



## **PARATRANSIT, INC. BOARD OF DIRECTORS' TELECONFERENCE MEETING**

**In response to Governor's Executive Order N-29-20, the Paratransit Board of Directors and other public meetings are being held via teleconference to follow state guidelines on social distancing until further notice.**

### **Meeting Date and Time:**

December 20, 2021  
at 6:00 p.m.

### **Meeting Location:**

Paratransit Board of Directors meetings are broadcast live on the Paratransit, Inc. website. Visit Paratransit, Inc.'s official website at: [www.paratransit.org](http://www.paratransit.org). Members of the public are encouraged to submit public comments via eComment by email at [publiccomment@paratransit.org](mailto:publiccomment@paratransit.org). Members of the public may also call into the meeting as follows:

Telephone Number: 1 (669) 900-6833  
Meeting ID: 897 6582 4453  
Passcode: 319287

Web Access:  
[https://paratransit-  
org.zoom.us/j/89765824453?pwd=cWlwZUNVS0UwOEp2Y2pKeWcvV2Vu  
dz09](https://paratransit-org.zoom.us/j/89765824453?pwd=cWlwZUNVS0UwOEp2Y2pKeWcvV2VuZz09)

If you need a disability-related modification or accommodation to participate in this meeting, please contact by Voice: (916) 429-2009. Requests must be made as early as possible.

**Paratransit's Mission:** To expand mobility and accessibility by providing innovative programs and services to the Community.

## **AGENDA**

### **1. Call to Order & Roll Call:**

Directors: Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

### **2. Pledge of Allegiance**

### **3. Public Comment:**

Each person will be allowed three minutes, or less if a large number of requests are received on a particular subject. After ten minutes of testimony, the Chair may choose to hear any additional testimony following the Discussion Items.

Please note, under the provisions of the California Government Code, the Board is prohibited from discussing or taking action on any item that is not on the agenda. The Board cannot take action on non-agendized items raised under "Public Comment" until the matter has been specifically included on the agenda. Those audience members who wish to address a specific agendized item are encouraged to offer their public comments during consideration of that item.

### **4. Consent Calendar**

- A. Adopt Resolution 14-21 Approving Continuance of Remote Meetings
- B. Approve the Minutes of the August 30, 2021, Board of Directors' Meeting
- C. Adopt Resolution 15-21 Adopting the Title VI Equal Employment Opportunity Plan
- D. Adopt Resolution 16-21 Approving Amendment #1 to the Compensation and Classification Study Project increasing the contract not to exceed amount by \$30,000 to \$130,000 and increasing the Professional Services Budget Allocation to 100% of the Budgeted Amount for Fiscal Year 2022
- E. Adopt Resolution 17-21 Authorizing the Chief Executive Officer to Negotiate and Execute an Agreement with River City Medical Group to provide Transportation Services

- F. Adopt Resolution 18-21 Authorizing the Chief Executive Officer to Negotiate and Execute an Agreement with Shriners Hospital to provide Transportation and Mobility Management Services
- G. Adopt Resolution 19-21 Authorizing the Chief Executive Officer to Negotiate and Execute an Agreement with Creative Bus Sales to provide various Maintenance Services on behalf of Creative Bus Sales
- H. Adopt Resolution 20-21 Authorizing the Chief Executive Officer to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, State of California, Federal Transit Administration and assorted local programs.
- I. Adopt Resolution 21-21 Deferring Election of Officers until the February 2022 Board of Directors meeting
- J. Adopt Resolution 22-21 Adopting Update #1 to the Paratransit, Inc. Public Transit Agency Safety Plan

## **5. Staff Reports**

- A. CEO Report
  - a. Update on Activities and Contracts
- B. CFO Report
  - a. Monthly Financial Report

## **6. Action Items**

- A. Receive an update on the Marketing, Branding and Outreach projects in 2021 and Discussion and Consideration of Adoption of a new branding for Paratransit's Transportation Services.
- B. Recognition of outgoing Board Members W. Charles Johnson, Mark Lonergan and Molly Nugent and Discussion and Appointment of a New Board Member for a 3 year term, beginning January 1, 2022.

## **7. Closed Session Announce Adjournment to Closed Session**

- A. Public Employee Performance Evaluation –  
Chief Executive Officer (Government Code Section 54957(b)(1))
- B. Conference with Labor Negotiators – (Government Code section 54957.6)  
Agency Designated Representative: Board Chair  
Unrepresented Employee: Chief Executive Officer
- C. Conference with Chief Executive Officer and Labor Negotiators regarding Labor Negotiations with Amalgamated Transit Union, Local 256 (Government Code section 54957.6)

## **8. Reconvene to Open Session and Report Action, if any taken**

## **9. Board Comments/Reports/Future Agenda Items**

## **10. Adjourn**

The next meeting of the Paratransit Board of Directors will be held on

**February 17, 2022  
6:00 P.M.**

Online

\*Staff Reports are subject to change without prior notice.

### **ADA COMPLIANCE**

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Chief Administrative Officer at (916) 429-2009 for further information.

## MEETINGS OF INTEREST

**RT Board Meetings:** January 10, 2022 @ 5:30 p.m. – See [www.sacrt.com](http://www.sacrt.com) for location information

**RT Mobility Advisory Committee:** January 6, 2022 @ 2:30 p.m. See [www.sacrt.com](http://www.sacrt.com) for location information

**Sacramento County Disability Advisory Commission:** January 4, 2022 @ 5:00 p.m. via Zoom. See [www.dac.saccounty.net](http://www.dac.saccounty.net) for agenda with login/call in information

**Sacramento City Disabilities Advisory Commission:** January 5, 2021 @ 6:00 p.m. See <http://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions/SacramentoDisabilityAdvisoryCommission> for location information

**Sacramento Transportation Authority:** January 12, 2022 @ 1:30 p.m. See [www.sacta.org/meetings](http://www.sacta.org/meetings) for location information



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 4A**

**AGENDA TITLE:** Adopt Resolution 14-21 Approving Continuance of Remote Board Meetings

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 14-21 approving continuance of remote board meetings.

**BACKGROUND AND DISCUSSION:**

The Brown Act is a state law that establishes the procedural framework for members of local government decision-making bodies to meet, debate, and act. The Act is designed to ensure that the public is informed about the views, discussions, and actions of governing officials. Paratransit is subject to the Brown Act.

On March 12, 2020, the Governor issued Executive Order No. N-25-20 that waived certain requirements of the Brown Act including:

- the requirement that the notice of each meeting location be provided for those members of the legislative body (board or committee) participating in the meeting;
- the requirement that each meeting location be accessible to members of the public;
- the requirement that members of the public be able to address the legislative body (board and committee) at each meeting location;

- the requirement that agencies post agendas at all meeting locations; and
- the requirement that at least a quorum of the legislative body (board and committee) participate from locations within the boundaries of the territory over which they exercise jurisdiction.

With the Executive Order in place, Paratransit has been holding its meetings remotely over Zoom since the beginning of the pandemic. In September, the Governor signed Assembly Bill (AB) 361, which amends the Brown Act to allow continued flexibility for public meetings following the expiration of the Governor's Executive Order. The provisions of AB 361 regarding remote meetings can only be used in the event there is a Governor issued state of emergency that is active under the California Emergency Services Act and a legislative body makes a determination by resolution that there is a need to meet remotely. The Governor's state of emergency presently remains in effect. Staff recommends that the committee adopt a resolution that the committee is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing. An additional stipulation of the legislation is that legislative bodies must approve by resolution the decision to meet remotely every 30 days. As such, we will bring this item to the board every meeting while a state of emergency exists.

#### **FISCAL IMPACT:**

There is no impact from this action

#### **ATTACHMENTS:**

1. Resolution 14-21



## **RESOLUTION NO. 14-21**

### **APPROVING CONTINUANCE OF REMOTE BOARD MEETINGS**

**WHEREAS**, the Paratransit, Inc. Board of Directors is committed to preserving public access and participation in meetings; and

**WHEREAS**, all meetings of the Paratransit, Inc. Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963, the “Brown Act”), so that any member of the public may attend, participate, and observe the agency conduct its business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), provides for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, such conditions now exist in the State, specifically, the Governor of the State of California proclaimed a state of emergency on March 4, 2020, related to the threat of COVID-19, which threat remains; and

**WHEREAS**, California Department of Public Health and the Federal Centers for Disease Control and Prevention caution that the Delta and Omicron variants of COVID- 19, currently the dominant strains of COVID-19 in the country, are more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; and

**WHEREAS**, on September 28, 2021, the County of Sacramento Public Health Officer recommended social distancing measures and that local legislative bodies in the County



of Sacramento use certain available teleconferencing options in order to help minimize the spread and transmission of COVID-19; and

**WHEREAS**, the California Division of Occupational Safety and Health (“Cal/OSHA”) regulations at Title 8 Section 3205 recommends physical distancing in the workplace as precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a “close contact” which occurs when individuals are within six feet of another in certain circumstances;

**NOW THEREFORE BE IT RESOLVED THAT THE PARATRANSIT, INC. BOARD OF DIRECTORS** to allow for physical distancing and remote meeting attendance in accordance with recommended measures from Cal/OSHA and the County of Sacramento Public Health Officer, does hereby find that Paratransit shall conduct its meetings remotely.

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Vidhu Shekhar, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2021



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 4B**

**AGENDA TITLE:** Approve the Minutes of the August 30, 2021 Board of Directors' Meeting

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Chris M. Brown, SHRM-SCP, SPHR, Assistant Secretary of the Board of Directors

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**RECOMMENDED ACTION:**

Approve the Minutes of the August 30, 2021, Board of Directors' Meeting.

**MINUTES:**

August 30, 2021  
6:00 p.m.  
Broadcast and Teleconference

**Board Members Present:**

Anna Fontus  
Pat Hume  
Charlie Johnson  
Alice Kimble  
Scott Leventon  
Mark Lonergan  
Stephanie Nguyen  
Molly Nugent  
Vidhu Shekhar (arrived at 6:14 p.m.)

**Board Members Absent:**

**Public Present:**

Kathy Sachen, SacRT  
Lisa Cooley

**Staff Present:**

Tiffani Fink, Chief Executive Officer  
Dr. Lisa Cappellari, Chief Financial Officer  
Mary Harding, Chief Operating Officer  
Chris Brown, Chief Administrative Officer  
Gary Vickers, Director of Operations  
Jesse Isaacson, Director of Information Technology  
Julio Diaz, Maintenance Manager  
Amy Parkin, Operations and Training Manager  
Jamila Lee, Human Resources Manager  
Alicia Brown, Mobility Options Manager  
Carrie Johnson, Strategic Partnership Manager  
Louise Friedlander, Mobility Management Program Liaison  
Rachel Zillner, Clutch Contracts (Workshop Facilitator)  
Megan Blackwell, Clutch Contracts (Workshop Facilitator)

**Call To Order/Roll Call:** Director Leventon called the meeting to order at 6:02 p.m.

Director Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

**Pledge of Allegiance:**

Director Leventon opened the meeting by leading the Pledge of Allegiance.

**PUBLIC COMMENT**

Ms. Lisa Cooley stated she is a long-time rider and would like Paratransit to consider creating something as a back-up to the paratransit service so people can get around Sacramento in a more spontaneous and less expensive manner. Chief Executive Officer Tiffani Fink said we would take that under advisement as we plan for future services. Ms. Cooley also requested the ride reservation call center be open for 12 hours. CEO Fink referred Miss Cooley to SacRT Go for follow-up as they have taken over the service.

## **STAFF REPORTS**

### **A. CEO Report**

#### **a. Update on Activities and Contracts – Receive and File**

Report included with Board Packet. This item is slated as receive and file to allow time for the facilitated workshop. There were no questions or comments on this item.

### **B. CFO Report**

#### **a. Monthly Financial Report – Receive and File**

Report included with Board Packet. This item is slated as receive and file to allow time for the facilitated workshop. There were no questions or comments on this item.

## **CONSENT CALENDAR**

### **A. Minutes of the June 21, 2021 Board of Directors' Meeting**

**The Minutes of the Board of Directors' Meeting held June 21, 2021 approved as presented.**

**Item A of the Consent Calendar was approved upon motion by Director Johnson, seconded by Director Nguyen.**

**AYES:** Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent and Shekhar

**NOES:** None

**ABSENTIONS:** None

**ABSENT:** None

### **B. Adopt Resolution 12-21 Authorizing the Chief Executive Officer to Negotiate and Execute a CTSA and General Partnership Agreement with the Salvation Army**

**Resolution 12-21 was approved as presented.**

C. Adopt Resolution 13-21 Authorizing the Chief Executive Officer to Submit a Proposal to Massachusetts Bay Transportation Authority (MBTA) for the Mobility Center Request or Proposals and Further Authorizing the Chief Executive Officer to Execute the Contract and Any Amendments, if Awarded

**Resolution 13-21 was approved as presented.**

**Items B and C of the Consent Calendar were approved upon motion by Director Hume, seconded by Director Nguyen.**

**AYES:** Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent and Shekhar

**NOES:** None

**ABSENTIONS:** None

**ABSENT:** None

**FACILITATED BOARD WORKSHOP DISCUSSION ON PROCESS AND PROCEDURE TO SELECT CANDIDATES FOR BOARD SEATS AND PROVIDE DIRECTION TO CHIEF EXECUTIVE OFFICER TO OPEN THE SELECTION PROCESS WITH FINAL APPOINTMENT PROCESS TO OCCUR AT THE DECEMBER 2021 BOARD OF DIRECTORS' MEETING WITH A JANUARY 1, 2022 EFFECTIVE DATE**

Chief Executive Officer Tiffani Fink explained the foundation for the workshop. As the Board completed a comprehensive review of the By-laws last year and the first Board Member terms expire this year, this workshop is to facilitate a discussion as to the size of the Board and selection criteria/process for new members. Rachel Zillner with Clutch Contracts introduced herself and acted as the facilitator for the workshop. In her discussion with the Board, they examined the Board's vision and discussed how they want to select new members. Areas that were discussed included identifying skills gap and talents needed, engagement, accountability, community access, alignment with the Business Plan, representatives of the community Paratransit serves, attendance requirements to address quorum issues and conflicts of interest. The Board also discussed the number of members to have with three members terming out this year leaving six.

Director Shekhar made a motion to have a Board of five members. Director Nguyen stated that would require removing one of the six members prior to his/her term expiring and amended the motion to have a

Board of either five or seven members by having CEO Fink talk to existing members to see if anyone wants to leave the Board now, and if not add a seventh member. The amended motion was seconded by Director Johnson. The amended motion was approved.

**AYES:** Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent and Shekhar

**NOES:** None

**ABSECTIONS:** None

**ABSENT:** None

CEO Fink will talk with existing Board members, and if anyone is leaving taking the Board to five members, she will bring that information back to the Board. If all members are remaining, she will provide candidates to the Nominating Committee for consideration.

### **BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS**

Director Johnson shared he tried to make a reservation for a rental vehicle through Destinations Mobility, and when he did a Google search he could not find Destinations Mobility. CEO Fink said we would look into that issue, and shared we are currently reworking the Destinations Mobility website and are looking at online reservations in the future.

Director Shekhar thanked the Board Members for a productive meeting.

### **ADJOURNMENT**

Director Shekhar announced the meeting adjourned at 7:59 p.m.

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Chris M. Brown, SHRM-SCP, SPHR  
Assistant Secretary of the Board of Directors

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12/20/21  
Date



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 4C**

**AGENDA TITLE:** Adopt Resolution 15-21 Approving the Title VI Equal Employment Opportunity Program

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Chris M. Brown, SHRM-SCP, SPHR,  
Chief Administrative Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 15-21 approving the Title VI Equal Employment Opportunity Program.

**BACKGROUND AND DISCUSSION:**

The Federal Transit Administration (FTA) requires all recipients receiving over \$1 million in federal funds annually and employing more than 50 dedicated transit employees to have a formal Equal Employment Opportunity (EEO) Policy and Program. Paratransit's EEO Program was adopted in 2013, and is required to be updated as needed based on staffing and adopted every three years by the Board of Directors.

Several sections of the program have been updated, including subsection K. California Fair Employment and Housing Act of Section 5.1 which reflects the current categories that are protected from discrimination in employment, Section 10.0 Assessment of Present Workforce, Exhibit 1: Paratransit, Inc. Organizational Chart and Utilization Report, and Exhibit 4: Utilization Analysis. We have three goals identified in our program. Those are females in the Professionals and Service Workers categories and Asian employees in the Professionals category.

**FISCAL IMPACT:**

There is no impact from this action

**ATTACHMENTS:**

1. Resolution 15-21



**RESOLUTION NO. 15-21  
APPROVING THE 2021-2024 TITLE VI  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

**WHEREAS**, Paratransit, Inc. is an eligible claimant for Federal Transit Administration funds; and

**WHEREAS**, the Federal Transit Administration requires recipients with more than 50 employees and receiving more than \$1 million annually in grant funds to have a formal program.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. approves the revised 2021-2024 Equal Employment Opportunity Program.

Approved this 20<sup>th</sup> day of December, 2021.

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Vidhu Shekhar, President  
Paratransit, Inc., Board of Directors



# Equal Employment Opportunity Program

Paratransit, Inc.

