

Tehama County Social Services Transportation Advisory Council (SSTAC)

Chair: Candy Carlson Vice Chair: Lupe Green

Skyler Rowan, Lisa Matheson, Burt Bundy, Sharon Young
Harry Thornbrue, Desiree Oglesby

Vacant: Representative of a social service transportation provider for seniors

Vacant: Representative of local social service providers for the disabled

Vacant: Representative of a social service transportation provider.

***Vacant positions do not impact meeting quorum**

Thursday, December 5, 2019 3:00 PM

Agenda

Tehama County Administration Building, Tuscan Room
727 Oak Street, Red Bluff, CA 96080
<http://www.co.tehama.ca.us>

This meeting conforms to the Brown Act Open Meeting Requirements, in that actions and deliberations of the Tehama County Social Services Transportation Advisory Council created to conduct the people's business are taken openly; and that the people remain fully informed about the conduct of its business. Any written materials related to an open session item on this agenda that are submitted to the Deputy County Clerk less than 72 hours prior to this meeting, and that are not exempt from disclosure under the Public Records Act, will promptly be made available for public inspection at Tehama County Public Works, 9380 San Benito Ave., Gerber, CA. 96035.

1. Call to Order / Introductions

2. Public Comment

This time is set aside for citizens to address this Council on any item of interest to the public that is within the subject matter jurisdiction of the Tehama County Social Services Transportation Advisory Council provided the matter is not on the agenda or pending before this Council. The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of the speaker's identity is purely voluntary during the public comment period.

3. Announcements

- a. Staff would like to announce the expansion of Saturday service to five (5) transit routes beginning Saturday, December 7, 2019. Saturday routes will now begin at 8:20 AM and conclude at 4:00 PM. There will be two (2) routes in Red Bluff, two (2) regional routes and a Corning route with service to Rolling Hills Casino. The Saturday route expansion was determined to be an unmet need during the 2019 unmet needs process.

- b. Staff attended the 2019 Fall CalACT conference. The conference had an emphasis on FTA Procurement, grant writing/reporting, emergency preparedness, and coordination efforts.
- c. Staff has initiated the Annual Unmet Transit Needs process as of December 1, 2019.

4. SSTAC By-laws

Discussion regarding amendment of the By-laws.

5. Designated Member Applications

- a. Request acceptance of one application received to fill the vacancy on the Council.
- b. Authorize staff to take the recommendation of applicant to the Transit Agency Board Directors for approval.
- c. Discussion regarding remaining vacancies.

6. Items for Future Agendas

7. Closing Comments

8. Adjourn

The County of Tehama does not discriminate on the basis of disability in admission to, access to, or operation of its buildings, facilities, programs, services, or activities. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the County's ADA Coordinator: Tom Provine, County of Tehama, 727 Oak St., Red Bluff, CA 96080, Phone: (530) 527-4655. Individuals with disabilities who need auxiliary aids and/or services or other accommodations for effective communication in the County's programs and services are invited to make their needs and preferences known to the affected department or the ADA Coordinator. For aids or services needed for effective communication during Tehama County Social Services Transportation Advisory Council meetings, please contact the ADA Coordinator prior to the day of the meeting. This notice is available in accessible alternate formats from the affected department or the ADA Coordinator.

1. Regular Item (ID # 15954)

December Announcements

- a. Staff would like to announce the expansion of Saturday service to five (5) transit routes beginning Saturday, December 7, 2019. Saturday routes will now begin at 8:20 AM and conclude at 4:00 PM. There will be two (2) routes in Red Bluff, two (2) regional routes and a Corning route with service to Rolling Hills Casino. The Saturday route expansion was determined to be an unmet need during this year's unmet needs process
- b. Staff attended the 2019 Fall CalACT conference. The conference had an emphasis on FTA Procurement, grant writing/reporting, emergency preparedness, and coordination efforts.
- c. Staff has initiated the Annual Unmet Transit Needs process as of December 1, 2019.

1. Regular Item (ID # 15960)

SSTAC By-laws

Discussion regarding amendment of the By-laws.

Attachments:

By-law Background (PDF)

Amended Bylaws-Approved January 2019 (PDF)

Bylaws SSTAC 2019-Draft (DOCX)

By-law Background Information

Staff would like to request the following amendments to the By-laws:

Section C, Term of Office: has been further amended to read “shall be held until a member resigns, misses three consecutive regular meetings without good cause or notification, or when a member can no longer carry out their responsibilities as a Councilmember.”

Section E, Vacancies, Item 1: has been further amended to remove language for term appointments and addition of language “or notification.”

Section G, Duties of Officers, Item 3: has been further amended to remove the language “Recording Secretary” and replace with “Deputy County Clerk”, to be consistent with TCTAB bylaws.

