



# Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• [www.AlamedaCTC.org](http://www.AlamedaCTC.org)

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Arthur L. Dao

## Paratransit Advisory and Planning Committee

**Monday, June 23, 2014, 1:00 p.m.**

**1111 Broadway, Suite 800**

**Oakland, CA 94607**

***Please note that the Monday, June 23, 2014 PAPCO meeting will be from 1:00 to 3:30 p.m. Please plan your transportation accordingly.***

### **Mission Statement**

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

### **Public Comments**

Public comments are limited to 3 minutes. Items not on the agenda are covered during the Public Comment section of the meeting, and items specific to an agenda item are covered during that agenda item discussion. If you wish to make a comment, fill out a speaker card, hand it to the clerk of the Commission, and wait until the chair calls your name. When you are summoned, come to the microphone and give your name and comment.

### **Reminder**

Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

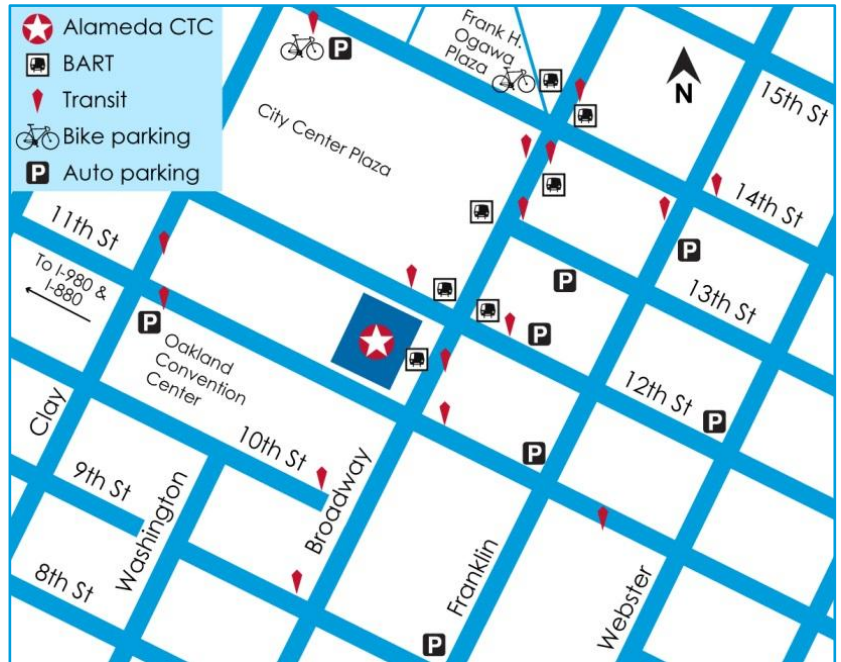
## Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).

### Location Map

★ Alameda CTC  
1111 Broadway, Suite 800  
Oakland, CA 94607

Alameda CTC is accessible by multiple transportation modes. The office is conveniently located near the 12th Street/City Center BART station and many AC Transit bus lines. Bicycle parking is available on the street and in the BART station as well as in electronic lockers at 14th Street and Broadway near Frank Ogawa Plaza (requires purchase of key card from [bikelink.org](http://bikelink.org)).



Garage parking is located beneath City Center, accessible via entrances on 14th Street between 1300 Clay Street and 505 14th Street buildings, or via 11th Street just past Clay Street. To plan your trip to Alameda CTC visit [www.511.org](http://www.511.org).

### Accessibility

Public meetings at Alameda CTC are wheelchair accessible under the Americans with Disabilities Act. Guide and assistance dogs are welcome. Call 510-893-3347 (Voice) or 510-834-6754 (TTD) five days in advance to request a sign-language interpreter.



### Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at [www.AlamedaCTC.org/events/upcoming/now](http://www.AlamedaCTC.org/events/upcoming/now).

## **Paperless Policy**

On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at [www.AlamedaCTC.org/events/month/now](http://www.AlamedaCTC.org/events/month/now). Any other notice required or permitted to be given under these bylaws will follow the same policy. PAPCO members receive an exception to the paperless policy and will continue to receive notices via U.S. Postal Service in addition to electronic versions. Members can request to opt-out of paper notices.

## **Glossary of Terms**

A glossary of terms that includes frequently used industry terms and acronyms is available on the Alameda CTC website at [www.AlamedaCTC.org/app\\_pages/view/8081](http://www.AlamedaCTC.org/app_pages/view/8081).

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# Paratransit Advisory Planning Committee Meeting Agenda Monday, June 23, 2014, 1:00 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

**Chair:** Sylvia Stadmire

**Vice Chair:** Will Scott

**Staff Liaisons:** Jacki Taylor,  
Matt Todd

**Public Meeting Coordinator:**  
Krystle Pasco

1:00 – 1:12 p.m.  
Sylvia Stadmire

## **1. Welcome and Introductions**

1:12 – 1:15 p.m.  
Public

## **2. Public Comment**

**Page A/I**

1:15 – 1:20 p.m.  
Sylvia Stadmire

## **3. Review Prior Meeting Minutes**

### **3.1 May 19, 2014 PAPCO Meeting Minutes**

1 A

Recommendation: Approve the  
May 19, 2014 PAPCO meeting minutes.