21

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## 1.0 Introduction

### 1.1 Purpose

Paratransit, Inc. is committed to providing a workplace free of discrimination, harassment and retaliation. This document is a description of Paratransit, Inc.'s Equal Employment Opportunity Program (EEOP). The EEOP contains employment goals for women and minorities that meet the Federal Transit Administration (FTA) requirements. The employment goals are the result of a comprehensive utilization analysis of the Paratransit, Inc. workforce, based on 20~~21~~<sup>17</sup> actuals. Employment goals are set only when there is under-representation in the workforce.

The employment goals are applicable at all levels of the Paratransit, Inc. organization. Employment goals are disseminated internally to executive staff. This program is designed to assist staff in implementing the EOP.

Programs, activities and responsibility to achieve goals are included in this program. The EEOP is intended to enhance Paratransit, Inc.'s continued commitment to providing equal employment opportunities to all employees and applicant and to achieve the full utilization of all employee's skills and talents.

## 2.0 Program Communication and Dissemination

Effective implementation of an EEOP requires identification of specific procedures that will be used to disseminate the Program. Paratransit, Inc. has therefore identified methods to ensure effective internal and external communication regarding the EEOP and its related Equal Employment Opportunity Policy.

### 2.1 Internal Dissemination

The following provides examples of the methods used to disseminate information about Paratransit, Inc.'s EEOP to employees:

1. Every present employee will be given a copy of the Equal Employment Opportunity Policy and Program and the subject will be discussed periodically at staff meetings.
2. All new employees will receive a copy of the Policy and Program as part of their initial orientation.

### 2.2 External Dissemination

External dissemination is the communication of the EEO Policy to various groups and organizations throughout the community through steps which include, but are not limited to, the following:

1. All applications for employment and all advertisement for job vacancies will state that Paratransit is an "equal opportunity/affirmative action employer."
2. An equal opportunity clause will be included in all contracts or leases as is appropriate.

3. A copy of the Program will be made available to any individual, group, or organization requesting such information.

### 3.0 Program Administration Responsibility

As part of Paratransit, Inc.'s efforts to ensure equal employment opportunity to all individuals, specific responsibilities have been designated to various staff to ensure that the EOP focuses on all components of the employment system. To that end the following responsibilities have been assigned.

#### 3.1 Chief Executive Officer

As Chief Executive Officer of the staff, the CEO will provide leadership in establishing and communicating the EEOP both internally and externally, in creating a climate in which concern over and dedication to equal opportunity governs the actions of every employee, and in ensuring that Paratransit is making a good faith and effective effort to assure Plan objectives.

Specifically, the CEO will:

1. Assure the internal dissemination of the EEOP and updates.
2. Oversee external dissemination of Paratransit's commitment to equal employment opportunity practices.
3. Promptly investigate and determine the merits of any internal charges of discrimination brought to his or her attention through the grievance procedures or other administrative channels.
4. Assure a systematic review of methods, practices and procedures affecting recruiting, hiring, compensating, training, transferring, promoting, disciplining, terminating, providing fringe benefits and implementing all other terms, conditions and privileges of employment.
5. Assure that annual reviews are undertaken of the EEOP to evaluate the achievement of Plan goals and objectives and to note any possible deficiencies, plus recommend corrective action. The results of such reviews shall be forwarded in the same manner as described under "Dissemination of Plan."

#### 3.2 Chief Administrative Officer

The Chief Administrative Officer will serve as Paratransit's Equal Employment Opportunity ~~Coordinator~~Officer. Responsibilities will include assisting the CEO in overall supervision of the EEOP.

Specifically, the Chief Administrative Officer will:

1. Disseminate materials as to the affirmative action activities and results, both internally and externally.
2. Prepare any reports and statistical materials needed for evaluation purposes.
3. Assist the CEO and Operations Directors, Managers and Supervisors in the development and implementation of programs to assist minority, veteran, disabled, and women employees and employees in other protected groups to qualify for consideration for staff opportunities.
4. Assist the CEO and the Operations Directors, Managers and Supervisors in the development and implementation of human relations training programs, staff discussions and informal programs designed to assist in further affirmative action practices, goals and objectives.
5. Establish meaningful contacts with appropriate recruiting sources and organizations for advice on proper placement and recruitment, technical assistance in training and accommodations, and referrals.
6. Keep the CEO and the management staff informed of developments in the area of affirmative action and equal employment opportunity.
7. Assist the CEO in the preparation of performance reports on the Operations Directors, Managers and Supervisors in the achievement of affirmative action goals and objectives. Such reports shall be incorporated into the regular performance evaluation process.

### **3.3 Operations Directors, Managers and Supervisors**

The Operations Directors, Managers and Supervisors are accountable to the CEO for the effectiveness of results of affirmative action efforts within their division. They will be responsible for:

1. Setting a positive constructive atmosphere in which the intent and spirit of affirmative actions is recognized and understood.
2. Being aware of the composition of the work force within the division and planning and making personnel recommendations which consider such factors as ethnic group distribution and male and female distribution where there is evidence of under-representation or under-utilization of protected groups.
3. Treating employees equitably in all matters relating to their employment and participating in resolving equal opportunity and other complaints as expeditiously as possible.

4. Conveying Paratransit's support of the EEOP with their personal endorsement to all employees.
5. Assisting the ~~Deputy Executive Director and the Executive Director~~/CEO and Human Resources Manager in locating qualified candidates for vacancies when under-representation of protected groups is shown in the work force.

### 3.4 All Staff

The responsibilities of all staff members primarily involve maintenance of an atmosphere of cooperation, openness, fairness and friendliness with all fellow employees. Some of the elements to beware of include:

1. Being helpful in the provision of assistance and cooperation to all employees.
2. Seeking to avoid the polarization of fellow workers. Such polarization inhibits communication, possible identification of common interests and possible subsequent friendships.

## 4.0 ANALYSIS OF PARATRANSIT'S WORK FORCE:

One purpose of the Equal Opportunity Employment Program is to determine whether employment practices operate as barriers to equal employment opportunities. Through self-analysis a reasonable basis can be made for concluding what action is appropriate. Each position within Paratransit's work force has been grouped within eight occupation categories, which conform to those used by the Equal Employment Opportunity Commission. Following is a definition of those occupational categories:

### 4.1 Executive/Senior Level Officials and Managers:

Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies.

### 4.2 First/Mid Officials & Managers:

Individuals who serve as managers, other than those who serve as Executive/Senior level Officials and managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive direction from the Executive/Senior Level management and typically lead major business units.

### 4.3 Professionals:

These are occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. This includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

### 4.4 Technicians:



These are occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. This includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic physical science), and kindred workers.

#### **4.5 Administrative Support:**

These jobs are non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: counter clerks, cashiers, dispatchers, couriers, accounting and audit clerks.

#### **4.6 Craft Workers:**

These are manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

#### **4.7 Operatives:**

These are workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. These include: apprentices (auto mechanics, plumbers, bricklayers, carpenters, metalworking trades, printing trades, etc.), operatives, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary fire fighters, truck and tractor drivers, weavers (textile), welders and flame cutters, and kindred workers.

#### **4.8 Service Workers:**

Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and other personal service, including nurses' aides, and orderlies), barbers, chore workers and cleaners, cooks, counter and fountain workers, elevator operators firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters waiters and waitresses, amusement and recreations facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

### **5.0 PARATRANSIT'S OCCUPATIONAL CATEGORIES:**

Paratransit, Inc. Occupational categories, job titles, and the EEO-1 Category are displayed in the utilization chart located in Exhibit 1: PARATRANSIT, INC. ORGANIZATION CHART AND UTILIZATION REPORT

## 5.1 Legal Basis for AA/EEO:

A number of laws, executive orders, and federal departmental interpretations constitute the basis for enforcement actions in the areas of affirmative action and equal employment opportunity. The most significant of these laws and executive orders are the Civil rights Act of 1964, and the 1965 Executive Order 11246. These and others that impact Paratransit are summarized below to help provide a historical perspective, and an understanding of the current legal climate.

### A. Fourteenth Amendment to the Constitution (1868):

Its equal protection clause states that “all persons must be accorded equal protection of the law.” The Amendment further prohibits discrimination by federal, state or local governments.

### B. National Labor Relations Act (1935):

As amended, the NLRA states that employers may not participate with unions in discriminating practices.

### C. Equal Pay Act (1963):

The Equal Pay Act requires that employers not discriminate on the basis of sex through differential pay rates for similar work. Men and women working in the same establishment must receive equal pay for equal work on jobs requiring substantially equal skill, effort and responsibility. The Act amended the Fair Labor Standards Act of 1938 and was further amended in 1972 and 1974, and the responsibility for administering was assigned to the Equal Employment Opportunity Commission (EEOC). All private employees subject to the Fair Labor Standards Act are covered as well as most federal, state and local government employees.

### D. Civil Rights Act (1964):

This piece of legislation, and subsequent amendments in 1972 and 1978, was designed to eliminate discrimination. The intent is emphasized in the following titles:

TITLE VI: Title VI states that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

TITLE VII: Title VII bans discrimination in employment based on race, color, religion, sex, national origin or age. The Title covers all aspects of employment, including hiring, advertising, pay ranges, promotions, training, terminations, and all “terms, conditions or privileges of employment.” The EEOC was established to enforce this Title.

### E. Executive Order 11246 (1965):

This order prohibits discrimination by contractors working on federally assisted construction projects of at least \$10,000. It also requires contractors to develop an acceptable Affirmative Action Plan if the contract is over \$50,000 or involves 50 or more employees. This Order is enforced by the Department of Labor, through its office of Federal Contract Compliance (OFCC). Certain responsibilities have been delegated by OFCC to other federal agencies to monitor contractors.

#### **F. Age Discrimination Act (1967):**

This Act prohibits arbitrary age requirements for hiring, promotions, retention and other aspects of employment. It was designed to protect workers aged 40 to 70. As amended in 1978, the Act raised the mandatory retirement age from 65 to 70 for most private sector employees.

#### **G. Rehabilitation Act (1973):**

The Act and its 1974 amendment prohibit discrimination in employment against any person with a physical or mental disability by any federal contractor or subcontractor. The Act also requires contractors to make reasonable accommodations to the limitations of the disabled.

#### **H. Vietnam Era Veterans Readjustment Assistance Act (1974):**

This Act requires employers to take action in addition to job listing in order to ensure affirmative action to employ and advance in employment qualified Vietnam Era Veterans and veterans with a disability.

#### **I. EEOC Sexual Harassment Guidelines (1980):**

In summary, these guidelines state that harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassments when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### **J. Governor's Code of Fair Practices (September 23, 1971, Article V, State Employment Services):**

All state agencies, including educational institutions, which provide employment referral or placement services to public or private employers, shall accept job orders only on a non-discriminatory basis. They shall refuse to fill any job designed to exclude any member of a minority group because of race, color, religion, national origin, or ancestry. They shall advise the Fair Employment Practices Commission of employers or unions known to persist in restrictive hiring practices. They shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants of various racial, religious, or ethnic backgrounds. In addition, the Department of Employment shall fully utilize its knowledge of the labor market, and contracts with job applicants, employers, and unions for promotion of equal employment opportunities.

Fair Employment Practices Commission of employers or unions known to persist in restrictive hiring practices. They shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants of various racial, religious, or ethnic backgrounds. In addition, the Department of Employment shall fully utilize its knowledge of the labor market, and contracts with job applicants, employers, and unions for promotion of equal employment opportunities.

#### **K. California Fair Employment and Housing Act Labor Code:**

The California Fair Employment Practices (Government Code Sections 12900-12996 and California Code of Regulations, Title 2, Sections 11000-11141)(~~Labor Code, Section 1410-1432~~)

prohibits discrimination in employment because of race, religious creed, color, national origin, ancestry, age (over 40), mental and/or physical disability, medical information, genetic information, military or veteran status, marital status, ~~or~~ sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity or gender expression.

~~SECTION 1412: The opportunity to seek, obtain and hold employment without discrimination because of race, religious creed, color, national origin, ancestry, or sex is hereby recognized as and declared to be a civil right.~~

## 5.2 Compliance Agencies

### A. Equal Employment Opportunity Commission (EEOC):

This agency was established in Title VII of the 1964 Civil Rights Act for the purpose of enforcing the provisions of the Act. The EEOC is the only federal commission devoted solely to affirmative action in employment. The main role of the Commission is to handle complaints of discrimination. The Commission also provides technical assistance and guidance, and conducts special studies and hearings regarding equal employment and affirmative action.

### B. Office of Federal Contract Compliance (OFFCC):

This federal agency has the responsibility for enforcing Executive Order 11246 requiring Affirmative Action Plans of contractors and subcontractors receiving over \$50,000 of federal money.

### C. Federal Transit Administration:

This federal agency is required to insure that applicants requesting federal financial assistance under FTA activities have an Affirmative Action Plan and submit yearly updates in compliance with Title VI of the 1964 Civil Rights Act.

### D. California Department of Transportation:

This state agency conducts compliance reviews relative to the federal-aid Highway Program, which includes but is not limited to the Civil Rights program, for those agencies receiving federal-aid highway funds for transportation-related projects.

### E. California Department of Fair Employment and Housing:

This is the administering agency for California's civil rights laws prohibiting discrimination in employment, housing, services and public accommodations.

The California law against discrimination in employment applies to private employers of five or more employees, employment agencies, labor organizations, licensing boards or agencies, and state and local governments. If the Commission decides that the law has been violated, it may require specific remedial actions which include, but are not limited to, hiring, reinstatement, upgrading, and back pay.

In most cases, individuals who believe they have been discriminated against must file their complaints within one (1) year of the alleged incident. They also have the right to sue in the California Superior Court and are protected from retaliation because they have filed a complaint.

The Department of Fair Employment and Housing also monitors the non-discrimination/affirmative action programs of those who contract with the State of California.

In the area of employment discrimination, the agency enforces the state policy of protecting and safeguarding the civil rights of all individuals to seek, have access to, obtain and hold employment without discrimination because of race, color, religion, religious creed, national origin, ancestry, physical and mental disability, medical condition, genetic information, marital status, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, age (over 40), or military and veteran status.

#### **F. Sacramento City and County Human Rights Commission:**

This is the local agency responsible for insuring that civil rights laws prohibiting discrimination in employment, housing and public accommodations are not violated.

## **6.0 Action-Oriented Programs**

Paratransit utilizes various audits and reporting systems to evaluate the effectiveness of its EEOP implementation. The following are examples of steps to be taken to assist in achieving EEO/AA goals:

- Analyze External Recruitment Practices  
The Human Resources Division will review current external recruitment practices to identify additional methods to attract qualified women and minorities into the applicant pool.
- Monitor Internal Selection Efforts  
The Human Resources Division will monitor internal recruitment efforts, as well as, the employee selection process to ensure that they meet the EEO Program guidelines and goals.

## **7.0 Internal Audit and Reporting**

Inherent in the EEOP is the need for periodic self-assessment of problems encountered, corrective action taken and progress made. Self-evaluation requires complex record-keeping systems on applicants, employees and components of the EEOP itself. Periodic reports from the Human Resources Division and Administrative Office are required.

In order to help achieve Program objectives, record-keeping systems should result in feedback to managers, reallocation of resources, modifications to the EEOP and the record-keeping system itself, and through appropriate recognition of personal achievements as/or disciplinary action for discriminatory acts.

The records that are maintained are the basis for updating the EEOP, including revising the availability data and re-establishing long-range goals.

## 7.1 Human Resources

The Human Resources Division analyzes applicant and employee transactions, workforce characteristics, and employment practice to monitor performance in achieving the EEOP goals and objectives. Progress reports are made available to the Board Executive Committee, executive staff, employee organizations and employees.

Employment activities are regularly monitored in areas that include test development, utilization of selection procedures, interview panel composition, and the conduct of interviews.

Paratransit, Inc.'s commitment to non-discrimination and the prevention of harassment, in particular sexual harassment, is monitored through the implementation of a complaint handling and reporting system. Reports on discrimination complaints are made available to the Chief Executive Officer and other executive staff members.

The EEOC Uniform Guidelines on Employee Selection Procedures (1978) require employers to maintain data with which a determination can be made of the impact of its selection procedures.

## 7.2 Departments

Division managers are responsible for providing the Human Resources Division with information about employee transactions and for providing the Chief Administrative Officer a copy of each request to fill a vacant position. Management personnel are evaluated annually on their performance in achieving EEOP goals.

## 8.0 Complaint Procedures

The Administrative Office administers a program to process and resolve complaints of discrimination, harassment, or retaliation that allege violation of Paratransit, Inc.'s EEO Policy. Paratransit, Inc. works to resolve complaints promptly and at the lowest level of supervision. The Human Resources Office has the specific responsibility to investigate employee or applicant complaints of sexual harassments as well as other complaints of discrimination. Management employees have the responsibility for assuring that EEO complaints are addressed.

## 9.0 Program Enhancements

The Human Resources Division conducts ongoing reviews and periodic assessments of the employment practices to identify those that may operate as employment barriers or may contribute to the under-utilization of minorities and women. The assessment may include reviewing employment patterns in recruitment, selection, promotion, termination, transfers, layoff, disciplinary action, compensation, benefits, training, etc. The objective of the assessment is to identify problem areas and institute corrective action. Mandatory Two hour Sexual Harassment Training is provided to all supervisory staff every two years by Paratransit's labor



legal counsel, and the Human Resources Division provides Mandatory One Hour Sexual Harassment and Abusive Conduct Training to nonsupervisory employees every two years.

