

Tehama County Social Services Transportation Advisory Council (SSTAC)

Chair: Candy Carlson Vice Chair: Lupe Green

Lisa Matheson, Burt Bundy, Sharon Young Harry Thornbrue,
Desiree Oglesby, Cara Zweerus

Vacant: Representative of a social service transportation provider for seniors
Vacant: Representative of local social service providers for the disabled
Vacant: Representative from the local Consolidated Transportation Service Agency

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

Thursday, January 2, 2020 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 Commission 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 welcome and announce the approval of Cara Zweerus' application to the Social Services Transportation Advisory Council filling the position of a representative of local social services provider for the disabled.
- b. Staff would also like to thank all Councilmembers for their willingness to serve the community and continue to improve to the transit system within the County.

4. Approval of Minutes

Approval of the following meeting minutes:

- August 8, 2019 minutes
- December 5, 2019 minutes

5. Approval of 2020 Meeting Schedule

Request approval of the 2020 Meeting Schedule:

- Thursday, January 2, 2020, 3:00 PM
- Thursday, March 5, 2020, 3:00 PM
- Thursday, May 7, 2020, 3:00 PM
- Thursday, July 2, 2020, 3:00 PM
- Thursday, September 3, 2020, 3:00 PM
- Thursday, November 5, 2020 3:00 PM

6. SSTAC Bylaws

Request approval of the amended Tehama County Social Services Transportation Council (SSTAC) Bylaws.

7. Items for Future Agendas**8. Closing Comments****9. 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 # 16309)

January Announcements

- a. Staff would like to welcome and announce the approval of Cara Zweerus's application to the Social Services Transportation Advisory Council filling the position of a representative of local social services provider for the disabled.
- b. Staff would also like to thank all Councilmembers for their willingness to serve the community and continue to improve to the transit system within the County.

1. Regular Item (ID # 16313)

Approval of Minutes

Approval of the following meeting minutes:

- August 8, 2019 minutes
- December 5, 2019 minutes

Financial Impact:

None.

Attachments:

SSTAC August Minutes (PDF)

SSTAC December Minutes (PDF)

Tehama County Social Services Transportation Advisory Council (SSTAC)

MINUTES OF August 8, 2019 MEETING

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

Member Name	Status
Candy Carlson	Present
Lupe Green	Absent
Lisa Matheson	Present
Sharon Young	Present
Burt Bundy	Present
Skyler Rowen	Present

1. Call to Order / Introductions

Councilmember Carlson called the meeting to order at 3:05 PM.

2. Public Comment

There was no public comment.

3. Announcements

- a. Transportation Manager Jessica Riske-Gomez announced staff would like to welcome to our new team member and Transportation Planner Aide, Blue Kogelschatz.
- b. Ms. Riske-Gomez stated the Board of Supervisors approved the request for bids for the Transit Facility Modernization project located at 1820 Bidwell Street in Red Bluff. She stated a mandatory pre-project meeting was held on July 24, 2019. Bids are due August 27th, 2019. Further information regarding the bid process may be obtained by contacting Tom Provine, Staff Analyst at Tehama County Administration.

4. Approval of Minutes

Motion by Councilmember Carlson, second by Councilmember Young, to approve the minutes from the April 4, 2019 meeting.

RESULT:	Approved [Unanimous]
MOVER:	Candy Carlson
SECONDER:	Sharon Young
AYES:	Young, Rowen, Matheson, Carlson.
ABSENT:	Lupe Green, Burt Bundy

Attachment: SSTAC August Minutes (16313 : Approval of Minutes)

5. Designated Member Applications

- a. Associate Transportation Planner Maeve Kellogg discussed the criteria for members appointment to the SSTAC. She added there are three positions remaining vacant.

Councilmember Burt Bundy arrived at 3:10 PM

Discussion took place regarding advertising and filling remaining vacant positions, including those that have more than one person applying.

Ms. Kellogg read the qualification and experience sections for the multiple applications received for the position of the representative for potential transit users over 60 years of age or older.

After further discussion, the Council determined additional information was needed and should be heard in an open meeting regarding multiple applications for the position.

- b. Motion by Councilmember Rowan, second by Councilmember Matheson, to approve the recommendation to take four (4) of the six (6) applications to the Transit Agency Board Directors for approval and to table the remaining two (2) applications for further review.

