

COMMITTEE FOR TRANSIT ACCESSIBILITY

Wednesday, February 13, 2008

MINUTES

1. CALL TO ORDER

The Regular Meeting of the Committee for Transit Accessibility (CTA) was called to order at 1:03 p.m. by Vice Chairperson Morrow in Building A, Auditorium, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

ROLL CALL

Members Present

Lori Arnberg
Anthony Drummond (Ex-Officio Board Liaison)
Emma Eljas
Sandra Gouveia
David Grant
Katie Heatley (Ex-Officio)
Troy Hernandez
David Julian
Connie Langford
Martin Lasich
Laura Michels
Mike Montague
Aaron Morrow, Vice Chairperson
Larry Saltman
Dilip S. Shah
Thomas Slack
Barbara Stahl

Members Absent

Linda Gallo
Marjorie Jensen
Shawna Reeves Nourzaie
William Weiheng Zhu

A quorum was present.

2. INTRODUCTION OF AUDIENCE MEMBERS

Dan Smith, Chief Operating Officer; Sandra Weymouth, Policy and Administration Manager; David Ledwitz, Accessible Services Management Analyst; Terry Applegate, Interested Citizen; Jim Unites, Operations Planning Program Manager; Dale Halterman, Project Manager; and Joe Smith, Chief Financial Officer.

3. PUBLIC PRESENTATIONS

Terry Applegate, Interested Citizen, expressed concern about the process of monitoring the performance of the new bus service.

Aaron Morrow, Interested Citizen, commented on the concern of the residents of the City of Mountain View regarding the paratransit boundaries.

4. Minutes of January 9, 2008

M/S/C (Gouveia/Stahl) on a Vote of 13 Ayes to 0 Noes and 2 Abstentions to approve the Minutes of January 9, 2008. Vice Chairperson Morrow and Member Michels abstained.

5. Update from the Chief Operating Officer

Dan Smith, Chief Operating Officer, provided an update report that highlighted the following: 1) Success of the Ambassador Program; 2) Federal grant for the Mobility Transit Program; 3) Addition of Gary Miskell, Chief Information Officer, and Joe Smith, Chief Financial Officer, to VTA; and 4) Recognized Randy Tamez, former CTA Chairperson.

Anthony Drummond, staff aide representing
Ex-Officio Board Liaison Forrest Williams took his seat at 1:10 p.m.

Vice Chairperson Morrow noted that the Mobility Transit Program will be a standing item on the CTA Agenda.

Ex-Officio Member Heatley recommended expediting the contract for the Mobility Transit Program to receive funding.

On Order of Vice Chairperson Morrow, there being no objection, the Committee received an update from the Chief Operating Officer.

BUSINESS REFERRED TO COMMITTEE BY THE BOARD OF DIRECTORS/GENERAL MANAGER

6. Election of CTA Chairperson for 2008.

M/S/C (Slack/Gouveia) to close the nominations and elect Aaron Morrow as Committee for Transit Accessibility Chairperson for calendar year 2008 to complete the election process.

NOTE: M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.

7. Election of CTA First Vice Chairperson for 2008

M/S/C (Slack/Gouveia) to close the nominations and elect David Julian as Committee for Transit Accessibility First Vice Chairperson for calendar year 2008 to complete the election process.

8. Election of CTA Second Vice Chairperson for 2008

M/S/C (Slack/Gouveia) to close the nominations and elect Emma Eljas as Committee for Transit Accessibility Second Vice Chairperson for calendar year 2008 to complete the election process.

9. Committee for Transit Accessibility (CTA) Bylaws

David Ledwitz, Accessible Services Management Analyst, provided a report to consider changes to the CTA Bylaws. He noted the Committee's concern about its current quorum and voting requirements.

Mr. Ledwitz reported that the Policy Advisory Committee (PAC) had the same concerns and amended its bylaws as follows:

1. Change the quorum requirement to the presence of a majority of appointed members or 7 members, whichever is greater, to constitute a quorum for the transaction of business. All acts of the Committee require the presence of a quorum and the affirmative vote of a majority of the quorum.
2. Change voting requirement to permit a majority of the quorum to pass an item, provided the number of votes approving any recommendation is less than the quorum, then the minutes of the meeting will contain a notation that the item was passed by less than a majority of the total appointed membership.

Terry Applegate, Interested Citizen, noted a discrepancy between the CTA Bylaws and the memo regarding the number of committee members and voting members.

Jim Unites, Operations Planning Program Manager, clarified that the CTA is a 23 member Committee with 21 voting members.

Ex-Officio Member Heatley recommended including the name of the represented agency on the Committee Member's nameplate.