## 10.0 Assessment of Present Workforce

As of December 31, 2021, Paratransit, Inc. employed 241 employees, of which 150 were minorities and 91 were Caucasian. Of the 241 employees, 102 were female and 139 were male.

**RECRUITING**  
1/1/2021 through 12/5/2021

Job Group	MALE							FEMALE							TOTAL
	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	
Executive/Senior Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First/Mid Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	28	5	10	3	25	1	6	4	3	1	1	0	0	2	89
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	20	6	7	3	7	0	2	40	54	37	3	10	1	17	207
Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	12	16	11	1	4	1	3	7	10	7	3	0	1	2	78
Service Workers	12	15	8	6	4	0	4	13	9	7	3	2	0	3	86
<b>TOTAL</b>	<b>72</b>	<b>42</b>	<b>36</b>	<b>13</b>	<b>40</b>	<b>2</b>	<b>15</b>	<b>64</b>	<b>76</b>	<b>52</b>	<b>10</b>	<b>12</b>	<b>2</b>	<b>24</b>	<b>460</b>

**NEW HIRES**  
1/1/2021 through 12/5/2021

Job Group	MALE							FEMALE							TOTAL
	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	
Executive/Senior Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First/Mid Officials & Managers	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	2	0	1	0	1	0	0	3	1	4	0	0	0	1	13
Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	2	2	2	1	1	0	1	1	4	2	2	0	0	0	18
Service Workers	0	1	2	0	1	0	0	1	0	0	1	0	0	0	6
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>38</b>

**PROMOTIONS**  
1/1/2021 through 12/5/2021

Job Group	MALE							FEMALE							TOTAL
	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	
Executive/Senior Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First/Mid Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Professionals	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	0	0	1	0	1	0	0	0	0	2
Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	1	0	0	0	0	0	0	0	1	0	0	0	0	2
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>

**VOLUNTARY TERMINATIONS**  
1/1/2021 through 12/5/2021

Job Group	MALE							FEMALE							TOTAL
	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	
Executive/Senior Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First/Mid Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	1	0	0	1	0	0	6	2	2	0	1	1	1	16
Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	4	2	1	1	3	0	1	1	3	1	0	0	0	0	17
Service Workers	1	1	1	0	1	0	0	0	0	1	0	1	0	0	6
<b>TOTAL</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>39</b>

**INVOLUNTARY TERMINATIONS**  
1/1/2021 through 12/5/2021

Job Group	MALE							FEMALE							TOTAL
	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	
Executive/Senior Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First/Mid Officials & Managers	0	0	0	0	0	0	0	1	1	0	0	0	0	0	2
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	0	0	0	0	0	0	0	1	2	0	1	0	0	0	4
Service Workers	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

**TOTAL EMPLOYEES**  
As of December 5, 2021

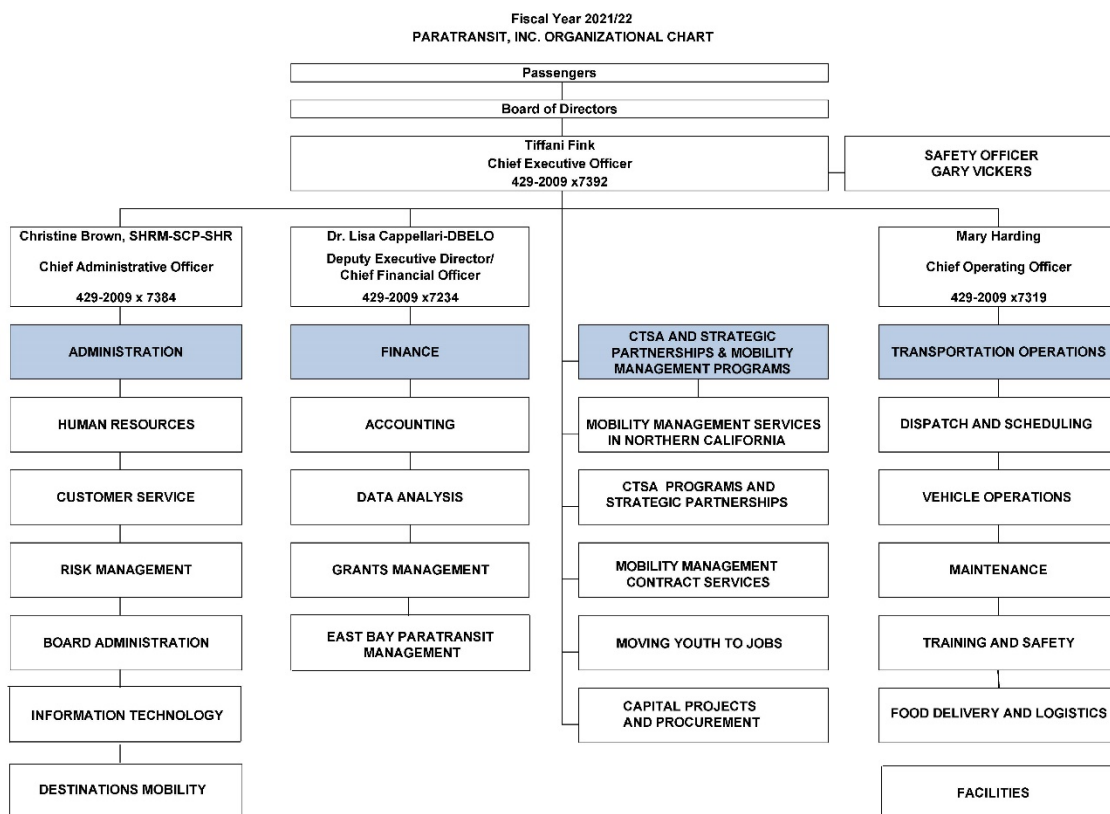
Job Group	MALE							FEMALE							TOTAL
	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	White, Not Hispanic	African American	Hispanic or Latino	Native Hawaiian/Pacific Islander	Asian	American Indian/Alaskan Native	Two or More Races	
Executive/Senior Officials & Managers	0	0	0	0	0	0	0	4	0	0	0	0	0	0	4
First/Mid Officials & Managers	4	0	1	0	0	0	0	5	2	0	0	1	0	1	14
Professionals	1	0	2	0	0	0	0	0	0	0	0	0	0	0	3
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	2	0	2	0	3	0	0	4	2	8	1	1	0	0	23
Craft Workers	0	0	7	0	1	0	0	0	0	0	0	0	0	0	8
Operatives	5	5	4	0	3	0	2	2	1	2	1	0	1	0	26
Service Workers	5	2	7	1	1	0	0	4	0	3	0	0	0	1	24
<b>TOTAL</b>	<b>17</b>	<b>7</b>	<b>23</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>19</b>	<b>5</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>102</b>



<b>PARATRANSIT, INC. JOB GROUPS</b>		
(As of December 5, 2021)		
Chief Administrative Officer	One (1)	Executive / Senior Officials and Managers
Chief Executive Officer		
Chief Financial Officer		
Chief Operating Officer		
Assistant Program Manager	One.Two (1.2)	First/Mid Officials and Managers
Director of Information Technology		
Director of Operations		
Human Resources Manager		
Information Systems Technical Administrative Manager		
Maintenance Manager		
Mobility Management Program Liaison		
Mobility Options Manager		
Operations and Training Manager		
Program Manager		
Strategic Partnership Manager		
Information Systems Technician	Two (2)	Professionals
Lead Information Systems Technician		
Programmer Analyst		
Administrative Assistant/Customer Service Representative	Four (4)	Administrative Support
Assistant Finance Manager		
Communications Dispatcher		
Data Administrator		
Human Resources Clerk		
Mobility Program Supervisor		
Route Reconciliation Technician		
Senior Clerk		
Senior Data Analyst		
Senior Human Resources Specialist		
Support Clerk		
Transportation Operations Specialist		
Transportation Operations Supervisor		
Transportation Scheduler		
Transportation Technology Specialist		
Mechanic A	Five (5)	Craft Workers
Mechanic B		
Mechanic C		
Vehicle Operator	Six (6)	Operatives

Day Porter/Custodian	Seven (7)	Service Workers
Maintenance Shift Supervisor		
Maintenance Office Supervisor		
Mobility Coordinator		
Mobility Coordinator, I		
Mobility Coordinator, II		
Mobility Program Specialist		
Mobility Trainer		
Service Advisor		
Service Assistant/Fueler		
Transit Accessibility Evaluator		
Travel Trainer		
Travel Training Technical Lead		
Transportation Operations Trainer		

## Exhibit 1: Paratransit, Inc. Organization Chart and Utilization Report



COMPID = P014517  
UNITID = P014517

**EQUAL EMPLOYMENT OPPORTUNITY**  
2020 EMPLOYER INFORMATION REPORT EEO-1  
Consolidated Report

**SECTION B – COMPANY IDENTIFICATION**

1. PARATRANSIT INC  
2501 FLORIN ROAD  
SACRAMENTO, CA 95822

2.a. PARATRANSIT INC  
2501 FLORIN ROAD  
SACRAMENTO, CA 95822

**SECTION C – TEST FOR FILING REQUIREMENT**

1- Y 2- N 3- Y DUNS= 038278768

**SECTION E – ESTABLISHMENT INFORMATION**  
NAICS: 485991 - Special Needs Transportation

c. EIN= 942519965

**SECTION D – EMPLOYMENT DATA**

JOB CATEGORIES	Hispanic or Latino		Non-Hispanic or Latino												Overall Totals
			***** Male *****						***** Female *****						
	Male	Female	White	Black or African American	Native Hawaiian Or Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian Or Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	
Exec/Sr. Officials & Mgrs	0	0	0	0	0	0	0	0	4	0	0	0	0	0	4
First/Mid Officials & Mgrs	1	0	4	0	0	0	0	0	3	2	0	0	0	3	13
Professionals	2	0	2	0	0	0	0	0	0	0	0	1	0	0	5
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	2	6	0	1	0	3	0	0	7	3	1	2	1	0	26
Craft Workers	7	0	0	0	0	1	0	0	0	0	0	0	0	0	8
Operatives	3	1	5	6	0	5	0	2	3	2	0	0	1	0	28
Laborers & Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	7	4	6	2	1	1	0	0	3	0	0	1	0	2	27
Total	22	11	17	9	1	10	0	2	20	7	1	4	2	5	111
Previous Year Total	42	22	34	21	11	27	0	3	39	12	1	6	1	7	226

**SECTION F – REMARKS**

DATES OF PAYROLL PERIOD: 12/7/2020 THRU 12/20/2020

**SECTION G – CERTIFICATION:**

CERTIFIED DATE: 8/23/2021

2:54 PM

CERTIFYING OFFICIAL: CHRIS M. BROWN, SHRM-SCP, SPHR  
EMAIL: CHRISB@PARATRANSIT.ORG  
EEO-1 REPORT CONTACT PERSON: CHRIS M. BROWN, SHRM-SCP, SPHR  
EMAIL: CHRISB@PARATRANSIT.ORG

TITLE: CHIEF ADMINISTRATIVE OFFICER  
PHONE: 9164292009  
TITLE: CHIEF ADMINISTRATIVE OFFICER  
PHONE: 9164292009

## Exhibit 2: Procedures for Filing an Equal Employment Opportunity Program Complaint

The Human Resources Division has the specific responsibility of investigating employee and applicant complaints of discrimination, including complaints of sexual harassment. Human Resources Division staff is available for informal consultation should an employee and/or manager desire information regarding a discrimination or harassment concern.

Human Resources Division staff will meet with complainant to review the allegations, clarify issues, and obtain names of witnesses, if applicable. Some complaints may be resolved through discussions with appropriate personnel of Paratransit, Inc. If the Human Resources Division staff determines that there are no issues of discrimination or harassment based on protected class, staff will inform the complainant. Human Resources staff may refer the complainant to other appropriate officials, including department managers or union representatives.

In the event that the Human Resources Division determines that a formal investigation is warranted, staff shall conduct a full prompt, thorough investigation of the allegations. Such investigation may include interviews with all parties named by the complainant and the respondent, as well as an analysis of relevant materials and records.

Upon completion of the investigation, the Human Resources Division staff will present a written determination/finding to the complainant.

Steps in the complaint procedure include:

- Resolution of complaints at lowest level of supervision
- Resolution through union grievance process or complaint process
- Complaints to the Human Resources Division will be deferred to the appropriate bargaining unit when the same complaint is the subject of a union grievance
- Complaints filed with Human Resources include:
  - Informal Counseling
  - Informal Counseling Supervisor
  - Informal Complaint
  - Formal Complaint
  - External Complaints (complaints filed with EEOC, Department of Fair Employment and Housing)
- Human Resources staff determines the basis and grounds for the complaint
- Human Resources staff determines the need for full investigation
- Involved parties meet with Human Resources to resolve charges
- Written determination/finding of complaint provided to Complainant and any other involved parties.
- Chief Executive Officer issues final resolution, if necessary.

## Exhibit 3: Glossary

Following is a glossary of terms used throughout this document. All definitions below related to occupational categories and racial/ethnic identification, are utilized by the Equal Employment Opportunity Commission and have been employed in this Plan by Paratransit for the sake of uniformity in data collection.

### **Adverse Effect:**

The results of a total management and employment process which produces a significantly higher percentage of qualified racial and minority groups and women in the general population of Sacramento being rejected for employment placement or promotion; or not being actively and aggressively recruited for employment or the provision of other services.

**Affirmative Action:**

Positive and strong actions to bring about the condition of equal employment opportunity for everyone (specifically, racial and ethnic minorities, the disadvantaged, veterans, the disabled, and women.) The courts have firmly established the legal necessity for positive, affirmative action to remove these practices which still pervade every phase of employment, even when the employer has no conscious intent to discriminate.

**Affirmative Action Plan:**

A comprehensive, result-oriented personnel program designed to increase the representation of members of minority groups, the disabled, women and other protected groups at all levels of responsibility.

**Age:**

Age refers to person between 40 and 70 years of age who are protected by the Age Discrimination Act (1967)

**American Indian or Alaskan Native:**

All persons who have origins in any of the original peoples of North American, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:**

All persons having origins in any of the original peoples of the Far East, Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

**Black (Not of Hispanic Origin):**

All persons having origins in any of the Black racial groups of Africa.

**Disabled:**

Any person who has a physical or mental impairment that substantially limits one or more of that person's major life activities, has a record of impairment or is regarded as having an impairment. "Life activities" are defined as those which affect employability. "Substantially limits" means the degree that the impairment affects employability.

**Equal Employment Opportunity:**

Equal employment opportunity is the law, mandated by federal, state and local legislation, Presidential executive orders and definitive court decisions, all directed toward ensuring fair and equal treatment for all person regardless of race, color, age, religion, sex, disability, or national origin in all its employment practices.

**Goals:**

A realistic numerical level of accomplishment which an agency commits itself to by increasing employment opportunities for minorities, women, and other protected groups at all levels. It is established in terms of the number of projected vacancies and the number of potential applicants who are qualified in the relevant labor market.

**Hispanic:**

All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture of origin regardless of race.

**Job Category:**

One or a group of jobs having similar responsibilities, duties, and career opportunities.

**Minority Groups:**

Includes all those ethnic groups defined in this glossary, except White (not of Hispanic origin).

**Other Covered Veterans:**

An Other Covered veteran is a person who served on active duty between December 7, 1941 and April 28, 1952, or during one of the periods listed in Attachment 1.

**Other Protected Groups:**

This phrase is used to include legislatively protected persons not specifically mentioned within any particular phrase within this Plan. It includes ethnic minorities, women, persons with disabilities, Vietnam veterans, Special Disabled veterans, Other Covered veterans and person 40 to 70 years of age.

**Plan:**

Refers to this document

**Special Disabled Veteran:**

A Special Disabled veteran is a person who:

- 1) Is a veteran who is entitled to compensation (or who but for receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38, U.S.C. to have a serious employment handicap; or
- 2) Was discharged or released from active duty because of a service-connected disability.

**Under-Representation:**

Those employment situations in which there are significantly fewer persons of a particular grouping (i.e., minorities, women, men, etc.) employed in a particular agency or department or job category than might be expected when compared with the distribution of that group within the general population of Sacramento.

**Utilization:**

The placement of employees in positions commensurate with their educational level, training, experience, competency, and performance.

**Vietnam Era Veteran Status:**

A veteran of the Vietnam era is a person who:

- 1) Served on active duty for a period of more than 180 days, any part of which occurred (i) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (ii) between August 5, 1964, and May 7, 1975 in all other cases, and was discharged or released from that duty with a discharge other than dishonorable; or
- 2) Was discharged or released from active duty for a service-connected disability, if any part of such duty was performed (i) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (ii) between August 5, 1964 and May 7, 1975, in all other cases.

**White (Not of Hispanic Origin):**

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.



