation to CalPERS.

BACKGROUND:
To ensure compliance with the CalPERS definition/requirement of “publicly available pay schedules” it is necessary for the Board to approve the existing 2016 Annual Compensation Ranges and Pay Grade Levels. Access Services is required to make pay grade levels, position titles, compensation ranges, etc. publicly available – should they be requested. Upon authorization by the Board, staff will submit the Board meeting minutes to CalPERS to ensure consistency with the compliance requirement.

In general, salary range structures are reviewed regularly to maintain a competitive edge in attracting and retaining top talent. Salary grades are used to help the agency manage the compensation of new employees and establish appropriate pay increases for existing employees while maintaining equity. Salary grades also provide a structure
for fairly compensating employees and managing the payroll. An effective salary structure allows management to reward performance and the development of skills while controlling overall base salary costs by providing a cap on the range paid for particular jobs.
## ACCESS SERVICES

### 2016 ANNUAL COMPENSATION RANGES AND PAY GRADE LEVELS

#### BI-ANNUAL PAY SCHEDULE

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Prepared By

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AUGUST 15, 2016

TO: BOARD OF DIRECTORS
FROM: MATTHEW AVANCENA, MANAGER OF PLANNING AND COORDINATION
RE: CONSIDERATION TO APPROVE CITY OF ARCADIA MEMBERSHIP

ISSUE:

The Board is requested to consider staff’s recommendation regarding a city that wishes to become a member of Access Services.

RECOMMENDATION:

Staff recommends that the City of Arcadia be approved as a new Access member agency.

IMPACT ON BUDGET:

None. This action will cause a very minimal expansion of the Access Paratransit service area as it expands the service area by two square blocks.

BACKGROUND:

Access Membership Process:

Access Services has three classes of members, designated as Municipal Operators, Local Operators, and individual members of the Board of Directors. If approved, the City of Arcadia would join the Local Operators member class.

The City of Arcadia proposed joining Access Services and is eligible for membership under the requirements of Access Services bylaws. As per Article IV Part C of the Access Services bylaws, “The Board of Directors shall approve any potential new members to the Municipal Operators and Local Operators classes”.

Arcadia Transit Services:

Arcadia is located approximately 13 miles northeast of downtown Los Angeles in the San Gabriel Valley and is served by Metro and Foothill Transit. The city operates Arcadia Transit Fixed Route and Dial-A-Ride service that serves the city and adjacent areas.
Since Metro and Foothill Transit currently operates service in the city, the membership status of Arcadia will have a very minimal impact on Access’ service obligation. Arcadia Transit’s Red Line will cause the service area to expand by two square blocks.

The Arcadia City Council approved the resolution proposed by City staff to join Access Services at the regular City Council Meeting held on July 19, 2016.

If the Board approves the staff recommendation, the number of member agencies will increase to 45.
AUGUST 15, 2016

TO: BOARD OF DIRECTORS

FROM: ALVINA NARAYAN, GRANTS ANALYST
MATTHEW AVANCENA, MANAGER OF PLANNING AND COORDINATION

RE: CONSIDERATION TO APPROVE EXTENSION OF TERM FOR DISADVANTAGED BUSINESS ENTERPRISE (DBE) CONSULTING SERVICES (AS-3801)

ISSUE:
Board approval is necessary to exercise the first option year of the contract with GCAP Services, Inc., (AS-3801) for Disadvantaged Business Enterprise (DBE) consulting services.

RECOMMENDATION:
Authorize an extension in the period of performance for one year, from February 1, 2017 through January 31, 2018.

IMPACT ON BUDGET:
None. The funds were included in the prior year FY 2015/2016 budget and are programmed in the current FY 2016/2017 budget. There is no change to the not to exceed contract amount of $232,898.

The funding for these services comes from the Prop C Discretionary Fund.