M/S/C (Grant/Stahl) to consider changes to the CTA Bylaws as amended to reflect the following:

1. To change the quorum requirement from majority of total authorized membership to majority of total appointed voting members or seven, whichever is greater.
2. To change the voting requirement to permit a majority of the quorum to pass an item, provided that if the number of votes approving any recommendation is less

than the quorum, then the minutes of the meeting shall contain a notation that the item was passed by less than a majority of the total appointed membership.

3. To require that the CTA Chairperson shall indicate during his/her verbal report to the Board when the number of votes approving any recommendation is less than a quorum.

10. Mainstreaming of Individuals with Disabilities into VTA

There was no report on the Mainstreaming of Individuals with Disabilities into VTA.

11. Motion Tracking Report

Chairperson Morrow reported that the motion, M/S/C (Morrow/Grant) to recommend to have the Hay Group restructure Accessible Services Department, was added to the Current Summary of CTA Motions.

Member Stahl recommended including the updates from the Hay Group's recommendation as a standing item on the CTA Agenda.

M/S/C (Grant/Julian) to develop an orientation for newly appointed Committee Members and to include it on the CTA workplan.

Terry Applegate, Interested Citizen, commented that the Committee's evaluation of the Hay Group's recommendations limit the Committee's ability to advise the Board of Directors.

M/S/C (Stahl/Julian) to receive information on all areas of concern by the Hay Group.

Member Gouveia recommended that new committee members should receive a copy of the Santa Clara Valley Transportation Authority Organizational and Financial Assessment Executive Report.

On Order of Chairperson Morrow, there being no objection, the Committee discussed the Motion Tracking Report.

12. Workplan Update

Chairperson Morrow provided a brief update about the Committee's workplan. He noted the addition of the Farebox Technology as requested by Member Grant.

The following Members requested inclusion of these items to the workplan:

1. Chairperson Morrow – Emergency preparedness.
2. Member Grant – Bus driver Sensitivity Training.
3. Second Vice Chairperson Eljas – Monthly or quarterly Ridership Report.

Ex-Officio Member Heatley suggested that the Committee should receive information regarding the industry's best practices and latest technology on mobility.

Member Slack recommended instituting a Ridership Report that would describe the transit experience of a Committee Member every month. He volunteered to provide the Ridership Report at the next CTA meeting.

On Order of Chairperson Morrow, there being no objection, the Committee discussed the CTA Workplan.

REPORTS

13. **Disability Advisory Commission (DAC) Report**

Chairperson Morrow reported that at the last DAC meeting, the Commission focused on prioritizing its workplan. He noted that at its next meeting, a brainstorming session will be conducted by the Commissioners to develop a list of issues the DAC would be addressing.

On Order of Chairperson Morrow, there being no objection, the Committee received the City of San José DAC Report.

14. **Board of Directors Report**

Anthony Drummond, Staff aide representing Ex-Officio Board Liaison Forrest Williams, provided a report that highlighted the following: 1) Congratulated the newly elected Chairperson, First Vice Chairperson, and Second Vice Chairperson; 2) Congratulated newly appointed Committee Members; and 3) Last year of Forrest Williams as a Council Member of the City of San José and as a VTA Board Member.

Mr. Drummond noted the Committee's concerns regarding the recommendations by the Hay Group and the CTA Workplan. He expressed that he would continue to forward the issues raised by the Committee to Board Member Williams.

On Order of Chairperson Morrow, there being no objection, the Committee received the Board of Directors Report.

15. **Committee Staff Report**

There was no Committee Staff Report.

17. **Chairperson's Report**

Chairperson Morrow requested that the Committee should receive information on the following issues: 1) State Audit; 2) Restructuring of the Board of Directors; 3) Executive Committee formed by Board Chairperson Kniss; and 4) Recommended changes by Board Chairperson Kniss to the Board Agenda.

Chairperson Morrow expressed concern regarding the verbal reports received by the Committee. He noted that all reports should be presented in writing.

On Order of Chairperson Morrow, there being no objection, the Committee received the Chairperson's Report.

OTHER

22. Announcements

At the request of Member Slack, newly appointed Committee Members introduced themselves and the agency they represent.

- Dilip S. Shah, representing the Mobility Impaired Community
- Connie Langford, representing the City of San José Senior Citizens Commission
- Lori Arnberg, representing Hope Services
- Mike Montague, representing the Mobility Impaired Community
- Larry Saltman, representing the City of San José Senior Citizens Commission

Chairperson Morrow announced that on April 28, 2008, the West Valley Senior Walk will be held at the Valley Fair Mall from 9:00 a.m. to 11:00 a.m.

Ex-Officio Member Heatley recommended that the whole Committee should attend the orientation for newly appointed Committee Members.

23. ADJOURNMENT

On order of Chairperson Morrow, there being no objection, the meeting was adjourned at 2:32 p.m.

Respectfully submitted,

Michael Diaresco, Board Assistant
VTA Board of Directors