AGENDA

COMMUNITY ADVISORY COMMITTEE (CAC) MEETING

Tuesday, August 9, 2016
1:00pm – 3:00pm
Los Angeles County MTA
Union Station Conference Room, 3rd Floor
One Gateway Plaza,
729 Vignes Street, Los Angeles CA 90012

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<td>Report from Board of Directors/ Doran Barnes</td>
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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 Community Advisory (CAC) 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 CAC by staff or CAC members at the meeting will simultaneously be made available to the public. Two opportunities are available for the public to address the CAC during a CAC meeting: (1) before a specific agendized item is debated and voted upon regarding that item and (2) 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 CAC secretary. 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 CAC 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 CAC may direct staff to investigate and/or schedule certain matters for consideration at a future CAC Meeting.

"Alternative accessible formats available upon request."
CALL TO ORDER

Sherry Kelley called the meeting to order at 1:00 p.m.

ROLL CALL

CAC Members Present: Marie Aroch, Michael Arrigo, Kurt Baldwin, Wendy Cabil, David Dov Cohen, Phyllis Coto, Marie Francois, Terri Lantz, Liz Lyons, Jesse Padilla and Howard Payne

CAC Members Absent: Dina Garcia, Gordon Cardona, Michael Conrad, and Tina Foafoa

Board Members Present: Theresa De Vera


Guests: Wilma Balew (LA Care), Victor Dominguez (QSS), Lucille Walker (Access Customer), Ms. Blanca (Guest), Maria Villasenor (Guest), Steve Jaffe (Metro), Tonni Yee-Hemphill (Access Customer), Monica Marroquin (Mobility Management Partner), Frank Lucas (California Transit), Bill Zuke (QSS), Olivia Almalel (Access Customer), Michele Ortega (Job Coach), Karina Moreno (San Gabriel Transit), Beatriz Lara (MV Transportation), Michael Sher (Access Customer), and Angel Saldana (MV Transportation).
INTRODUCTIONS

Access Senior Manager Sherry Kelley welcomed the members, staff, and guests to the meeting and requested that everyone introduce themselves. She announced that Vice-Chair Conrad is absent due to his retirement function and Chair Cohen will arrive shortly. Ms. Kelley also stated that all action items will be held until Chair Cohen arrives.

Ms. Kelley informed everyone that the meeting will end at 2:30 pm today, as a result of a scheduling conflict. She further stated that the CAC Subcommittee meeting will occur immediately after the meeting adjourns in the Huntington room. She apologized to the group for the confusion.

GENERAL PUBLIC COMMENT

Blanco Angulo stated her comment in Spanish. She said there was an issue with a fellow rider Victor Dominguez. Ms. Angulo said his reservation was at 9:15pm, and she was informed that Access would arrive at 10:45pm, but they didn’t arrive until 12:45am. She stated that they were in a dangerous area, and felt that Access should have been more sensitive to their situation.

Jack Garate provided the interpretation and assisted the rider.

Ms. Olivia Almalel thanked MV Transportation for being on time. She asked why the transportation time starts when the rider is on board and not when the ride is due. Next, Ms. Almalel expressed her concern regarding the evaluation process for paralyzed individuals, and wondered if people are being turned away due to their disability. She said someone should address this concern.

Victor Dominguez stated that he provided the correct address of 1410 E. 110th Street when making his reservation; however, the driver still went to the wrong address. He said the driver arrived three hours late, and his PCA had to cancel her trip. Lastly, Mr. Dominguez said he’s still experiencing problems with West Central Spanish line.

Rogelio Gomez will continue to work with Mr. Dominguez.
Lucille Walker said most of the drivers do not understand English and it’s hard to communicate with them. She said on June 10th, the driver arrived one hour late and she wasn’t satisfied.

Rogelio Gomez will contact Ms. Walker.

Tonni Yee-Hemphill said every year in May she books a trip to Rose Hills Cemetery in Whittier, and while booking her trip the call-taker placed her on long hold twice. She said for the last five years the drivers continue to pick up and drop off at the wrong location at the cemetery. She stated that the drop off should be up the hill and not downhill at the floral shop.