ALTERNATIVES CONSIDERED:
Current staffing levels are not adequate to meet the needs of Federal DBE compliance requirements as the staff position responsible for DBE compliance is also responsible for grants and overall compliance with all of the Federal Transit Administration (FTA) grant management requirements. Due to the volume and scope of these duties, it is not feasible to manage the above functions in-house without additional resources and assistance.
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 enter into a written amendment of the existing contract with GCAP, under terms that are no less favorable to Access than those proposed herein. Access 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:

Under Title 49 CFR Part 26, (Participation by Disadvantaged Business Enterprises in Department of Transportation (DOT) Financial Assistance Programs), administration of DOT assisted contracts shall establish and comply with the provisions of Part 26. The rule is in effect to assist small business owners (minority and/or women owned), controlled by socially and or economically disadvantaged individuals, providing them an equal opportunity for contracting opportunities on DOT assisted programs.

Access Services is required to certify DBE compliance in the form of a biannual report to the Regional Civil Rights Office. Access is also required to conduct a triennial analysis, where an annual DBE goal is established through complex research, following USDOT’s established guidelines. The purpose of the overall goal is to establish anticipated amount of DBE participation on DOT assisted projects, encouraging transit entities to conduct outreach on procurements to DBEs and small businesses.

Access Services has been utilizing the services of a qualified consultant in complying with civil rights requirements with the DBE Program. The consultant provides monitoring and oversight to Access’ DOT funded contractors and their sub-contractors to ensure the DBE program implemented by Access Services is compliant with DOT and FTA rules.

DBE services are also needed to develop recommendations for corrective measures, and provide proactive outreach and ensure good faith efforts toward greater utilization of DBEs. GCAP has played a vital role in ensuring Access’ compliance with the DBE program. GCAP successfully established Access’ triennial goal and continues to monitor contractors along with providing critical support with the bi-annual reports.
AUGUST 15, 2016

TO: BOARD OF DIRECTORS

FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION
       KEVIN LEE, MANAGER OF BUSINESS ANALYTICS AND
       INFORMATION TECHNOLOGY

RE: CONSIDERATION TO APPROVE EXTENSION OF TERM AND
    INCREASE OF FUNDS - 511 TRAVELER INFORMATION SERVICES
    FUNDING AGREEMENT

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ISSUE:

The existing funding agreement between Access and Los Angeles County Service Authority for Freeway Emergencies (LA SAFE) has expired and requires an amendment to extend and allocate funds for continued services.

RECOMMENDATION:

Authorize an additional $35,000 in funds and an extension in the period of performance through June 30, 2020.

IMPACT ON BUDGET:

This action will result in an increase in the previously approved agreement amount of $163,924 to $198,924. This action is consistent with Access’ approved budget for FY2016/2017. There is no increase in the rate of compensation.

The funding for these services comes from the Prop C Discretionary Fund.

ALTERNATIVE CONSIDERED:

No alternatives were considered. These services are part of the regional 511 Traveler Information System and it would be impractical for Access to replicate and host the functionality.

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 enter into a written amendment of the existing
agreement with LA SAFE, under terms that are no less favorable to Access than those proposed herein. Access 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:

In 2000, the Federal Communications Commission (FCC) designated the 511 number to make it easier for consumers to access travel information services. Sponsored by LA SAFE, Southern California 511 is accessible via the toll free phone number 511 or the go511.com website.

The 511 system consists of information about:

- Traffic - Freeway traffic speeds, travel times, construction detours, and real-time traffic cameras
- Buses and Trains - Area transit providers, bus and train arrival times, and a transit trip planner
- Commuter Services - Carpool or vanpool partners, park-and-ride lots, and rideshare program

In 2011 Access partnered with LA SAFE to increase accessibility options for Access’ customers, employees, and stakeholders. These services include:

1. **Access Service Area Map**
   a. Customers can enter an address and the system will state if the address is within or outside of Access’ service area
   b. Interactively view surrounding areas around the address (website only)

