

# access

## AGENDA

TRANSPORTATION PROFESSIONALS ADVISORY COMMITTEE MEETING  
Thursday, September 14, 2023  
9:30 a.m. - 11:30 a.m.

**\*Webinar - Please see note below**

Time	Item	Item Description	Presenter	Disposition	Pages
	1.	Call to Order/Roll Call	Chair	Action	
	2.	Approve July 13, 2023 Minutes	Chair	Action	4-6
	3.	General Public Comment	Chair/Public	Information	
	4.	Executive Director's Report	Andre Colaiace	Information	
	5.	TPAC Officer Elections	Matthew Avancena	Action	8-9
	6.	Operations Report	Vicente Pena	Presentation	
	7.	Emergency Management Update	Alex Chrisman	Presentation	
	8.	New Business Raised Subsequent to the Posting of the Agenda	Members	Possible Action	
	9.	Adjournment	Chair	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 aids and services to facilitate communication. In determining the type of auxiliary aids 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 aids 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 aids or services. You may do so by contacting (213) 270-6000.

Note: Access Transportation Professionals Advisory Committee 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 to the committee both initially and supplementary prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue 3rd Floor, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the committee by staff or committee members at the meeting will simultaneously be made available to the public. Three opportunities are available for the public to address the committee during a committee meeting: (1) before a specific agenda item is debated and voted upon regarding that item and (2) general public comment. The exercise of the right to address the committee 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 Access staff. 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 committee 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 committee 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 committee may direct staff to investigate and/or schedule certain matters for consideration at a future committee meeting and the staff will respond to all public comment in writing prior to the next meeting.

#### **\*NOTE**

#### NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES

Pursuant to temporary revised Brown Act requirements, TPAC committee members will be participating via webinar. The public may submit written comments on any item on the agenda - 1) through email by addressing it to - [tpac@accessla.org](mailto:tpac@accessla.org) or 2) via US Postal mail by addressing it to - Access Services TPAC Comments, PO Box 5728, El Monte CA 91734. Please include your name, item number and comments in the correspondence. Comments must be submitted/received no later than 8:00 am on Thursday, September 14, 2023 so they can be read into the record as appropriate.

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 Board 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](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/89088709274>
2. Enter an email address and your name. Your name will be visible online while you are speaking.
3. When the TPAC 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 an 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, the 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 on 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](https://accessla.org/news_and_events/agendas.html)
2. You can also call in using the following information -
3. Dial (for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free)  
Webinar ID: 890 8870 9274
4. When the TPAC 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.
5. If you cannot use the "raise hand" feature, the please submit a written comment as outlined above.
6. 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.

ITEM 2  
TRANSPORTATION PROFESSIONALS ADVISORY COMMITTEE  
MEETING MINUTES FOR THURSDAY JULY 11, 2023

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CALL TO ORDER

TPAC Vice Chair Fayma Ishaq called the meeting to order at 9:30 am.

INTRODUCTIONS

**TPAC members and alternates in attendance:** Fayman Ishaq (METRO), Trini Ramirez (City of Pasadena, DOT), Rhoda Tong (East Los Angeles Regional Center), Silva Baghdanian (City of Glendale), Janna Smith (LADOT), James Lee (Torrance Transit), Gracie Davis (Orange County Transportation Authority), Esteban Rodriguez (Antelope Valley Transit Authority).

**TPAC Members absent:** Diane Amaya (City of Redondo Beach, Beach Cities Transit), Frazier Watts (Gardena Bus), Adrianna Kendricks (Montebello Bus Lines), Eric Hoch (City of Santa Monica, Big Blue Bus), Chaka Garbutt (Long Beach Transit), LaShawn Gillespie (Foothill Transit), Nicola Carranza (Pomona Valley Transportation Authority).