Section H, Organization and Procedures, Item 4: has been further amended pursuant to direction from County Counsel, language referencing Robert's Rules of Order has been removed. Additionally, language has been added referencing the Brown Act to be consistent with TCTAB bylaws.

Section H, Organization and Procedures, Item 5: has been further amended to remove the language “Recording Secretary” and replace with “Deputy County Clerk”, to be consistent with TCTAB bylaws.

**BYLAWS OF THE
REGIONAL TRANSPORTATION PLANNING AGENCY
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

The Social Services Transportation Advisory Council (SSTAC) was established under the Transportation Development Act (TDA). The SSTAC serves as an advisory body to the Tehama County Transit Agency Board 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 TCTAB 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 Tehama County, including unmet transit needs that may exist and 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 the transportation planning agency for the area within the jurisdiction of the council which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
4. Advise TCTAB on any major transit issues, including the coordination and consolidation of specialized transportation services.

B. MEMBERS:

1. TCTAB shall appoint nine (9) SSTAC members in the following categories as established in Public Utilities Code Section 99238:
 - (a) One (1) representative of potential transit users who is 60 years of age or older.
 - (b) One (1) representative of potential transit users who is handicapped.
 - (c) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 - (d) Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provider.
 - (e) One (1) representative of a local social service provider for persons of limited means.

(f) Two (2) 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) TCTAB may appoint additional members from a broad representation of social service and transit providers representing the elderly, the handicapped and persons of limited means. In appointing council members, TCTAB will attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by TCTAB.

2. **Alternates:**

The appointing authority for any Member may appoint an Alternate Representative, who shall serve at the pleasure of the appointing authority. The Alternate Representative shall be a person having a professional affiliation with the Member and must have developed and demonstrated prior interest and knowledge of the Council by attending prior Council meetings during the Member's term. The Alternate Representative shall serve and vote in place of the Member only if the Member is absent. Any meeting attended by the Alternate Representative shall not constitute an absence of the Member. In the event of the vacancy, the alternate of the member shall act on their behalf until a successor for the member is selected and has been qualified.

C. TERM OF OFFICE:

The term of office for the initial appointments to Council shall be one-third of them be for a one-year term, one-third shall be for a two-year term and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term.

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.

E. VACANCIES:

1. A vacancy shall be created when a member: resigns; completed 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 their term, the member's designated alternate shall assume the term of the member.
3. Except as stated in the above paragraph, TCTAB shall recruit a new member when a vacancy exists, and a designated alternate is unable or unwilling to assume the position.
4. When a candidate applies to fill a vacancy, the SSTAC will review the application and make a recommendation to the TCTAB.

F. ELECTION OF OFFICERS:

During the first meeting of the calendar year, a Chair and Vice Chair will be elected by the Council and serve for one calendar year. If an officer resigns, a new officer shall be appointed at the next SSTAC meeting.

G. DUTIES OF OFFICERS:

1. Chair: The Chair will call to order, make announcements and preside at all meetings of the SSTAC.
2. Vice Chair: In the absence of the Chair, the Vice Chair will perform the duties of the Chair. Upon the absence of both the Chair and Vice Chair, the majority of a quorum may appoint a presiding officer for the meeting.
3. Recording Secretary: The Recording Secretary will keep minutes of all SSTAC meetings and assist with the preparation and distribution of the agendas.

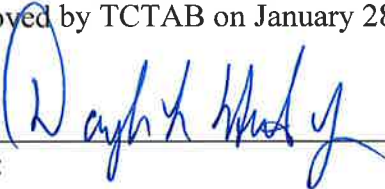
H. ORGANIZATION AND PROCEDURES:

1. Meetings: The SSTAC will meet bimonthly, on the first Thursday of the month at 3:00 p.m. in the Tuscan Room of the County Administration building located at 727 Oak Street, Red Bluff. The meetings will be open to the public in compliance with the Brown Act, Government Code Section 54950 et seq. This facility is fully ADA compliant to facilitate the attendance of physically handicapped and disabled members of the SSTAC and the community in general.
2. Quorum: A majority of the five (5) voting members will constitute a quorum in order to conduct the business of the SSTAC.
3. Voting: Voting on all matters of the SSTAC shall be by a voice vote.
4. Conduct of Meetings: Meetings are to be conducted in accordance with the principles of Robert's Rules of Order.
5. Minutes: Official minutes recording the members and guests present, motions entertained, and actions taken at each meeting will be prepared by the Recording Secretary and made available after each SSTAC meeting.

6. Bylaws: These bylaws may be amended by majority vote of the SSTAC members and subsequent approval of TCTAB.

7. Staff Assistance: TCTAB staff will assist the SSTAC by providing information, preparing meeting agendas and minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC.