2. **Local Transit Options**
   a. View more details about local transit options because the 511 system includes Access’ data, including eligibility requirements, fare amounts, and service times
   b. Customers can go directly to the agency’s website via a hyperlink when using the website
   c. Customers can be transferred to the agency’s phone number when using the phone number

3. **Free Fare Trip Planner**
a. Similar to the current trip planner on 511 and Metro, customers can instead plan a trip exclusively using transit providers on Access’ free fare program

4. Feedback option

a. While being on the 511 system, customers can leave feedback regarding trip issues, complaints, commendations, and suggestions related to Access

b. The voice message will be emailed to Access Customer Support Center for processing.
AUGUST 15, 2016

TO: BOARD OF DIRECTORS

FROM: MIKE GREENWOOD, DEPUTY EXECUTIVE DIRECTOR, OPERATIONS & SAFETY

RE: CONSIDERATION TO APPROVE NEW POLICY REGARDING DISRUPTIVE CONDUCT

ISSUE:

Approval is needed to implement a new policy to address disruptive conduct towards Access and contractor staff.

RECOMMENDATION:

Approve a policy addressing violent, seriously disruptive, or illegal conduct from Access riders or those representing Access riders.

IMPACT ON BUDGET:

The proposed policy will not have an impact on the budget.

ALTERNATIVES CONSIDERED:

None. The policy has been recommended and approved by Legal Counsel to protect Access employees and contractors from violent, seriously disruptive or illegal conduct from Access riders or those representing Access riders. The proposed policy was also reviewed by Access’ Transportation Professionals Advisory Committee (TPAC) and Community Advisory Committee (CAC).

BACKGROUND:

Due to serious, albeit infrequent incidents, involving violence, threats or other damaging actions aimed at Access riders, employees, and the employees of Access’ contractors, it is necessary to implement a policy to curtail such actions. Staff is recommending that a new policy be added to the Rider’s Guide, to inform Access riders and those that represent them, that violent, seriously disruptive or illegal conduct shall result in loss of riding privileges. Furthermore, said policy will also be added to the Access Employee Handbook to reinforce with staff that such actions will not be tolerated.
The new policy shall read as follows:

All Access employees and associated, contracted, temporary, volunteer workers, independent contractors, and riders shall not be subjected to violent, seriously disruptive or illegal conduct from Access riders or those representing Access riders. Seriously disruptive conduct includes, but is not limited to:

- Threatening phone calls, voice messages, or emails;
- Harassment;
- Behavior that interferes with the safe operation of the vehicle
- Threats; or
- Violence to others or oneself.

Involuntary, non-violent behavior that does not pose a direct threat will not result in a suspension.

It is the policy of Access to issue a warning and/or suspend riding privileges based on the conduct of a rider, a rider’s representative, or a person reasonably acting on behalf of the rider. Section 37.5 of Part 39, Title 49 of Code of Federal Regulations (CFR), authorizes Access Services to refuse service to an individual with a disability because that individual engages in “violent, seriously disruptive, or illegal conduct.”

A suspension of riding privileges may not be permanent, but may be indefinite depending on the nature of the conduct. The length of a suspension will be based on considerations of whether the conduct represented a direct threat to others and/or whether the conduct is part of a pattern or practice. Suspensions may range from 10 days for a first-time, non-violent incident, to 30 or 60 days for more serious or repeated behavior, to one-year or more for a violent incident. All suspensions can be appealed and a rider can be reinstated from an indefinite suspension if the conduct issues that led to the suspension can be mitigated or resolved. A rider can be mandated to travel with a personal care assistant (PCA) as a condition of providing service in order to mitigate the problem.

Riders are responsible for the conduct of their personal care attendants, guests and service animals.

Suspension Appeal Process:

- A rider may be suspended immediately if there was a direct threat (example: violent conduct) to the safety of others.
- Due process requirements for a suspension include:
o The rider will be notified in writing of the intent to suspend including the basis and proposed length of suspension.

o The rider will be provided an opportunity to appeal the decision to suspend.

o If appealed, the hearing officer or officers must not have been involved in the original suspension decision.

o Written notification of the final decision and reasons will be provided to the rider.