6. Federal Transit Administration 5310 Funding Program

Transportation Manager Jessica Riske-Gomez gave an informational presentation on the Federal Transit Administration (FTA) 5310 Funding Program.

Ms. Riske-Gomez stated Tehama County Transportation Commission opened a Call for Projects for the 5310 Grant. Ms. Riske-Gomez added the FTA 5310 grant was created to meet the special needs of the community and enhance mobility of seniors and individuals with disabilities.

Ms. Riske-Gomez added there will be an increase in the general population of 20% and an increase in the senior population of 328% by the year 2050, per the FTA. Ms. Riske-Gomez stated the rising population will affect Tehama County and the need will be increased to provide transportation.

Ms. Riske-Gomez discussed the history, eligible projects, and requirements, of the 5310 Grant.

Ms. Riske-Gomez stated, in addition to Tehama County, North Valley Services has applied for 5310 grants as a subrecipient. Ms. Riske-Gomez further explained Tehama County Transportation Commission staff will be scoring North Valley Services application.

Ms. Riske-Gomez stated Associate Transportation Planner Maeve Kellogg is in the process of updating the Coordinated Plan.

7. Transit Update

Paratransit Services General Manager, Sharon Young, provided a transit program update.

Discussion took place regarding whether bus passes were free for all students or for only Shasta College students.

Councilmember Carlson voiced her concern over the lack of hours on TRAX Saturday service. She added it could affect the ability of people to get to or from work.

8. Items for Future Agendas

Councilmembers had no Items for Future Agendas.

9. Closing Comments

Transportation Manager Jessica Riske-Gomez discussed the purchase of new transit vehicles and the Transit Agency Board are still waiting on the Master Agreement from the State.

10. Adjourn

With no further business the meeting was adjourned at 4:09 PM.

**TEHAMA COUNTY SOCIAL SERVICES
TRANSPORTATION ADVISORY COUNCIL (SSTAC)
MINUTES OF DECEMBER 5, 2019 MEETING**

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

Member Name	Status
Candy Carlson	Absent
Lupe Green	Absent
Lisa Matheson	Present
Sharon Young	Present
Burt Bundy	Present
Skyler Rowen	Absent
Harry Thornbrue	Present
Desiree Oglesby	Present

1. Call to Order / Introductions

Councilmember Sharon Young called the meeting to order at 3:00 PM.

Introductions by all members present including audience members Tim McSorley, Executive Director, Nola Easton, member of the public, and Cara Zweerus, Community Action Agency.

2. Public Comment

There was no public comment.

3. Announcements

- a. Associate Transportation Planner, Maeve Kellogg, announced the expansion of the Saturday Service times and routes starting December 7, 2019. Time of service will be increases, running from 8 Am to 4 PM. She further stated there will be the two (2) Red Bluff routes, two (2) regional routes and a Corning Route which will extend to Rolling Hills Casino.
- b. Ms. Kellogg announced that staff participated in the Fall CALACT conference.
- c. Ms. Kellogg announced the Annual Unmet Transit Needs process has been initiated by staff. Activities to be performed include outreach, flyer distribution, surveys, advertising, a public hearing and additional public outreach activities.

Councilmember Bundy inquired about the meeting minutes from the last meeting. Ms. Kellogg explained staff would bring forward the August 8, 2019 meeting minutes at the January 2, 2020 meeting.

Attachment: SSTAC December Minutes (16313 : Approval of Minutes)

4. SSTAC By-laws

Associate Transportation Planner, Maeve Kellogg, stated this item was to initiate discussion regarding the current Bylaws and consider staff recommendations for changes.

Ms. Kellogg stated staff are requesting the following amendments to the Bylaws: Section C, Term of Office: be 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: be amended to remove language for term appointments and addition of language “or notification.”

Section G, Duties of Officers, Item 3: be 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: be amended pursuant to direction from County Counsel, language referencing Robert's Rules of Order be removed. Additionally, language added referencing the Brown Act to be consistent with TCTAB Bylaws.

Ms. Kellogg further stated that Item 5 from the Agenda Packet for this item is a duplication and requested Councilmembers disregard that portion of the item.

Discussion took place regarding staff's recommended changes.

Councilmember Bundy asked if the recommendations for section G, Duties of Officers, have been checked by Deputy County Clerk for approval.

Ms. Kellogg affirmed that the items had been review by County Clerk, Jennifer Vise. Ms. Kellogg further noted that in the past staff had been using Recording Secretary language which was not consistent with how staff were deputized; they are deputized as County Clerks.

