



# Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

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

#### **Commission Chair**

Supervisor Scott Haggerty, District 1

#### **Commission Vice Chair**

Councilmember Rebecca Kaplan,  
City of Oakland

#### **AC Transit**

Director Elsa Ortiz

#### **Alameda County**

Supervisor Richard Valle, District 2  
Supervisor Wilma Chan, District 3  
Supervisor Nate Miley, District 4  
Supervisor Keith Carson, District 5

#### **BART**

Director Thomas Blalock

#### **City of Alameda**

Mayor Trish Herrera Spencer

#### **City of Albany**

Vice Mayor Peter Maass

#### **City of Berkeley**

Councilmember Laurie Capitelli

#### **City of Dublin**

Mayor David Haubert

#### **City of Emeryville**

Mayor Ruth Atkin

#### **City of Fremont**

Mayor Bill Harrison

#### **City of Hayward**

Mayor Barbara Halliday

#### **City of Livermore**

Mayor John Marchand

#### **City of Newark**

Councilmember Luis Freitas

#### **City of Oakland**

Vice Mayor Larry Reid

#### **City of Piedmont**

Mayor Margaret Fujioka

#### **City of Pleasanton**

Mayor Jerry Thorne

#### **City of San Leandro**

Mayor Pauline Russo Cutter

#### **City of Union City**

Mayor Carol Dutra-Vernaci

#### **Executive Director**

Arthur L. Dao

## Paratransit Technical Advisory Committee

**Tuesday, June 9, 2015, 9:30 a.m.**

**1111 Broadway, Suite 800**

**Oakland, CA 94607**

### **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.

### **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).

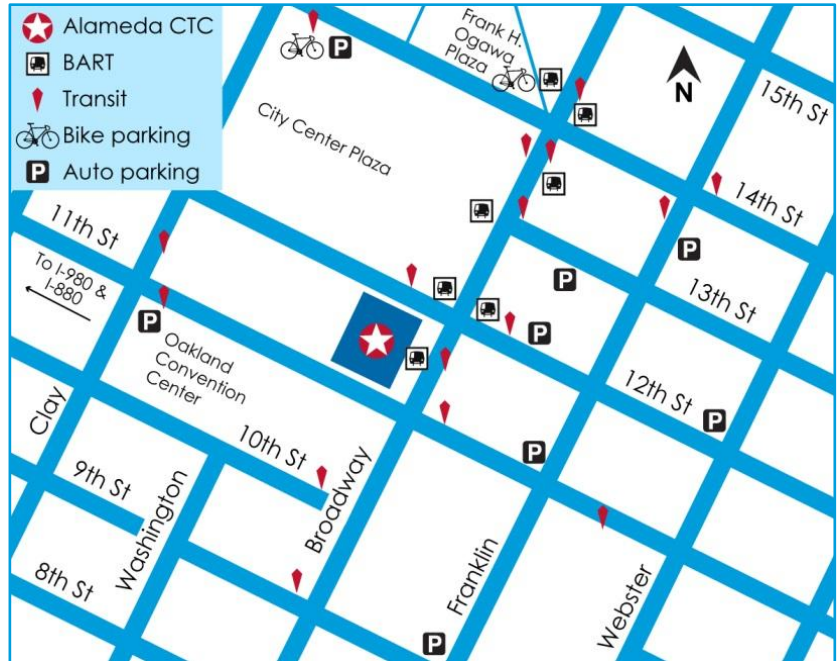
## Recording of Public Meetings

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.

## **Connect with Alameda CTC**

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



[facebook.com/AlamedaCTC](https://facebook.com/AlamedaCTC)



[@AlamedaCTC](https://twitter.com/AlamedaCTC)



[youtube.com/user/AlamedaCTC](https://youtube.com/user/AlamedaCTC)

This page is intentionally left blank.



# Paratransit Technical Advisory Committee Meeting Agenda

Tuesday, June 9, 2015, 9:30 a.m.