All riders will be informed of suspensions in writing, but immediate suspensions may be noticed first through the reservation process. Suspension appeals may be filed in one of three formats:

In writing to: Access Services
Conduct Appeals
P.O, Box 5728
El Monte, CA 91734

By email to: cserv@accessla.org

By fax to: (213)270-6057
TO: BOARD OF DIRECTORS
FROM: JIM JONES, GENERAL COUNSEL
RE: RATIFICATION OF INTERIM EXECUTIVE DIRECTOR AND APPROVAL OF INTERIM EXECUTIVE DIRECTOR’S COMPENSATION

ISSUE:
Board approval is necessary to 1) ratify its prior appointment of an Interim Executive Director and also ratify all actions taken by the Interim Executive Director since July 11th and 2) approve the recommendation of the Board’s Compensation Subcommittee in regards to the Interim Executive Director’s employment agreement.

RECOMMENDATION:
Ratify Andre Colaiace, Deputy Executive Director for Planning and Governmental Affairs, as the Interim Executive Director and also ratify Mr. Colaiace’s actions on behalf of the Agency since he was appointed on July 11th as detailed in the proposed resolution in the Background section of this Item.

Approve the following compensation and employment terms for the Interim Executive Director as forwarded to the Board by the Compensation Subcommittee:

- A salary of $225,000 plus standard Access benefits;
- The right to return to his previous position at the top of the pay range for the classification if he elects to seek but is not selected as the permanent Executive Director;
- A severance package of one year of salary and benefits if he is terminated without cause by a future permanent Executive Director.

IMPACT ON BUDGET:
The increase in salary and benefits for this position can be accommodated in the FY 17 budget.

EFFECT OF APPROVAL OF RECOMMENDATION:
If approved, these terms would be incorporated into a formal Interim Employment Agreement between Access and Mr. Colaiace.

BACKGROUND:

Andre Colaiace was appointed by the Board of Directors to serve as Interim Executive Director in July 2016. Andre is well qualified to serve in this role. Andre has almost twenty years of transportation and transit experience, much of it in Los Angeles County. He understands the operating environment, the funding complexities and the political environment. Prior to this appointment, Andre held the position of Deputy Executive Director of Planning and Governmental Affairs. Prior to joining the Access Services Management team, Andre held senior level staff positions at Culver City Bus and Foothill Transit. While at Culver City, Andre served as a member of the Board of Directors of Access Services including holding the position of Chair of the Board.

In developing this recommendation, the compensation committee was mindful of the significant duties that have been assigned to Andre during this interim period. He will be serving as Executive Director/Chief Executive Officer at a time when the Deputy Executive Director/Chief Operating Officer position is also vacant. Further, Andre will continue to lead the planning and governmental affairs activities of Access Services.

PROPOSED RESOLUTION:

Whereas, this Board has received the resignation of Shelly Verrinder as Executive Director of Access effective July 15, 2016 subject to the terms and conditions set forth in that certain written Severance and General Release Agreement dated August 4, 2016; and

Whereas, the Board has sought and received the advice of legal counsel with respect thereto; and

Whereas, the Board determined in a closed session at its Special Meeting on August 3, 2016 to accept such resignation, approve the material terms and conditions of the Severance and General Release Agreement and authorize the Chairman of the Board to enter into such agreement on behalf of this entity; and

Whereas, Severance and General Release Agreement was executed by the parties on August 4, 2016; and

Whereas, on July 11, 2016 the Board authorized Andre Colaiace, Deputy Executive Director of Planning and Governmental Affairs, to exercise the duties of the Executive Director on an interim basis and desires to ratify affirm and approve that appointment and all acts taken by the Interim Executive Director in the name of this agency to the date hereof; and
Whereas, the Board has considered and desires to approve the proposed terms and conditions of the appointment of Andre Colaiace as Interim Executive Director subject to their embodiment in an Interim Employment Agreement;

