



PARATRANSIT, INC. BOARD OF DIRECTORS' MEETING

Meeting Date and Time:

December 16, 2024 at 6:00 p.m.

Meeting Location:

Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822

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 (2 minutes)

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney,
Tucker, White

2. Pledge of Allegiance (2 minutes)

3. Public Comment (3 minutes)

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. Staff Reports (20 minutes)

- A. CEO Report
 - Update on Activities and Contracts
 - Year-end Recap of Activities
- B. CFO Report
 - Monthly Financial Report

5. Consent Calendar (3 minutes)

- A. Approve the Minutes of the August 27, 2024 Special Meeting of the Board of Directors
- B. Adopt Resolution 17-24 Adopting Updates to the Paratransit, Inc. Conflict of Interest Code
- C. Adopt Resolution 18-24 Adopting Update #4 to the Paratransit, Inc. Public Transit Agency Safety Plan
- D. Adopt Resolution 19-24 Approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2025
- E. Adopt Resolution 20-24 Designating December 24th as a full day holiday for non-bargaining staff in accordance with the Paratransit, Inc. holiday schedule and authorizing the President and CEO to exercise her discretion related to operations and the bargaining unit staff holidays

F. Adopt Resolution 21-24 Approving the Title VI Equal Employment Opportunity Program

6. Action Items (45 minutes)

- A. Discussion and Re-Appointment of One Board Member for a 3 year term, beginning January 1, 2025
- B. Board Discussion on their Role in Paratransit's Programs and Initiatives

7. Announce Adjournment to Closed Session (40 minutes)

- A. Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to § 54956.9(d)(4): (1 case)
- B. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to § 54956.9(e):
(1 case)
- C. Public Employee Performance Evaluation (Government Code,
§ 54957(b)(1))
Employee: President and CEO
- D. Conference with Labor Negotiators (Government Code,
§ 54957.6)
Agency Designated Representative: Board Chair
Unrepresented Employee: President and CEO

8. Reconvene to Open Session and Report Action, if any taken (3 minutes)

9. Board Comments/Reports/Future Agenda Items (3 minutes)

10. Adjourn (1 minute)

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

**TBD
6:00 p.m.**

**Paratransit, Inc.
Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822**

*Staff Reports are subject to change without prior notice.

ADA COMPLIANCE

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

AGENDA TITLE: President and CEO's Report

MEETING DATE: December 16, 2024

PREPARED BY: Tiffani M. Scott, President and CEO

PARTNERSHIPS AND OPPORTUNITIES:

I will provide an overview of our on-going partnerships, grants, contracts and new programs and upcoming opportunities during my oral report and PowerPoint presentation at the Board meeting.

As always, I remain available for any questions.



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

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: DECEMBER 16, 2024

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report.

BACKGROUND AND DISCUSSION:

All operating data are through November 2024 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 120,923 from July 2024 through November 2024. While CTSA trips completely stopped during the pandemic, they have come back rapidly. Most programs are now open 5 days per week. CTSA agency trips are approximately 72% of ADA trips, and we expect them to keep increasing over the next few months.
- Contracted transportation trips are growing steadily; average monthly billable hours are higher than pre-pandemic levels. There were on average 2,140 billable hours pre-pandemic whereas the average for July 2024 through November 2024 was over 2,400 billable hours. This is about 42% higher than the pre-pandemic average.
- Meals delivered from July 2024 through November 2024 include 29,300 meals delivered on behalf of the Sacramento Food Bank and Family Services and 182 meals served to disabled persons through the pilot program. We also started a new program taking at-risk youth to an after-school YMCA program. We have done 963 trips so far in FY24.
- Between July 2024 and November 2024, the Sacramento Mobility Management program successfully travel trained 40 elderly/disabled passengers and 30 youth.
- 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, facility and parking space, and driver support.

- Between July 2024 and November 2024 Paratransit's maintenance department completed 1,282 work orders: 46 of them for CTSA partners, 407 for Paratransit vehicles, 507 for SacRT Go vehicles, and 322 for outside agencies.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or LisaC@paratransit.org.

FISCAL IMPACT:

None

ATTACHMENTS:

December 2024 CFO Report

October 2024 Income Statement

October 2024 Balance Sheet

PARATRANSIT, INC.

