

STAFF REPORT



MEETING DATE:	12/20/12
SUBJECT:	Amend Social Services Transportation Advisory Council (SSTAC) Bylaws and Appoint Membership
AGENDA ITEM:	5-6
STAFF CONTACT:	Jan Bulinski

STAFF RECOMMENDATION:

It is recommended that the board:

1. Appoint Kao Saechao, Steve C. Smith, and Sue Crowe to the SSTAC for three-year terms;
2. Extend the terms of five current 2012 members for three additional years; and
3. Approve the revised SSTAC bylaws.

DISCUSSION:

The SSTAC serves as an advisory committee to the SRTA board regarding transit issues and the annual unmet transit needs process. The advisory committee is required by state law and intended to represent the transit needs of transit dependent and transit disadvantaged persons, including elderly, handicapped and persons of limited means. Pursuant to the SSTAC bylaws, a minimum of nine members must serve on the committee, each representing a specific segment of the population. Membership is by board appointment. The following individuals have applied for membership:

- Kao Saechao, social service provider for the disabled (Far Northern Regional Center)
- Steve C. Smith, a transit user 60 or over (Help, Inc.)
- Sue Crowe, an additional member (Shasta County Department of Public Works)

Current members may continue to have their terms extended in up to three-year increments as provided in the SSTAC bylaws. Those terms expiring in 2012, five at this time, would be extended to December 2015. A full membership roster is attached.

In addition, changes are proposed to the SSTAC bylaws to reflect the agency's new name and other minor edits as attached.

ALTERNATIVES:

The board may choose not to appoint all or some of the applicants. A full nine-member committee with specified representation areas is required per Public Utilities Code (PUC) 99238 and in Section B of the SSTAC bylaws.

OTHER AGENCY INVOLVEMENT:

The SSTAC and the Technical Advisory Committee (TAC) concur with the staff recommendation.

FINANCING:

No financial impacts are associated with appointing members to the SSTAC. Positions are voluntary and unpaid.

A handwritten signature of Daniel S. Little is shown above a horizontal line.
Daniel S. Little, AICP, Executive Director

Attachments: SSTAC Bylaws
SSTAC Membership Roster



SHASTA COUNTY SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL BYLAWS

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act. The SSTAC serves as an advisory body to the Shasta County Regional Transportation Planning Agency (SCRTPASRTA) regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.

The SSTAC shall be governed by the following bylaws.

A. RESPONSIBILITIES

1. Advise SCRTPASRTA on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.
2. Annually participate in the identification of transit needs in Shasta County, including unmet transit needs that may exist and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.
3. Annually review and recommend action by SCRTPASRTA which finds, by resolution, that (a) there are no unmet transit needs, (b) there are no unmet transit needs that are reasonable to meet, (c) there are unmet transit needs, including needs that are reasonable to meet, or (d) there are unmet transit needs that are not reasonable to meet.
4. Advise the SCRTPASRTA on any other major transportation issues, including the coordination and consolidation of specialized transit services.

B. MEMBERSHIP

1. SCRTPASRTA shall appoint nine SSTAC members in the following categories as established in Public Utilities Code Section 99238:
 - (a) One representative of potential transit users who is 60 years of age or older.
 - (b) One representative of potential transit users who is handicapped.
 - (c) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider.
 - (d) Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider.

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(e) One representative of a local social service provider for persons of limited means.

(f) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, including one representative from an operator.

(g) SCRTPASRTA may appoint additional members in accordance with the procedure prescribed in paragraph 2:

2. SCRTPA-SRTA shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, SCRTPASRTA shall strive to attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by the SCRTPASRTA.

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C. TERM OF OFFICE

The term of appointment shall be for three years. Members may be reappointed for additional terms.

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D. DESIGNATION OF ALTERNATE

A member representing a provider or agency may designate an alternate representing the same provider or agency who may attend meetings in lieu of the member and shall have the right to vote.

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E. VACANCIES

1. A vacancy shall be created when a member: resigns; completes their term of appointment and does not wish to be reappointed; misses three consecutive regular meetings without good cause, so entered in the minutes; or when a member can no longer carry out their responsibilities as a council member.
2. If a member representing a provider or agency resigns during his/her term, the member's designated alternate shall assume the term of the member.
3. Except as otherwise provided in paragraph 2, SCRTPASRTA shall advertise to recruit a new member when a vacancy exists. Reappointment of an existing member shall not require advertising.
4. When a candidate submits an application to fill a vacancy, the SSTAC shall review the application and make a recommendation to the SCRTPASRTA Board.

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F. ELECTION OF OFFICERS

During the first meeting of the calendar year, the council shall elect a Chair and Vice Chair to serve for one year. Upon resignation of an officer, a special election shall be held.

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G. DUTIES OF OFFICERS

1. **Chair:** The Chair shall preside at all meetings of the SSTAC, and may appoint committees, sign correspondence, approve agendas, conduct elections, and delegate his/her responsibility to sign correspondence. The Chair or his/her designee shall report to the SCRTPASRTA Board on recommendations of the SSTAC.
2. **Vice Chair:** In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.
3. **Secretary:** The Secretary shall be the SCRTPASRTA staff. The Secretary shall keep minutes of all SSTAC meetings, read correspondence at the meetings, prepare SSTAC letters, prepare and distribute special notices, agenda announcements, minutes, staff reports, and other materials, as directed by the Chair.