1:20 – 1:45 p.m.  
Staff

## **4. Recommendation on Matching Gap Grant Application**

A

Recommendation: Approve the  
request for Matching Gap Grant funds  
from Ala Costa Centers. (Memo will be  
available as handout)

1:45 – 1:55 p.m.  
PAPCO

## **5. FY14-15 PAPCO Meeting Day, Time, and Location Approval**

### **5.1 PAPCO Meeting Calendar for FY14-15 Memo**

7 A

PAPCO members will review and  
approve the meeting day, time, and

location for FY14-15.

Recommendation: Approve the PAPCO meeting day, time, and location for FY14-15.

1:55 – 2:15 p.m. **6. FY14-15 PAPCO Elections**  
Staff

**6.1 PAPCO Officer Roles and Responsibilities Memo**

9 A

Annually, PAPCO elects officers in June. PAPCO will nominate and elect the chair, vice chair, Citizens Watchdog Committee representative, and East Bay Paratransit SRAC representative.

Recommendation: Approve the PAPCO Officers and CWC and SRAC Representatives for FY14-15.

2:15 – 2:45 p.m. **7. Gap Grant Cycle 5 Program Report: Emeryville 8-to-Go**  
Guest Speaker

I

The Committee will receive a Gap Grant Cycle 5 program report from Emeryville 8-to-Go.

2:45 – 3:00 p.m. **8. Member Reports on PAPCO Mission, Roles, and Responsibilities Implementation**  
PAPCO

**8.1 PAPCO Calendar of Events**

17 I

**8.2 PAPCO Work Plan**

19 I

**8.3 PAPCO Appointments**

23 I

3:00 – 3:10 p.m.    **9. Committee Reports (Verbal)**

Sharon Powers	<b>9.1</b> East Bay Paratransit Service Review Advisory Committee (SRAC)		
Harriette Saunders	<b>9.2</b> Citizens Watchdog Committee (CWC)		

**10. ADA Mandated Program and Policy  
Reports**

<b>10.1</b> April 8, 2014 WHEELS Accessible Advisory Committee Meeting Minutes	25	
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3:10 – 3:30 p.m.    **11. Information Items**

Naomi Armenta	<b>11.1</b> Mobility Management – ESPA ADA Fixed Route Transit Guide	27	
Krystle Pasco	<b>11.2</b> Outreach Update		
Staff	<b>11.3</b> Transportation Expenditure Plan Update		
Staff	<b>11.4</b> 2014 Annual Mobility Workshop Update		
Staff	<b>11.5</b> Other Staff Updates		

**12. Draft Agenda Items for July 28, 2014  
PAPCO Meeting**    |

- 12.1** PAPCO Bylaws Approval
- 12.2** 2014 Annual Mobility Workshop  
Update
- 12.3** FY14-15 PAPCO Work Plan  
Approval

3:30 p.m.    **13. Adjournment**

**Next Meeting:** July 28, 2014

All items on the agenda are subject to action and/or change by the Committee.





Paratransit Advisory and Planning Committee  
Meeting Minutes  
Monday, May 19, 2014, 1:00 p.m.

3.1

1111 Broadway, Suite 800, Oakland, CA 94607

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www.AlamedaCTC.org

## MEETING ATTENDEES

Attendance Key (A = Absent, P = Present)

### Members:

P Sylvia Stadmire,  
Chair

P Will Scott,  
Vice-Chair

P Aydan Aysoy

P Larry Bunn

P Shawn Costello

P Herb Hastings

P Joyce  
Jacobson

P Sandra  
Johnson-Simon

P Jonah Markowitz

A Rev. Carolyn Orr

A Suzanne Ortt

P Thomas Perez

P Sharon Powers

P Vanessa Proee

P Carmen Rivera-  
Hendrickson

P Michelle Rousey

P Harriette

Saunders

A Margaret Walker

P Esther Waltz

P Hale Zukas

### Staff:

P Matt Todd, Principal Transportation Engineer

P Jacki Taylor, Program Analyst

P Naomi Armenta, Paratransit Coordinator

P Krystle Pasco, Paratransit Coordination Team

P Terra Curtis, Paratransit Coordination Team

P Christina Ramos, Alameda CTC Projects/Programs Team

### Guests:

Jennifer Cullen, Senior Support Program of the Tri-Valley; Pam Deaton,  
City of Pleasanton Paratransit Program

## MEETING MINUTES

### 1. Welcome and Introductions

Sylvia Stadmire, PAPCO Chair, called the meeting to order at 1:10 p.m. The meeting began with introductions and a review of the meeting outcomes.

