



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

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Executive Director
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Paratransit Advisory and Planning Committee

Monday, October 24, 2016, 1:30 p.m.

1111 Broadway, Suite 800
Oakland, CA 94607

Note that the Monday, October 24, 2016 PAPCO meeting is from 1:30 to 2:30 p.m. The meeting will start 30 minutes later than in FY 15/16. 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

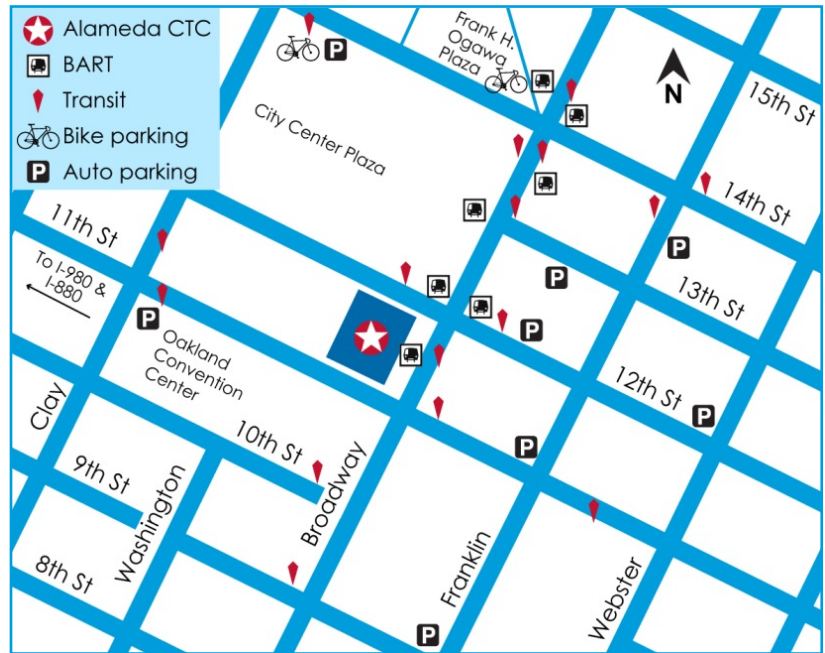
Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

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).

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.

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.

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. Any other notice required or permitted to be given under these bylaws will follow the same policy. PAPCO members must opt-in to continue to receive paper packets.

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.

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Paratransit Advisory and Planning Committee
 Meeting Agenda
 Monday, October 24, 2016, 1:30 p.m.

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Chair: Sylvia Stadmire
Vice Chair: Sandra Johnson-Simon
Staff Liaisons: Cathleen Sullivan, Krystle Pasco
Public Meeting Coordinator: Margaret Strubel

1:30 – 1:40 p.m. Chair	1. Roll Call and Introductions		
1:40 – 1:45 p.m. Public	2. Public Comment	Page	A/I
1:45 – 1:50 p.m. Chair	3. Administration		
	3.1. September 26, 2016 PAPCO Meeting Minutes	1	A
	Recommendation: Approve the September 26, 2016 PAPCO meeting minutes.		
1:50 – 2:05 p.m. Chair	4. FY 2016-17 PAPCO Meeting Calendar		
	The Committee will have the opportunity to discuss the FY 2016-17 PAPCO Meeting Calendar.	9	A
	Recommendation: Approve the FY 2016-17 PAPCO Meeting Calendar.		
2:05 – 2:30 p.m. Chair	5. East Bay Paratransit Report		I

The Committee will receive a report from
East Bay Paratransit.

2:30 p.m.

6. Adjournment

Next Joint PAPCO and ParaTAC Meeting (Paratransit Strategic Planning Workshop): October 24, 2016, immediately following the PAPCO meeting

Next ParaTAC Meeting: January 10, 2017

Next PAPCO Meeting: January 23, 2017

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



Paratransit Advisory and Planning Committee Meeting Minutes

Monday, September 26, 2016, 1:30 p.m.

