

access

AGENDA

COMMUNITY ADVISORY COMMITTEE (CAC) MEETING

Tuesday, June 13, 2023

1:00 pm - 3:15 pm

3449 Santa Anita Avenue
3rd Floor Council Conference Room
El Monte, CA 91731

Remote Public Link - <https://us06web.zoom.us/j/83799456267>

Dial In - 888 788 0099 (Toll Free) or
669 900 6833

Meeting Number - is 837 9945 6267

*Please see note below.

<i>Time</i>	<i>Item</i>	<i>Description/Presenter</i>	<i>Disposition</i>	<i>Pages</i>
5	1.	Call to Order/Roll Call	Action	
5	2.	Review & Approval of Minutes of May 9, 2023	Action	5-16
7	3.	General Public Comments	Information	
8	4.	Board Member Report	Information	
10	5.	Executive Director's Report - Andre Colaiace	Information	
15	6.	Officer Nomination Subcommittee - Rycharde Martindale	Possible Action	14-16
10	7.	August 8 Goals Retreat - Matthew Avancena	Discussion	

20	8.	Rider's Guide Revisions - Mike Greenwood	Presentation
20	9.	Complaint Response Letters - Susanna Cadenas	Presentation
15	10.	Operations Report - Brian Lopez	Presentation
15	11.	Member Communications	Information
15	12.	Subcommittee Updates - Karen Gilbert, Susanna Cadenas, Mike Greenwood, Matthew Avancena	Information
5	13.	Adjournment	Action

Access Services does not discriminate based on 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 devices and services to facilitate communication. In determining the type of auxiliary devices 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 devices 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 devices 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 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 CAC 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 Chair. 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 are available upon request."

***NOTE**

The public may also participate via the Zoom webinar link or by teleconference. Please review the procedures to do so as follows:

How to Provide Public Comment in a CAC Meeting via Zoom:

Online

1. Click the Zoom link for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html. Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. You may also use this direct link - <https://us06web.zoom.us/j/83799456267>
2. Enter an email address and your name. Your name will be visible online while you are speaking.
3. When the Committee Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak. Mute all other audio before speaking. Using multiple devices can cause audio feedback.
4. Please note that the "Chat" feature is not enabled during the meeting for general public attendees. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
5. When called, please limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Note: Members of the public will not be shown in the video.

By phone

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to join. Meeting information can be found at:
https://accessla.org/news_and_events/agendas.html
2. Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)
Webinar ID: is 837 9945 6267
3. When the Committee Chair calls for the item on which you wish to speak, press *9 to raise a hand. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers in their entirety will be visible online while speakers are speaking.
4. When called, please state your name and limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.
5. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.

MINUTES
Community Advisory Committee (CAC) Meeting
May 9, 2023
1:00 pm - 3:15 pm

CALL TO ORDER

Chair Yael Hagen called the meeting to order at 1:02 p.m.

INTRODUCTIONS

CAC Members Present: Chair; Yael Hagen, Kimberly Hudson, Bhumit Shah, Terri Lantz, Jan Johnson, Rachele Goeman, Scott Barron, Michael Conrad, Wendy Cabil, Jesse Padilla, Olivia Almalel and Liam Matthews

CAC Members Not Present: Gordon Cardona, Maria Aroch

Board Members Present: Martin Gombert

Access Services Staff Present: Matthew Avancena, Veronica Guzman-Vanmarcke, Mike Greenwood, Andre Colaiace, Art Chacon, Karen Gilbert, F Scott Jewell, Hector Rodriguez, Kristy DeHaro, Eric Haack, Susanna Cadenas

Guests Present: Jason Gonsalves, Catherine Veschi

REVIEW & APPROVAL OF MINUTES OF APRIL 11, 2023

Chair Hagen asked for a motion to approve the April 11, 2023 minutes.