## **2. Public Comment**

There were no public comments.

## **3. Review Prior Meeting Minutes**

*Harriette Saunders moved to approve the April 28, 2014 PAPCO and Joint PAPCO and ParaTAC Meeting minutes as written. Michelle Rousey seconded the motion. The motion passed (15-0-0). Members Aydan Aysoy, Shawn Costello, Herb Hastings, Joyce Jacobson, Sandra Johnson-Simon, Thomas Perez, Sharon Powers, Vanessa Proee, Carmen Rivera-Hendrickson, Michelle Rousey, Harriette Saunders, Will Scott, Sylvia Stadmire, Esther Waltz and Hale Zukas were present.*

## **4. PAPCO Bylaws Review**

Naomi Armenta reviewed the PAPCO Bylaws and members discussed and proposed amendments.

Questions and feedback from PAPCO members:

- Section 1.7 (page 2) – Remove “Citizens Advisory Committee (CAC)” section
- Section 1.24 (page 5) – Update “Technical Advisory Committee (TAC)” section to read “Paratransit Technical Advisory Committee (ParaTAC)”. It is mentioned twice in this section.
- Section 5.1 (page 9) – Check in with other advisory committees regarding the five minute limit for comments made by the public.
- Section 5.2 (page 9) – Update “Regular Meetings” section to read “Paratransit Technical Advisory Committee (ParaTAC)”. It is mentioned twice in this section.

## **5. Gap Grant Cycle 5 Program Report: Pleasanton Downtown Route**

Pam Deaton with the City of Pleasanton Senior Center gave a Gap Grant Cycle 5 program report on the Pleasanton Downtown Route. She gave an overview of their program and services.

Questions and feedback from PAPCO members:

- Can you further explain your \$1.50 fare? For \$1.50 you can board the Pleasanton Downtown Route and transfer onto the WHEELS bus. This transfer is free and is good for two hours. Therefore you

can continue using the bus service and transferring option throughout the day for just \$1.50.

- How many buses do you run per day? We run just one bus and the schedule is available in the green packet that I handed out. Wait time is about one hour.
- Do you offer any transportation to the Alameda County Fair? We do not provide transportation to the Alameda County Fair but WHEELS does provide bus service to the Fair. More information regarding the bus schedule will be provided soon.
- What kind of surveys or qualitative information do you collect from your users to determine how well the service is being utilized? We conduct surveys with our consumers every year and we ask questions regarding on time performance, driver courtesy, bus connections to WHEELS, fares, rider experience, preferred destinations, etc.
- Is there a BART connection with the Pleasanton Downtown Route? We tried a BART connection for several years and we did not receive much response so we no longer have a BART connection on our route.
- Do you have any special trips with your program? Our special trips are with our RAD program and require pre-registration and a fee. These programs are promoted through our senior center newsletter.

## **6. Member Reports on PAPCO Mission, Roles, and Responsibilities Implementation**

Vanessa Proee will be going to Sacramento for Capital Disability Action Day on Wednesday.

Michelle Rousey won the Jack Campbell award and it will be presented on Wednesday at Capital Disability Action Day. Michelle also attended the new BART car viewing event as well as the Transform event in Sacramento last month.

Harriette Saunders attended the Ashland Youth Center event and she really enjoyed the facilities.

Esther Waltz will be attending the Alameda County Fair Senior Days.

Will Scott is involved with the Behavioral Healthcare Services and he attended the Mental Health Day in Sacramento.

Jonah Markowitz stated that the Berkeley Mental Health Division will be hosting an event on May 29<sup>th</sup>.

Herb Hastings stated that the Alameda County Developmental Disabilities Council is having their annual dinner in June. They are also accepting applications for new members.

Joyce Jacobson is continuing her work with securing funding for the Emery-Go-Round bus service in Emeryville.

Sylvia Stadmire attended the Transform summit in April as well as the California Senior Legislative meeting regarding SB 395 in Sacramento. She also attended the Older Americans Month celebration at St. Mary's Center in Oakland. She is also attending meetings and presentations regarding Measure AA and Measure B.

## **7. Committee Reports (Verbal)**

### **7.1 East Bay Paratransit Service Review Advisory Committee (SRAC)**

Sharon Powers attended the meeting on Tuesday, May 6<sup>th</sup>. She noted that agenda items included an update and discussion regarding the Interactive Voice Response (IVR) system.

### **7.2 Citizens Watchdog Committee (CWC)**

Harriette Saunders noted that the next CWC meeting is on June 9<sup>th</sup> from 5:30 to 8:30 p.m. and everyone is welcome.

## **8. ADA Mandated Program and Policy Reports**

PAPCO members were asked to review these items in their packets.