3.1

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MEETING ATTENDEES

Attendance Key (A = Absent, P = Present)

Members:

- P Sylvia Stadmire, Chair
- P Sandra Johnson-Simon, Vice-Chair
- P Kevin Barranti
- P Larry Bunn
- P Shawn Costello
- P Herb Hastings

- P Joyce Jacobson
- A Will Scott
- A Jonah Markowitz
- A Rev. Carolyn Orr
- A Vanessa Proee
- A Carmen Rivera-Hendrickson
- P Michelle Rousey

- P Harriette Saunders
- A Linda Smith
- P Cimberly Tamura
- P Esther Waltz
- P Hale Zukas

Staff:

- P Cathleen Sullivan, Principal Transportation Planner
- P Krystle Pasco, Assistant Program Analyst
- P Naomi Armenta, Paratransit Coordination Team
- P Margaret Strubel, Administration Team

Guests:

Tighe Boyle, Transdev; Jennifer Cullen, Senior Support Program of the Tri-Valley; Shawn Fong; City of Fremont Paratransit Program; Kathy Guerrero, Quantum Market Research (QMR); Patty Hoyt, Quantum Market Research (QMR); Vincent Merola, San Mateo Paratransit Coordinating Council (PCC); Sandy Rogers, City of San Leandro Paratransit Program

MEETING MINUTES

1. Roll Call

Sandra Johnson-Simon, PAPCO Vice Chair, called the meeting to order at 1:40 p.m. and confirmed a quorum. The meeting began with a review of the agenda items.

2. Public Comment

There were no comments from the public.

3. Administration

3.1. June 27, 2016 PAPCO Meeting Minutes

Chair Stadmire is now chairing the meeting.

Member Rousey moved to approve the June 27, 2016 PAPCO Meeting minutes. Members Hastings seconded the motion. The motion passed with the following votes (12-0-0):

Yes: *Barranti, Bunn, Costello, Hastings, Jacobson, Johnson-Simon, Rousey, Saunders, Stadmire, Tamura, Waltz, Zukas*
No: *None*
Abstain: *None*
Absent: *Escalante, Markowitz, Orr, Rivera-Hendrickson, Scott, Smith*

3.2. July 25, 2016 Joint PAPCO and ParaTAC Meeting Minutes

Member Saunders moved to approve the July 25, 2016 Joint PAPCO and ParaTAC Meeting minutes as written. Member Waltz seconded the motion. The motion passed with the following votes (12-0-0):

Yes: *Barranti, Bunn, Costello, Hastings, Jacobson, Johnson-Simon, Rousey, Saunders, Stadmire, Tamura, Waltz, Zukas*
No: *None*
Abstain: *None*
Absent: *Escalante, Markowitz, Orr, Rivera-Hendrickson, Scott, Smith*

3.3. FY 2016-17 PAPCO Meeting Calendar

Committee members received the new FY 2016-17 PAPCO meeting calendar.

Members noted that there were no scheduled meetings for November 2016 and March 2017. Members said that they would like more communication about the meeting calendar.

Staff responded that the meetings on the calendar are based on the work plan for the year. Staff summarized that there are two major work efforts this year: the 2018 CIP (see Item 5 below) and a comprehensive senior and disabled transportation needs assessment in the County. Staff noted that November is when the 2018 Comprehensive Investment Plan (2018 CIP) applications will be reviewed and staff will be organizing them to present to PAPCO in January. Staff also noted that April would be an intense month of program plan review and there was no other agenda items needed for March. Staff said that more meetings can be added throughout the year as needed. Staff noted that there will be several opportunities to discuss major work efforts as well as items that are not on the agenda.

Chair Stadmire stated that this item regarding the FY 2016-17 PAPCO Meeting Calendar will be tabled until the October Joint meeting. She expressed concern that there will neither be enough time during the Joint meeting to handle this item nor enough members attending, so staff suggested that there be a separate PAPCO meeting starting at 1:30 p.m., then the Joint meeting would take place afterwards.