1111 Broadway, Suite 800, Oakland, CA 94607 • 510.208.7400 • www.AlamedaCTC.org

**Facilitator:** Naomi Armenta  
**Staff Liaison:** Jacki Taylor  
**Public Meeting Coordinator:** Krystle Pasco

9:30 – 9:35 a.m. Staff	<b>1. Welcome and Introductions</b>		
9:35 – 9:40 a.m. Public	<b>2. Public Comment</b>	<b>Page</b>	<b>A/I</b>
9:40 – 9:45 a.m. Staff	<b>3. Administration</b>		
	<b>3.1. March 10, 2015 ParaTAC Meeting Minutes</b>	1	
	The Committee will review the March 10, 2015 ParaTAC meeting minutes.		
9:45 – 10:05 a.m. Staff	<b>4. FY 2015-16 Measure B/BB Paratransit Program Plans (Verbal)</b>		
	The Committee will receive a report on FY 2015-16 Measure B/BB Paratransit Program Plans and funding.		
10:05 – 10:25 a.m. Staff	<b>5. FY 2015-16 Mobility Workshop Strategy (Verbal)</b>		
	The Committee will discuss the FY 2015-16 workshop strategy.		
10:25 – 11:00 a.m. ParaTAC	<b>6. Dialysis Transportation Challenges Discussion (Verbal)</b>		
	The Committee will discuss dialysis transportation challenges.		
11:00 – 11:15 a.m. ParaTAC	<b>7. Technical Exchange (Verbal)</b>		
	<b>7.1. Mobility Management</b>		

	<b>7.2.</b> Preparedness		
	<b>7.3.</b> Ask a ParaTAC Member		
	<b>7.4.</b> Other Technical Exchange Items		
11:15 – 11:30 a.m.	<b>8. Information Items (Verbal)</b>		
ParaTAC	<b>8.1.</b> SRAC Update		
PAPCO Chair	<b>8.2.</b> PAPCO Update and Appointments	7	
Staff	<b>8.3.</b> Outreach Update		
ParaTAC	<b>8.4.</b> ParaTAC Member Announcements		
Staff	<b>8.5.</b> Other Staff Updates		
	<b>9. Draft Agenda Items for September 8, 2015 ParaTAC Meeting</b>		
	<b>9.1.</b> Hospital Discharge Transportation Service and Wheelchair Scooter Breakdown Transportation Service Programs Update		
	<b>9.2.</b> Community Based Transportation Provider Presentation		
	<b>9.3.</b> Technical Exchange – Recurring Items		
11:30 a.m.	<b>10. Adjournment</b>		

**Next Paratransit Strategic Planning Workshop (Joint PAPCO/ParaTAC Meeting):** July 27, 2015

**Next ParaTAC Meeting:** Tuesday, September 8, 2015

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



**MEETING ATTENDEES**

Attendance Key (A = Absent, P = Present)

Members:

- |                               |                          |                          |
|-------------------------------|--------------------------|--------------------------|
| <u>A</u> Rhianna Babka        | <u>A</u> Drew King       | <u>P</u> Kim Ridgeway    |
| <u>P</u> Dana Bailey          | <u>A</u> Jackie Krause   | <u>P</u> Sandra Rogers   |
| <u>A</u> Beverly Bolden       | <u>P</u> Kadri Klm      | <u>A</u> Mary Rowlands   |
| <u>P</u> Pam Deaton           | <u>A</u> Isabelle Leduc  | <u>A</u> Sid Schoenfeld  |
| <u>P</u> Shawn Fong           | <u>A</u> Wilson Lee      | <u>P</u> Leah Talley     |
| <u>A</u> Pamela<br>Gutierrez  | <u>P</u> Hakeim McGee    | <u>P</u> Laura Timothy   |
| <u>A</u> Brad<br>Helfenberger | <u>A</u> Cindy Montero   | <u>P</u> Jonathan Torres |
| <u>A</u> Karen Hemphill       | <u>A</u> Mallory Nestor  | <u>A</u> David Zehnder   |
|                               | <u>P</u> Julie Parkinson |                          |
|                               | <u>P</u> Gail Payne      |                          |