## **9. Information Items**

### **9.1 Mobility Management – Aging and Disability Resource Centers**

Naomi Armenta reviewed the mobility management attachment in the packet and noted that the Aging and Disability Resource Center is a national initiative that the Area Agencies on Aging, independent living programs and housing resources are working on. Unfortunately, this initiative does not currently exist in Alameda County; however, other initiatives are being discussed among partner agencies.

Alameda CTC staff is currently working on data scrubbing for the 211/Eden I&R website. Staff is also working on the final edits for the Access Alameda guide and website which will be ready for distribution next fiscal year. Naomi is also involved with the National Center for Mobility Management's One Call One Click training and she will provide more information once she completes the training.

## **9.2 Outreach Update**

Krystle Pasco gave an update on the following outreach events:

- 5/1/14 – Health Fair, Kenneth Aitken Senior Center from 9:00 a.m. to 1:00 p.m.
- 5/3/14 – Cinco de Mayo con Orgullo Celebration, REACH Ashland Youth Center from 11:00 a.m. to 3:00 p.m.
- 5/10/14 – Healthy Living Expo, Robert Livermore Community Center from 10:00 a.m. to 2:00 p.m.
- 6/6/14 – Four Seasons of Health Expo, Fremont Multi-Service Senior Center from 9:30 a.m. to 1:30 p.m.
- 6/19/14 – Alameda County Fair Senior Days, Alameda County Fairgrounds from 1:00 p.m. to 5:00 p.m.
- 6/21/14 – Tropics Senior Resource Fair, Tropics Mobilehome Park from 11:00 a.m. to 1:30 p.m.
- 6/26/14 – Alameda County Fair Senior Days, Alameda County Fairgrounds from 1:00 p.m. to 5:00 p.m.

## **9.3 Transportation Expenditure Plan Update**

Laurel Poeton gave an update on the Transportation Expenditure Plan (TEP). She noted that staff has received approval of the TEP by 12 of the 14 cities in Alameda County, which constitutes a majority of the population in Alameda County. The Alameda

County Board of Supervisors will be reviewing the TEP in early July. Laurel also stated that the final TEP postcards are now ready for mass distribution. If any members are interested in distributing these postcards to their communities, please contact Laurel for more information.

#### **9.4 2014 Annual Mobility Workshop Update**

Naomi Armenta gave a brief update on the 2014 Annual Mobility Workshop and reminded members that the Workshop is scheduled for October 17, 2014.

#### **9.5 Other Staff Updates**

There were no other staff updates.

### **10. Draft Agenda Items for June 23, 2014 PAPCO Meeting**

**10.1** PAPCO Bylaws Approval

**10.2** FY14-15 Officer (Chair, Vice Chair, SRAC, CWC) Elections

**10.3** Gap Grant Cycle 5 Program Report: Emeryville 8-to-Go

**10.4** 2014 Annual Mobility Workshop Update

### **11. Adjournment**

The meeting adjourned at 3:00 p.m. The next PAPCO meeting is scheduled for June 23, 2014 at Alameda CTC's offices located at 1111 Broadway, Suite 800, in Oakland.



# Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

**DATE:** June 23, 2014

**SUBJECT:** PAPCO Fiscal Year 2014-15 Meeting Calendar

**RECOMMENDATION:** Approve the PAPCO FY 2014-15 Meeting Calendar

## Summary

PAPCO generally meets on the fourth Monday of every month from 1:00 – 3:30 with breaks in August and December. Typically, three of these meetings are held jointly with the Paratransit Technical Advisory Committee (ParaTAC). In addition to the monthly meetings, PAPCO Subcommittees and other special events may be scheduled throughout the year. All meetings are held at the Alameda CTC Offices unless otherwise specified. Note that meetings and agenda items on this calendar are subject to change, refer to [www.alamedactc.org](http://www.alamedactc.org) for up-to-date information.

## PAPCO Monthly Meetings

Date	Draft Agenda Items
July 28, 2014	<ul style="list-style-type: none"><li>• Approve Bylaws</li><li>• Develop/ approve PAPCO FY 14-15 work plan</li><li>• 211 Demo</li></ul>
August 2014	<ul style="list-style-type: none"><li>• No meeting</li></ul>
September 22, 2014	<ul style="list-style-type: none"><li>• Discuss update to funding formula</li><li>• Gap Grant report</li></ul>
October 27, 2014 <i>Joint meeting</i>	<ul style="list-style-type: none"><li>• Summary Report of Cycle 5 Gap Grants</li><li>• Workshop outcomes report</li><li>• Quarterly report - LAVTA</li><li>• Joint discussion</li></ul>
November 24, 2014	<ul style="list-style-type: none"><li>• Discuss Implementation Guidelines</li><li>• Discuss Gap Guidelines</li><li>• EBP and Gap Grant report</li></ul>