Member Hastings moved to table the FY 2016-17 PAPCO Meeting Calendar item to a separate PAPCO meeting before October's Joint PAPCO and ParaTAC meeting for further review and discussion. Member Saunders seconded the motion. The motion passed with the following votes (9-0-3):

Yes: Barranti, Bunn, Costello, Hastings, Jacobson, Johnson-Simon, Stadmire, Tamura, Waltz
No: None
Abstain: Rousey, Saunders, Zukas
Absent: Escalante, Markowitz, Orr, Rivera-Hendrickson, Scott, Smith

3.4. FY 2016-17 PAPCO Work Plan

Committee members received the updated FY 2016-17 PAPCO work plan.

3.5. PAPCO Appointments

Committee members received the current PAPCO appointments and vacancies. Members were encouraged to contact those who may be interested in vacant PAPCO appointments.

4. Gap Grant Cycle 5 Extension Progress Reports

Naomi Armenta gave an overview of the Gap Grant Cycle 5 Extension Progress Reports. This included discussion of the grants that were renewed and project types covering unique transportation gaps, mobility management, travel training, volunteer driver, taxi-related, and shuttles/fixed route. Naomi covered the methodology used to discover if the grant recipients are on target.

PAPCO members had the opportunity to ask questions regarding the progress reports.

5. 2018 Comprehensive Investment Plan (2018 CIP) Paratransit Program Update

Krystle Pasco reviewed the 2018 Comprehensive Investment Plan (2018 CIP) Paratransit Program. She discussed the non-profit exceptions and the online application. She noted that the due date is October 31, 2016 and that staff will be reviewing applications in November and December 2016. PAPCO will receive a presentation regarding the recommendations in January.

A member asked if Wheels would be able to benefit from CIP funding. Staff noted that LAVTA and Wheels were at the application workshop and are aware of the funding opportunity.

6. PAPCO Member Reports and Outreach Update

Chair Stadmire said that she was part of a CORE program and that she has completed two of 5 classes. She noted that this is extensive training for emergency situations.

Krystle Pasco presented the outreach calendar and noted that events with asterisks will be staffed by Quantum Market Research (QMR), a social and market research company that does research for public agencies, on behalf of Alameda CTC.

Patty White from QMR spoke. She and Kathy Guerrero recently staffed an event at the Oakland Zoo and met 25 people who were interested in the countywide needs assessment.

Krystle said that if members want to participate in an outreach event, to please contact her and she will be in touch with QMR and/or provide outreach materials as necessary. Krystle asked for other events to add to the calendar.

Questions and feedback from PAPCO members:

- A Committee member asked a question regarding who they would be working with during outreach. Staff responded that members would work with QMR employees.
- A Committee member asked how this company was chosen to do outreach. Staff said that QMR was hired as a subconsultant to Nelson\Nygaard to do outreach. This was a part of a competitive bid process. Staff continued that this work was previously done by Krystle Pasco under the Nelson\Nygaard contract.
- A Committee member asked if QMR would be at every meeting. Krystle said that she would be providing paratransit outreach updates at the meetings, not QMR.
- A Committee member asked how QMR would recognize the members and if they simply introduce themselves at events to QMR. Krystle responded in the affirmative and said she would also follow up with QMR after events to verify that members were at events so that outreach per diems could be processed.

Member Waltz noted that Member Saunders and herself were on a SRAC subcommittee and had input into the emergency guide.

Member Bunn said that the Oakland Lions Center for the Blind is closed; however, some services have resumed by the Center for Independent Living (CIL) under the Oakland Lions Center for the Blind name. If you need more information, contact Michelle Taylor-Lagunas at the Oakland Center number until the end of October or contact Member Bunn.

7. Committee and Transit Reports

7.1. Independent Watchdog Committee (IWC)

Member Hastings noted that the next meeting will take place on November 14, 2016. He noted that the report for the next fiscal year was available on the materials table.

7.2. East Bay Paratransit Service Review Advisory Committee (SRAC)

Member Tamura covered the July SRAC meeting outcomes. She shared that they confirmed recommendations for the new Chair and Vice Chair.