## Exhibit 4: Utilization Analysis

**Paratransit, Inc.**  
**Job Group Availability/Utilization/Underutilization Analysis & Annual Goals**  
As of December 5, 2021

Job Group	Total Employees in Job Group	FEMALE					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Exec/Senior Officials & Mgrs.	4	4	100.0	46.70	45655	45651	46.70%
First/Mid Officials and Mgrs.	14	9	64.3	46.70	45655	45646	46.70%
Professionals	3	0	0.0	32.80	12110	12110	32.80%
Administrative Support	23	16	69.6	71.90	67140	67124	71.90%
Craft Workers	8	0	0.0	4.40	805	805	4.40%
Operatives	26	7	26.9	11.30	265	258	11.30%
Service Workers	24	8	33.3	64.90	71735	71727	64.90%
Totals	102	40			197710		

*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a placement goal is noted in the annual % column*

Resources for obtaining labor market information:

[http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

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**Paratransit, Inc.**  
**Job Group Availability/Utilization/Underutilization Analysis & Annual Goals**  
As of December 5, 2021

Job Group	Total Employees in Job Group	Two or More Races					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Exec/Senior Officials & Mgrs.	4	0	0.0	3.40	3275	3275	3.40%
First/Mid Officials and Mgrs.	14	0	0.0	3.40	3275	3275	3.40%
Professionals	3	0	0.0	3.90	1450	1450	3.90%
Administrative Support	23	0	0.0	4.70	4430	4430	4.70%
Craft Workers	8	0	0.0	3.70	665	665	3.70%
Operatives	26	0	0.0	4.20	995	995	4.20%
Service Workers	24	0	0.0	4.80	5430	19215	4.80%
Totals	102	0			16245		

*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a placement goal is noted in the annual % column*

Resources for obtaining labor market information:

[http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

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**Paratransit, Inc.**  
**Job Group Availability/Utilization/Underutilization Analysis & Annual Goals**  
As of December 5, 2021

Job Group	Total Employees in Job Group	American Indian/Alaskan Native					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Exec/Senior Officials & Mgrs.	4	0	0.0	0.30	290	290	0.30%
First/Mid Officials and Mgrs.	14	0	0.0	0.30	290	290	0.30%
Professionals	3	0	0.0	0.20	70	70	0.20%
Administrative Support	23	0	0.0	0.30	310	310	0.30%
Craft Workers	8	0	0.0	0.30	60	60	0.30%
Operatives	26	1	3.8	0.30	65	64	0.30%
Service Workers	24	0	0.0	0.30	330	19215	0.30%
Totals	102	1			1125		

*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a placement goal is noted in the annual % column*

Resources for obtaining labor market information:

[http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

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**Paratransit, Inc.**  
**Job Group Availability/Utilization/Underutilization Analysis & Annual Goals**  
As of December 5, 2021

Job Group	Total Employees in Job Group	Asian					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Exec/Senior Officials & Mgrs.	4	0	0.0	11.30	11010	11010	11.30%
First/Mid Officials and Mgrs.	14	1	7.1	11.30	11010	11009	11.30%
Professionals	3	0	0.0	23.50	8685	8685	23.50%
Administrative Support	23	4	17.4	13.30	12440	12436	13.30%
Craft Workers	8	1	12.5	10.80	1960	1959	10.80%
Operatives	26	3	11.5	12.40	2930	2927	12.40%
Service Workers	24	1	4.2	1.60	1820	19215	1.60%
Totals	102	10			38845		

*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a placement goal is noted in the annual % column*

Resources for obtaining labor market information:

[http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

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**Paratransit, Inc.**  
**Job Group Availability/Utilization/Underutilization Analysis & Annual Goals**  
As of December 5, 2021

Job Group	Total Employees in Job Group	Native Hawaiian/Pacific Islander					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Exec/Senior Officials & Mgrs.	4	0	0.0	0.60	550	550	0.60%
First/Mid Officials and Mgrs.	14	0	0.0	0.60	550	550	0.60%
Professionals	3	0	0.0	0.50	175	175	0.50%
Administrative Support	23	1	4.3	1.00	965	964	1.00%
Craft Workers	8	0	0.0	1.50	280	280	1.50%
Operatives	26	1	3.8	2.10	500	499	2.10%
Service Workers	24	1	4.2	1.60	1820	1819	1.60%
Totals	102	3			4290		

*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a placement goal is noted in the annual % column*

Resources for obtaining labor market information:

[http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

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**Paratransit, Inc.**  
**Job Group Availability/Utilization/Underutilization Analysis & Annual Goals**  
As of December 5, 2021

Job Group	Total Employees in Job Group	African American					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Exec/Senior Officials & Mgrs.	4	0	0.0	6.70	6580	6580	6.70%
First/Mid Officials and Mgrs.	14	2	14.3	6.70	6580	6578	6.70%
Professionals	3	0	0.0	4.80	1755	1755	4.80%
Administrative Support	23	2	8.7	9.50	8855	8853	9.50%
Craft Workers	8	0	0.0	5.00	900	900	5.00%
Operatives	26	6	23.1	9.10	2150	2144	9.10%
Service Workers	24	2	8.3	9.90	10905	10903	9.90%
Totals	102	12			31145		

*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a placement goal is noted in the annual % column*

Resources for obtaining labor market information:

[http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

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**Paratransit, Inc.**  
**Job Group Availability/Utilization/Underutilization Analysis & Annual Goals**  
As of December 5, 2021

Job Group	Total Employees in Job Group	Hispanic					
		Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number		
Exec/Senior Officials & Mgrs.	4	0	0.0	14.20	13915	13915	14.20%
First/Mid Officials and Mgrs.	14	1	7.1	14.20	13915	13914	14.20%
Professionals	3	2	66.7	13.20	4855	4853	13.20%
Administrative Support	23	10	43.5	20.90	19490	19480	20.90%
Craft Workers	8	7	87.5	22.00	3990	3983	22.00%
Operatives	26	6	23.1	24.20	5720	5714	24.20%
Service Workers	24	10	41.7	28.20	31180	31170	28.20%
Totals	102	36			79150		

*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a placement goal is noted in the annual % column*

Resources for obtaining labor market information:

[http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

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**Paratransit, Inc.**  
**Board of Directors Staff Report**  
**Agenda Item 4D**

**AGENDA TITLE:** Adopt Resolution 16-21 Approving Amendment #1 to the Compensation and Classification Study Project increasing the contract not to exceed amount \$30,000 to \$130,000 and increasing the Professional Services Budget Allocation to 100% of the Budgeted Amount for Fiscal Year 2022

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer  
Chris M. Brown, SHRM-SCP, SPHR,  
Chief Administrative Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 16-21 Approving Amendment #1 to the Compensation and Classification Study Project increasing the contract not to exceed amount \$30,000 to \$130,000 and increasing the Professional Services Budget Allocation to 100% of the Budgeted Amount for Fiscal Year 2022.

**BACKGROUND AND DISCUSSION:**

As approved by the Board of Directors at the April 19, 2021, staff has engaged a consulting firm to complete a compensation and classification study for the non-bargaining unit employees in the Sacramento office. The scope of work did not include the consulting firm completing as many employee interviews as are needed for an accurate study or updating the job descriptions. The addition of these services will increase the contract over the originally approved amount of \$100,000; therefore staff is requesting up to \$30,000 in additional funding for this project.

Additionally, at the June 21, 2021, meeting the Board approved the Fiscal Year 2022 budget with funding for Professional Services at 40% of the budgeted amount. With the compensation and classification study and labor negotiations in process, staff is requesting the Board fully fund the Professional Services budget as presented.

**FISCAL IMPACT:**

There is no fiscal impact as these amounts are included in the Fiscal Year 2022 budget.



**RESOLUTION NO. 16-21**

**APPROVING AMENDMENT #1 TO THE COMPENSATION AND CLASSIFICATION STUDY PROJECT INCREASING THE CONTRACT \$30,000 TO \$130,000 AND INCREASING THE PROFESSIONAL SERVICES BUDGET ALLOCATION TO 100% OF THE BUDGETED AMOUNT FOR FISCAL YEAR 2022**

**WHEREAS**, Paratransit, Inc. has contracted with CPS HR Consulting to complete a compensation and classification study; and

**WHEREAS**, the contract is being amended to add additional employee interviews and updates of job descriptions; and

**WHEREAS**, the compensation and classification study and labor negotiations are in progress requiring full funding of the Professional Services budget to complete these projects.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of Paratransit, Inc. approve Amendment #1 to the Compensation and Classification Study Project by increasing the contract not to exceed by \$30,000 to \$130,000; and

**NOW, THEREFORE BE IF FURTHER RESOLVED**, the Board of Directors increases funding of the Professional Services budget from 40% to the full budgeted amount presented at the June 21, 2021 meeting.

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Vidhu Shekhar, President  
Paratransit, Inc. Board of Directors  
Dated: December 20, 2021



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 4E**

**AGENDA TITLE:** Adopt Resolution 17-21 Authorizing the Chief Executive Officer to Negotiate and Execute an Agreement with River City Medical Group (RCMG) to provide Transportation Services

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 17-21 authorizing the Chief Executive Officer to negotiate and execute an agreement with River City Medical Group (RCMG) to provide transportation services.

**BACKGROUND AND DISCUSSION:**

Paratransit, Inc. prides itself as a service of excellence in transporting seniors and persons with disabilities. Often our clientele require transportation to medical programs and services. With the passage of the Affordable Care Act, medical providers are required to prioritize follow up care for their patients including transportation to those appointments. Approximately 5 years ago, the Chief Executive Officer (CEO) had a “brainstorming” meeting with RCMG about possibilities. Nothing further progressed with that meeting. Fast forward to present and the CEO was contacted once again about providing services. With our new service model, discussions began in earnest and a series of meetings has occurred to determine the details. Staff is in the final steps of working with RCMG and the area medical insurers to establish rates (with all billing to pass through RCMG) and further refine operational details. This program is structured to be a long-term on-going



transportation partnership, similar to our programs to transport regional center clients.

**FISCAL IMPACT:**

All services provided by this contract will cover all expenses fully allocated to the project. Future revenue and expense projections will be included into Board financial updates and the upcoming Fiscal Year 2023 budget.

**ATTACHMENTS:**

1. Resolution 17-21



**RESOLUTION NO. 17-21  
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND  
EXECUTE AN AGREEMENT WITH RIVER CITY MEDICAL GROUP  
(RCMG) TO PROVIDE TRANSPORTATION SERVICES**

**WHEREAS**, Paratransit, Inc. is a provider of services to persons with disabilities, the elderly, and those seeking to access medical services;

**WHEREAS**, River City Medical Group is the largest group overseeing Medicare patients in the County;

**WHEREAS**, to increase the health outcomes of their current patients, RCMG and Paratransit would work together to provide RCMG patients with transportation to medical services;

**WHEREAS**, RCMG has agreed to serve as the fiscal intermediary;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of Paratransit, Inc. adopts Resolution 17-21 authorizing Paratransit's Chief Executive Officer to negotiate and execute an Agreement with River City Medical Group to provide transportation services.

Approved this 20<sup>th</sup> day of December, 2021.

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Vidhu Shekhar, President  
Paratransit, Inc., Board of Directors



**Paratransit, Inc.**  
**Board of Directors Staff Report**  
**Agenda Item 4F**

**AGENDA TITLE:** Adopt Resolution 18-21 Authorizing the Chief Executive Officer to Negotiate and Execute an Agreement with Shriners Hospital to provide Transportation and Mobility Management Services

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 18-21 authorizing the Chief Executive Officer to negotiate and execute an agreement with Shriners Hospital to provide transportation and mobility management services.

**BACKGROUND AND DISCUSSION:**

Paratransit, Inc. prides itself as a service of excellence in transporting seniors and persons with disabilities. Often our clientele require transportation to medical programs and services. With the passage of the Affordable Care Act, medical providers are required to prioritize follow up care for their patients including transportation to those appointments. Shriners is one the nation's top recognized hospitals for treating children with severe illness. Paratransit has been in discussion with the staff at Shriners Hospital about providing transportation services to patients both for follow up appointments, as well as transportation from Sacramento International Airport for those coming to Sacramento to seek out treatment. This program is structured to be a long-term on-going transportation partnership, similar to our programs to transport regional center clients.

Additionally, Shriners works routinely with children and young adults who due to injury will now experience a disability for the remainder of their life. Paratransit will work closely with Shriners case managers to provide mobility management training and services to ensure that these patients are able to have access to all available options that are out there for them post release. Our goal is to highlight not what is lost but rather what opportunity is possible for them.

#### **FISCAL IMPACT:**

All services provided by this contract will cover all expenses fully allocated to the project. Future revenue and expense projections will be included into Board financial updates and the upcoming Fiscal Year 2023 budget.

#### **ATTACHMENTS:**

1. Resolution 18-21



**RESOLUTION NO. 18-21**  
**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND**  
**EXECUTE AN AGREEMENT WITH SHRINERS HOSPITAL TO PROVIDE**  
**TRANSPORTATION AND MOBILITY MANAGEMENT SERVICES**

**WHEREAS**, Paratransit, Inc. is a provider of services to persons with disabilities, the elderly, and those seeking to access medical services;

**WHEREAS**, Shriners Hospital is one of the top hospitals in the Country treating youth and young adults with severe illness or trauma;

**WHEREAS**, to increase the health outcomes of their current patients, Shriners and Paratransit would work together to provide Shriners patients with transportation to medical services;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of Paratransit, Inc. adopts Resolution 18-21 authorizing Paratransit's Chief Executive Officer to negotiate and execute an Agreement with Shriners Hospital to provide transportation and mobility management services.

Approved this 20<sup>th</sup> day of December, 2021.

---

Vidhu Shekhar, President  
Paratransit, Inc., Board of Directors



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 4G**

**AGENDA TITLE:** Adopt Resolution 19-21 Authorizing the Chief Executive Officer to Negotiate and Execute an Agreement with Creative Bus Sales to provide various maintenance services on behalf of Creative Bus Sales

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 19-21 authorizing the Chief Executive Officer to negotiate and execute an agreement with Creative Bus Sales to provide various maintenance services on behalf of Creative Bus Sales.

**BACKGROUND AND DISCUSSION:**

Paratransit, Inc.'s maintenance shop is known both locally and statewide for our outstanding maintenance services, customer service and timely turn around time. For several years, Paratransit has performed our own warranty work and minor repairs on our buses purchased from Creative Bus Sales, and been reimbursed for these costs. We have recently began to also provide services to some of our CTSA partners.

In Summer 2021, Paratransit and Creative Bus Sales staff began discussions regarding an expansion of these service offerings to Creative Bus Sales and their clients. Paratransit and Creative has negotiated costs and terms and are ready to begin work once the national chip shortage allows for buses to move freely from the assembly line. We can accommodate the anticipated work load with existing staff and will continue to monitor increased demand and staffing adjustments as needed, going

forward. This partnership is structured to be a long-term maintenance partnership bringing expanded maintenance capabilities to Creative Bus Sales in Northern California, as well as their smaller non-profit and transit clients.

**FISCAL IMPACT:**

All services provided by this contract will cover all expenses fully allocated to the project. Future revenue and expense projections will be included into Board financial updates and the upcoming Fiscal Year 2023 budget.

**ATTACHMENTS:**

1. Resolution 19-21



**RESOLUTION NO. 19-21  
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND  
EXECUTE AN AGREEMENT WITH CREATIVE BUS SALES TO  
PROVIDE VARIOUS MAINTENANCE SERVICES ON BEHALF OF  
CREATIVE BUS SALES**

**WHEREAS**, Paratransit, Inc. currently provides maintenance services to numerous agencies including non-profits, taxis and transit agencies; and

**WHEREAS**, Paratransit, Inc. has performed maintenance and warranty work for Creative Bus Sales on our own fleet for years; and

**WHEREAS**, Paratransit, Inc. and Creative seek to expand their maintenance partnership to allow Paratransit, Inc on behalf of Creative Bus Sales to provide additional maintenance services;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of Paratransit, Inc. adopts Resolution 19-21 authorizing Paratransit's Chief Executive Officer to negotiate and execute an Agreement with Creative Bus Sales to provide maintenance services on behalf of Creative Bus Sales.

Approved this 20<sup>th</sup> day of December, 2021.

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Vidhu Shekhar, President  
Paratransit, Inc., Board of Directors





**Paratransit, Inc.**  
**Board of Directors Staff Report**  
**Agenda Item 4H**

**AGENDA TITLE:** Approve Resolution 20-21 Authorizing the Chief Executive Officer to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, the State of California, the Federal Transit Administration, and assorted local programs

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer  
Lisa M Cappellari, Chief Financial Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 20-21 authorizing the Chief Executive Officer to Submit Proposals and Funding Applications, as opportunities arise, to pursue funding from the Federal Transit Administration, SACOG, the State of California or other funding sources and to execute any contracts and/or agreements, if awarded.

**BACKGROUND AND DISCUSSION:**

Paratransit, Inc. routinely applies for numerous calls for project funding applications for funding to operate our services. Many of the programs are on two-year cycles which are soon going to open. In addition, with the passage of the Bi-Partisan Infrastructure Bill and the potential for additional funding opportunities should the Build Back Better (reconciliation) bill pass, staff is requesting authority to pursue funding advantageous to continuation and expanding our programs.

**FISCAL IMPACT:**

The current year fiscal budget is built upon already awarded funds. Any funding awarded would be included in future budgets.

**ATTACHMENTS:**

1. Resolution 20-21



**RESOLUTION NO. 20-21**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO PREPARE, SUBMIT AND EXECUTE AGREEMENTS FOR VARIOUS UPCOMING GRANT PROGRAMS FROM THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS, STATE OF CALIFORNIA, FEDERAL TRANSIT ADMINISTRATION AND ASSORTED LOCAL PROGRAMS**

**WHEREAS**, Congress recently passed the Bi-Partisan Infrastructure Bill and SACOG is entering into their upcoming funding cycles; and

**WHEREAS**, as a transit and social service provider, Paratransit, Inc. is considered an essential business delivering critical infrastructure and needs to continue providing essential public services; and

**WHEREAS**, many of the programs and services Paratransit provides are eligible for these funding programs.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. hereby authorizes the Chief Executive Officer to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, State of California, Federal Transit Administration, and assorted local programs.