**Access staff in attendance:** Matthew Avancena, Eric Haack, Faustino Salvador, Jessica Volanos, Andre Colaiace

APPROVE MAY 11, 2023 MEETING MINUTES

Motion: Fayma Ishaq entertained a motion to approve the May 11, 2023 minutes.  
First: Gracie Davis  
Second: Trini Ramirez  
Abstain: James Lee, Fayma Ishaq  
Vote: Via roll call, minutes were approved.

GENERAL PUBLIC COMMENT

None

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Andre Colaiace, announced that they were just informed that Congressman Mike Garcia, who represents the Santa Clarita Valley, has included their community project funding request in the fiscal year 2024 transportation, housing and urban development spending bill, so the measure includes \$3 million for the Antelope Valley Para Transit Operations and Maintenance Facility, and it would be funded

through the U.S. Department of Transportation's transit infrastructure grant account. It's a positive step and there are a lot of difficulties in getting earmarks approved these days because of the differences between the House and the Senate, et cetera, but this is still a positive step. It will now be considered by the full Appropriations Committee, then the House itself. They have not heard where they are on the Senate side, although Senator Alex Padilla did recommend the same project for \$7 million on the Senate side. The 2024 budget was passed by both the Metro Board on June 22nd and the Access Board of Directors on June 26<sup>th</sup>. TPAC has been briefed several times, about the budget with a total operating capital funding for FY '24 is \$272 million, and for the first time includes funding for our operations and maintenance facility in Lancaster, California for architectural and engineering services, which the Board just approved at its last meeting. Board Member, Giovanni Gogreve, Access staff and he recently met with the Metro staff responsible for the 2028 Olympic and Paralympic mobility concept plan. Funding for an Access service facility and electric vehicle fleet and charging infrastructure element was one of 15 top priorities for the region, as it seeks additional infrastructure funding from state and federal partners. They are working on developing a facility project to support the Olympic and Paralympic games and will be working with our partners at Metro on this concept to hopefully receive additional funding for our facility needs. They were invited by Nuria Fernandez, Administrator of the Federal Transit Administration to an in-person meeting in Washington D.C. hosted by FTA to discuss issues related to automation, transit, bus, automation technology. Randy Johnson and Bill Tsuei represented Access at the event. Participants shared their automation visions, including the use of novel design automated vehicles, and concerns for discussion. They discussed key federal regulatory and policy challenges related to deploying automated vehicles and explored scenarios for operating AVs on public roadways for transit service.

### SSA VIDEO

Customer Service representative Jennifer Chaconne from CTI received the Superior Service Award.

### ACCESS TO WORK PROGRAM UPDATE

Eric Haack presented the Access to Work program update. He stated that it started from an FTA grant, the Job Access Reverse Commute or JARC grant, and it was designed to modify traditional Access trips, specifically for work-based trips. It is for those going to jobs or job training, and the trips were designed so that customers would get to their places of employment by their work start time. The first grant was awarded in 2010, and the program started in 2012. They also received other grants in

2012 and in 2017, thanks to the FTA, as well as Metro. In total, the capital permitted Access to secure 50 vans as well as replace between 65 to 75 vehicles. The grant funds for this program were exhausted as of December 2022 after 11 years of having this assistance both from the FTA and Metro for this program, and Access despite no federal funds right now, is intending to continue this program as it has been such a success. This program was intended to target persons who had low-income earnings and that will no longer be the case since they don't have the federal grant anymore. They have the freedom to remove that income requirement and help any customers who are seeking to use this program to get to work on time.

### PUBLIC COMMENT

Mel Bailey made a public comment by stating that in the past when he applied to the program, he was rejected because of his income but now he will reapply since the program requirements have changed as far as income.