Motion: Member Goeman

Seconded: Member Johnson

Abstained: Member Shah and Member Cabil

Motion: Passed

GENERAL PUBLIC COMMENTS

Victor Dominguez made a public comment by stating that every Wednesday and Friday they have an event at a restaurant, Mariscos Luna Maya, and when Access picks them up the drivers cannot find them since they don't have a designated spot. He knows some people have been left behind or have no-shows because of that. His second comment is that the Braille Institute has events he cannot attend because they end late, and it makes it difficult to get a ride. He has also changed his phone number

and it has been hard for him to have direct contact and wants someone to reach out to him.

BOARD MEMBER REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Andre Colaiace stated that he and Randy Johnson went back to Washington D.C., since the pandemic. They met with both the FTA Office of Civil Rights and several legislators. They asked for an earmark for the Antelope Valley paratransit operations and maintenance facility. On the House side, Congressman Mike Garcia, who represents the Antelope Valley and Lancaster, has recommended a 3-million-dollar earmark for Access Services. On the Senate side, Senator Alex Padilla has recommended 7 million dollars for that facility. Now, Congress is locked in a debate or discussion about the debt ceiling with the President, and until that's ironed out, they were probably not going to see much movement on various spending bills.

MEMBER DISCUSSION

Member Cabil made a comment by stating she was glad to hear the good news of Randy and Andre and thanked them for their advocacy. She suggested a thank you note for the progress so far to both the Statesmen, Senator Padilla and Mike Garcia. Andre Colaiace responded that Access has already sent a thank you note to both the Congressman and the Senators.

Chair Hagen agreed with Member Cabil and asked if there was anything they could do as CAC members to advocate or lend support, please let them know. She thinks it is a great asset if they can also get involved at some point when it's appropriate to do so. Andre Colaiace agreed and stated that this was an annual process and part of that will be getting letters of support from different groups, including the CAC. They weren't as familiar with the deadlines this year, but they will be prepared for next year.

BROWN ACT CHANGES

Jason Gonsalves thanked Chair Hagen and members of the committee. He provided an update to the Brown Act legislation, very similar to the update that was in the April meeting that F Scott Jewell had provided. He stated that in response to the COVID pandemic, the legislature passed in 2021, AB 361, which allowed for remote participation for local agencies and officials during a declared state of emergency. After that, in 2022, the legislature followed with AB 2449, which extended that. The AB 361, it's worth noting sunsets January 1, 2024, so it runs through this year absent legislative activity. Then the legislature followed up with AB 2449, which allows for local agencies to hold remote public meetings without identifying the location of where the

individual is teleconferencing from and without making each location accessible to the public. It also has some requirements that a quorum be present, in person, and it can only be used under limited circumstances. That law sunsets January 1, 2026. The legislature has a couple of bills that are moving through, but he suggests that despite the bills, there's a larger conversation taking place as to what the post-COVID public agency meeting environment will look like. There's accessibility, and for people that are able to participate remotely where prior to COVID, were less involved, because of having to travel to various council meetings, committees, and so forth. The legislature has AB 557, which is passed out of the Assembly Policy Committee, it's passed out of the Appropriations Committee, and it's on the Assembly floor. It is about halfway through the process, and that bill, AB 557, is sponsored by the League, California Special District's Association, and other entities representing local agencies. It seeks to provide flexibility for local agencies during emergency circumstances like AB 361, but it extends the existing January 2024 sunset - actually just eliminates the sunset - so it makes it permanent, and then it adjusts the timeframe for local agencies to adopt resolutions to declare the emergency and utilize the remote participation. Another key bill worth noting SB 411, which was noted in again in April, and F Scott Jewell already provided an update on that bill. The challenges amongst the discussions, and they have all been involved with it with the Governor's office, Ronda Pascal and California Special Districts, and the League of Cities, the challenge is a lot of the Brown Act bills, are receiving opposition from ACLU, the California Newspapers Association, and then to make it bipartisan, because those are a little bit more left leaning entities, the Howard Jarvis Taxpayers Association.