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Vidhu Shekhar, President  
Paratransit, Inc., Board of Directors

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Date



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 4I**

**AGENDA TITLE:** Adopt Resolution 21-21 Deferring Election of Officers until the February 2022 Board of Directors meeting

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Staff recommends that the Board of Directors adopt Resolution 21-21 formally deferring the selection of Board Officers until the 1<sup>st</sup> meeting of the new Board of Directors in February 2022.

**BACKGROUND AND DISCUSSION:**

Each year, the Bylaws require the selection and adoption of Board Officer at the November Board meeting. Due to the on-going Board governance process, staff is recommending that this item be deferred so that Officers may be selected by the new Board rather than the existing Board.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

1. Resolution 21-21



**RESOLUTION NO. 21-21**

**DEFERRING ELECTION OF OFFICERS UNTIL THE FEBRUARY 2022 BOARD OF DIRECTORS MEETING**

**WHEREAS**, Paratransit, Inc's bylaws call for election of officers at the November Board meeting; and

**WHEREAS**, in accordance with the revised Board Governance and meeting calendar ; and

**WHEREAS**, deferral allows for all 2022 seated Board members to vote for their officers.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 21-21 deferring election of officers until the February 2022 Board of Directors Meeting.

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Vidhu Shekhar, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2021



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 4J**

**AGENDA TITLE:** Received an update on the Marketing, Branding and Outreach projects in 2021 and Discussion and Consideration of Adoption of a new branding for Paratransit's Transportation Services

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 22-21 adopting Update #1 to the Paratransit, Inc. Public Transit Agency Safety Plan.

**BACKGROUND AND DISCUSSION:**

The Federal Transit Administration Regulations (49 C.F.R. Part 637) required public transit agencies like Paratransit, Inc. to adopt a Public Transportation Agency Safety Plan (PTASP) no later than December 31, 2020. The regulations also require the PTASP to be approved by the Board of Directors. Agencies are also required to update the PTASP annually. The Paratransit Board adopted the original PTASP in November 2020. This update to the plan revises annual reporting data and the posting dates of the plan.

The Federal Transit Administration (FTA) published the PTASP Regulation, 49 C.F.R. Part 673, on July 19, 2018. The regulation implements a risk-based Safety Management System (SMS) approach. The PTASP is one element of the FTA's comprehensive Public Transportation Safety Program. The PTASP explains our safety processes. The plan is a data driven approach to manage hazards and includes performance measures and

targets. A plan is coordinated with internal stakeholders and the stakeholders will be provided with training. The PTASP must be based on Safety Management System (SMS) Principles. The four components to SMS are: safety management policy, safety risk management, safety assurance and safety promotion. The safety management policy assigns authorities, accountabilities and responsibilities for all Paratransit, Inc staff. There must also be integration with Emergency Management and SMS documentation and records. Safety risk management is the safety hazard identification process. This process also includes safety risk assessment and safety risk mitigation. Safety assurance is the safety performance monitoring and measurements process. This includes management of change and continuous improvement. Examples of performance measurements are reportable injuries, reportable safety events and system reliability. Safety promotion is the safety training program and safety communication. Once the plan is in effect, staff will regularly audit the plan to verify the processes and programs are being followed and based on trends, implement strategies for continuous safety improvement. In addition to internal audits, the PTASP will also be audited by the FTA triennially. Staff recommends that the Board adopt Update #1 to the PTASP for Paratransit, Inc.

#### **FISCAL IMPACT:**

There is no fiscal impact with approving the Plan, however the future safety needs will have a financial impact and will be incorporated into the budget process. Adoption of a PTASP is required to comply with federal requirements for funding.

#### **ATTACHMENTS:**

1. Resolution 22-21



**RESOLUTION NO. 22-21**

**ADOPTING UPDATE #1 TO THE PARATRANSIT, INC PUBLIC TRANSIT AGENCY  
SAFETY PLAN**

**WHEREAS**, Paratransit, Inc. puts the safety and security of our passengers and employees as our highest priority; and

**WHEREAS**, in accordance with Federal Transit Administration requirements, staff has developed a Public Transit Agency Safety Plan ; and

**WHEREAS**, FTA requires the Board of Directors to formally adopt the Update the the PTASP by December 31, 2021.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 22-21 adopting the Public Transit Agency Safety Plan.

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Vidhu Shekhar, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2021





# Paratransit, Inc. (PI)

## Public Transit Agency Safety Plan





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### Transit Agency Information

Transit Agency: Paratransit, Inc.

#### Transit Agency Addresses

Administrative Office: 2501 Florin Road Sacramento, CA 95819

Boston Office: 1000 Massachusetts Avenue Boston, MA 02118

Accountable Executive: Tiffani M. Fink, Chief Executive Officer

Chief Safety Officer: Gary Vickers, Director of Operations

Modes of Service: Demand Response and Social Service  
Transportation (Directly Operated)

FTA Funding Received: 5307, 5310, and 5339



## **Plan Development, Approval, and Updates**

### **Development**

Paratransit, Inc. drafted this plan. By signature below, the Accountable Executive confirms the development this plan.

  
\_\_\_\_\_  
Tiffani M. Fink, Accountable Executive

\_\_\_\_\_  
12/17/2021  
Date Signed

### **Approval**

The Paratransit, Inc. Board of Directors approved this plan as so indicated by the signature of the Board of Directors' President on the date noted below, and as specified in Resolution Number 22-21 and the Board of Directors Meeting Minutes from December 20, 2021. The meeting minutes can be reviewed on the Paratransit, Inc. website.

\_\_\_\_\_  
Vidhu Shekhar, President  
Paratransit, Inc. Board of Directors

\_\_\_\_\_  
Date Signed

### **Certification**

Paratransit, Inc.'s Public Transit Agency Safety Plan (PTASP) addresses all applicable requirements. Paratransit, Inc.'s Agency Plan was certified by Gary Vickers, Director of Operations, on December 17th, 2021.



## **Annual Review and Revisions of the Public Transportation Agency Safety Plan**

Each Fall, the PTASP will be reviewed by the Chief Safety Officer and updated, if needed. All substantive revisions will be presented to the Accountable Executive and Paratransit, Inc. Board of Directors for annual approval. A table that records the history of revisions made to the Agency's PTASP is contained in Appendix A of this document.

## **Glossary and Acronyms**

A glossary of terms and acronyms can be found in Appendix B.

## **Safety Performance Targets**

Paratransit, Inc.'s safety performance targets are reviewed and updated during the annual review. The specific performance targets are based on the safety performance measures established under the National Public Transportation Safety Plan and any additional performance goals set by PI. These targets are specific numerical targets set by PI, and must be based on the safety performance measures established by FTA in the National Public Transportation Safety Plan referenced in the Safety and Security Quick Reference Guide in Appendix C.

PI fleet vehicles are interchanged between modes. PI uses the Predominant Use Rule when an event affects more than one mode. If two or more transit modes are affected by an event, PI will report the event in only one mode.

**Fatalities:** Total number of reportable fatalities and rate per total vehicle revenue miles by mode in a calendar year.

**Injuries:** Total number of reportable injuries<sup>1</sup> (defined in the NTD Safety and Security Reporting Manual) and rate per total vehicle revenue miles by mode in a calendar year.

<sup>1</sup>NTD: *An injury (employee or passenger) requiring immediate medical attention away from the scene for one or more persons.*

**Safety Events:** Total number of reportable events<sup>2</sup> and rate per total vehicle revenue miles by mode in a calendar year.

<sup>2</sup>NTD: *Preventable events that occur at transit revenue facilities, on transit infrastructure, or during a transit maintenance activity.*

Total injuries and safety events are calculated by averaging previous year totals and the rates are indicated as a fraction with the total over the estimated ridership per mode.

**System Reliability:** Mean distance, in miles, between major mechanical failures by mode in a calendar year.

System reliability is calculated using the Predominant Use Rule. The miles between road calls are averaged for previous years and the total is divided by the percentage assigned to each mode.

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)
Demand Response (DR)	0	0	1	1/293,035	0	0/293,035

### **Safety Management System (SMS)**

A Safety Management System (SMS) is a comprehensive approach to managing safety within the transit system. Management and staff work together to control risk, identify and correct hazards, measure and analyze safety performance metrics, and disseminate safety information. The SMS helps transit agencies apply resources to risk and ensure they have an organizational infrastructure to support decision-making at all levels regarding the assignment of resources.



Key components include:

- Effective policies and procedures
- Strong executive leadership focused on safety
- Clearly defined safety roles and responsibilities
- Safety accountabilities and communication
- Active employee involvement

## **Safety Management Policy**

### **Safety Management Policy Statement**

PI is committed to the management of safety. PI will develop, implement, maintain, and constantly improve processes to ensure that all the transit service delivery activities take place under a balanced allocation of organizational resources. As a core business function, PI is aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Chief Executive Officer.

Paratransit, Inc. is committed to:

- Support safety management through the provision of appropriate resources. This will result in a culture that fosters safe practices, encourages effective employee reporting and communication;
- Integrate the management of safety among the primary responsibilities of all managers and employees;
- Clearly define for all staff and managers alike their accountabilities and responsibilities for the delivery of the Agency's safety performance and the performance of the safety management system;



- Establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program in order to eliminate or mitigate the safety risks resulting from operations or activities consistent with acceptable level of safety performance;
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of the collective bargaining agreement, regulations, policies, or procedures;
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;
- Ensure that sufficient skilled and trained staff are available to implement safety management processes;
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- Establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improve safety performance through management processes that ensure appropriate safety management action is taken and is effective; and
- Ensure externally supplied systems and services to support operations are delivered meeting safety performance standards.

### **Safety Management Policy Communication**

The Safety Management Policy is posted at Paratransit, Inc.'s Administrative Office and in the employee breakroom. The Safety Management Policy will be first shared



with employees after the completion of the PTASP through a series of employee meetings. PI disseminated the Safety Management Policy to the public in the following manner:

- Paratransit, Inc. Board of Directors meeting (Date of Publication: December 20, 2021)
- PI website (Date of Publication: December 20, 2021)
- Staff intranet (Date of Publication: December 20, 2021)
- New hire orientation-ongoing
- PI email blasts (Date of Publication: scheduled for December 21, 2021)

In addition to the Safety Management Policy, PI has numerous standard operating procedures (SOPs) and operational policies to supplement, detail, and support the overall the SMS. Examples of Paratransit, Inc.'s policies include Smoking, Cash Variance, Appearance, Vehicle Backing/Spotters, Lost and Found, and Reasonable Modification. Each policy includes safety components to ensure the wellbeing of PI staff, passengers, and the greater community. Similarly, there are various SOPs (e.g. Boarding and Securement, Post Collision) for maintenance and operations to safeguard everyone. Staff sign acknowledgments for all policies and procedures after they receive training and have an opportunity to ask questions. Staff participation in all safety trainings and the safety committee meetings is recorded through a sign-in sheet. PI will maintain documentation related to the implementation of the SMS; the programs, policies, and procedures used to carry out the PTASP; and the results from its SMS processes and activities for three years after creation. This documentation will be available to the FTA or other Federal or oversight entity upon request.

### **Authorities, Accountabilities, and Responsibilities**

Safety is everyone's responsibility at PI. Anyone may observe a hazard that could result in an event. All employees must remain alert and observant to ensure hazards are mitigated to the greatest extent possible. Below are the authorities,



accountabilities, and responsibilities of the following individuals in the development and management of Paratransit, Inc.'s SMS.

### **Accountable Executive**

The Accountable Executive may delegate specific responsibilities, but not their accountability for the transit agency's safety performance and PTASP in accordance with 49 U.S.C. 5329(d) and 49 U.S.C. 5326.

Paratransit, Inc.'s Accountable Executive reviewed the draft policy after it had been developed by staff. Comments and recommended changes were taken into account when the final document was developed. The Accountable Executive then submitted the policy to the Paratransit, Inc. Board of Directors for approval. Once approved, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:

- Decision-making regarding resources (e.g. staff and funds) to support asset management, SMS activities, and capital investments;
- Signing SMS implementation planning documents; and
- Endorsing SMS implementation team membership.

### **Chief Safety Officer**

The Chief Safety Officer oversaw the development of the Safety Management Policy. The Chief Safety Officer worked with Chief Financial Officer, Human Resources/Risk Manager, Maintenance Manager, Chief Operating Officer, and management staff to develop the plan. Paratransit, Inc.'s Chief Safety Officer is the team's liaison with the Accountable Executive. The Chief Safety Officer's duties include, but are not limited to:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;



- Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- Planning safety management training.

### **Key Staff**

Below are Paratransit, Inc.'s managers and supervisors who play leadership roles in providing important data or resources to accomplish the agency's safety goals and ensure the day to day safe operation of Paratransit, Inc.'s modes of transportation.

#### **Chief Executive Officer (Accountable Executive)**

- Provides guiding direction to staff on Paratransit, Inc.'s mission, vision, and goals. Leads the organization's safety culture
- Makes decisions regarding resources (e.g. staff and funds) to support asset management, SMS activities, and capital investments
- Signs SMS implementation planning documents and endorses SMS implementation and team participation
- Distributes information to external partners and passengers
  - Rider alerts posted on social media
  - Rider alerts on the PI website
  - Transit app alerts

#### **Director of Operations (Chief Safety Officer)**

- Leads all transit efforts
- Allocates funds to transit safety programs (capital and operating)
- Participates in root cause investigations
- Reviews route development for safety consideration
- Ensures compliance to include monitoring the industry for best practices, new regulations, and even trainings
- Inspects buildings, equipment, utility systems and facilities to determine needed repairs and maintenance and ensure they are kept in a State of Good Repair, consistent with FTA guidance and PI adopted standards

### **Chief Financial Officer**

- Reports to funding agencies on revenue mileage, insurance costs, and experience modification
- Reports expenditures on safety and security
- Oversees insurance claims
- Ensures financial securities including:
  - Separation of financial duties
  - Limited access and privileges to accounting software and cash account
  - Bank verification of expenses
  - Annual financial audits

### **Chief Administrative Officer/Human Resources/Risk Officer**

- Records the employee retention rates
- Recordkeeping and reporting OSHA injury and illness
- Coordinates and tracks worker's compensation cases
- Participates on the safety committee
- Coordinates safety meeting facilitators for staff
- Reviews standard operating procedures with staff
- Directs the risk management program, including insurance and liability
- Sets up and monitors records and program functions for risk management activities relating to proper appraisal and insuring of District properties, fixed assets and other items
- Recommends and implements policy/procedure updates as they relate to legal, legislative and other developments concerning risk management matters and related impacts on operations

### **Maintenance Manager**

- Supervisory and administrative responsibility for the maintenance and safety of all revenue and non-revenue vehicles, equipment, and facilities
- Administers the Transit Management Plan

- Inspects buildings, equipment, utility systems and facilities to determine needed repairs and maintenance and ensure they are kept in a State of Good Repair, consistent with FTA guidance and PI adopted standards
- Maintains the collection and provision of maintenance data, such as frequency, cost of materials, and cost of labor for repairs
- Provides training to maintenance staff, assists in safety meeting deliverables, contributes to the safety committee, and participates in root cause investigations
- Establishes and monitors work policies, procedures and safety standards; trains assigned staff accordingly; executes corrective disciplinary actions, as required
- Prepares and maintains records, logs, and reports related to activities, inventory, MSDS (materials data safety sheet) documentation, work requests, accident and safety issues

### **Chief Operation Officer**

- Monitors and supervises operator performance and policy adherence to assure a safe, high quality, fixed-route and paratransit service is provided to the public
- Assesses, develops, and provides appropriate training as necessary
- Visits the field to interact and develop positive rapport with operators, road supervisors and the public to assure safe, courteous and reliable service
- Conducts investigations and interviews, levies discipline for operators concerning performance issues, up to and including termination
- Updates the PTASP
- Responds to employee incident reports and safety concerns in the Operations Department
- Participates in root cause investigations, manages safety related data collection
- Assists with the development of routes, including timing and safety considerations

- Assists in safety meeting deliverables, coordinates facilitators for safety meetings, contributes to the safety committee, and participates in root cause investigations
- Leads customer complaint investigation
- Leads the develop of SOPs; trains and reviews with staff

### **Operations and Training Manager**

- Leads root cause investigations, tracks safety events, identifies trends or patterns, and oversees training and retraining of all operations staff
- Leads in route development, including timing and safety considerations
- Schedules road supervisors, operators, and dispatchers; monitors hours per DOT regulations
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper safe work methods, techniques, and compliance with applicable safety standards and specifications
- Participates in the Safety Committee
- Assists in the customer complaint investigation
- Assists in the development of SOPs
- Assists with distribution of external information

### **Transportation Operations Supervisors**

- Responsible for self-inspections and reporting unsafe work practices/conditions to one or more of the above parties, ensures operators properly complete pre/post-trip inspections
- Observes driving skills and work habits of operators in the field; evaluates and trains operators; responds to problems in the field, such as equipment failures and incidents
- Makes work practice observations to all areas under their supervision
- Completes accident investigation forms and participates in determining the root cause of an accident/incident; assists in investigating and resolving customer complaints



- Oversees and provides input to route changes/emergency needs due to inclement weather or other situations that demand attention
- Ensures all PI policies and procedures are followed by staff; models safe practices
- Routinely utilizes video management system (VMS) software to document incidents and submit reports and statements as necessary