Lastly, Ms. Yee-Hemphill said she called to get an ETA and the call-taker said a vehicle wasn’t assigned or dispatched yet. She said the drivers continue to go to the wrong address, and she was no-showed for this trip.

REVIEW & APPROVAL OF THE CAC MEETING MAY 10, 2016

Chair Cohen arrived and apologized for being late.

Chair Cohen motioned to approve minutes with corrections on page 12, to reflect that Vice-Chair Conrad was present at the last meeting and he was absent.

Motion:   Member Lyons

Second:  Member Padilla

Minutes were approved.

BOARD OF DIRECTOR REPORT

Theresa De Vera gave a brief report from the May 2016 board meeting. She said the board agreed to extend the providers contracts, and to study the consideration to authorize related health transportation for Medi-Cal.

Ms. De Vera said Access does not have the power to hire or fire provider’s employees or impact their wages. Lastly, Ms. De Vera said she proposed
to the board to have their closed sessions after the board meeting, and apologize for the long sessions at the previous meetings.

Terri Lantz said the last two board meetings were very long due to the closed sessions. She said Access should be a lot more considerate toward the riders and others who patiently waited for the meeting to begin.

**CONSIDERATION TO APPROVE NEW POLICY REGARDING DISRUPTIVE CONDUCT**

Michael Greenwood, DED of Operations stated that disruptive behavior occurs occasionally to our drivers, riders and their PCA’s. He informed that threats have been directed towards Access headquarters and staff, as well as our providers. Mr. Greenwood said we currently have processes and procedures in place to warn and suspend customers. He stated that the goal is to strengthen the Riders Guide so that it is clear that Access wants to ensure the safety of our riders, drivers and everyone we come in contact with. However, the purpose is to hold people accountable for not following policy. Mr. Greenwood emphasized that Access and the Sheriff’s department works cooperatively to investigate any illegal actions. He stated a new policy has been drafted. Mr. Greenwood said TPAC suggested that the riders be included into the new policy, and it will be added before it goes to the Board for approval.

Mr. Greenwood read the proposed policy:

All Access employees and associates, contractors, temporary, and volunteer workers and independent contractors 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, excessive phone calls, voice messages, emails, obscene language, bullying, and/or threats. 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.

Mr. Greenwood concluded by saying we do have procedures in place, and any threats or violations will be completely investigated before making any final decisions. He explained that the investigation process includes review of documentation, video-audio tapes, and contacts of any witnesses. Lastly, the rider has the right to appeal, and there is a due process if a decision is made to suspend the rider.

Chair Cohen asked if the new policy will go before the Board.

Mr. Greenwood said the proposed policy will be presented at the June 22, 2016 Board meeting, and will inform the CAC committee of the final decision.

Chair Cohen thanked Mr. Greenwood. Mr. Cohen stated that he is familiar with the appeals process, as he previously sat on a hearing panel.

Member Baldwin said he was glad to hear about the appeal and due process, but does not agree with the new policy. He said the policy doesn’t define what it’s going to do, and it should be clearly spelled out before it’s approved.

Member Padilla said he’s glad this is being addressed, and that the policy should be revised with more detail.

Member Coto asked does the new policy applies to the drivers.

Mr. Greenwood said no, the drivers are subject to their employer’s personnel policies. However, Access has the right to remove a driver from the contract based on their performance related to conduct, and the same would apply to an investigation.

Member Lantz said the policy should have a time limit, and should be
clearly defined. She said some people have behaviors related to their
disability that result in them being verbally disruptive, but not violent. Ms.
Lantz said the rider’s disability should not be misconstrued, knowing that
the rider’s eligibility was approved by Access.

Member Payne said Access should include in the manual that the riders
have a right to complain if they were treated in an abusive manner, so that
they know they can do something about it.

Mike Greenwood said he accepts the committee’s recommendation to
have Access staff review the proposed policy again, and will bring it back
to the next CAC meeting for approval.

Chair Cohen recommended motion to input additional information and
bring it back to the next CAC meeting.

Member Lyons motion to input additional information.

Member Padilla second.

Motion passed.