MEMBER DISCUSSION

Member Cabil stated that she often advocates in different spaces, and asked what they can do to support and help. She is concerned about why the ACLU is opposing this and not supporting it.

Member Lantz made a comment by asking if anyone has specifically raised concerns for people with disabilities who are serving on an advisory, in an advisory Committee rather than on a Board. There is an important distinction because when you have people who are seniors and people with disabilities, getting to and from the meetings is more difficult. They must consider not just the regular meetings but that there should be accommodation for people with disabilities and seniors that would allow them to participate virtually.

Chair Hagen stated that there is also internal accessibility within the meeting where people can utilize their own assistive technology in order to participate better. For instance, people with visual disabilities, people with hearing disabilities, would be able to access information where they would not be able to access that information in the most appropriate way during an in-person. Some people with speech disabilities would have better access to write down their comments in their own space. She asked if these conversations were happening at the meetings.

Jason Gonsalves stated they were talking about these issues concerning people with disabilities. He also stated that there are two different pieces of the discussion. The first piece being Council members, Supervisors, Committee members, Commission members, people either appointed or elected to a Board Commissioner or Council and whether people can participate remotely. The second piece is what accommodations Agencies and Cities, Counties, make for the public to participate. The first question regarding the ACLU is their argument is that COVID is winding down and the exceptions made during COVID cannot last forever. It is a bigger conversation, as it relates to Committee members and elected members. Lastly, they have a meeting in Sacramento next week and have a meeting with Senator Portantino and his staff and these are concerns they will bring up during that meeting as well.

Member Padilla stated that he agrees with Member Lantz said. It is hard to get to meetings and participation is important, whether it's virtually or not.

Member Cabil asked Jason Gonsalves what his title was. He responded that it was a lobbyist with a lobbying firm in Sacramento. They have represented Access services for about 15 plus years.

Member Cabil stated that she is an advocate in many organizations and she immediately thought of Disability Rights California. She looks forward to getting some feedback and response from him as she appreciates that they are looking out for their rights.

Andre Colaiace thanked Jason Gonsalves for participating and stated that they are in excellent hands in Sacramento with Jason and this firm in general. He encourages them all to look at governmental bodies that make governmental decisions. For example, the Access services Board makes governmental decisions, it votes on contracts, it spends money, etc. It has a legal obligation in many ways and then there are bodies that are advisory, like the CAC, which don't necessarily make governmental decisions. He thinks that perhaps something could be communicated to the senator's office, and he will talk to Randy about this is that they might be on the right track with neighborhood councils. He would prefer they allow all governmental bodies, at least some of the time, to meet remotely. However, if they allow neighborhood councils in the City of Los Angeles to meet virtually, then they should broaden the scope to all advisory Committees in the State of California that don't necessarily make binding governmental decisions.

Member Lantz stated that Andre Colaiace is fantastic, and they really respect and admire him. The CAC is not appointed but advisory only. People with disabilities and seniors virtually can participate. There were people who very much wanted to go to the meetings, but their physical being would not allow them to go through everything it took to get there and get back. What will happen if they exclude all these people, is they will not have that representation in the mix and some of those people are the

people that need Access the most. At some point everybody will need to use Access services.

Member Almalel stated that she appreciated the presentation because knowledge is power. She works a full-time job at a large hospital and Access allows her to live her life. For their community to not be able to insert the voices into a space designed to support the Board of Directors, which does make the big decisions is important. She herself has Covid at the moment and if she would not be able to connect virtually, she would not have been able to attend this meeting and hear such important topics. She stated that if they needed support, she would be more than happy to help.

Chair Hagen stated that it's a good start to start with advisory Committees, it is an ADA issue because they are now hearing that people must actually quit their participations in Boards, because now their ability to join is now becoming a barrier to participation. Having a hybrid type of meeting where people have choices in how they can best participate, allows for an equal playing field. To take that opportunity away is now a barrier to participation. She thinks that it's more about equal participation and equal opportunity to participate. There are elected officials with disabilities, and they should have that same access to be elected officials or to be in positions of power. That should not be taken away from them based on the ability to participate.