Now, therefore, it is hereby:

RESOLVED, FURTHER: that the appointment of Andre Colaiace as interim Executive Director effective as of July 15, 2016 be ratified affirmed and approved under terms and conditions no less favorable to this entity that those discussed at this meeting and which terms and conditions shall be embodied in an Interim Employment Agreement to be negotiated by legal counsel with Andre Colaiace, be and it is hereby approved and that the Chairman of the Board be, and he is hereby authorized and directed to execute, with the advice of counsel, such Interim Executive Director agreement as the act and deed of this entity;

RESOLVED, FURTHER: that Andre Colaiace, as Deputy Executive Director (in the absence of the Executive Director) from July 11, 2016, and as Interim Executive Director after July 15, 2016, was and is authorized to exercise all powers granted to the Executive Director by the bylaws or expressly delegated to the Executive Director by board action or policy.
ISSUE:

The Board needs to discuss the recruitment process for a new permanent Executive Director.

RECOMMENDATION:

Provide direction to the Board leadership and staff regarding the process and approach that will be used to select a permanent Executive Director.

BACKGROUND:

It has been a number of years since Access has had a formal recruitment process for the Executive Director position. In general, it is estimated the recruitment process will last from 120 to 180 days and include the following milestones:

- Establish Board structure for recruitment (subcommittee or full Board)
- Define position and desired attributes
- Establish procurement process for utilizing an executive search firm (if desired)
- Develop recruitment strategy
- Launch recruitment (advertise, post, etc.)
- Determine candidate screening and selection process
- Conduct in-person interviews with candidates
- Evaluate and select final candidate
- Conduct background and reference checks
- Issue offer and negotiate terms of employment

As part of this process, the Board will need to consider what level of involvement staff or external stakeholders will have in the process, i.e. an open process where candidates are also interviewed by staff/stakeholders or a closed process where the Board (or its subcommittee) is the only entity conducting interviews of prospective candidates.
As an additional consideration, the Board may wish to utilize the services of a qualified executive search firm to serve as a consultant in the recruitment and hiring of the Executive Director. The firm would provide services such as -

- Develop an understanding of Access’ history, organizational structure, responsibilities and requirements.
- Support and assist the Board of Directors and the Search Committee throughout all phases of the search and selection process.
- Survey Board Officers and the staff to gain perspective as to the role, responsibilities, qualities and characteristics of the Executive Director.
- Meet individually and collectively with the Directors to understand what each Director and the Board desire in an Executive Director.
- Develop position announcement/brochures, including mailing to prospective candidates.
- Arrange and execute the placement of advertisements for the position, including relevant transit publications, both national, regional and statewide.
- Provide recruiting schedule, activities and process to seek out candidates who meet the Board’s identified qualities for Executive Director as well as regular progress reports.
- Pre-screen candidates by providing a summary of any controversial and/or favorable newspaper/internet articles.
- Attend, as necessary, any closed sessions of the Board of Directors for the discussion of potential candidates; narrowing the number of candidates; interviews of candidates; and assist the Board in framing penetrating questions for the candidates selected for interview.
- Conduct in-depth reference and background checks of finalist candidates.
- Provide regional and statewide salary comparisons for similar positions in transit and other public entities.
- Assist and provide guidance to the Board of Directors with the final selection and negotiations with the selected candidate as directed by the Board.
- Disclosure of personal relationships between candidates and recruiter.
- Payment for services rendered upon completion of critical milestones.
AUGUST 15, 2016

TO: BOARD OF DIRECTORS

FROM: MATTHEW AVANCENA, MANAGER OF PLANNING AND COORDINATION
       HECTOR RODRIGUEZ, DIRECTOR OF FINANCE

RE: CONSIDERATION TO AMEND FREE FARE PROGRAM AGREEMENT WITH ANTELOPE VALLEY TRANSIT AUTHORITY

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ISSUE:

The Antelope Valley Transit Authority (AVTA) has requested that certain aspects of the Free Fare reimbursement cap that was approved by the Access Board of Directors at its April 25, 2016 board meeting be reconsidered.