FY 2016/17 PRELIMINARY BUDGET

Hector Rodriquez Director, Finance said the proposed budget FY 2016/17
will begin on July 1, 2016. Mr. Rodriguez stated that the numbers for
certified riders have grown from 169,000 the previous year to 175,000 this
year, and the annual cost per trips have grown by one cent per trip. He
said the Administrative cost continue to remain relatively flat for a period
of years. Mr. Rodriguez reviewed the Budget Summary, and said we plan
to take the budget report to the board in June for approval.

<table>
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<tr>
<th>Budget Summary:</th>
<th>FY17 Budget</th>
<th>% of Total Funding</th>
<th>% of Operating Cost</th>
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<tr>
<td>Paratransit Operations</td>
<td>135,935,408</td>
<td>83.3%</td>
<td>88.4%</td>
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Eligibility Determination  10,228,516   6.3%   6.7%
CTSA Function               546,912    0.3%   0.3%
Administrative Expense      7,061,588   4.3%   4.6%
Operating Expense           153,772,424 94.2%  100.0%
Capital Expense             9,430,000    5.8%

Total Operating Capital Expenses  163,202,424  100.0%

Mr. Rodriguez concluded his presentation and welcomed questions.

Phyllis Coto asked why it would cost thirty-three dollars per person to travel just one mile.

Mr. Rodriguez stated that it is the average cost per trip, rather than the cost for an individual trip.

Member Lyons said she travels using free fare, and was informed that Metrolink plans to have riders pay to travel from Norwalk to San Diego.

Mr. Rodriguez said Access covers Los Angeles County, and as long as your trip is within this county the Metrolink fare is free.

Member Lantz asked if Access addresses their older vehicles, when purchasing new ones.

Mr. Rodriguez stated the 2015 grant was delayed for almost two years, and Access was not allowed to purchase vehicles until late February 2016. He said vehicles are replaced based on age, mileage and the oldest vehicles with the most mileage are replaced first. Mr. Rodriguez informed the committee that Access will purchase vehicles by the end of June 2016. Member Francois asked why the drastic decrease in capital expenditures
when comparing FY16 to FY17.

Mr. Rodriguez informed that we had a grant that was backed up for two years, and our yearly spending budget is usually $8M to $9M. He said we didn’t receive the 2015 grant until FY16, and that’s the only reason why the budget is now $14M.

Member Francois asked if Access is allowed to carry over expended funds.

Mr. Rodriguez said no, we are not allowed to carry over money. He said the 2015 funding didn’t come through as scheduled, and there was no money carried over, only the grant. Mr. Rodriguez said we do not have the cash on hand, and we received both FY15 and FY16 funding allocations at the same time.

Member Lantz asked if Access thought about making the computer systems similar in every geographic area, since the regions all use different systems. Lastly, she asked if the minimum wage increase is included into the budget.

Mr. Rodriguez said yes to both questions. He explained that the minimum wage increase was compensated into the budget, and it wasn’t as large as the providers expected. He stated that the only adjustment made was to compensate for employees that were below minimum wage when the first increase went into effect as of July 1st, 2016 when the next step goes into effect. The contractors are expected to bring every employee below minimum wage to the current rate. However, Access is under direction to study the matter further and will bring it back to the board again.

Member Lantz said a lot of people expressed their concerns at the last board meeting regarding the minimum wage increase. She said we don’t want to see a loss of experienced drivers, because they are not being compensated for the service they provide.

Member Kurt asked if the new computer systems will be owned by the
Mr. Rodriguez replied that the amount budgeted for the computer enhanced software will be owned by Access.

PARENTS WITH DISABILITIES

Eric Haack, Strategic Planner stated that the Parents with Disability program provides services to parents with disabilities who travel with minor children for everyday activities, and is available in the Northern region (MV Transportation). He said the program was partially funded through a FTA New Freedom grant in the amount 1.1M. He informed that the program was designed to alter and modify Access general services, and to look into other benefits to meet parents with disability needs. He said the program provides limited same day trips for child emergencies, extended wait times (10/20-minute), instead of five, reduced fare of $1 per passenger, and no shared rides. Mr. Haack said the Board agreed to extend the program for another 18 months. He said unfortunately, the New Freedom grant funding will no longer be available for Access service going forward, and we are looking into getting all the best practices recorded, so that Access can possibly encourage another agency to develop a similar program. Mr. Haack said Access will let their existing customer know about the possibility of the program ending, and will make sure they are helped during the transition.