FINANCIAL REPORT



December 2024

Consolidated Transportation Services Agency

CTSA Trips Provided

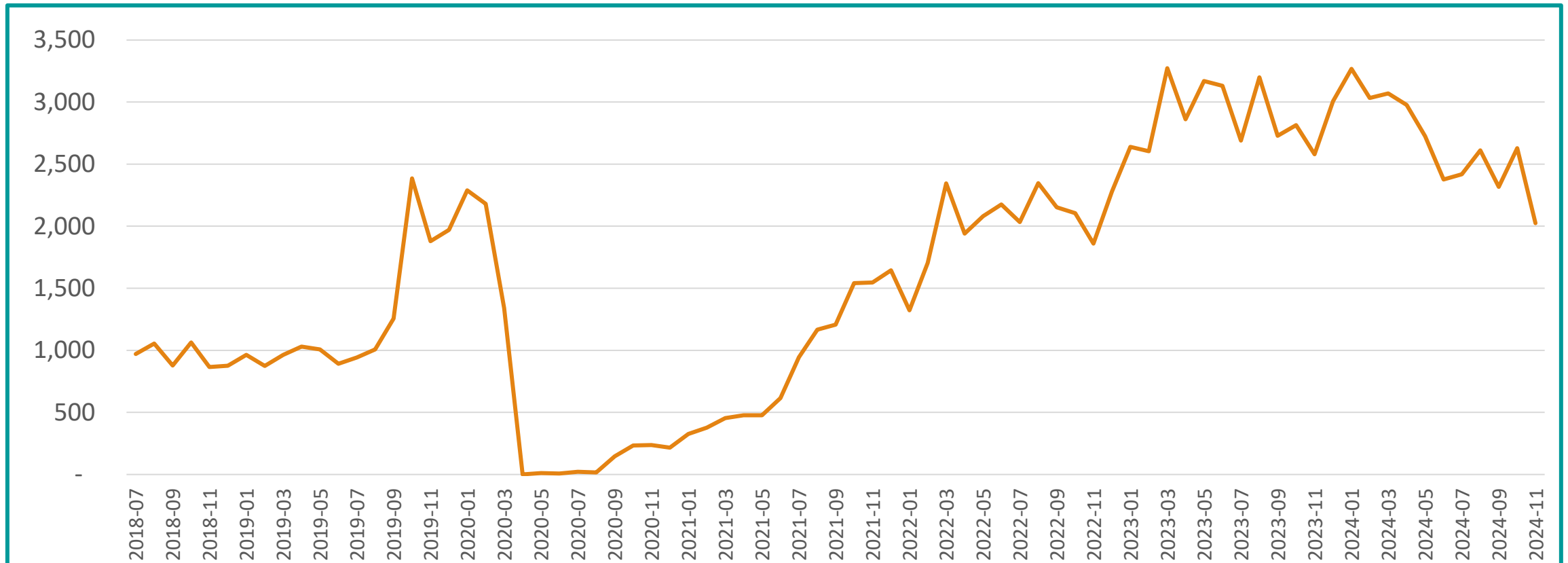
July 2024 – November 2024

Agency	Trips	% of Trips
ACC	9,186	8%
Elk Grove Adult Community Training	21,857	18%
Easter Seals Society	2,921	2%
St. John's Program for Real Change	2,564	2%
Sutter Senior Care	21,975	18%
UCP of Sacramento & Northern CA	62,420	52%
Total CTSA Trips	120,923	100%



Contracted Transportation Billable Hours

July 2018 through Nov 2024



Social Service & Misc. Transportation

July 2024 to Nov 2024

•Sacramento Food Bank:	29,336	Meals
•Saint John's / YMCA Program:	963	trips
•Pilot Program:	182	Meals



Sacramento Mobility Management

July 2024 – Nov 2024

- Travel Training for Seniors & People with Disabilities
 - Successful trainees: FY24: 40 trainees
- Travel Training for Youth
 - Successful trainees: FY24: 30 trainees