Member Lantz stated that it is a disability issue and an ADA issue. People go in person if that's their comfort level and those who can't, shouldn't be excluded from the conversation. If the government does this, it takes them back to the 1960s. She has worked at DRC, Disability Rights California and during Covid, everybody discovered that some work better and contribute more virtually, than having to get to a place to do that.

Member Goeman stated that she agrees with Chair Hagen and Member Lantz that it is an ADA violation. Certain people should not be required to jump out of a committee that they're in simply because they cannot attend. There are people on this Access Board or CAC that wouldn't be present if it wasn't virtual.

Member Johnson agrees that choice is one of the most important rights that individuals should have. To take that away is definitely an ADA issue and the people who are being told now they have to go back to the office, having had the freedom to work from home, are not really happy with that now.

Chair Hagen asked what steps they can take to get involved. Mr. Gonsalves stated that they have several supportive bills. The CAC could write a letter of support, outlining the rights of people with disabilities.

Member Lantz suggested they have a committee take up a short-term project to work on this project, so they get some letters out there to asap.

FY 2024 DRAFT BUDGET

Hector Rodriguez gave an update on the FY 2024 Draft budget and discussed the timeline. The budget was presented to the Access committees as well as the Board in the March/April timeframe, they have to submit a funding letter request to Metro in May. At the same time, they are going to go to the Board cycle in May through committees and then June for the final budget approval. At the same time, Metro has their own budget process and in May they considered their own budget. The Metro Board approves their budget that contains funding for Access then. He went into details on the budget and answered questions.

MEMBER DISCUSSION

Chair Hagen asked if there was any room in the budget to add staff for Access. Hector Rodriguez stated they have very tight administrative costs this year and they are trying to maintain what they have now.

Member Lantz asked if the current budget would allow for them to provide enough training and annual cost of living increases for the current staff. Hector Rodriguez stated it is budgeted every year and he encourages staff to not only ask for training, but if they want to take additional training, they are more than glad to take those requests and approve them. He sees this as one of the most valuable tools to increase our staff and their knowledge and become even more efficient.

Hector Rodriguez stated that staff increases were given in FY23, and they are also budgeted for FY24. Member Lantz asked about the vehicles and if it allows Access to continue to procure vehicles as needed. Hector Rodriguez responded that funding is not the issue, but the production of vehicles is the problem.

Member Barron asked how Access selects the providers. Hector Rodriguez responded that the service providers are selected through the RFP process, the Requests for Proposals. Typically, each of their contracts for each of the six regions has a five-year base contract and either four or five option years. The contract may go as long as nine or 10 years. The last one was awarded for five years plus four one-year options, but they'll go through basically a public bidding process.

Member Barron asked if they would ever consider a proposal from Uber or Lyft and Hector responded that they would if they proposed a prime contract, meaning they would have a primary contract for service, but they are unwilling to do that at the time.

TRAVEL MODE SURVEY RESULTS

Eric Haack, Strategic Planner with Access Services and co-presenting was Catherine Veschi, Project Manager at Great Blue Research. They presented the results of a recent customer survey, which focused on different transportation services that Access

customers or Access-eligible customers can use to get around Los Angeles. Access has conducted customer surveys in the past and they use the results of these surveys to determine, in some cases, overall customer satisfaction with Access or specific aspects of what services that Access offers, such as beyond-the-curb service or focusing on experiences that some, but not all the customers may have knowledge of such as traveling with a mobility device or a service animal. This was the case in last year's 2022 customer general customer satisfaction survey. This survey focused more on asking about specific transportation services that a customer may use to get around Los Angeles or different types of services they may use to get around Los Angeles. They conducted a technology survey in 2021, which was focused asking about existing services like, Where's My Ride and online reservations, while also, determining comfort with new possibilities such as electric vehicles or autonomous vehicles in that survey.