Chair Cohen suggested finding a corporation that would love to do something for the community, and to have them undertake the funding to allow the service to remain with Access. He said he is willing to assist in finding someone in order to keep the program.

Mr. Haack said there are different types of existing grants such as; Federal, State and Local. He said the corporate grants exist on a different realm than Access, and if you are aware of any source of corporate agency funding, please let us know. He informed that also partner with different types of social service agencies in order to keep the service available for our customers.
Member Lantz said she hopes that Access will find a new grant to cover the cost for this viable program. She said the service should expand beyond San Fernando since Access covers LA County.

Mr. Haack said he’s available to discuss this matter further after the meeting.

CONSTRUCTION TO PATSAOURAS PLAZA

Jack Garate stated that was providing an update to the April presentation regarding Patsaouras Plaza construction scheduled to begin in July through October 2016. Mr. Garate said he attended several meetings trying to find the best possible alternative location closest to the Patsaouras Plaza. He said Vignes and Chavez was identified as the best possible solution previously, but unfortunately there were challenges with the proposed location. He introduced Steve Jaffe from Metro to provide a complete overview of the occurrences that will take place.

Mr. Steve Jaffe, Metro Deputy Executive Officer presented the overall reason for the bus plaza closure. Mr. Jaffe stated that Metro has done a lot of outreach by sending emails to all Metro recipients, general public, service councils, municipals and has prepared material specifically for Access and its riders. He said the Access vehicles will be allowed to go back up to the plaza once the construction is completed. He informed that maps have been placed in every bus that shows the new bus stops, and all vehicle carriers have been notified as well. Mr. Jaffe said Jack Garate mentioned a great plan for Access vehicles to provide service at Vignes and Chavez during the construction at Metro, but unfortunately LADOT deemed the measurements at the Vignes/Chavez location unsafe. Therefore, the new location for Access will be on Parking Level 1(P1), which is much closer. All non-related trips will go to 800 N. Alameda location. Metro will place Access signs inside the elevators during the duration of the construction for the meetings. Mr. Jaffe said the Access signs will direct to the appropriate locations for drop offs and pick-ups.

Terri Lantz thanked Metro and Access for providing an update.
Jesse Padilla requested clarification regarding the new drop-off and pick-up locations for the CAC meetings.

Jack Garate said the P1 location will only be available for the remaining five CAC meetings and all other trips will be at 800 N. Alameda. He said Access staff will be available to assist the riders.

Phyllis Coto asked what address should be provided to reservationists when booking trips, and will the drivers know where to go.

Jack Garate said you should provide One Gateway Plaza, and the drivers will know where to go.

Theresa De Vera said all providers should know where to drop off in order to ensure the plan works.

Jack Garate said Access will send out notifications and newsletters to all providers regarding the meeting revised location. He informed that the October will not be affected by the construction.

Chair Cohen thanked Jack Garate and Steve Jaffe.

Motion passes.

Sherry Kelley offered an apology on behalf of Access and Metro for the schedule conflict of today’s meeting. She informed that she and Ms. Giovanna Gogreve (Metro), will ensure that there are no conflicts with the remaining meetings for 2016.

Ms. Kelley informed that the July meetings are usually dark, and requested that there will need to be a motion from the members regarding a cancellation of the July meeting. She further stated that since the drop off and pick up location has been resolved during the construction at Patsaouras, there is no need to find an alternate location for CAC meetings for August and September. However, the Union Station room will not
available for CAC in September during our normal meeting time, therefore the CAC meeting time for September is pending. She requested that the members also entertain a motion to accept a revised time for the September meeting. She stated that if the members are in agreement with a time change, a revised meeting notice will be distributed once confirmed by Metro.

Chair Cohen requested motion to cancel the July 12th meeting, and accept a revised meeting schedule for the September 13th meeting.

Motion: Terri Lantz made a motion for CAC to be dark for the month of July and to resume for the August 9th meeting.

Second: Kurt Baldwin

Motion passes.