RECOMMENDATIONS:

Staff requests Board approval for the proposed terms below:

1. FY 2017: AVTA will be paid a total of $494,000 for Free Fare ridership on its express and local routes. This amount is $19,000 more than the Access Board-approved cap of $475,000 which was approved on April 25, 2016. In addition, if it is determined that Access has surplus budget funds at the end of the FY17 fiscal year, Access staff will request that the Board provide additional reimbursement to AVTA for Free Fare ridership on its local routes. Should additional funds become available at the end of FY17, the total maximum payment to AVTA will be reduced by the average regional reduction for all Los Angeles County Free Fare participants under the recent free fare agreements approved by the Access Board.

2. FY 2018: AVTA will receive reimbursement for Free Fare ridership on its express and local routes minus any average regional reduction agreed to by the Los Angeles County Free Fare participants. This is based on the assumption that the region decides to continue with a similar reimbursement methodology which currently caps FY17 Free Fare reimbursements at FY15 levels.

IMPACT ON BUDGET:

These changes are expected to increase the budgeted amount for AVTAs Free Fare program by $19,000 in FY 2017. For FY 2018, these costs will be programmed into
that year’s budget assuming the region’s methodology for Free Fare reimbursement remains the same.

ALTERNATIVES CONSIDERED:
None.

BACKGROUND:

Access Board Action to Restructure Free Fare Program Reimbursement

On April 25, 2016 the Access Board took action to restructure the Free Fare program by capping reimbursements at FY 2015 funding amounts, subject to an annual review. Staff has estimated that this action will reduce, on average, FY17 payments to Los Angeles County Free Fare operators by 8 to 10 percent.

AVTA Fare Issue

On September 2015, AVTA changed its fare structure and began charging its senior and disabled passengers a reduced fare of $0.75 cents for their local routes. Prior to this change, AVTA allowed seniors, persons with disabilities and Access customers with valid TAP cards to board for free and only invoiced Access for boardings on its commuter express lines. As a result of the fare change, AVTA, per the terms of the MOU, requested full reimbursement for Free Fare boardings on its local routes, which were projected to amount to over $410,000 in additional reimbursements for the remainder of FY 2016. Since Access did not budget for this cost, staff reached out to AVTA management to negotiate an acceptable reimbursement rate.

At the Board meeting on April 25, the Board approved staff’s proposal to: 1) pay AVTA a one-time payment of $120,000 for its local routes for FY 2016, and 2) cap AVTA’s total reimbursement at $475,000 for FY 2017. Approximately six weeks after the Board meeting, staff was informed by AVTA’s Executive Director that the AVTA Board of Directors wanted Access to reconsider the terms of the agreement because it felt that AVTA was taking a much greater reduction than other Free Fare participants. Staff again began discussions with AVTA management who agreed to accept the FY16 agreement if changes were made to FY17 and FY18 reimbursement amounts.

Access’ Free Fare Program

Access Services’ Free Fare program was established in 2000 as a paratransit ridership diversion strategy to encourage Access customers to use accessible bus or rail service when they are able to. The Free Fare Program allows Access customers to ride the bus or rail free of charge. In return, Access reimburses many Free Fare partners for the cost of the trip, typically the cash fare for elderly and/or disabled riders charged by the participating transit agency. By doing so Access believes it is able to realize cost
savings by encouraging Access customers to use significantly less expensive fixed route service for some or most of their trips.

The program, which began in 2000 with three partner agencies and 732 boardings in its first year, has now expanded to 22 participating agencies and over 2.7 million boardings per month.