<b>Date</b>	<b>Draft Agenda Items</b>
December 2014	<ul style="list-style-type: none"> <li>• No meeting</li> </ul>
January 26, 2015	<ul style="list-style-type: none"> <li>• Discuss upcoming Subcommittees</li> <li>• Outreach Summary report for 2014</li> <li>• Gap Cycle 6 update &amp; Gap Grant report</li> <li>• Quarterly report - LAVTA</li> <li>• Report from EBP</li> </ul>
February 23, 2015 <i>Joint meeting</i>	<ul style="list-style-type: none"> <li>• Establish Finance and Program Plan Review Subcommittee membership</li> <li>• Establish Gap Review Subcommittee membership</li> <li>• Gap Cycle 6 update and Gap Grant report</li> <li>• Joint discussion</li> </ul>
March 23, 2015	<ul style="list-style-type: none"> <li>• Update on HDTs/WSBTs</li> <li>• Gap Cycle 6 update</li> <li>• Fiduciary Training and Finance Subcommittee status report</li> </ul>
April 27, 2015 <i>Joint meeting</i>	<ul style="list-style-type: none"> <li>• Base Program Recommendation</li> <li>• Gap Cycle 6 Recommendation</li> <li>• Quarterly report - LAVTA</li> <li>• Joint discussion</li> <li>• 2015 Annual Mobility Workshop Brainstorm</li> </ul>
May 18, 2015 <i>Third Monday due to Memorial Day</i>	<ul style="list-style-type: none"> <li>• Review Bylaws</li> <li>• Gap Grant report</li> <li>• Annual Mobility Workshop Update</li> </ul>
June 22, 2015	<ul style="list-style-type: none"> <li>• Elect Officers for FY 15-16 (Chair, Vice Chair, SRAC, CWC)</li> <li>• Gap Grant report</li> <li>• Annual Mobility Workshop Update</li> </ul>

## Subcommittee Meetings and Special Events

<b>Month</b>	<b>Subcommittee/ Event</b>
October 17, 2014	<ul style="list-style-type: none"> <li>• Annual Mobility Workshop</li> </ul>
February 2015	<ul style="list-style-type: none"> <li>• Fiduciary and Finance</li> <li>• Gap Review</li> </ul>
March 2015	<ul style="list-style-type: none"> <li>• Program Plan Review</li> <li>• Gap Review</li> </ul>
Spring 2015	<ul style="list-style-type: none"> <li>• 5310 Process</li> </ul>





# Memorandum

6.1

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

**DATE:** June 23, 2014

**SUBJECT:** PAPCO Officer Roles and Responsibilities

**RECOMMENDATION:** Approve the PAPCO Officers and CWC and SRAC Representatives for FY14-15

## Summary

At the end of each fiscal year, PAPCO elects two new officers, PAPCO Chair and Vice Chair, to serve a one year term from July through June. PAPCO also annually elects two representatives, one to serve on the Alameda CTC Citizen's Watchdog Committee (CWC) and one to serve on the East Bay Paratransit Consortium Service Review Advisory Committee (SRAC).

## Background

Officers and representatives receive a great deal of support from Staff and no one should feel too inexperienced to run. Staff can assist with writing notes for any presentation the PAPCO officers or CWC and SRAC representatives make at PAPCO or other meetings.

For PAPCO meetings, every month Staff draws up agendas with the input of the Chair and Vice Chair and meets to go over them at an "agenda planning session." The agenda planning session is also a chance to discuss and plan how the meeting will be run. The roles and responsibilities of each elected seat are outlined below:

### **PAPCO Chair**

- Provides overall leadership to PAPCO

- Facilitates the monthly PAPCO meetings to ensure full and fair participation from all members
- Weighs in on all decisions of PAPCO and provides opinion
- Participates in a monthly planning session with staff to plan PAPCO's agenda
- Participates with staff to plan the annual mobility workshop
- When possible, attends ParaTAC meetings to represent PAPCO view and update ParaTAC on key PAPCO actions
- Participates in most subcommittees
- Provides monthly reports to the Alameda CTC Commission
- Eligible for up to four per diems per month for PAPCO, TAC, and Commission meetings
- Eligible for additional per diems for eligible subcommittees

### ***PAPCO Vice Chair***

- Provides overall leadership to PAPCO
- Assists the PAPCO Chair to ensure full and fair participation from all Committee members
- Participates in a monthly planning session with staff to plan PAPCO's agenda
- Participates with staff to plan the annual mobility workshop
- Participates in some subcommittees
- Eligible for up to two per diems per month for PAPCO and Commission meetings, or four if filling in for Chair
- Eligible for additional per diems for eligible subcommittees
- Actively participates in outreach efforts

Estimated Time Commitment per month: 8 – 10 hours per month (can vary depending on how many “extra” meetings are attended)

### ***Citizen's Watchdog Committee Appointee***

- Participates in CWC meetings, usually held quarterly on the second Monday of the month from 6:30 – 8:30pm