PUBLIC COMMENT

Carrie Madden made a public comment by asking if they have questions related to safety on other modes of transportation that made people want to ride Access services because the rate of crime and other problems related to Metro bus and rail has been a big issue for a lot of people. Eric Haack responded that there were no specific questions related to safety but rather the opposite. For instance, why would you choose to take Access instead of this other mode.

MEMBER DISCUSSION

Member Cabil thanked them for the presentation and said they did a great job.

Member Lantz had questions on the outcome of the survey. She stated some of the reasons somebody would want a TNC ride over Access would be because they need a same-day ride. The sad part for people that use wheelchairs is that there was never a vehicle available with a lift or ramp. That leaves a large segment of the population of people with disabilities out of that range of possibility of riding. There is also the issue of safety of riding in a vehicle if the person isn't fully screened with fingerprints and the state process for fingerprinting. It is not just about safety according to a person's disability but also a safety issue of physical safety. Because Covid was still prevalent during the survey, some of the answers might be different. In the last two and a half years, a lot of people with disabilities have not been going out in public unless they absolutely had to. Catherine Veschi stated that some people are still hesitant to take any sort of public transport because of Covid.

Member Padilla thanked them for the presentation and has been hearing more crime or incidents on Metro buses. Eric Haack stated that the LA times did report on many incidents that have happened and it is definitely a snapshot of the times.

Chair Hagen asked the CAC if they would like this item to come back for further discussion in a future meeting. They all agreed, and they will consider bringing it back as a future agenda item.

OPERATIONS REPORT

Operations Service Monitor, Kristi DeHaro presented the Operations report with statistics and KPI results. She also highlighted audit reviews of the drivers. The OSMs review every single driver file at the providers to ensure compliance. They have completed audits at five of the six contractors, and in perspective, the OSM team reviewed over 1,358 driver files across the contracts with the Northern region 100% audit slated to happen later this month. Access assisted with the Walk MS event on April 16th that was housed in Pasadena. Stacy Nonoguchi, a recreation therapist at the Marilyn Hilton MS Achievement Center at UCLA thanked Access for the assistance. Mrs. Nonoguchi commended SGT Road Supervisor Eugene Estrada, for being terrific. Access staff attended the South Regional Center AAC meeting on April 24th. Project Administrator Faustino Salvador and Mobility Management Administrator Steve Wrenn both attended the meeting. They were able to answer all questions the members posed, and SCLARC was appreciative of ACCESS coming to speak at the meeting. Lastly, May 1 of 2023 marks the one-year anniversary of First Transit providing service in the Antelope Valley, and the First Transit team has made great strides in providing quality service for our riders. First Transit, as of right now, is on track to meet all KPIs for the year due to their hard work.

MEMBER DISCUSSION

Member Cabil thanked Ms. DeHaro for her presentation and commended First Transit on their first-year anniversary. She also shared a tip for other regions that may be going through a transition with a new provider. She thinks it would be helpful to let the riders know at least 30 days in advance about some of the changes in certain policies, which would be coming into effect because it was very difficult. For future reference, moving forward when they make those transitions, it'd be helpful to communicate to the riders of additional changes or to remind them that certain policies will remain in place, so no one's caught off guard.

Member Padilla asked if the graph includes drivers that don't show up. He guesses that would be considered a late trip because he works with somebody that has been left behind or the driver hasn't shown up. Kristy DeHaro responded that she would get back to him about this issue.

Member Goeman thanked her for the presentation and asked if with regards to the statistics, could they include accidents that haven't happened. Kristi DeHaro asked if she meant preventable collisions and then gave her the stats results.

ADJOURNMENT

The Chair asked for a motion to adjourn the meeting. Member Hudson made the motion to end the meeting. There was a second by Member Padilla. The meeting was adjourned at 3:16 p.m.