Access customers use their Transit Access Pass (TAP) enabled customer identification card when boarding fixed route, rail or commuter rail. For non-TAP enabled systems, customers present their ID card as a flash pass. TAP allows Free Fare partners to accurately track and record the number of Access customer boardings on their system. In non-TAP systems, boardings are generally tallied manually by the driver on the fare box. The following municipal, local transit and commuter rail operators are participants in the Free Fare program:

<table>
<thead>
<tr>
<th>Reimbursed</th>
<th>Not Reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antelope Valley Transit Authority</td>
<td>Carson Transit</td>
</tr>
<tr>
<td>Beach Cities Transit</td>
<td>Downey Link</td>
</tr>
<tr>
<td>Culver City Bus</td>
<td>Metro</td>
</tr>
<tr>
<td>El Monte Transit</td>
<td>Palos Verdes Peninsula Transit Authority</td>
</tr>
<tr>
<td>Foothill Transit</td>
<td>Santa Clarita Transit</td>
</tr>
<tr>
<td>Gardena Bus Lines</td>
<td>West Hollywood Transit</td>
</tr>
<tr>
<td>Glendale Beeline</td>
<td></td>
</tr>
<tr>
<td>Huntington Park COMBI</td>
<td></td>
</tr>
<tr>
<td>LADOT DASH and Commuter Express</td>
<td></td>
</tr>
<tr>
<td>Long Beach Transit</td>
<td></td>
</tr>
<tr>
<td>Metrolink*</td>
<td></td>
</tr>
<tr>
<td>Montebello Bus Lines</td>
<td></td>
</tr>
</tbody>
</table>

* Metrolink is directly reimbursed by Metro at a flat rate of $2.1 million per year plus an annual CPI adjustment.

The table on the following page represents the number of Free Fare boardings and annual reimbursement costs for FY 2015.
<table>
<thead>
<tr>
<th>Fixed Route Agency</th>
<th>Total Annual Passengers</th>
<th>Monthly Average Reimbursement</th>
<th>Total Annual Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Antelope Valley Transit Authority</td>
<td>43,870</td>
<td>$20,449.92</td>
<td>$245,399.00</td>
</tr>
<tr>
<td>2 Beach Cities Transit</td>
<td>12,734</td>
<td>$530.58</td>
<td>$6,367.00</td>
</tr>
<tr>
<td>3 City of El Monte</td>
<td>58,279</td>
<td>$2,428.29</td>
<td>$29,139.50</td>
</tr>
<tr>
<td>4 City of Gardena</td>
<td>276,127</td>
<td>$8,053.70</td>
<td>$96,644.45</td>
</tr>
<tr>
<td>5 City of Glendale</td>
<td>276,596</td>
<td>$11,631.33</td>
<td>$139,576.00</td>
</tr>
<tr>
<td>6 City of Norwalk</td>
<td>139,971</td>
<td>$6,998.55</td>
<td>$83,982.60</td>
</tr>
<tr>
<td>7 City of Pasadena</td>
<td>161,750</td>
<td>$4,717.71</td>
<td>$56,612.50</td>
</tr>
<tr>
<td>8 City of Torrance</td>
<td>203619</td>
<td>$4,242.06</td>
<td>$50,904.75</td>
</tr>
<tr>
<td>9 Culver CityBus</td>
<td>265,871</td>
<td>$7,754.57</td>
<td>$93,054.85</td>
</tr>
<tr>
<td>10 Foothill Transit</td>
<td>1,106,832</td>
<td>$46,118.00</td>
<td>$553,416.00</td>
</tr>
<tr>
<td>11 LADOT</td>
<td>1,539,897</td>
<td>$35,270.88</td>
<td>$423,250.50</td>
</tr>
<tr>
<td>12 Long Beach Transit</td>
<td>1,227,664</td>
<td>$61,383.20</td>
<td>$736,598.40</td>
</tr>
<tr>
<td>13 Montebello Bus Lines</td>
<td>948,453</td>
<td>$39,518.88</td>
<td>$474,226.50</td>
</tr>
<tr>
<td>14 Monterey Park</td>
<td>79,525</td>
<td>$1,745.48</td>
<td>$20,945.75</td>
</tr>
<tr>
<td>15 Santa Monica Big Blue Bus</td>
<td>879638</td>
<td>$38,073.08</td>
<td>$456,877.00</td>
</tr>
<tr>
<td><strong>Fixed Route Operators Total</strong></td>
<td><strong>7,220,826</strong></td>
<td><strong>288,916.23</strong></td>
<td><strong>3,466,994.80</strong></td>
</tr>
<tr>
<td>16 Metrolink</td>
<td></td>
<td></td>
<td><strong>$2,100,000.00</strong></td>
</tr>
<tr>
<td><strong>Total with Metrolink Reimbursement</strong></td>
<td></td>
<td></td>
<td><strong>$5,566,994.80</strong></td>
</tr>
</tbody>
</table>