### OPERATIONS REPORT

Project Administrator, Jessica Volanos, presented the performance statistics for May 8. She also stated the Northern region hired a new operations manager, Cassandra Calderon. On June 27th, Access staff participated in an emergency operation center tabletop exercise where they spent two hours practicing in preparing for an emergency that could affect the operation. The emergency scenario simulated a 6.4 earthquake, which caused hypothetical operational delays and internet issues. This exercise was successful with many Access staff members collaborating and engaging together. She shared that Access staff distributed gift cards in incentives in late April to call takers and dispatchers out of the contractors. There were over 225 CSRs and dispatchers who won gift cards for their hard work. In addition, driver incentives were distributed in late June for quarter three.

### OFFICER NOMINATION SUBCOMMITTEE

Matthew Avancena asked for two volunteers to help with the officer nominating committee. The TPAC bylaws require that a nomination subcommittee or committee be formed to help select potential officers or those who wish to run for officers for the next year. The bylaws require that at least two people, or at least two volunteers help select or vet people who want to be officers. The elections will be in September. Gracie Davis and Silva Baghdanian volunteered to help.

## NEW BUSINESS RAISED SUBSEQUENT TO THE POSTING OF THE AGENDA

No new business.

## ADJOURNMENT

Motion: Vice Chair Fayma Ishaq requested a motion to adjourn the meeting.

First: Gracie Davis

Second: Esteban Rodriguez

Vote: Meeting adjourned at 10:38am

SEPTEMBER 14, 2023

ITEM 2

TO: TPAC

FROM: MATTHEW AVANCENA, DIRECTOR, PLANNING AND  
COORDINATION

RE: TPAC OFFICER ELECTIONS FY 2023-2024

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**ISSUE:**

In accordance with Transportation Professionals Advisory Committee Bylaws, it is necessary to elect new officers for TPAC for Fiscal Year 2023-2024.

**RECOMMENDATION:**

Elect Fayma Ishaq from L.A. Metro as chairperson and Diane Amaya from Beach Cities Transit (City of Redondo Beach) as vice-chairperson.

**BACKGROUND:**

The TPAC bylaws require that officer elections take place for the Chairperson and Vice-Chairperson to fill 12-month terms effective September 2023 through October 2024.

Staff notified TPAC members of the need to hold elections at the July 2023 meeting and requested volunteers to serve on the nominating subcommittee. Silva Baghdanian (Glendale Beeline) and Gracie Davis (Orange County Transportation Authority) volunteered to serve on the nominating committee.

Attached are the relevant portions of the TPAC Bylaws that address officer elections:

**Article 5 - Officers**

Committee members will recommend a Chairperson and Vice-Chairperson for consideration by the Board Chair. If ratified by the Board Chair, the term is one year from September through October.

Officers will be elected every year at the August meeting by a **ROLL CALL VOICE VOTE** of the majority of the members present. Officer seats will be limited to two consecutive terms served by any one individual, subject to Board chair ratification.



### Duties of the Chairperson

The Chairperson will preside at the meetings and will represent the Committee at meetings of the Access Services Board of Directors and Board committees, when appropriate.

### Duties of the Vice Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

### Vacancies of Officer Positions

A vacancy of an officer position shall exist in the following circumstances:

- (a) the resignation or death of an officer;
- (b) the removal of an officer by a **ROLL CALL VOICE VOTE** of the majority of the Committee;
- (c) the removal of an officer as a member of the Committee by the Board of Directors as provided in Article 3 of these bylaws.

### Filling Vacancies of Officer Positions

Except as otherwise provided in these Bylaws, vacancies of an Officer position shall be filled by approval of the affirmative **ROLL CALL VOICE VOTE** of the members present at a regularly scheduled or special meeting held pursuant to Article 7 of these bylaws. Access staff will provide nominations to the Board of Directors. One (1) or more individuals may be nominated for any Committee vacancy.

In the event of a vacancy of the officer position of Chair, the presiding Vice-Chair officer will automatically assume the role of Chair for the remaining term. There will then be an election conducted for the Vice-Chair position by approval of the affirmative **ROLL CALL VOICE VOTE** of members present at a regularly scheduled or special meeting held pursuant to Article 7 of these bylaws.