Councilmember Bundy questioned if the Brown Act outlines procedures and stated Robert's Rules of Order (Robert's) is the guideline that the Tehama County Board of Supervisors utilizes. Mr. Bundy stated that the Bylaws should be consistent with Brown Act but the Act does not cover meeting procedures.

Ms. Kellogg deferred to Transportation Manager, Jessica Riske-Gomez, who stated that the direction to remove the Robert's reference was at the request of County Counsel. Additionally, Ms. Riske-Gomez stated that staff had attempted to modify the language to only reference Robert's but that was denied by County Counsel and the whole reference was deleted from the proposed Bylaws. Mr. Bundy stated that he would follow up with County Counsel regarding the requested removal of language and email further direction.

Paratransit Services Transit Manager, Sharon Young, had several questions regarding the absence policy. Ms. Kellogg said the current Bylaws state a vacancy shall be

created when a member misses three consecutive regular meetings without good cause. Ms. Young requested clarification as to when the absence period starts.

Ms. Kellogg further stated while the policy has always been part of the guidelines that initiation period starts the first absence.

In response to Councilmember Matheson, Ms. Kellogg stated formal notification would be sent to the member and recruitment is open and continuous due to the difficulty staff has had filling positions through the application process.

5. Designated Member Applications

- a. Associate Transportation Planner, Maeve Kellogg, announced that staff had received an application after the agenda deadline of the August meeting and that the application is being brought forward at this time. Motion by Councilmember Matheson, second by Councilmember Oglesby, to recommend the application to the Transit Agency Board for approval.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lisa Matheson
SECONDER:	Desiree Oglesby
AYES:	Sharon Young, Burt Bundy, Harry Thornbrue
ABSENT:	Skyler Rowen, Candy Carlson, Lupe Green

- b. Motion by Councilmember Lisa Matheson, second by Councilmember Desiree Oglesby, to authorize staff to take the recommended application to the Transit Agency Board for approval.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lisa Matheson
SECONDER:	Desiree Oglesby
AYES:	Sharon Young, Burt Bundy, Harry Thornbrue
ABSENT:	Skyler Rowen, Candy Carlson, Lupe Green

- c. Discussion took place regarding remaining vacancies. Associate Transportation Planner, Maeve Kellogg, outlined the effort staff had taken to fill the positions that are still vacant. Those aforementioned being; one (1) member of the public 60 years or older who are a transit user, one (1) social service provider for the disabled and one (1) social service provider for seniors.

Ms. Kellogg further stated there are two applicants that were unresponsive and will continue to reach out to them.

Councilmember Bundy stated he had a referral for a potential Councilmember and would get the information to staff after the meeting.

In response to Councilmember Oglesby, Ms. Kellogg stated a social service provider is anyone who provides a social service within the County.

6. Items for Future Agendas

Councilmembers had no items for future agendas.

7. Closing Comments

Associate Transportation Planner, Maeve Kellogg, announced, per the Bylaws, Council meetings are held bimonthly on the first Thursday starting in January. The next regularly scheduled meeting will be held January 2, 2020 where the meeting schedule for 2020 will be brought forward for adoption.

8. Adjourn

With no further business, the meeting was adjourned at 3:19 PM.

1. Regular Item (ID # 16314)

Approval of 2020 Meeting Schedule

Request approval of the 2020 Meeting Schedule:

- Thursday, January 2, 2020, 3:00 PM
- Thursday, March 5, 2020, 3:00 PM
- Thursday, May 7, 2020, 3:00 PM
- Thursday, July 2, 2020, 3:00 PM
- Thursday, September 3, 2020, 3:00 PM
- Thursday, November 5, 2020 3:00 PM

Financial Impact:

None.

1. Regular Item (ID # 16317)

SSTAC Bylaws

Request approval of the amended Tehama County Social Services Transportation Council (SSTAC) Bylaws.

Attachments:

Bylaw 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.

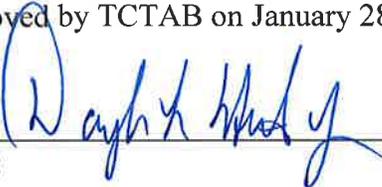
H. ORGANIZATION AND PROCEDURES:

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 (16317 : SSTAC Bylaws)

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

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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:

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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.
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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 (16317 : SSTAC Bylaws)