ITEM 6

JUNE 13, 2023

TO: COMMUNITY ADVISORY COMMITTEE (CAC)

FROM: R. P. MARTINDALE-ESSINGTON, ADA COORDINATOR FOR CUSTOMER RELATIONS

RE: REQUEST FOR CAC OFFICER NOMINATING SUBCOMMITTEE MEMBERS

ISSUE:

Article 5 of the current CAC Bylaws (see at the end of this item) requires the selection of a Chairperson and a Vice-Chairperson to serve as officers for the CAC. Article 5 also describes the steps involved in how to do this. The CAC is thus asked to put together a nominations subcommittee to begin this process.

BACKGROUND:

Here is a quick overview and estimated schedule of what will happen according to Article 5:

- June 13, 2023: CAC selects nomination subcommittee members.
- July 11, 2023: the subcommittee contacts potential candidates and screens who are running for office.
- August 8, 2023: the CAC holds an election and selects its officers.
- August 2023-September 2023: Board Chair approves CAC nominees who take their office immediately.

RECOMMENDATION:

The CAC Chair calls for 3-5 CAC member volunteers and if not enough members volunteer, appoint CAC members to such a nominating subcommittee to begin this process. Please recall that under the current bylaws, there are no term limits preventing any CAC member from serving on this subcommittee. However, a member running for an officer position may not serve on this subcommittee for it would be a conflict of interest.

ARTICLE 5 - OFFICERS

Section 1 - The CAC will have a Chairperson and a Vice-Chairperson.

Section 2 - Officers Election 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 July 30.

2.2 - Nominations subcommittee members cannot be nominated for officer positions

2.3 - The nominations subcommittee will contact each CAC member and determine if they wish to nominate themselves or another CAC member.

2.4 - The nominations subcommittee will then contact those CAC members nominated by another member to determine if they wish to run for election.

2.5 - Any CAC members can also submit their nomination from the floor on the day of the election.

2.6 - Each nominee will present either a written or verbal platform speech/presentation at the September CAC meeting, or the next scheduled CAC meeting and officers shall be chosen by private ballot of 51% of the CAC present.

2.7 - New officers will be provided with specific enhanced orientation on Robert's Rules or Order and open meeting requirements prior to being seated.

Section 3 - Terms and Appointment Process

3.1 - Officer Terms are one year and will be limited to no more than two consecutive terms served by any one individual.

3.2 - Committee members will recommend the elected Chairperson and Vice-Chairperson for consideration by the Board of Directors Chairperson. If ratified by the Board Chair, the term is one year from September.

Section 4 - Duties of the Chairperson

4.1 - Preside at the CAC meetings.

4.2 - Develop an Agenda, in collaboration with Access Services staff liaison, based on Access Services staff requests for agenda items to discuss and CAC Member requests for agenda items to discuss.

4.3 - Represent the CAC at meetings of the Access Services Board of Directors as an ex-officio Board Member

4.4 - Reports to the Access Services Board actions taken by the CAC including the establishment of subcommittees, policy and operational recommendations, CAC concerns and potential agenda items for the next CAC meeting.

Section 5 - Duties of the Vice-Chairperson

5.1 - Perform the duties of the Chairperson in the absence of the Chairperson.

Section 6 - Vacancies of Officer Positions

6.1 - A Vacancy of an Officer position shall exist in the following circumstances: (1) The resignation or death of an officer; (2) The removal of an officer by a ROLL CALL VOICE VOTE of a majority of the committee; or (3) The removal of an officer as a representative on the CAC by the Board of Directors as provided in Article 3, Section 2 of these Bylaws.

Section 7 - Filling Vacancies of Officer Positions

7.1 - In the event of a vacancy of the officer position of Chair, the presiding Vice-Chair Officer will automatically assume the role of Chair.

7.2 - There will be an election conducted for the vacant Vice-Chair position by using the process in Article 5 Section 2.