- Responsible for scrutinizing all Alameda CTC expenditures and reporting directly to the public on how Measure B funds are spent, including paratransit funding
- Responsible for updating PAPCO on CWC actions and activities
- Eligible for per diem for CWC meeting

Estimated Time Commitment per Quarter: 4 – 8 hours

***East Bay Paratransit Service Review Advisory Committee Appointee***

- Participates in SRAC meeting on the first Tuesday of the month, approximately every other month, from 12:30 – 3:00pm
- Responsible for representing PAPCO position on decisions
- Responsible for updating PAPCO on SRAC actions and activities

Note: If the PAPCO member who is elected SRAC representative is already a member of the SRAC but not the PAPCO rep, they will give up their original SRAC seat to become the PAPCO representative. When their term as PAPCO representative to SRAC ends, they will need to reapply to be a member of SRAC.

Estimated Time Commitment per quarter: 3 – 5 hours

**Fiscal Impact:** There is no fiscal impact.

**Attachments:**

A: PAPCO FY 2013-14 Evaluation

B: PAPCO Per Diem Policy

**Staff Contacts:**

[Jacki Taylor](#), Program Analyst

[Naomi Armenta](#), Paratransit Coordinator

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### **Membership**

Since June 2013, the following committee members have left PAPCO:

- Gaye Lenahan
- Jane Lewis

The following committee members were appointed PAPCO:

- Tom Perez
- Margaret Walker

Recruitment efforts undertaken by PAPCO: PAPCO receives a list of appointments and vacancies in every packet. The PAPCO Chair reminds the CTC Commission of vacancies in the monthly report when appropriate.

### **Outreach**

According to the Bylaws section 2.3.9, members have a responsibility to *"Perform outreach regarding PAPCO activities and Measure B funds at least once each fiscal year. Examples of outreach may include attending a transit fair or Transportation Forum, accompanying staff to Alameda CTC outreach presentations, or publishing an article in a local publication."*

In Fiscal Year 2013/14, all 20 (current) members have participated in outreach activities, including:

- Attending Senior and Health Fairs
- Providing information to Senior Centers
- Attending and speaking at other Advisory Committee meetings

### **Attendance**

Average PAPCO Meeting attendance: **85.6%**

Average attendance to appointed subcommittees: **77.5%**

Number of members who have missed 3 or more PAPCO meetings: **4**

PAPCO has attained quorum for every meeting in Fiscal Year 2013/14.

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The table below summarizes the PAPCO Per Diem Policy. In order to be paid, members should sign-in to meetings attended or verify attendance with Staff.

	<b>PAPCO Appointee</b>	<b>PAPCO Chair</b>	<b>PAPCO Vice Chair</b>
<b>Regular PAPCO meetings</b>	Yes	Same as Appointee	Same as Appointee
<b>Special PAPCO meetings (if scheduled on a different day from PAPCO)</b>	Yes	Same as Appointee	Same as Appointee
<b>ParaTAC meetings</b>	No	Yes	Yes, if filling in for Chair
<b>Alameda CTC Commission meetings</b>	Yes (limit one meeting per month)	Yes	Yes, if filling in for Chair
<b>Alameda CTC Commission Subcommittee meetings (e.g. PPLC, PPC, FAC)</b>		Yes	Yes, if filling in for Chair
<b>Standing Subcommittees (Bylaws, Fiduciary and Finance, Program Plan Review, and Section 5310)</b>	Yes	Same as Appointee	Same as Appointee
<b>Ad hoc Subcommittees that result in funding recommendations on Paratransit programs or grants to the Commission (e.g. Gap Review)</b>	Yes	Same as Appointee	Same as Appointee
<b>Other Ad hoc Subcommittees</b>	No	Same as Appointee	Same as Appointee
<b>Outreach Event</b>	One per year	Same as Appointee	Same as Appointee

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# PAPCO Calendar of Events for June through July 2014

8.1

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

## Full Committee Meetings

- **Regular PAPCO monthly meeting:**  
Monday, June 23, 2014, 1 to 3:30 p.m., Alameda CTC
- **Regular PAPCO monthly meeting:**  
Monday, July 28, 2014, 1 to 3:30 p.m., Alameda CTC

## Outreach

Date	Event Name	Location	Time
6/6/14	Four Seasons of Health Expo	Fremont Multi-Service Senior Center, 40086 Paseo Padre Parkway, Fremont, CA 94538	9:30 a.m. – 1:30 p.m.
6/11/14	Caregivers' Resource Fair	Eden Medical Center – Castro Valley Hospital, 20103 Lake Chabot Road, Castro Valley, CA 94546	6:00 p.m. – 7:00 p.m.
6/13/14	Health Fair	St. Paul's Towers, 100 Bay Place, Oakland, CA 94610	9:30 a.m. – 11:30 a.m.
6/19/14	Alameda County Fair Senior Day	Alameda County Fairgrounds, 4501 Pleasanton Avenue, Pleasanton, CA 94566	1:00 p.m. – 5:00 p.m.
6/21/14	Tropics Senior Resource Fair	Tropics Mobilehome Park, 33000 Almaden Boulevard, Union City, CA 94587	11:00 a.m. – 1:30 p.m.
6/26/14	Alameda County Fair Senior Day	Alameda County Fairgrounds, 4501 Pleasanton Avenue, Pleasanton, CA 94566	1:00 p.m. – 5:00 p.m.