### **Trainers**

- Observations of unsafe trends or patterns
- Provisions training needs
- Ensures acceptable pass rates for new operators
- Performs evaluations of new operators

### **Analyst(s)**

- Reports to the National Transit Database (NTD)
- Participates in route development, including timing and safety considerations
- Leads Short Range Transit Plan (SRTP) development

### **Safety Sensitive Staff (Operators, Mechanics, Dispatchers, and Utility Workers)**

- Responsible for self-inspections and reporting safety concerns immediately, either to a supervisor, Human Resources/Risk Manager, one or more of the above parties, or anonymously by way(s) per the agency's policy
- Responsible for participating in mandatory safety meetings; voluntary participation in safety committee
- Responsible for all aspects related to fitness for duty
- Abides by all Department of Transportation (DOT) regulations
- Obeys all traffic laws
- Monitors passengers' behavior to ensure their safety and the safety of other passengers



## **Employee Safety Reporting Program**

Paratransit, Inc.'s system of communication (management, supervisors, and employees), is designed to facilitate a continuous flow of two-way safety information in a form that is readily understandable to, and between, all affected personnel. This two-way communication may include language interpreters, when appropriate. Safety information is entered, aggregated, and queried through an information management system, The Reporting Solution. Below are the current methods of information sharing:

- All PI staff participate in a new staff orientation, including a discussion of site-specific safety and health policies and procedures; the policies and procedures are referenced throughout training to ensure understanding, implementation, and retention
- Transit staff attend safety training meetings which encourage employee participation and dialog, including topic suggestions
- Routine completion of the Daily Vehicle Inspection Reports (DVIRs) of operators to alert maintenance of any mechanical defect
- Staff may anonymously report safety concerns and inform management of work place hazards
- Dispatchers, Road Supervisors and management make safety announcements over the two-way radio
- Staff may review safety promotional materials on the communication board, agency e-mails, and memorandums
- Safety Meetings
  - New policies/procedures are discussed to help determine implementation
  - Workplace hazards are discussed in detail on how to prevent events from re-occurring
  - Root cause investigation outcomes are discussed
  - Internal Controls and Personal Protective Equipment (PPE) are evaluated to assist in reducing injuries/illnesses



- All employees are invited and attendees are urged to suggest ways to maintain a safe working environment and serve as role models for the entire team

Depending on the method in which the safety concern was communicated will dictate how the manager responds, including how the employee will receive updates, and how the resolution will be communicated. The manager will follow-up directly with the employee with status updates and the resolution. If the report was made anonymously, the receipt of the concern is documented in the safety committee meeting minutes, as well as the outcome.

The Collective Bargaining Agreement (CBA) outlines the disciplinary process for all representative staff. Management encourages honest accountability when safety events occur.

### **Safety Risk Management Process**

Safety Risk Management is an essential process within Paratransit, Inc.'s SMS for identifying hazards, assessing, and reducing safety risk.

### **Safety Hazard Identification**

Routine inspections are an important source of information about safety concerns. Results from inspections may also help identify areas where mitigations were designed and adopted to manage safety risk, but have not been carried out as required. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns:

Personnel:

- Operations personnel fitness-for-duty checks, which may identify:
  - Impairment
  - Fatigue
  - Absence of corrective lenses
  - Missing credentials (e.g. medical certification, driver's license)

- Apparent injuries, and
  - Uniform or equipment issues
- Operator gate/field checks; operator evaluations
- Customer complaints
- Radio or digital communication checks

#### Vehicles:

- Routine Preventive Maintenance Inspections (PMIs)
- Pre/Post trip vehicle inspections
- Fleet and Facility Requests and Service Incidents
  - Facilities inspections
  - Employee observations
- Federal Transit Administration (FTA) notices and announcements
- Transit industry publications

#### Facilities:

- Targeted inspections to identify and evaluate workplace hazards are performed by management when the following situations occur:
  - New substances, processes, procedures, or equipment that presents the potential for new safety concerns are introduced into the workplace
  - New or previously unidentified hazards are recognized
  - New job duties are introduced or assigned
  - Facility conditions warrant an inspection
  - Transit Asset Management (TAM) assess condition assessments

#### Administrative:

- Rules compliance checks, which may identify:
  - Non-compliance with safety rules
  - Challenges in complying with safety rules
  - Emerging practices
- Incident reports, including near misses
  - Trend and pattern identification

- Electronic Pull Notice (EPN) program
- Third Party Administrators for Worker's Compensation and for Liability Claims
  - Cal-OSHA lost and restricted days reported on the Cal-OSHA 300
  - Occupational illnesses/ injuries occurrence (i.e. workers compensation claims)

### **Safety Risk Assessment**

Methods and processes used to assess the safety risks associated with identified safety concerns and prioritizing the hazards are based on the level of safety risk. Safety risk must be assessed in terms of likelihood or the probability of a consequence occurring and the severity or seriousness of the consequence, if it occurs. On the safety risk matrix, the Y axis is the likelihood/probability and the X axis is the severity/seriousness. Events are analyzed by using the relevant number on the X and Y axis. The square where the relevant X and Y axis score meet is used. The corresponding numbers on the X and Y axis are multiplied and this number is used to identify the score on the risk score legend.

For example, an event that is both definite (5) and catastrophic (5) it will result in a score of 25 and rank the highest on the matrix. Conversely, if the event was rare (1) and insignificant (1), it will result in a score of one and rank lowest on the matrix. Most events will rank somewhere in the middle and as the matrix is utilized, the tool may be refined to better suit the application at PI. Paratransit, Inc.'s Safety Risk Matrix and Risk Score Legend is located in Appendices D and E, respectively. When a safety concern is identified, the affected supervisors and/or managers use the matrix and legend to understand when actions are necessary to reduce or mitigate the safety risk and the urgency of the mitigation.

PI assesses safety risk by evaluating unsafe work conditions, practices or procedures at the facility. Safety risks shall be corrected in a timely manner, based on the severity of the hazards and according to the following procedures:

- When observed, or discovered
- When an imminent hazard exists, which cannot be immediately abated without endangering employees(s) and or property, PI will remove all exposed employees from the area except those necessary to correct the existing condition. Employees required to remain available to correct the hazardous condition shall be provided with the necessary PPE.
- All such actions taken and dates of the completed corrections will be documented

Investigation of workplace events, hazards, and near misses are completed by the affected employee's supervisor, and include:

- Visiting the scene as soon as possible
- Interviewing affected worker and any witnesses
- Examining the workplace for factors associated with the event/hazard/near miss
- Determine the root cause and any associated causes of event/hazard/near miss
- Near misses are be treated with the same urgency as an actual event
- Take corrective actions to prevent the event from reoccurring
- Document findings and actions taken
- Management is notified immediately of a fatality or serious injury or illness and notifies the nearest office of the Division of Occupational Safety and Health by phone or fax within eight (8) hours (CCR Title 8, Section 342)

## **Safety Risk Mitigation**

The goal of risk mitigation is to reduce the risk to an acceptable level; however, mitigations do not typically eliminate the risk entirely. The methods or processes to identify mitigations or strategies necessary will depend on the event and who in the agency is qualified to select appropriate safety risk mitigations. PI may survey



other transit agencies to ensure any proposed safety mitigation is appropriate and there are no unintended effects (i.e. new hazards).

The team who evaluates the risk and the mitigation will be determined based on the risk. If an event occurs at the facility, it is likely the Fleet and Facility Manager will be involved in the mitigation assessment to offer insights about the building or property. Facility risks may be mitigated by improved snow removal or upgrades to the building and property.

As PI identifies operational risks, the operations manager and other operations staff will assess mitigation strategies. New trainings may be implemented or existing training curriculum may be revised to address operational risks. If risks emerge on an existing route, PI may opt to engage a planner to gather perspective on changes to the path of travel. Each mitigation will depend on the circumstances of the risk and practical, yet creative, options available. PI will monitor the effectiveness of the approach and make adjustments as needed.

## **Safety Assurance**

### **Safety Performance Monitoring and Measurement**

Safety hazards are identified in a number of ways as outlined in the previous sections. Paratransit, Inc.'s activities to monitor compliance with operations and maintenance procedures are described below.

Direct observation is the most valuable method of monitoring the safety of the system. All PI employees are responsible for this observation as they navigate through the facilities and greater service area. Environmental challenges such as icy roads, inadequate snow removal, traffic, malfunctioning traffic signals, road construction, and road closures are all common when operating in a mountainous environment with high visitation. To stay current on all conditions, road supervisors continuously check the service area with heightened attention to the more dangerous regions. Two-way radio communication is the most immediate method

to alert operators of potential hazards, move to a detour or snow route, or suspend service.

Operators and road supervisors have the most first-hand opportunities to recognize hazards in the field. Employees are encouraged to complete employee incident reports any time something out of the ordinary occurs, including near misses. After review of the employee incident report, at least two supervisor(s) or manager(s) will review the video of the incident, depending on the seriousness and probability using the Safety Risk Matrix. If the initial review of the event creates concern around the employee's performance, the deficiency is addressed with retraining and coaching. Depending on the situation, this may include video review of the unsafe behavior with the employee, review of training materials, and hands-on behind the wheel training. All training is documented on a coaching form and, if necessary, disciplinary action is included in the file. All training, coaching, and disciplinary records are retained for at least three years.

Every collision, regardless of how minor, is evaluated using a notice of collision determination form. At least two supervisor(s) or manager(s) review all of the information related to the event and make a determination if it was preventable, non-preventable, or undeterminable. A root cause investigation may be conducted for preventable and undeterminable safety events.

A root cause investigation is an in-depth analysis of all possible causal factors. A root cause investigation is usually conducted by a team, which may include supervisors, operators, risk management, and union representatives. The following factors are evaluated to determine causation or contribution:

- PI and other vehicle(s)
- Environment (weather, time of day, road conditions)
- Passengers
- Policies & Procedures
- Mobility device, if applicable



- Pedestrians
- Operator's training, previous coaching, and active discipline

All members of the team share their perspectives and a final root cause report is drafted. Root cause reports are shared at the safety committee meetings to reduce the likelihood of the event reoccurring and this information is saved at least three years.

Per PI standard operating procedure, and in alignment with DOT regulations, operators complete pre-trip and post-trip inspections on the vehicles driven over the course of the day using a DVIR. The completed DVIRs are turned into the maintenance department and reviewed for safety defects. Work orders are generated through The Reporting Solution for each defect noted on the DVIR. Each vehicle has a designated clipboard with all open work orders attached, the clipboards are accessible to all staff. This allows operators to see the progress on the defect they reported.

Paratransit, Inc.'s maintenance department monitors road calls, fleet and facility requests, DVIRs, service incidents, and routinely visually inspects the vehicles. Preventive maintenance inspections are regulated based on a calculation of miles (i.e. annual miles each subfleet traveled divided by the inspection interval miles for that subfleet) and the results of oil analyses. The PMI schedule is tracked in our Enterprise Asset Management (EAM) software (which links to our PASS Operating system) and the PMI includes a multi-item checklist, followed by a road test to verify serviceability of the vehicle. PMIs assess the conditions of Paratransit, Inc.'s assets on a routine basis. Paratransit, Inc.'s inspections include a multi-item check list that touches on every wearing item/system on the bus and is followed by a road test to verify the serviceability of the bus. Inspection of all electrical equipment including video cameras, Zonar, and radios are also performed at this time.

Operational Safety Inspections are also tracked through EAM and are performed every 90 days in compliance with the California Highway Patrol, California Vehicle





Code. The maintenance department monitors technical bulletins, manufacturing notifications, and recall notifications. Defects identified will be handled in-house within Paratransit, Inc.'s resources and its personnel's scope of training. All other defects are contracted with professionals who specialize in the area of expertise.

All maintenance work, regardless of the source, is entered into EAM. Data can be aggregated in various ways to query different reports depending on the need. Updates are entered for ongoing repairs, providing electronic documentation of the full evolution of the repair.

EAM allows management to search key words and create reports on any fleet and facility requests, service incidents, employee incidents, or customer comments entered into the software. Custom reports may also be made when a unique situation arises. Key performance indicator reports are available to outline the number of work orders created and closed, labor hours, road calls, bus availability, and part requests. This level of monitoring allows management to identify safety risk mitigations that are ineffective or inappropriate. EAM maintains an indefinite retention of data, entries, and reports at this time.

All safety concerns and suggestions, anonymous or not, are reviewed. The concerns/suggestions are documented for all staff to review. If the suggestion has a limited likelihood of occurring and the severity is negligible, the appropriate person will investigate the issue and report back at the next management meeting. Depending on the complexity of the matter, the issue might be mitigated or it might require more group input at the next meeting.

The Cal-OSHA 300 Log is a record of work-related injuries and illnesses. The log classifies work-related injuries and illnesses and notes the extent and severity of each case. When an incident occurs, the log is used to record specific details about what happened and how it occurred. PI has logs for each physical location. An annual summary shows the totals for the year in each category. The annual summary is posted for employees to be aware of the injuries and illnesses occurring



at their workplace. After the Cal-OSHA 300 Log is posted for two months, the Human Resources/Risk Manager retains the log for at least three years.

## **Safety Promotion**

### **Competencies and Training**

PI requires employees including the Accountable Executive, Chief Safety Officer, and contractors, to complete training to be able to fulfill their safety-related roles and responsibilities. Initial training will be completed at hire/assignment, refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, or when new safety concerns are identified and mitigation measures are developed. Each new Director on the PI Board of Director's receives an orientation packet and the plan will be included.

All transit staff are required to participate in Harassment, Distracted Driving, Injury and Illness Prevention Program, Hazardous Communication, Stress Management, Workplace Violence, Active Shooter, and Ethics. All safety sensitive staff are required to complete the Substance Abuse Awareness Training Program.

Paratransit, Inc.'s training program is constantly updated to reflect the changing regulations and best practices in the industry. Several specialized trainings for Paratransit, Inc.'s environment, policies/procedures, PASS: Passenger Assistance Safety and Sensitivity, and technologies. The road supervisor and dispatcher training includes more emphasis on the office technologies such as Computer Aided Dispatch and Automatic Vehicle Locator software (CAD-AVL), paratransit scheduling software, and The Reporting Solution software. The road supervisors also receive training on farebox troubleshooting, video review, and supervisor-specific reasonable suspicion and harassment trainings. All of the training is also available in an open format for retraining to ensure all staff feel confident in their skills.



All CDL holders have a minimum of 20 hours of classroom training and 30 hours of behind the wheel training. The exact number of training hours varies depending on the operator's license and endorsements. New employees training with PI to obtain their CDL average over 100 hours of training.

Maintenance staff (Mechanics and Service Assistants) must complete the following trainings:

- Preventive Maintenance checklist training
- Personal Protective Equipment (PPE) selection and use
- Shop daily safety inspection and cleaning procedures
- Lockout Tagout equipment procedure
- Proper hydration during summer months
- Tire training
- Eye wash and eye safety procedures
- Proper use of a fire extinguisher
- Spill Management prevention
- Proper air conditioning refrigerant recovery , recycling and service procedures
- Blood borne Pathogen safety training.
- Safety Data Sheet (SDS) location and understanding
- Walking safely in shop
- Proper lifting, bending, carrying
- Moving and road test driving vehicles
- Use of hydraulic lift
- Use of powered hand tools
- Use of compressed air tools
- General use of electric machinery
- Battery jump starting



Paratransit, Inc.'s insurance companies all provide various in-person and online safety training opportunities. PI also prioritizes training for staff through the Transit Safety Institute (TSI) and National Transit Institute (NTI).

Safety meetings are held for all maintenance and also for operations staff. The topics of the safety trainings are often suggested by staff, as a result of a pattern identified within PI, or something that is a current transit trend or update.

## **Safety Communication**

### **Passengers and Community Communication**

External communication occurs through email distribution lists, social media, PI website, and mobile application alerts. Additionally, informational flyers and public notices are posted in the buses.

### **Internal Communication**

The following is Paratransit, Inc.'s system of communication, designed to facilitate a continuous flow of two-way (management, supervisors & employees) safety and health information in a form that is readily understandable to and between all affected personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures
- Follow through by supervision to ensure effectiveness
- Monthly safety training meetings that encourages employee input
- Posted and distributed safety information
- Paper and electronic systems for employees to anonymously inform management about workplace hazards or safety concerns
- Safety Communication Board
- Agency e-mails, and memorandums
- Posters, notices, memos, white board announcements



- Safety messages over the MDT's
- Regular updates to the Board of Directors

Following adoption of this plan, and any subsequent revisions, copies will be provided to Caltrans and SACOG in accordance with Federal Transit Administration guidelines.

## Appendices

### Appendix A: Record of Revisions

A table that records the history of revisions made to the agency's PTASP is contained in the table that follows. The history of the changes was placed in this appendix to help preserve the page numbering to the extent possible.