Approved by SSTAC on October 4, in Red Bluff, California.
Approved by TCTAB on October 22, 2018 in Red Bluff, California.
Approved by TCTAB on January 28, 2019 in Red Bluff, California

Chair: 

Date: 1-28-19

Attachment: Amended Bylaws-Approved January 2019 (15960 : SSTAC By-laws)

**BYLAWS OF THE
REGIONAL TRANSPORTATION PLANNING AGENCY
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

The Social Services Transportation Advisory Council (SSTAC) was established under the Transportation Development Act (TDA). The SSTAC serves as an advisory body to the Tehama County Transit Agency Board 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 TCTAB 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 Tehama County, including unmet transit needs that may exist and 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 the transportation planning agency for the area within the jurisdiction of the council which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
4. Advise TCTAB on any major transit issues, including the coordination and consolidation of specialized transportation services.

B. MEMBERS:

1. TCTAB shall appoint nine (9) SSTAC members in the following categories as established in Public Utilities Code Section 99238:
 - (a) One (1) representative of potential transit users who is 60 years of age or older.
 - (b) One (1) representative of potential transit users who is handicapped.
 - (c) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 - (d) Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provider.
 - (e) One (1) representative of a local social service provider for persons of limited means.

- (f) Two (2) 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) TCTAB may appoint additional members from a broad representation of social service and transit providers representing the elderly, the handicapped and persons of limited means. In appointing council members, TCTAB will attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by TCTAB.

2. **Alternates:**

The appointing authority for any Member may appoint an Alternate Representative, who shall serve at the pleasure of the appointing authority. The Alternate Representative shall be a person having a professional affiliation with the Member and must have developed and demonstrated prior interest and knowledge of the Council by attending prior Council meetings during the Member's term. The Alternate Representative shall serve and vote in place of the Member only if the Member is absent. Any meeting attended by the Alternate Representative shall not constitute an absence of the Member. In the event of the vacancy, the alternate of the member shall act on their behalf until a successor for the member is selected and has been qualified.

C. TERM OF OFFICE:

The term of office ~~shall be held until a member resigns, misses three consecutive regular meetings without good cause or notification, or when a member can no longer carry out their responsibilities as a Councilmember. for the initial appointments to Council shall be one-third of them be for a one-year term, one-third shall be for a two-year term and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term.~~

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.

E. VACANCIES:

- 1. A vacancy shall be created when a member: resigns; ~~completed their term of appointment and does not wish to be reappointed~~; misses three consecutive regular

meetings without good cause or notification, 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 their term, the member's designated alternate shall assume the term of the member.
3. Except as stated in the above paragraph, TCTAB shall recruit a new member when a vacancy exists, and a designated alternate is unable or unwilling to assume the position.
4. When a candidate applies to fill a vacancy, the SSTAC will review the application and make a recommendation to the TCTAB.

F. ELECTION OF OFFICERS:

During the first meeting of the calendar year, a Chair and Vice Chair will be elected by the Council and serve for one calendar year. If an officer resigns, a new officer shall be appointed at the next SSTAC meeting.

G. DUTIES OF OFFICERS:

1. Chair: The Chair will call to order, make announcements and preside at all meetings of the SSTAC.
2. Vice Chair: In the absence of the Chair, the Vice Chair will perform the duties of the Chair. Upon the absence of both the Chair and Vice Chair, the majority of a quorum may appoint a presiding officer for the meeting.
3. ~~Recording Secretary~~ Deputy County Clerk: The Deputy County Clerk ~~Recording Secretary~~ will keep minutes of all SSTAC meetings and assist with the preparation and distribution of the agendas.

H. ORGANIZATION AND PROCEDURES:

1. Meetings: The SSTAC will meet bimonthly, on the first Thursday of the month at 3:00 p.m. in the Tuscan Room of the County Administration building located at 727 Oak Street, Red Bluff. The meetings will be open to the public in compliance with the Brown Act, Government Code Section 54950 et seq. This facility is fully ADA compliant to facilitate the attendance of physically handicapped and disabled members of the SSTAC and the community in general.
2. Quorum: A majority of the five (5) voting members will constitute a quorum in order to conduct the business of the SSTAC.
3. Voting: Voting on all matters of the SSTAC shall be by a voice vote.
4. Conduct of Meetings: Meetings are to be consistent with the Brown Act. conducted in accordance with the principles of Robert's Rules of Order.

5. Minutes: Official minutes recording the members and guests present, motions entertained, and actions taken at each meeting will be prepared by the Deputy County Clerk Recording Secretary and made available after each SSTAC meeting.
6. Bylaws: These bylaws may be amended by majority vote of the SSTAC members and subsequent approval of TCTAB.
7. Staff Assistance: TCTAB staff will assist the SSTAC by providing information, preparing meeting agendas and minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC.