7.3. Other ADA and Transit Advisory Committees

There were no reports from other ADA and Transit Advisory Committees.

8. Information Items

8.1. Mobility Management – Wayfinding Accessible Technology for People with Disabilities

Naomi Armenta gave an overview of the mobility management attachment.

8.2. Other Staff Updates

Staff asked for outreach efforts if there was anyone with multi-lingual capabilities. Member Costello said he had some sign language ability. Member Waltz said that she is working on learning to speak Spanish.

Staff is making an effort to reduce paper. Members now have to opt-in to receive paper copies and the calling post reminders. Staff will send out a note regarding this to all members.

9. Draft Agenda Items for January 23, 2017 PAPCO Meeting

9.1. 2018 CIP Recommendation

9.2. Implementation Guidelines and Performance Measures Review and Discussion

9.3. City of Newark Paratransit Program Mid-Year Report

10. Adjournment

The meeting adjourned at 2:53 p.m. The next PAPCO meeting will take place before the Joint PAPCO and ParaTAC meeting on October 24, 2016 at 1:30 p.m. at Alameda CTC's offices located at 1111 Broadway, Suite 800, in Oakland.

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FY 2016-17 Paratransit Advisory and Planning Committee (PAPCO) Meeting Calendar 4.0

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PAPCO meetings occur on the fourth Monday of the month from 1:30-3:30 p.m. Joint PAPCO and ParaTAC meetings also occur on the fourth Monday of the month from 1:30-3:30 p.m. and/or immediately following a PAPCO meeting. Meetings are held at the Alameda CTC offices in downtown Oakland. Note that meetings and items on this calendar are subject to change and additional meetings can be added if needed based on the PAPCO work plan; refer to www.AlamedaCTC.org for up-to-date information.

Categories	July 25, 2016 Joint Meeting	September 26, 2016 PAPCO Meeting	October 24, 2016 PAPCO and Joint Meeting	January 23, 2017 PAPCO Meeting	February 27, 2017 Joint Meeting	March 27, 2016 PAPCO Meeting	April 24, 2017 PAPCO Meeting	May 22, 2017 PAPCO Meeting	June 26, 2017 Joint Meeting
Planning and Policy	<ul style="list-style-type: none"> Gap Priorities and Integration with Comprehensive Investment Plan (CIP) Discussion MTC Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) Update and Discussion 	<ul style="list-style-type: none"> Gap Grant Cycle 5 Extension Progress Reports Comprehensive Investment Plan (CIP) Paratransit Program Update 	<ul style="list-style-type: none"> Countywide Needs Assessment Discussion and Input (Joint Meeting) 	<ul style="list-style-type: none"> Comprehensive Investment Plan (CIP) Paratransit Program Implementation Guidelines and Performance Measures Review and Discussion 	<ul style="list-style-type: none"> Countywide Needs Assessment Report Comprehensive Investment Plan (CIP) Paratransit Program 	<ul style="list-style-type: none"> Comprehensive Investment Plan (CIP) Paratransit Program (if needed) 	<ul style="list-style-type: none"> Gap Grant Cycle 5 Extension Progress Reports HDTs/WSBTS Programs and Same Day Transportation Options Update 	<ul style="list-style-type: none"> FY 17-18 Paratransit Direct Local Distribution (DLD) Program Plans Recommendation 	<ul style="list-style-type: none"> Needs Assessment Implementation Discussion Fiscal Year Wrap Up
Committee Development		<ul style="list-style-type: none"> FY 2016-17 PAPCO Meeting Calendar Approval FY 2016-17 PAPCO Work Plan Review 	<ul style="list-style-type: none"> FY 2016-17 PAPCO Meeting Calendar Approval (PAPCO Meeting) 				<ul style="list-style-type: none"> Program Plan Review 	<ul style="list-style-type: none"> FY 17-18 PAPCO Officer Elections (Chair, Vice Chair, SRAC Representative, IWC Representative) 	
Outreach and Information			<ul style="list-style-type: none"> East Bay Paratransit Report (PAPCO Meeting) 	<ul style="list-style-type: none"> City of Newark Paratransit Program Mid-Year Report 			<ul style="list-style-type: none"> East Bay Paratransit Report 		