<b>Date</b>	<b>Event Name</b>	<b>Location</b>	<b>Time</b>
7/3/14	Alameda County Fair Senior Day	Alameda County Fairgrounds, 4501 Pleasanton Avenue, Pleasanton, CA 94566	1:00 p.m. – 5:00 p.m.
7/17/14	USOAC Healthy Living Festival	Oakland Zoo, 9777 Golf Links Road, Oakland, CA 94605	8:00 a.m. – 2:00 p.m.

You will be notified of other events as they are scheduled. For more information about outreach events or to sign up to attend, please call Krystle Pasco at (510) 208-7467.



## PAPCO Work Plan for Fiscal Year 2013-14

1111 Broadway, Suite 800, Oakland, CA 94607 • 510.208.7400 • [www.AlamedaCTC.org](http://www.AlamedaCTC.org)

PAPCO activities throughout the year will be guided by PAPCO Goals and Bylaws. The PAPCO Chair or Vice Chair will report to the Alameda CTC Board every month.

### **Topic: PAPCO Development and Outreach**

**Goal: Continue PAPCO's development as an informed and effective community advisory committee; accomplish outreach in a variety of ways in all areas of the County**

<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>
All members to participate in at least one Outreach activity – write an article, speak at another meeting, visit Senior Centers, and/or attend an event		<b>x</b>
Provide input on updating Access Alameda booklet and AccessAlameda.org website	<b>x</b>	
Assist in publicizing Alameda CTC special transportation program		<b>x</b>
Monitor PAPCO appointments and vacancies		<b>x</b>
Participate in rescheduled Annual Workshop for 2013	<b>x</b>	
Assist in planning Annual Workshop for 2014		<b>x</b>
Staff will continue to be available to help draft talking points or articles for members		<b>x</b>

<b>Topic: Mobility Management</b>			
<b>Goal: Learn about and contribute to Alameda County's Mobility Management project</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Provide input on Alameda County Mobility Management project		x	
Review materials regarding Mobility Management provided in meeting packet		x	

<b>Topic: Program Policy Oversight</b>			
<b>Goal: Continue policy oversight over pass-through and grant programs</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Receive Gap grant summary report in October	x		
Receive reports from Gap Cycle 5 recipients		x	
Participate in any discussions on amending Implementing Guidelines	x		
Participate in any discussions on funding formula	x		
Receive an annual update on the HDTs and WSBTS programs	x		

<b>Topic: Fiduciary Oversight</b>			
<b>Goal: Continue fiduciary oversight over pass-through and grant funding</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Review and make recommendations on requests for Gap Capital or Matching funds		x	
Participate in 5310 Call and scoring as necessary	N/A		
Hold a fiduciary training and finance subcommittee meeting in March	x		
Continue to evaluate pass-through and grant programs and expenditures	x		

<b>Topic: Coordination with Local and Regional Partners</b>			
<b>Goal: Communicate with local and regional partners on planning efforts and policy discussions</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Participate in joint discussion with ParaTAC at Joint meetings			
October	x		
February	x		
April	N/A		
Receive regular summaries of ADA-mandated paratransit advisory committees' minutes and Transit Access Reports		x	

<b>Topic: Coordination with Local and Regional Partners</b>			
Participate in other committees (e.g. SRAC, WAAC, AAC, City Commissions, etc.) and inform Chair and report to Committee as requested			<b>x</b>
Receive reports on MTC and Regional issues/events			<b>x</b>
Staff will continue to forward opportunities for comments and participation via email			<b>x</b>

<b>Topic: Customer Service</b>			
<b>Goal: Participate in driver training and serve as a resource to providers; and facilitate communication and resolution of consumer complaints</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Continue to be available to assist in East Bay Paratransit Driver Training and related items		<b>x</b>	
Continue to be available to assist LAVTA with Driver Training and related items		<b>x</b>	
Ensure that taxi providers have access to resources such as pocket guides from Easter Seals Project ACTION		<b>x</b>	



### **Appointer**

- Alameda County
  - Supervisor Scott Haggerty, D-1
  - Supervisor Richard Valle, D-2
  - Supervisor Wilma Chan, D-3
  - Supervisor Nate Miley, D-4
  - Supervisor Keith Carson, D-5
- City of Alameda
- City of Albany
- City of Berkeley
- City of Dublin
- City of Emeryville
- City of Fremont
- City of Hayward
- City of Livermore
- City of Newark
- City of Oakland
- City of Piedmont
- City of Pleasanton
- City of San Leandro
- City of Union City
- AC Transit
- BART
- LAVTA
- Union City Transit