H. ORGANIZATION AND PROCEDURES

1. **Meetings.** The SSTAC shall meet at least quarterly at a time and date agreed upon by a majority of the members in order to carry out the responsibilities described above. The meetings shall be open to the public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings shall be held in an accessible location in order to facilitate the attendance of physically handicapped or disabled members of the SSTAC and the community in general. In the event both the Chair and Vice Chair are absent, the majority of a quorum may appoint a presiding officer for that meeting.
2. **Quorum.** A majority of the appointed members shall constitute a quorum for the transaction of business.
3. **Voting.** Voting on all matters shall be by a voice vote, unless any member requests a roll call vote.
4. **Limitation of Discussion.** Discussion on any matter by council members or the general public may be limited to such length of time as the Chair may deem reasonable under the circumstances.
5. **Conduct of Meetings.** Meetings are to be conducted in accordance with the principles of Robert's Rules of Order.
6. **Minutes.** Official minutes recording the members and visitors present, motions entertained, and actions taken at each meeting shall be prepared by SCRTPASRTA staff, posted on the SCRTPASRTA website, and made available to the SCRTPASRTA Board after each SSTAC meeting. ~~The minutes shall reflect minority views in addition to the majority viewpoint.~~
7. **Bylaws.** These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by SCRTPASRTA.
8. **Communications.** Official communications shall be in writing and shall be approved by the majority of members in attendance. The Chair or his/her designee shall make presentations

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to the SCRTPASRTA Board for unmet transit needs findings.

9. Staff Assistance. SCRTPASRTA staff shall assist the SSTAC by providing information, preparing meeting agendas as directed, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC. SCRTPASRTA staff shall solicit technical assistance from the Redding Area Bus Authority regarding public transit issues.

Approved by SSTAC on September 9, 2003; amended October 22, 2008

Approved by SCRTPASCRTPA on October 21, 2003; amended December 9, 2008

Update approved by SSTAC November 14, 2012.

Shasta County Regional Transportation Planning Agency
Social Services Transportation Advisory Council
Proposed 2013 Calendar Year Membership

	Name	Term Expires	Agency	Address	City/Zip	Email	Representing
1	Kay Hudelson	12/2013	Golden Umbrella	200 Mercy Oaks Drive	Redding, CA 96003	kay.hudelson@dignityhealth.org	Social service provider for seniors
2	Debbie McClung	12/2015	Shasta Senior Nutrition Programs Inc.	100 Mercy Oaks Drive	Redding, CA 96003	Debbie.mcclung@DignityHealth.org	Consolidated Transportation Services Agency
3	Chuck Aukland	12/2015	Redding Area Bus Authority	777 Cypress Ave	Redding, CA 96001	caukland@ci.redding.ca.us	Social service provider for seniors
4	Lisa White	12/2013	Shasta Senior Nutrition Programs Inc.	100 Mercy Oaks Drive	Redding, CA 96003	Lisa.White@DignityHealth.org	Consolidated Transportation Services Agency
5	Kao Saechao	12/2015	Far Northern Regional Center	PO Box 492418	Redding, CA 96049-2418	ksaechao@farnorthernrc.org	Social Service Provider-Disabled
6	Sharon Howard	12/2015	HHS - Dept. of Social Services CalWORKS	1400 California St	Redding, CA 96001	showard@co.shasta.ca.us	social service provider limited means
7	Del Lockwood	12/2013	Opportunity Center	126S Redwood Blvd.	Redding, CA 96003	dlockwood@co.shasta.ca.us	Social service provider for disabled
8	Mike Harding	12/2015	We Care a Lot	1900 Churn Creek Rd	Redding, CA 96002	mharding@wecarealot.org	Handicapped
9	Steve C. Smith	12/2015	Help Inc.	PO Box 992498	Redding, CA 96099-2498	help@helpshasta.org	Transit user over 60 years
10	Hallie Fonseca	12/2014	Veolia Transportation	3333 Market St	Redding, CA 96001	hjfonseca@atc-nec.com	Additional member
11	Sue Crowe	12/2015	Shasta County Staff	1855 Placer St	Redding, CA 96001	slcrowe@co.shasta.ca.us	Additional member
12	Cindy Dodds	12/2015	Tri-Counties Community Network	37477 Main St	Burney, CA 96013	tccn@windjammercable.net	Additional member
Non-Members and Staff							
1	Zach Bonnin		RABA Staff	777 Cypress Ave	Redding	zbonnin@ci.redding.ca.us	RABA
2	Michelle Millette		Caltrans	Riverside Dr	Redding	michelle_millette@dot.ca.gov	Caltrans Staff
3	John Maxwell		Caltrans	Riverside Dr	Redding	jmaxwell@dot.ca.gov	Caltrans Staff
4	Janie Coffman		SRTA Staff	1255 East St. Ste. 202	Redding	jcoffman@srtc.ca.gov	SRTA Staff
5	Jan Bulinski		SRTA Staff	1255 East St. Ste. 202	Redding	jbulinski@srtc.ca.gov	SRTA Staff