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Article 5: Meetings

5.1 Open and Public Meetings. All PAPCO meetings shall be open and public and governed by the Brown Act. Public comment shall be allowed at all PAPCO meetings. Comments by a member of the public in the general public comment period or on any agenda item shall be up to 3 minutes per speaker at the discretion of the chair. The number of PAPCO meetings, including regular meetings, sub-committee meetings, and special meetings, will be limited to the number of meetings approved in Alameda CTC's annual overall work program and budget, as approved by the Commission.

5.2 Regular Meetings. The PAPCO will hold up to 10 meetings per year. Annually, at the Organizational Meeting, PAPCO shall establish the schedule of regular meetings for the ensuing year. Meeting dates and times may be changed during the year by action of PAPCO. On a quarterly basis, PAPCO is expected to meet jointly with the Paratransit Technical Advisory Committee (ParaTAC) of paratransit providers. ParaTAC members will not have voting privileges at these joint meetings, but may engage in all discussions and may present their point of view prior to any decision-making at those meetings.

5.3 Quorum. For purposes of decision making, a quorum shall consist of at least half (50 percent) plus one of the total number of members appointed at the time a decision is made. No actions will be taken at meetings with less than 50 percent plus one member present. Items may be discussed and information may be distributed on any item even if a quorum is not present; however, no action can be taken, until the Committee achieves a quorum.

5.4 Special Meetings. Special meetings may be called by the chair or by a majority of the members on an as-needed basis. Attendance at special meetings is not counted as part of members' attendance requirement. Agenda item(s) for special meeting(s) shall be stated when the meeting is called, but shall not be of a general business nature. Specialized meetings shall be concerned with studies, emergencies, or items of a time-urgent nature. Agenda item(s) of a regular meeting may be tabled for further discussion and action at a special meeting, the time and location to be announced in the tabling motion. Notice of such

meetings shall be given to all members at least 72 hours prior to such meetings and shall be published on the Alameda CTC's website and at the Alameda CTC office, all in accordance with the Brown Act.

5.5 Agenda. All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. Items for a regular meeting agenda may be submitted for consideration by any member to the chair and Alameda CTC staff. The Commission and/or Alameda CTC staff may also submit items for the agenda. Every agenda shall include provision for members of the public to address the Committee. The chair and the vice chair shall review the agenda in advance of distribution. Copies of the agenda, with supporting material and the past meeting minutes, shall be mailed to members and any other interested parties upon request. The agenda shall be posted on the Alameda CTC website and office and provided at the meeting, all in accordance with the Brown Act.

5.6 Roberts Rules of Order. The rules contained in the latest edition of "Roberts Rules of Order Newly Revised" shall govern the proceedings of the PAPCO and any subcommittees thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process, and to the extent that these actions are consistent with these bylaws.

5.7 Place of Meetings. PAPCO meetings shall be held at the Alameda CTC offices, unless otherwise designated by the Committee. Meeting locations shall be within Alameda County, accessible in compliance with the Americans with Disabilities Act of 1990 (41 U.S.C., Section 12132) or regulations promulgated there under, shall be accessible by public transportation, and shall not be in any facility that prohibits the admittance of any person, or persons, on the base of race, religious creed, color, national origin, ancestry, or sex, or where members of the public may not be present without making a payment or purchase.

5.8 Meeting Conduct. PAPCO members shall conduct themselves during meetings in a manner that provides a welcoming and safe environment for all attendees characterized by an atmosphere of mutual trust and respect. Members shall work with each other and staff to respectfully, fairly, and courteously deal with any conflict between attendees.

Full PAPCO Bylaws can be accessed on the Alameda CTC website:

http://www.alamedactc.org/files/managed/Document/17330/PAPCO_FINAL_Bylaws_20151021.pdf