Approved by SSTAC on October 4, in Red Bluff, California.
Approved by TCTAB on October 22, 2018 in Red Bluff, California.
Approved by TCTAB on January 28, 2019 in Red Bluff, California
Approved by SSTAC on December 5, 2019 in Red Bluff, California

Chair:

Date:

DRAFT

Attachment: Bylaws SSTAC 2019-Draft (15960 : SSTAC By-laws)

1. Regular Item (ID # 15959)

Designated Member Application

- a. Request acceptance of one application received to fill the vacancy on the Council.
- b. Authorize staff to take the recommendation of applicant to the Transit Agency Board Directors for approval.
- c. Discussion regarding remaining vacancies.

Financial Impact:

N/A

Attachments:

Designated Member Application Background (PDF)

Zweerus Application (PDF)

Designated Member Application Background Information

The Social Services Transportation Advisory Council (SSTAC) is the advisory Council to the Tehama County Transit Agency Board (TCTAB). The Council will have advisory responsibilities with recommendations presented to the Agency Board Directors regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.

The nine (9) designated members are set as a requirement of Public Utilities Code (PUC) Section 99238 of the Transportation Development Act (TDA). The designated member applications shall be appointed by the Transit Agency Board of Directors upon recommendation of the Council, per the adopted By-laws.

The application period opened October 2018 with a close date of November 2018. However, due to the cancellation of the December 2018 meeting and the low number of applicants, staff requested at the February 2019 meeting that the application deadline be extended until May 2019.

To date, staff has filled five (5) positions of the nine (9) vacant positions. There are currently three (3) vacant positions remaining.



TEHAMA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY
Application for Appointment as member of
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL
(SSTAC)

DATE: 9/4/19

NAME: Cara Zweerus

HOME ADDRESS: _____

	Street	City	Zip Code
WORK ADDRESS:	<u>310 S. Main</u>	<u>Red Bluff</u>	<u>96080</u>
	Street	City	Zip Code

PHONE: Home: _____ Cell: 530-200-2868 Work: 530-528-4030

EMAIL: CZweerus@tcdss.org

Senate Bill No. 498, approved by the Governor of California on September 16, 1987, required the establishment of a social services transportation advisory council to serve as an advisory body regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means. Tehama County Regional Transportation Planning Agency established the Social Services Transportation Advisory Council (SSTAC) in accordance with Public Utilities Code (PUC) Section 99238 of the Transportation Development Act (TDA). As required by TDA, the SSTAC shall consists of the following members:

Please request to represent (check one):

- One (1) representatives for local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
- Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provided, if one exists.

Describe why you wish to serve as a member on the Social Services Transportation Advisory Council.
(Use additional space if needed)

See attached.

Attachment: Zweerus Application (15959 : Designated Member Application)

Provide any additional information you believe will be helpful during the applicant review process.
(Use additional space if needed)

See attached

Signature: _____

A handwritten signature in blue ink, consisting of stylized initials, is written over a horizontal line.



September 4, 2019

To Whom It May Concern,

I wish to serve as a member on the Social Services Transportation Advisory Council (SSTAC). I currently work for Tehama County Community Action Agency (TCCAA) as the Community Services Supervisor. In my current role, I supervise eight different programs, many of which serve Tehama County seniors and disabled adults who are transit dependent and/or transit disadvantaged persons. Three of these programs are the Senior Nutrition Program, which delivers meals to homebound seniors, the Home Safe Program, which works to prevent homelessness or end homelessness for Adult Protective Service clients, and the Social Security Advocacy Program, which helps residents apply for Social Security benefits. We also currently provide bus passes for residents who are able to utilize our county transportation services.

In spring of 2019, our agency completed a Community Needs Assessment for Tehama County. With this assessment we discovered transportation is a barrier to many of our clients, which has an impact on their ability to get to work, pursue higher education, and obtain services to meet their basic needs (grocery shopping, doctor appointments, etc.). In our 2020-2021 Community Action Plan, we stated we would be a part of committees or boards whose focus is on transportation. We noted in our plan we believe transportation will continue to be an ongoing concern in our county due to our large geographical area. Being a member of SSTAC will provide me the opportunity to receive information and provide input to be a part of the solution to make public transportation more accessible to the residents of our county.

In addition to the information included above, I think it is important to note I currently attend monthly Elder Services Coordinating Council meetings, where elder barriers, needs, and services are discussed. Additionally, prior to my current position, I was a Tehama County Adult Protective Services Social Worker.

Please accept this letter as my expression of interest in this position.

Sincerely,

Cara Zweerus, MA
Community Services Supervisor
Tehama County Community Action Agency

Attachment: Zweerus Application (15959 : Designated Member Application)