### **Member**

- Herb Hastings
- Tom Perez
- Sylvia Stadmire
- Sandra Johnson Simon
- Will Scott
- Harriette Saunders
- Jonah Markowitz
- Aydan Aysoy
- Shawn Costello
- Joyce Jacobson
- Sharon Powers
- Vanessa Proee
- Vacant
- Vacant
- Rev. Carolyn M. Orr
- Vacant
- Carmen Rivera-Hendrickson
- Margaret Walker
- Suzanne Ortt
- Hale Zukas
- Michelle Rousey
- Esther Waltz
- Larry Bunn

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**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**WHEELS Accessible Advisory Committee**

*Special Meeting*

**DATE:** Tuesday, April 8, 2014

**PLACE:** Diana Lauterbach Room LAVTA Offices  
 1362 Rutan Court, Suite 100, Livermore, CA

**TIME:** 3:30 p.m.

**MINUTES**

**1. Call to Order**

The Chair Carmen Rivera-Hendrickson called the meeting to order at 3:36 pm.

**Members Present:**

Herb Hastings	Alameda County
Sue Tuite	Alameda County – Alternate
Connie Mack	City of Dublin
Shawn Costello	City of Dublin
Russ Riley	City of Livermore
Esther Waltz	City of Livermore
Nancy Barr	City of Livermore – Alternate
Carmen Rivera-Hendrickson	City of Pleasanton
Pam Deaton	Social Services
Jennifer Cullen	Social Services

**Staff Present:**

Paul Matsuoka	LAVTA
Christy Wegener	LAVTA
Kadri Kulm	LAVTA
Pat McNiff	MTM
Dan Carnesciali	MTM
Juana Lopez	MTM
Stacy Whittington	MTM
Shana Jurek	MTM

Donna Terbrock	MTM
Roxanne Bethel	MTM
Anne-Marie Franklin	MTM
Lauren Casida	MTM
Juan Raygoza	MTM
Sandra Barklage	MTM

2. **Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**  
None
3. **Introduction of the Committee to MTC**  
WAAC members introduced themselves to the MTM staff, and MTM staff introduced themselves to the WAAC members.
4. **Minutes of the March 5 Meetings of the Committee**  
Minutes Approved. (Riley/Waltz)  
Mack abstained.
5. **Discussion and Questions on the New Program Expectation**  
Members asked questions from the MTM staff on various aspects of their upcoming service for LAVTA, and offered feedback and advise from their past experience. The discussion between the WAAC members and the MTM staff included dealing with the peak demand times, driver training, number of providers, automated phone calls, and the information that the drivers see on their handheld devices.
6. **Operations Issues – Suggestions for Changes**  
Esther Waltz asked for more frequent service on Route 12.
7. **Adjourn**  
The meeting was adjourned at 5 pm.



## Let the ADA give you a lift!

**Do you have a disability?**

**Do you have places to go?**

**The ADA gives you the right to:**

- Use any public bus or rail system.
- Receive transportation route and service information in an accessible and useable form.
- Use a wheelchair or other mobility device to board a bus or train.
- Find all lifts and securement devices in good working order.
- Ride the bus or train seated in your wheelchair or mobility device.
- Have stops, major streets and intersections announced along the route.
- Travel with a personal care attendant if needed.
- Travel with a service animal.
- Travel with any necessary equipment and devices.
- Receive courteous, respectful service as well as ample time to get on and off the vehicle.
- File a complaint with the transportation provider if necessary.

[www.projectaction.org](http://www.projectaction.org)



*Easter Seals Project ACTION is funded through a cooperative agreement with the U.S. Department of Transportation, Federal Transit Administration.*



## FIXED-ROUTE TRANSIT

### Customer Responsibilities

- Use fixed-route transportation when possible.
- Know whether or not your mobility aid is within ADA requirements.
- Know the size and weight of your mobility device with yourself in it because the maximum size and weight capacities of lifts vary.
- Know how to contact the transportation provider and receive route schedules and information.
- Arrive at the bus, train or paratransit stop at the correct time.
- Pay the proper fare.
- Keep service animals under control.
- Comply with the transit provider's policies on securing wheelchairs and mobility devices.
- Request lap/shoulder belts and securement for your wheelchair if desired.
- Signal or ask the driver to stop the bus at the desired designated stop before you get there.
- Treat the driver and other passengers with courtesy and respect.

**To learn more about accessible public transportation, contact:**

**[www.projectaction.org](http://www.projectaction.org)**

#### **Easter Seals Project ACTION**

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202-347-7385 (TTY) • 202-737-7914 (Fax)  
[projectaction@easterseals.com](mailto:projectaction@easterseals.com)

2/2014