Chair Cohen invited anyone 60 years and older to audition on August 6-7th for America Salutes our Veterans. He said this event will be held in November 2016, and there will be cash prizes each day.

GENERAL PUBLIC COMMENTS

Phyllis Coto said Access drivers should be retrained. She said the drivers do not speak English; they are rough and are inconsiderate of rider’s personal belongings i.e. walkers. Ms. Coto said the drivers training should be revamped and improved.

Shelly Kelley asked Ms. Coto to provide a specific date and time after the meeting, so that Operation can address and resolve those issues.

Ms. Coto said she’s not addressing one specific operator; it’s just in general to address safety.

Howard Payne said he wants to make sure it has been established that
ninety-nine percent of our drivers are great, and he hasn’t heard of any driver acting in that manner.

Kurt Baldwin request to add recertification for eligibility onto future agendas. He said a lot of clients are reporting they lost their eligibility when they go from walker to wheelchair or from manual to power wheelchair. Mr. Baldwin said he’s wondering what’s going on regarding this process.

Sherry Kelley made note of this for future meetings.

Terri Lantz said riders have reported they are unable to take their ride due to the vehicle size not being able to accommodate their wheelchairs on a shared ride trip.

Wendy Cabil expressed a concern on behalf of the drivers who have submitted numerous vehicle maintenance request, but remain unresolved. She said this is a very important issue that needs to be taken care of right away.

Sherry Kelley reminded the CAC members that the Free Fare Subcommittee meeting will be held immediately after in the Huntington conference room, and that staff is available to guide those who need assistance.

Ms. Kelley also announced that Vice-chair Michael Conrad is retiring as a mechanic from Los Angeles Fire department, and we plan to present a card to him at our next meeting.

Finally, Ms. Kelley informed that Access is looking for volunteers to participate in the “Where’s My Ride App” beta-testing, and if interested to contact her or Sharon Astier to participate.

ADJOURNMENT
Motion: Chair Cohen

Second: Wendy Cabil

The meeting adjourned at 2:30 p.m.
TO: ACCESS COMMUNITY ADVISORY COMMITTEE

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 threats and harassment 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 previously by the Community Advisory Committee (CAC) at the June 2016 meeting.

BACKGROUND:

Due to serious, albeit infrequent incidents, involving threats or other
damaging actions aimed at Access employees, as well as 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:
Policy Against Allowing Seriously Disruptive Conduct by Riders
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. Suspension length
considerations will include whether the conduct represented a direct
threat to others and if the conduct represented 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 attendant (PCA) as a condition of providing service to mitigate the problem. Riders are responsible for the conduct of their personal care attendants and guests.

Suspension Appeal Process:
- A rider may be suspended immediately if there was a direct threat to the safety of others
- Due process requirements for a suspension include:
  - The rider will be notified in writing of the intent to suspend including the basis and proposed length of suspension
  - The rider will be provided an opportunity to appeal the decision to suspend
  - If appealed, the hearing officer or officers must not have been involved in the original suspension decision
  - 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
UPDATE:

Access will be issuing an Eligibility RFP in the coming months.

Access has been discussing areas of improvement such as; software and technology, data reporting, application enhancements and many other areas that can have lasting impacts on eligibility.

Because of that, Access is looking forward to the procurement process to see what can be provided to the Access eligibility department to move it forward in a cost effective and consistent way in order to sustain future growth.

With a designated facility in place, construction is scheduled to begin within the next month or two with a completion date of early 2017.
TO: ACCESS COMMUNITY ADVISORY COMMITTEE

FROM: SHERRY KELLEY, SENIOR MANAGER OF CUSTOMER SERVICE

RE: COMMUNITY ADVISORY COMMITTEE NOMINATION SUBCOMMITTEE

ISSUE:

The bylaws stipulate the officer elections occur each year during the September meeting in order to obtain Board approval during the September Access Board of Directors meeting.

RECOMMENDATION:

This is an action item in which the formation of a nomination committee will identify candidates for Chair and Vice Chair in order to vote in new officers at the September 2016 Access Services Community Advisory Committee meeting.

BACKGROUND:

The bylaws stipulate the process as follows:

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.