During FY 2015 Access spent $3,466,994 on Free Fare reimbursements to fixed route partners, excluding Metrolink. Since Free Fare reimbursement costs have been increasing and other questions were being raised about the program, staff felt it was prudent to convene a regional Free Fare Working Group.

**Next Steps**

Access convened three transit operator working group meetings on January 11, February 22 and July 14, 2016. Staff has also been meeting with a CAC working group on this issue.

At the July 2016 meeting, staff discussed member agency concerns about the cap and its implications for the FY 2018 budget year and the planned Free Fare survey of Access customers. In addition, staff also presented proposals currently being discussed with the CAC to reduce alleged Free Fare fraud and abuse.

Staff will continue to hold working group meetings with transit operators and the CAC on a regular basis. The next meeting is tentatively scheduled for October 2016 to discuss results from the survey of customers who use the Free Fare program. Based on the survey results and other discussions, staff plans to bring proposed changes to the Free Fare program to the Board by the end of the calendar year.
AUGUST 15, 2016

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 November 2016 at the regularly scheduled Board meetings.

September 19, 2016
Board Meeting - Metro

<table>
<thead>
<tr>
<th>Agenda Items:</th>
<th>Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consideration to Appoint Community Advisory Committee</td>
<td>Action</td>
</tr>
<tr>
<td>(CAC) Members and Amend By-Laws</td>
<td></td>
</tr>
<tr>
<td>Consideration to Approve Reappointment of Transportation</td>
<td>Action</td>
</tr>
<tr>
<td>Professionals Advisory Committee (TPAC) Members</td>
<td></td>
</tr>
<tr>
<td>Consideration to Extend Travel Training Services Contract</td>
<td>Action</td>
</tr>
<tr>
<td>Consideration to Approve Telephone Interpreting Services</td>
<td>Action</td>
</tr>
<tr>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Consideration to Extend Telephone System Maintenance</td>
<td>Action</td>
</tr>
<tr>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Consideration to Extend Access Administrative Facility Lease</td>
<td>Action</td>
</tr>
<tr>
<td>Consideration to Approve Severance Policy</td>
<td>Action</td>
</tr>
<tr>
<td>Eligibility Update</td>
<td>Information</td>
</tr>
<tr>
<td>Financial Procedures Update</td>
<td>Information</td>
</tr>
</tbody>
</table>

October 24, 2016
Board Meeting - Metro

<table>
<thead>
<tr>
<th>Agenda Items:</th>
<th>Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consideration to Extend Security System Maintenance</td>
<td>Action</td>
</tr>
<tr>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Consideration to Extend Information and Technology</td>
<td>Action</td>
</tr>
<tr>
<td>Services Contract</td>
<td></td>
</tr>
<tr>
<td>Agenda Items:</td>
<td>Disposition:</td>
</tr>
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<td>-------------</td>
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<tr>
<td>TBD</td>
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</tr>
</tbody>
</table>

November 28, 2016
Annual Membership Meeting - California Endowment Center