



CITY OF SIMI VALLEY

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ADA PARATRANSIT ADVISORY COMMITTEE MEETING QUARTERLY MEETING THURSDAY, OCTOBER 20, 2016 AT 3:00 P.M.

*****SPECIAL MEETING LOCATION***
CITY SIMI VALLEY
TRANSIT MAINTENANCE FACILITY
490 W. LOS ANGELES AVENUE
SIMI VALLEY, CA 93065**

AGENDA

1. Call to Order/Pledge of Allegiance/Welcome/Introductions
2. Roll Call
3. Agenda Review
4. Approval of Minutes: July 21, 2016
5. Report of ADA Advisory Committee Chair
6. Representative Reports
 - A. City Council Liaison
 - B. Director of Community Services
 - C. Deputy Director
7. Public Statements

This time is allotted for anyone who wishes to make a public statement or comment on matters within the subject matter and jurisdiction of the ADA Paratransit Advisory Committee. Comments are limited to five minutes per speaker, to allow everyone the opportunity to be heard.

8. Reports: None
9. Informational Presentations
 - A. Facility Tour and Overview of the City's Paratransit Operations
 - B. Recognition of Transit Dispatcher Cathy Medina's Over 19 Years of Dedicated Service

C. Overview of East County Transit Alliance InterCity Connect Dial-A-Ride Services

D. Distribution of 2017 Meeting Dates

10. New Business

A. Election of Committee Officers

11. ADA Paratransit Advisory Committee Member Comments

This time is allotted for Committee members to make a statement or comment on matters within the subject matter and jurisdiction of the ADA Paratransit Advisory Committee, which may include announcements and/or requests for future agenda items.

12. ADA Paratransit Advisory Committee Coordinator's Report

13. Adjournment: Thursday, January 19, 2017, 3:00 p.m. at the Simi Valley Senior Center

/s/
Sommer Barwick, Director
Department of Community Services

If any interested individual has a disability that may require accommodation to participate in this meeting, please contact Simi Valley Transit's Dial-A-Ride services at (805) 583-6464. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

DRAFT MINUTES

1. Call to Order:

Barbara Waite called the meeting to order at 3:05 p.m. and verified a quorum was present.

2. Roll Call

Steven Dean	A
Rebecca McCann	P
Barbara Waite	P
Donna Delaney	P
David Lavoie	P
Ruth Lauro (alternate)	P
Marie Spells (alternate)	A

P: Present A: Absent V: Vacant

Staff: Mike Judge, Council Member
Sommer Barwick, Director of Community Services
Mara Malch, Acting Community Services Deputy Director
Christopher Latham, Transit Supervisor
Cathy Medina, Transit Dispatcher

3. Agenda Review

The agenda was approved as presented.

4. Approval of Minutes

David Lavoie moved to approve the April 21, 2016, ADA Paratransit Advisory Committee meeting minutes. Rebecca McCann seconded the motion. The minutes approved by a consensus of the ADA Paratransit Advisory Committee.

5. Report of the ADA Paratransit Advisory Committee Vice Chair: None

6. Representative Reports

A. City Council Liaison: None

B. Director of Community Services

Sommer Barwick announced that the City is in the process of hiring two new employees to fill leadership positions in the Transit Division. She also stated that the recruitment to fill the Department's Deputy Director positions will begin soon.

C. Acting Deputy Director: None

7. Public Statements

A resident inquired about the policy related to informing passengers of their pick up windows. There were concerns that the policy was not being followed consistently. Mara Malch stated that staff is aware that there have been some inconsistencies and are working to resolve them.

8. Reports: None

9. New Business

A. Discussion of Committee Member Attendance Requirements

Christopher Latham reviewed the Committee's attendance requirements and reminded the members that to achieve a quorum three members must be present. It was the consensus of the Committee that no changes were necessary to the requirements at this time.

10. Advisory Committee Comments:

Rebecca McCann stated that there are no longer comment cards on the vehicles. Christopher Latham stated that he would follow up on the issue.

Ruth Lauro informed staff that she had some customer service concerns related to the InterCity Connect service in regards to pick up locations and windows. Mara Malch stated that she would look into the issues and provide an overview of the service parameters at a future meeting.

Rebecca McCann expressed concern for the drivers' safety in the use of the paratransit vehicles' ramps. Mara Malch informed the Committee that the drivers selected the new vehicles, largely due to the reliability of ramps over the prior vehicles' lifts. She also stated that all drivers have received training on the proper boarding and alighting of passengers with mobility devices.

Barbara Waite stated that there are times that vehicles are not fully knelt for passengers. Christopher Latham stated that he would remind all drivers of the proper kneeling procedures.

Rebecca McCann expressed concern over the inability to accommodate same day requests for passengers whose origins and destinations match previously booked trips. Mara Malch explained that the City does not provide same day service but makes every effort to accommodate requests within existing resources. She stated there could be a number of reasons including capacity on the vehicle or driver shifts that may not allow same day requests to be accommodated.

Ruth Lauro stated she was concerned about the positioning of the safety belt securement on one of the folding seats on the paratransit vehicles. Christopher Latham informed her that was the only placement to allow for the seating configuration that allows for three wheelchairs on the vehicle at one time.

11. ADA Paratransit Committee Coordinator's Report:

Cathy Medina announced that she would be retiring at the end of October. She thanked the Committee for their service and expressed how much she has enjoyed serving the community as a Transit Dispatcher. She also reviewed the quarterly statistics and noted that the number of ADA certified passengers far exceed the number of senior passengers. She also noted that the number of trips to adult day care facilities has significantly increased.

Christopher Latham welcomed the new Committee members. He distributed the City's Code of Ethics and Conduct for Appointed Members of Boards, Commissions, and Committees. He asked all newly appointed members to sign the Statement of Commitment and return to him at the close of the meeting. He reviewed the Committee's role and responsibilities and thanked the members for volunteering to ensure that the City's paratransit services meet the community's needs.

12. Adjournment: Thursday, October 20, 2016, at 3:00 p.m.

By consensus of the Committee, the meeting adjourned at 3:45 p.m.