Plan Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	various	Updated dates and annual numbers	12/17/21

## Appendix B: Glossary of Terms and Acronyms

Term	Definition
Accident	Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)
Accountable Executive	<p><b>§ 673.5 Definitions</b> – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency’s Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.</p> <p><b>§ 673.23(d)(1)</b> – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency’s SMS is effectively implemented throughout the agency’s public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency’s safety performance cannot be delegated and always rests with the Accountable Executive.</p> <p><i>Each transit agency must identify an Accountable Executive within its organization who ultimately is responsible for carrying</i></p>

Term	Definition
	<i>out and implementing its Safety Plan. A State that drafts a plan on behalf of another recipient or sub-recipient is not the Accountable Executive.</i>
Chief Safety Officer/SMS Executive	<p><b>§ 673.31 Definitions</b> – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency’s chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p><b>§ 673.23(d)(2)</b> – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency’s SMS. The Chief Safety Officer hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p> <p><i>Each transit agency must identify a Chief Safety Officer within its organization who has the authority and responsibility for day-to-day implementation and operation of the agency’s SMS. The Chief Safety Officer must meet the requirements specified in § 673.31 and § 673.23(d)(2). For SMS to be successful and effective, this person should have a strong working relationship with the operations and asset management functions at the transit agency.</i></p> <p><i>Small public transportation providers may designate a Chief Safety Officer or SMS Executive who also manages other</i></p>



Term	Definition
	<p><i>functions, such as operations, maintenance, and grant administration. For these transit agencies, the Chief Safety Officer may be a full-time employee of the transit system who has responsibility for duties other than safety, a part-time employee of the transit system, or a contracted employee.</i></p> <p><i>Bus transit systems that operate more than 100 vehicles in peak revenue service should have a dedicated Chief Safety Officer, given the increased safety risk of those systems. However, this is not a requirement.</i></p>
Consequence	Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself (per § 673.5)
Event	Event means any Accident, Incident, or Occurrence. (per § 673.5)
Hazard	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazard are conditions. (per § 673.5)
Incident	Incident means an Event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)
Occurrence	Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)

Term	Definition
Performance Target	Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per § 673.5)
Safety Performance Target	Safety performance target means a Performance Target related to safety management activities. (per § 673.5)
Serious Injury	Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)

### Acronyms:

Caltrans: California Department of Transportation

Cal-OSHA: California Department of Occupational Safety and Health

CSO: Chief Safety Officer

DR: Demand Response

FTA: Federal Transit Administration

MB: Motor Bus

NTD: National Transit Database

NDOT: Nevada Department of Transportation



PI: Paratransit, Inc.

PPE: Personal Protective Equipment

PTASP: Public Transit Agency Safety Plan

SMS: Safety Management System

SOP: Standard Operating Procedure

TrAMS: Transit Award Management System

## Appendix C: 2018 NTD Safety & Security Quick Reference Guide – Non-Rail Mode Reporting

Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <i>one or more</i> of the following reporting thresholds:</p> <ul style="list-style-type: none"> <li>• A fatality confirmed within 30 days (including suicide)</li> <li>• An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events)</li> </ul>	<p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that is NOT a result of a collision, derailment, evacuation, security event, hazmat spill, or Act of God and non-major fires.</p> <p>OSONOC:</p> <ul style="list-style-type: none"> <li>• Single injury event requiring transport away from the scene for</li> </ul>

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<ul style="list-style-type: none"> <li>Estimated property damage equal to or exceeding \$25,000</li> <li>An evacuation for life safety reasons</li> <li>Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle</li> </ul> <p><b>Reports are due within 30 days of the date of the event.</b></p>	<p>medical attention (do not report “minor” collisions on S&amp;S-50)</p> <p><b>Fires:</b></p> <ul style="list-style-type: none"> <li>Requires suppression that does not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i></li> </ul> <p><b>Reports due by the end of the following month (e.g., January data due by end of February)</b></p>

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
<ul style="list-style-type: none"> <li>• A collision (including suicide/attempted suicide)</li> <li>• A fire</li> <li>• A hazardous material spill (requires <i>specialized</i> clean-up)</li> <li>• Acts of God (nature)</li> <li>• System security:               <ul style="list-style-type: none"> <li>○ Arson</li> <li>○ Bomb threat/bombing</li> <li>○ Burglary/vandalism</li> <li>○ Chemical/biological/radiological/nuclear release</li> <li>○ Cyber security event</li> <li>○ Hijacking</li> <li>○ Sabotage</li> <li>○ Suspicious package</li> <li>○ Other security event (shots fired, projectiles, etc.)</li> </ul> </li> <li>• Personal Security:               <ul style="list-style-type: none"> <li>○ Assault</li> <li>○ Homicide</li> <li>○ Robbery</li> <li>○ Larceny/theft</li> <li>○ Motor vehicle theft</li> <li>○ Rape</li> </ul> </li> </ul>	<p>OSONOC:</p> <p><b>Injury due to:</b></p> <ul style="list-style-type: none"> <li>• Slip/trip</li> <li>• Fall               <ul style="list-style-type: none"> <li>○ Including person making contact with a non-moving transit vehicle</li> </ul> </li> <li>• Injury to maintenance workers</li> <li>• Boarding/alighting</li> <li>• Electric shock/burns</li> <li>• Abrupt or evasive transit vehicle maneuvers</li> <li>• Mobility device (e.g. wheelchair) securement issues</li> <li>• Injury sustained on a mobility device lift</li> <li>• Stairs/elevator/escalator injury</li> </ul> <p><b>Fire:</b></p> <ul style="list-style-type: none"> <li>• Requires suppression but no major threshold is met               <ul style="list-style-type: none"> <li>○ Small fire in transit station</li> <li>○ Small engine fire on transit vehicle</li> </ul> </li> </ul>

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
<ul style="list-style-type: none"> <li>○ Other personal security events (non-collision suicide/attempted suicide, etc.)</li> <li>● OSONOC (two injuries and/or another threshold)</li> <li>○ Miscellaneous events that meet a threshold</li> </ul>	

## Appendix D: Safety Risk Matrix

Safety Risk Matrix					
Likelihood/Probability	Rare (1)				Flood
	Unlikely (2)				
	Possible (3)			Fire	Gas leak
	Likely (4)	Power Outage		Traffic	Serious Injury
	Definite (5)	Cold/Hot Temperatures	FOG	FOG with Heavy Traffic	Serious Injury
		Insignificant (1)	Marginal (2)	Moderate (3)	Critical (4)
Severity/Seriousness					
					Catastrophic (5)



## Appendix E: Risk Score Legend

### Risk Score Legend

Risk Score	Risk Level Category	Description
<b>1-4 (green)</b>	<b>Low Risk</b>	<b>Manage by routine procedures and operations; should not require much attention.</b>
<b>5-9 (yellow)</b>	<b>Moderate Risk</b>	<b>Manage by specific monitoring or response procedures.</b>
<b>10-14 (orange)</b>	<b>High Risk</b>	<b>Requires escalation to management.</b>
<b>15-25 (red)</b>	<b>Critical Risk</b>	<b>Requires escalation to Accountable Executive.</b>



**Paratransit, Inc.**  
**Board of Directors Staff Report**  
**Agenda Item 5A**

**AGENDA TITLE:** Chief Executive Officer's Report

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**COVID-19:**

Paratransit, Inc. continues to monitor and implement regulations and best practices as the COVID-19 pandemic continues. On June 15<sup>th</sup>, the Governor removed all tiers and restrictions from the State's Blueprint and activities are beginning to return to normal. Staff continues to monitor the on-going regulatory requirements and changes from CalOSHA regarding workplace requirements and in June we implemented the updated California Department of Public Health guidance for unvaccinated public transit workers to be tested weekly for COVID-19. As of the end of November, staff in Sacramento is 100% vaccinated for COVID-19 and agencywide we are at 99.9% with one medical exemption in the Boston Office. As a reminder, the US DOT currently requires the use of a mask (through March 18, 2022) on all forms of enclosed public transportation for both the operators and passengers.

**Overview of 2021:**

I will present an overview of all of our activities and accomplishments during the meeting.

As always, I remain available for any questions.



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 5B**

**AGENDA TITLE:** CHIEF FINANCIAL OFFICER'S REPORT

**MEETING DATE:** DECEMBER 20, 2021

**PREPARED BY:** LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

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**RECOMMENDED ACTION:**

Receive and file the Chief Financial Officer's Report.

**BACKGROUND AND DISCUSSION:**

All financial and operating data are through October 2021 unless otherwise noted.

- Meals delivered from July through November 2021 are currently at 200,500. This includes 190,000 meals delivered for the Sacramento Food Bank and Family Services and 10,500 meals delivered from Canon Restaurant for local seniors.
- Between July and November 2021, the Sacramento Mobility Management program successfully travel trained 36 elderly/disabled passengers and 68 youth. The Boston Eligibility office answered 50,000 incoming calls and certified 5,400 clients to be ADA-eligible passengers on Boston's paratransit service. The Boston Travel Training office performed 8 groups trainings and 26 individual trainings.
- The CTSA program, where Paratransit, Inc. partners with local social service agencies, continues providing support with insurance expense, maintenance and fleet management, fuel reimbursement, buses, and driver support. Between July and October 2021 Paratransit's maintenance department completed 775 work orders.
- Between July and October 2021, Paratransit, Inc. has received \$8,800 in income from renting out our 8 accessible minivans.
- Year-to-date revenue is 14% lower than budgeted; year-to-date expense is 16% lower than budgeted. Paratransit's net income is \$89,000.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or [Lisac@paratransit.org](mailto:Lisac@paratransit.org).

**FISCAL IMPACT:**

None

**ATTATCHMENTS:**

October 2021 CFO Report

October 2021 Income Statement

October 2021 Balance Sheet

# PARATRANSIT, INC

# FINANCIAL REPORT

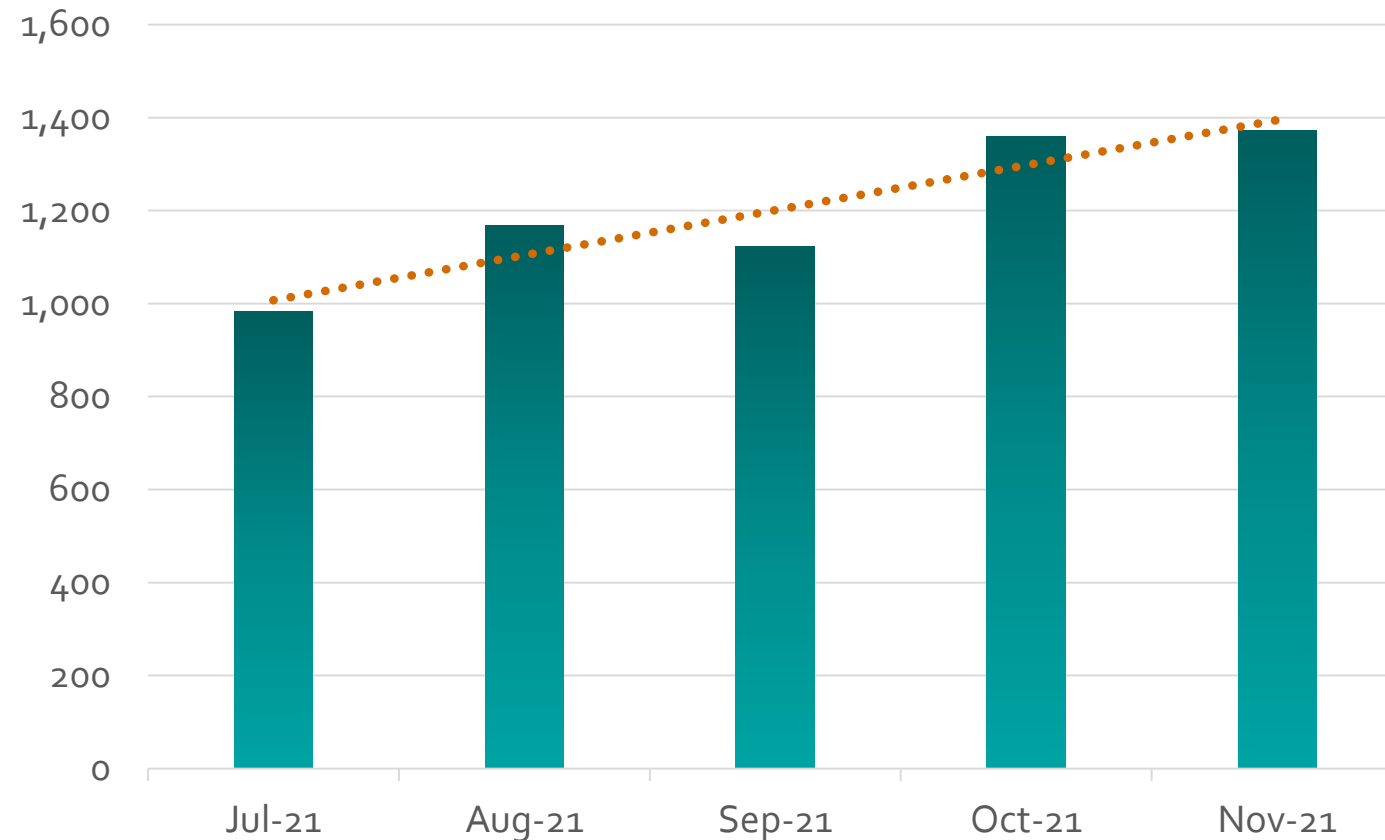
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October 2021

# Contracted Transportation Trips

## July 2021 - November 2021



# Social Service Transportation

## July 2021 to November 2021

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- Sacramento Food Bank: 190,000 meals
- Clay Nutting, Canon Restaurant: 5,235 meal kits
- Meals on Wheels: 443 hours
- YMCA after school transport: 1,060 trips



# Sacramento Mobility Management

## July – November 2021

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- Travel Training for Seniors/Disabled
  - 36 successful trainees
- Travel Training for Youth
  - 68 successful trainees





# ADA Driver Training

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- Via Van
- Metropolitan Transportation Authority (NYC)
  - Training 3,000 drivers
  - 5 year contract
  - ADA Training Classes: 13



# Massachusetts Bay Transportation Authority

## July – November 2021

### ADA Eligibility Certification

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- 50,025 incoming calls
- 5,437 interviews
- 5,431 eligibility determinations

### Travel Training

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- 70 agencies contacted
- 8 group trainings
- 26 one-on-one trainings
- 7 presentations



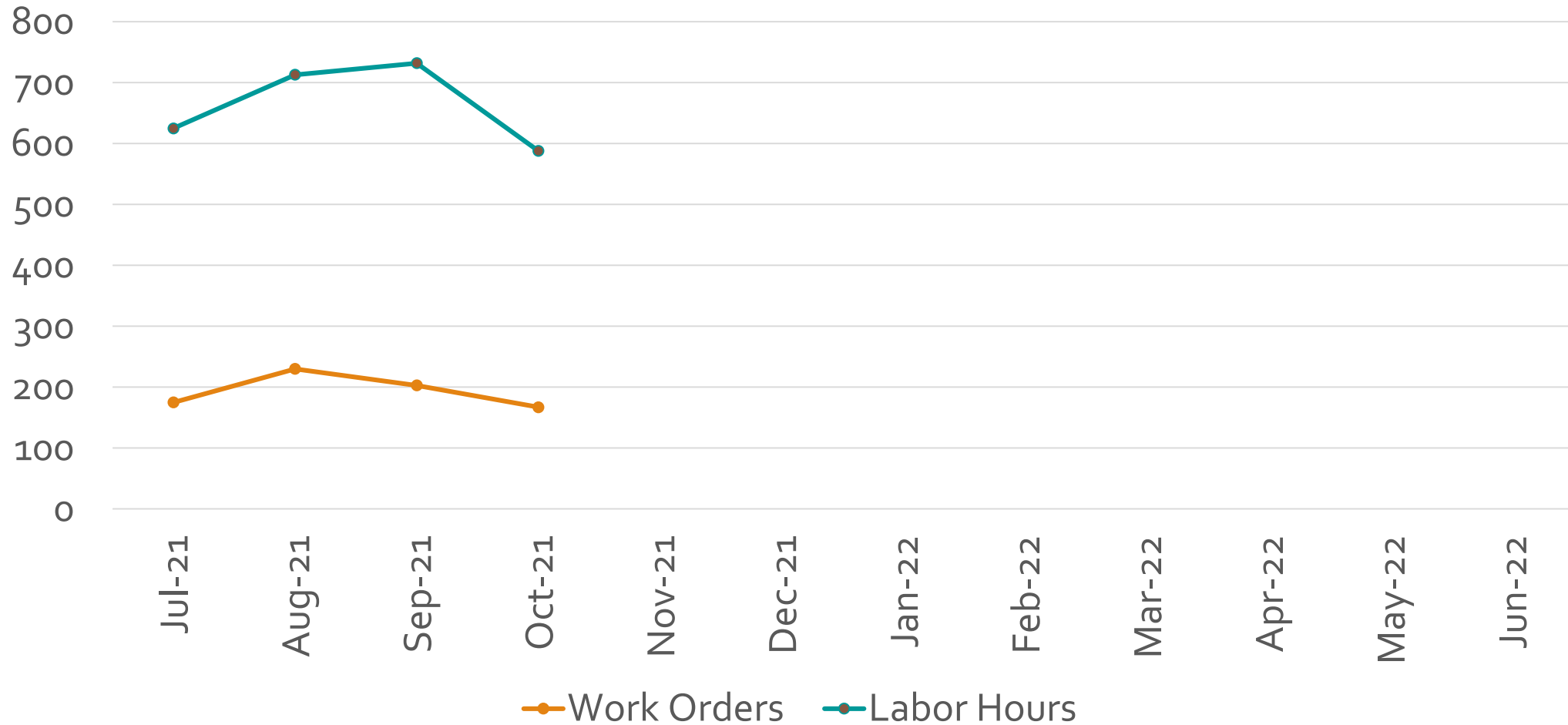
# Maintenance

## July 2021 to October 2021

FY22 Maintenance Operations	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
Work Orders	175	230	203	167									775
Labor Hours	625	713	732	588									2,659
Parts Cost	\$24,860	\$25,530	\$25,556	\$20,964									\$96,910
Total Cost	\$86,481	\$100,371	\$101,177	\$79,641									\$367,681