Staff:

- 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, Project Controls Team

Guests:

Nathaniel Arnold, ATU 192; Ken Bukowski, Public Member; Jacqui Diaz, City of San Leandro; Quiana Jackson, ATU 102

**MEETING MINUTES**

**1. Welcome and Introductions**

Naomi Armenta called the meeting to order at 9:40 a.m. The meeting began with introductions and a review of the meeting outcomes.

**2. Public Comment**

Ken Bukowski requested that the Alameda CTC include a web link to his video recordings of Alameda CTC meetings in the meetings' minutes. He stated his website address is [www.regional-video.com](http://www.regional-video.com) .

### **3. Administration**

ParaTAC members reviewed the meeting minutes from January 13, 2015 and by consensus approved them as written.

### **4. FY 2015/16 Program Plan Application Review**

Naomi Armenta reviewed the program plan application process. She reviewed the submittal and review process, the Microsoft Word and Excel portions, sample answers and changes made to the approval process and tables for Measure B and BB funding.

Questions and feedback from ParaTAC members:

- Do we still have to seek City or advisory committee approval for these plans? No, it is no longer a requirement to have these plans approved by your respective City Councils or advisory committees unless it is required by those governing bodies to receive such funding.
- A member expressed concern for not having City Council or advisory committee approval for Measure B and BB funding especially if the program plan applications are published. Staff replied that that information is not specifically included in the summary compiled by the Alameda CTC.
- When it comes to other sources of funding, do you still want us to report all other sources to you? Yes, we would like to see your program as a whole and give your program credit for seeking other funding sources to provide your services. It makes your program look better.
- A member expressed concern for their accounting department and their administrative costs changing with regards to adding personnel.
- What is the Gap Grant fringe benefit cap and how is this different from the Direct Local Distribution fringe benefit cap, if one exists? Staff will follow up on this question and provide a response as soon as possible.



- Is the program funding reserve allowable percentage for both Measure B and BB? Yes, this percentage cap refers to both Measure B and BB funds.
- What will happen to the funds that are accrued from the time Measure BB collections begin in April and when the funds start being distributed to programs in July? Staff will follow up on this question and provide a response as soon as possible.
- When are the program plan applications due in relation to the Gap Grant extension applications? They are due on the same day.
- When filling out the program plan application and referring to Gap Grant funding, is it okay to assume that Gap Grant extensions will be approved at the amount requested? Yes, when filling out the program plan application it is okay to provide information as if the Gap Grant extension application has been approved. Changes can be made at a later date if necessary.

## **5. ParaTAC and Commission Member Communications**

Jacki Taylor reviewed ParaTAC and Commission member communications and referenced the attachment that includes Commission and staff contact information in the packet. She noted the emphasis on performance measures and notification of program changes from the Commissioners and encouraged members to communicate regularly with their respective elected officials regarding paratransit related updates and issues.

Questions and feedback from ParaTAC members:

- The City of Pleasanton paratransit staff regularly communicates with their program manager who communicates with the City Manager and the City Council.
- The City of Alameda paratransit staff does not regularly communicate with their Commission representative.
- The City of Oakland paratransit staff communicates regularly with the division manager and then with the Human Services Director. From there the plan, survey results, any changes and issues go to a subcommittee and then to City Council.

- BART staff communicates with different Directors who have varying levels of participation with the Alameda CTC's Commission.
- The City of Berkeley regularly communicates with their elected officials and they also receive feedback regarding issues and complaints when they take place.
- The City of San Leandro receives feedback and a report from their elected officials' staff members on various city matters. This is found to be very helpful.