# FY22 Work Orders and Labor Hours



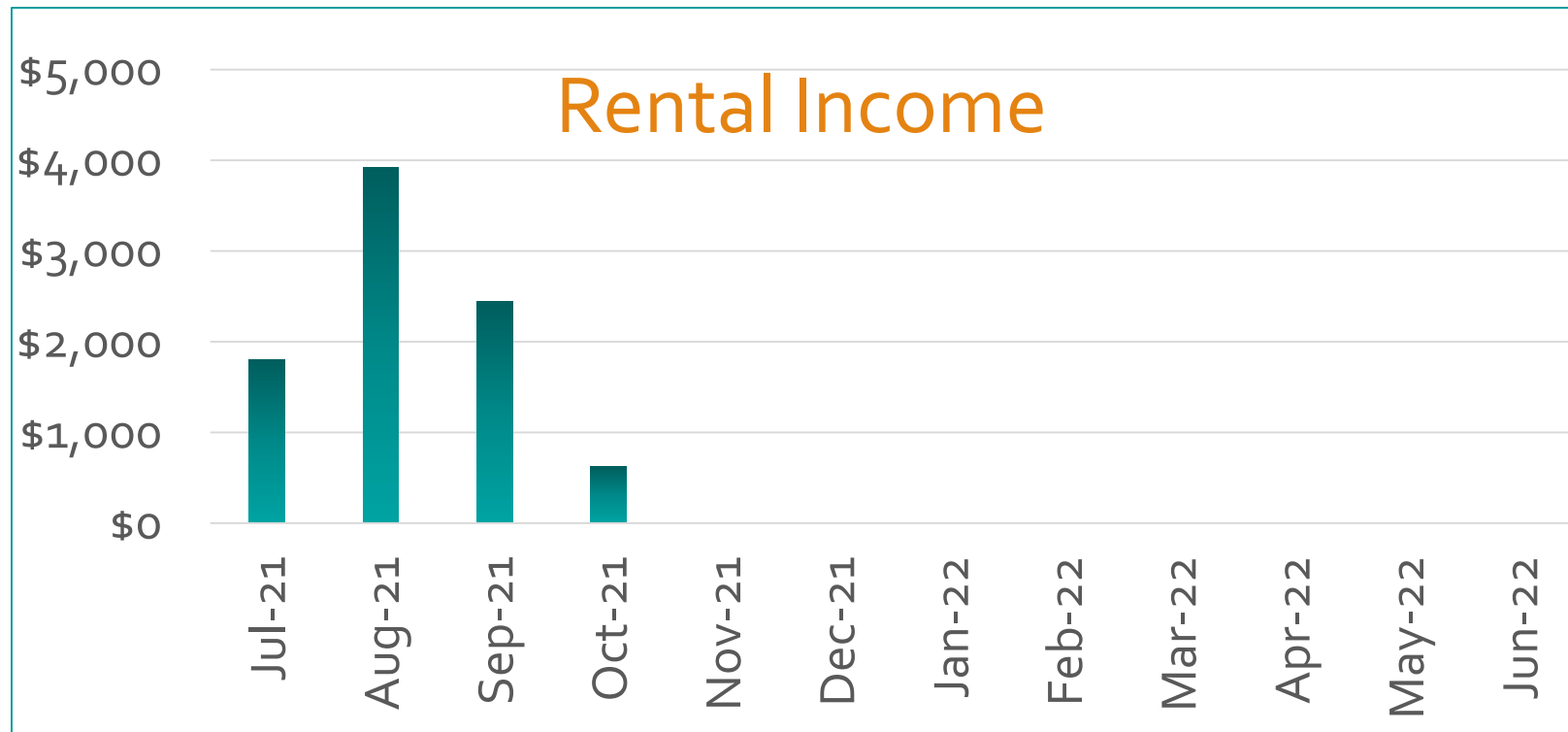
# Work Orders: July 2021 - October 2021

Vehicle Type	Work Orders
Paratransit	237
SacRT Go Paratransit Services	268
Outside Agencies	208
CTSA Partners	51
Rental Fleet	11
Total Work Orders	775



# Accessible Vehicle Rentals

- 8 accessible vehicles with ramps
- \$8,800 in rental income in July 2021 – October 2021



# FY22 YTD Budget versus Actuals

(in thousands of dollars)

FY22 Revenue	Budget	Actual	\$ Difference	% Difference
Measure A	\$1,335	\$828	(\$507)	(38%)
TDA	\$267	\$378	\$111	42%
Grants	\$1,197	\$1,072	(\$125)	(10%)
Other	\$2,079	\$1,922	(\$157)	(8%)
Total Revenue	\$4,878	\$4,200	(\$678)	(14%)



# FY22 YTD Budget versus Actuals

(in thousands of dollars)

FY22 Expense	Budget	Actual	\$ Difference	% Difference
Personnel	\$3,053	\$2,584	(\$469)	(15%)
Fleet Operations	\$644	\$751	\$107	17%
Non Personnel	\$656	\$639	(\$17)	(3%)
Capital Projects	\$526	\$137	(\$389)	(74%)
Total Expense	\$4,879	\$4,111	(\$768)	(16%)
FY21 Carryover				
Net Income	\$0	\$89		





PARATRANSIT, INC. - CONSOLIDATED  
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 10/31/2021

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
<b>REVENUE</b>								
<b>OPERATING REVENUE:</b>								
Measure A (Current)	158,823	186,117	27,294	1,905,874	635,291	744,466	109,175	17.19
Measure A (Years 1-10)	83,333	-	(83,333)	1,000,000	333,333	84,000	(249,333)	(74.80)
TDA 4.5	66,667	97,761	31,095	800,000	266,667	378,019	111,352	41.76
Contract & Program Transportation Revenue	279,167	216,122	(63,044)	3,350,000	1,116,667	757,158	(359,509)	(32.19)
SacRT Go Maintenance & Facility Contracts	72,652	67,658	(4,994)	871,818	290,606	282,290	(8,316)	(2.86)
Transportation Literacy (Civic Lab)	13,050	-	(13,050)	156,600	52,200	39,150	(13,050)	(25.00)
CARES Act Funding	166,667	333,333	166,666	2,000,000	666,667	1,033,332	366,665	55.00
American Rescue Plan	107,123	-	(107,123)	1,285,470	428,490	-	(428,490)	(100.00)
Section 5307 - Regional Mobility Management	12,500	-	(12,500)	150,000	50,000	-	(50,000)	(100.00)
Diversified Services	167,979	224,372	56,393	2,015,750	671,917	877,098	205,182	30.54
Applied to Capital Projects	(39,795)	(9,493)	30,302	(477,542)	(159,181)	(55,746)	103,435	(64.98)
<b>TOTAL OPERATING REVENUE</b>	<b>1,088,164</b>	<b>1,115,870</b>	<b>27,706</b>	<b>13,057,971</b>	<b>4,352,657</b>	<b>4,139,768</b>	<b>(212,889)</b>	<b>(4.89)</b>
<b>CAPITAL REVENUE:</b>								
FY22 10 NEW CNG VEHICLES	91,667	-	(91,667)	1,100,000	366,667	-	(366,667)	(100)
Applied Operating Revenue	39,795	9,493	(30,302)	477,542	159,181	55,746	(103,435)	(64.98)
Gain/(Loss) on Sale of Assets	-	5,624	5,624	-	-	5,624	5,624	-
<b>TOTAL CAPITAL REVENUE</b>	<b>131,462</b>	<b>15,117</b>	<b>(116,345)</b>	<b>1,577,542</b>	<b>525,847</b>	<b>61,370</b>	<b>(464,478)</b>	<b>(88.33)</b>
<b>TOTAL REVENUE</b>	<b>1,219,626</b>	<b>1,130,987</b>	<b>(88,639)</b>	<b>14,635,513</b>	<b>4,878,504</b>	<b>4,201,137</b>	<b>(677,367)</b>	<b>(13.88)</b>
<b>OPERATING EXPENSES</b>								
<b>PERSONNEL:</b>								
Transportation Operations	195,463	160,709	(34,753)	2,345,550	781,850	608,422	(173,428)	(22.18)
Maintenance Operations	94,854	94,927	73	1,138,249	379,416	351,894	(27,523)	(7.25)
Administration	107,998	110,894	2,895	1,295,978	431,993	428,019	(3,974)	(0.92)
Diversified Services:								
Travel Training	17,262	8,031	(9,232)	207,150	69,050	45,770	(23,280)	(33.71)
Mobility Management	84,400	68,347	(16,053)	1,012,799	337,600	322,909	(14,691)	(4.35)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	239,127	217,212	(21,915)	2,869,522	956,507	752,193	(204,314)	(21.36)
Workers' Compensation	24,196	25,762	1,566	290,348	96,783	74,314	(22,469)	(23.22)
<b>TOTAL PERSONNEL</b>	<b>763,300</b>	<b>685,882</b>	<b>(77,418)</b>	<b>9,159,596</b>	<b>3,053,199</b>	<b>2,583,520</b>	<b>(469,679)</b>	<b>(15.38)</b>
<b>FLEET OPERATIONS:</b>								
Fuel	64,844	68,407	3,562	778,134	259,378	352,581	93,203	35.93
Insurance	71,067	72,125	1,057	852,809	284,270	327,010	42,741	15.04
Cost of Parts & Sublet Service	25,037	7,436	(17,600)	300,439	100,146	71,740	(28,406)	(28.36)
<b>TOTAL FLEET OPERATIONS</b>	<b>160,948</b>	<b>147,967</b>	<b>(12,981)</b>	<b>1,931,382</b>	<b>643,794</b>	<b>751,331</b>	<b>107,537</b>	<b>16.70</b>
<b>NONPERSONNEL:</b>								
Professional Services	76,184	77,949	1,766	914,203	304,734	236,119	(68,615)	(22.52)
Outside Services	26,787	27,495	708	321,445	107,148	111,554	4,406	4.11
Rent/Repair	9,518	7,256	(2,262)	114,213	38,071	32,903	(5,168)	(13.58)
Office Expense	12,037	59,209	47,171	144,449	48,150	92,221	44,072	91.53
Interest Expense	7,849	8,930	1,081	94,190	31,397	36,538	5,141	16.38
Telephone/Utilities	21,174	22,519	1,344	254,091	84,697	93,527	8,830	10.43
Tax/License/Dues/Permits	8,851	2,648	(6,202)	106,206	35,402	18,611	(16,791)	(47.43)
Travel	683	4,443	3,760	8,196	2,732	12,231	9,500	347.72
Professional Development	833	2,500	1,667	10,000	3,333	5,737	2,404	72.11
Brokered Trans. Services	-	-	-	-	-	-	-	-
<b>TOTAL NONPERSONNEL</b>	<b>163,916</b>	<b>212,949</b>	<b>49,033</b>	<b>1,966,993</b>	<b>655,664</b>	<b>639,442</b>	<b>(16,222)</b>	<b>(2.47)</b>
<b>TOTAL OPERATIONS EXPENSE</b>	<b>1,088,164</b>	<b>1,046,798</b>	<b>(41,367)</b>	<b>13,057,971</b>	<b>4,352,657</b>	<b>3,974,293</b>	<b>(378,364)</b>	<b>(8.69)</b>
<b>CAPITAL PROJECTS:</b>								
FY22 10 NEW CNG VEHICLES	91,667	-	(91,667)	1,100,000	366,667	-	(366,667)	(100.00)
Florin Road Facility	8,219	8,246	27	98,629	32,876	31,966	(910)	(2.77)
Facility Reserve	8,333	-	(8,333)	100,000	33,333	-	(33,333)	(100.00)
Vehicle Acquisition Project	20,743	20,357	(386)	248,914	82,971	81,627	(1,344)	(1.62)
Office Furniture & Equipment	833	-	(833)	10,000	3,333	-	(3,333)	(100.00)
Network & Telecommunications	833	1,247	414	10,000	3,333	23,780	20,446	613.39
Maintenance Equipment	833	-	(833)	10,000	3,333	-	(3,333)	(100.00)
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	<b>131,462</b>	<b>29,850</b>	<b>(101,612)</b>	<b>1,577,542</b>	<b>525,847</b>	<b>137,373</b>	<b>(388,475)</b>	<b>(73.88)</b>
<b>TOTAL OPERATING AND CAPITAL EXPENSE</b>	<b>1,219,626</b>	<b>1,076,647</b>	<b>(142,979)</b>	<b>14,635,513</b>	<b>4,878,504</b>	<b>4,111,665</b>	<b>(766,839)</b>	<b>(15.72)</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>54,340</b>	<b>54,340</b>	<b>(0)</b>	<b>(0)</b>	<b>89,472</b>	<b>89,472</b>	<b>(111,840,087.40)</b>

**YTD Budget Surplus/(Deficit)** **89,472** **2%**

PARATRANSIT, INC.  
COMBINED BALANCE SHEET  
10/31/2021  
UNAUDITED

ASSETS

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CURRENT ASSETS:

Cash	2,977,528
Medical Annuity	232,477
Accounts Receivable	1,818,876
Grants Receivable	533,333
Inventory	155,643
Deposits and Prepaid Expenses	1,022,454
TOTAL CURRENT ASSETS	<u>6,740,310</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	12,534,898
Non-Grant Equipment	9,300,791
Work in Progress	-
TOTAL COST	<u>22,760,425</u>
Less Accumulated Depreciation	<u>(14,267,736)</u>
Net Capital Assets	<u>8,492,689</u>

TOTAL ASSETS	<u><u>15,232,999</u></u>
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LIABILITIES AND FUND BALANCE

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CURRENT LIABILITIES

Accounts Payable	496,055
Workers' Compensation Payable	-
Accrued Payroll & Benefits	142,484
Sales Tax Payable	4,691
Lease/Notes Payable	561,948
Unredeemed Bus Scrip	-
Deferred Revenue	55,756
Other Payables	12,485
TOTAL CURRENT LIABILITIES	<u>1,273,418</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	5,278,255
TOTAL LONG TERM LIABILITIES	<u>5,278,255</u>

TOTAL LIABILITIES	6,551,673
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FUND EQUITY

Contributed Capital	1,735,957
Restricted for lease collateral	-
Restricted for grant administration	13,000
Retained Earnings (Loss)	6,932,369
TOTAL FUND EQUITY	<u>8,681,326</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>15,232,999</u></u>
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**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 6A**

**AGENDA TITLE:** Receive an update on the Marketing, Branding and Outreach projects in 2021 and Discussion and Consideration of Adoption of a new branding for Paratransit's Transportation Services

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Receive an update on the marketing, branding and outreach projects in 2021 and have a discussion and consider adoption of a new branding for Paratransit's transportation services.

**BACKGROUND AND DISCUSSION:**

Paratransit has engaged the services of RSE to provide media, marketing, and outreach services. RSE has been an integral partner in re-developing our branding and service presentations and has provided substantial assistance in our Boston office, we the delivery of seven (7) multi-media video presentations. Scott Rose will present a recap of this year's efforts.

Additionally, Paratransit continues to enhance our branding of our services, and the last large component, is to consider branding for our transportation services. Scott Rose will present for your consideration a new branding template, color palatte and relationship chart for these services.

**FISCAL IMPACT:**

There is no fiscal impact with approving the Plan, however implementation of branding will require graphic work. It is expected that any changes implemented will be phased in to minimize any costs.

**ATTACHMENTS:**

None



**Paratransit, Inc.**  
**Board of Directors Staff Report**  
**Agenda Item 6B**

**AGENDA TITLE:** Recognition of outgoing Board Members W. Charles Johnson, Mark Lonergan and Molly Nugent and Discussion and Appointment of a New Board Member for a 3 year term, beginning January 1, 2022.

**MEETING DATE:** December 20, 2021

**PREPARED BY:** Tiffani M Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Recognition of outgoing board members W. Charles Johnson, Mark Lonergan and Molly Nugent for their service on the Board of Directors and discussion and discussion and appointment of a new board member for a 3 year term, beginning January 1, 2022.

**BACKGROUND AND DISCUSSION:**

At the August 2021 meeting the Board participated in a facilitated discussion on Board governance and Board design. As part of that meeting the Board provided direction to not extend the expiring terms of the three Board members who were at the end of their term this year. The Board then directed the Chief Executive Officer (CEO) to poll the Board to determine if the remaining six (6) members wished to retain their positions. Based on the response the Board would either shrink to five (5) or seven (7) members. Following the meeting the CEO, reached out to each remaining member and all six (6) confirmed their intent to remain.

Following the confirmation of the six (6), the CEO began the recruitment process to select one (1) new Board member. Consistent with the direction provided at the meeting the CEO developed a short list of candidates (three) and provided them to the Board President.

The Board President convened a nomination committee in accordance with the bylaws, selecting Board Member Hume to the committee. All three candidates met for in-person interviews with the committee. At the meeting, the Nominating Committee will present their recommendation for consideration of appointment.

**FISCAL IMPACT:**

There is no fiscal impact with this action.

**ATTACHMENTS:**

None