## **6. Technical Exchange (Verbal)**

### **6.1. Mobility Management**

Naomi Armenta shared that Alameda County's Travel Training Working Group remains active. Alameda CTC will be hosting the ESPA Travel Training Webinar on Wednesday, March 25<sup>th</sup> from 3:00 to 5:00 p.m. Please RSVP with Naomi as soon as possible. Lastly, the next Regional Mobility Management Group Meeting is on Thursday, March 12<sup>th</sup> from 10:00 to 11:30 a.m. at the Ed Roberts Campus.

Shawn Fong asked if any other program managers are planning to have mobility management type programs with their new Measure BB funding or in the future in general. The City of Fremont Paratransit program is working on collecting data and contacts on other mobility management programs on the city, county or regional level and would appreciate any information. Eden I&R will be working on marketing the new 2-1-1 website very soon and they will be doing a presentation at the next PAPCO meeting on Monday, March 23<sup>rd</sup>. Alameda CTC staff will also contribute information as it becomes available.

### **6.2. Preparedness**

Laura Timothy met with BayPAC (an ad hoc group consisting of ADA paratransit providers in the Bay Area) on Monday, March 9<sup>th</sup> and they discussed what various agencies are doing around emergency preparedness with a focus on actual plans, equipment and software.

### **6.3. Ask a ParaTAC Member**

There were no Ask a ParaTAC Member items discussed.

### **6.4. Other Technical Exchange Items**

There were no Other Technical Exchange items discussed.

## **7. Information Items (Verbal)**

### **7.1. SRAC Update**

Shawn Fong noted that the next SRAC meeting is at an unusual time and it is on Thursday, March 26<sup>th</sup> at 11:30 a.m. Laura Timothy also noted that the Tuesday, May 5<sup>th</sup> SRAC meeting will be focused on ethics training.

### **7.2. PAPCO Update and Appointments**

Naomi Armenta noted that the next PAPCO meeting is on Monday, March 27<sup>th</sup> and the Monday, April 27<sup>th</sup> meeting is a Joint PAPCO and ParaTAC meeting. She also noted that the May meeting will take place a week earlier, on Monday, May 18<sup>th</sup>, due to the Memorial Day holiday.

### **7.3. Outreach Update**

Krystle Pasco gave an update on PAPCO's outreach activities. She noted that staff is looking forward to the next outreach event which will be the Transition Information Faire at the College of Alameda on March 14<sup>th</sup>.

### **7.4. ParaTAC Member Announcements**

There were no ParaTAC Member Announcements discussed.

### **7.5. Other Staff Updates**

Naomi Armenta announced that the April ParaTAC meeting has been cancelled. The next ParaTAC meeting is on June 9<sup>th</sup>.

Krystle Pasco announced that the Wheelchair Scooter Breakdown Transportation Service stickers and brochures are now available

for distribution. If any program managers would like to request any, please contact Krystle directly.

Naomi also noted that the Measure B and BB bumper stickers are also available through Laurel Poeton.

## **8. Draft Agenda Items for June 9, 2015 ParaTAC Meeting**

**8.1.** Dialysis Strategies Discussion

**8.2.** Community Based Transportation Provider Presentation

**8.3.** Technical Exchange – Recurring Items

## **9. Adjournment**

The meeting adjourned at 11:30 a.m. The next ParaTAC meeting is scheduled for June 9, 2015 at Alameda CTC's offices located at 1111 Broadway, Suite 800, in Downtown Oakland.



## **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
- Vacant
- Shawn Costello
- Joyce Jacobson
- Sharon Powers
- Vanessa Proee
- Vacant
- Vacant
- Rev. Carolyn M. Orr
- Vacant
- Carmen Rivera-Hendrickson
- Vacant
- Vacant
- Hale Zukas
- Michelle Rousey
- Esther Waltz
- Larry Bunn

This page is intentionally left blank.