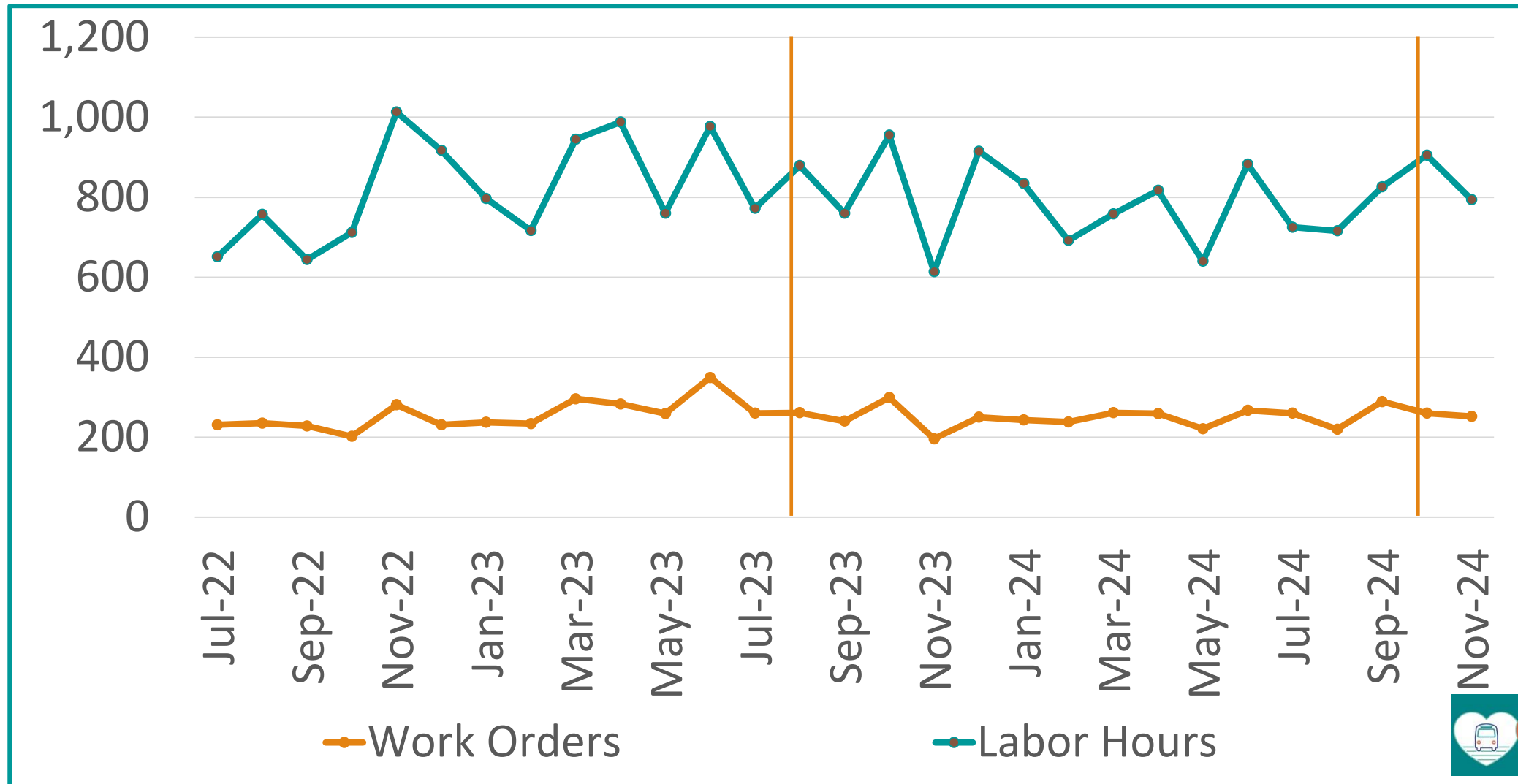
Maintenance

July 2024 to Nov 2024

FY25 Maintenance Operations	Quarter 1 Jul-Sep	Quarter 2 Oct-Nov only			Total
Work Orders	769	513			1,282
Labor Hours	2,267	1,699			3,966
Parts Cost	\$96,047	\$74,763			\$170,810
Total Cost	\$446,958	\$331,796			\$778,754



FY25 Work Orders and Labor Hours



Work Orders: July 2024 – Nov 2024

Vehicle Type	FY25 Work Orders
Paratransit	407
SacRT Go Paratransit Services	507
Outside Agencies	322
CTSA Partners	46
Total Work Orders	1,282



FY25 Revenue: Budget versus Actuals

October 2024 (thousands of dollars)

FY25 Revenue	YTD Budget	YTD Actual	\$ Difference	Percent of Target
Measure A	\$935	\$932	(\$3)	34%
TDA	488	465	(23)	32%
Grants	568	568	-	33%
Contract Transp.	1,087	906	(182)	27%
RT Contract	403	399	(4)	33%
Maintenance/Fuel	420	438	18	35%
Other Revenue	223	198	(26)	32%
Capital Revenue	-	-	-	0%
Total Revenue	\$4,124	\$3,904	(\$219)	30%



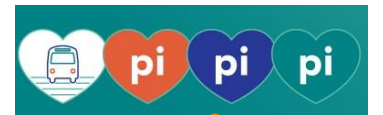
FY25 Expense: Budget versus Actuals

October 2024 (thousands of dollars)

FY25 Expense	YTD Budget	YTD Actual	\$ Difference	Percent of Target
Personnel	\$2,299	\$2,256	(\$43)	33%
Fleet Operations	984	957	(28)	33%
Non Personnel	713	563	(150)	27%
Capital Projects	127	127	0	11%
Total Expense	\$4,124	\$3,902	(\$221)	30%
Net Income		\$2		



Thank You!



PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 10/31/2024

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								

OPERATING REVENUE:								
Measure A Elderly & Disabled Transport	215,121	200,000	(15,121)	2,444,553	827,286	825,183	(2,104)	(0.3)
Measure A Neighborhood Shuttle	16,720	15,900	(820)	190,000	64,300	63,600	(700)	(1.1)
Measure A Years 1-10	10,833	10,833	-	130,000	43,333	43,333	-	-
TDA 4.5	126,834	92,249	(34,585)	1,441,299	487,765	464,686	(23,079)	(4.7)
SacRT Go Facility & Parking	5,407	5,407	-	66,836	21,630	21,630	-	-
SacRT Go Maintenance	35,099	33,238	(1,861)	398,850	134,979	132,950	(2,029)	(1.5)
SacRT Go Fueling	63,977	60,805	(3,172)	727,006	246,034	244,124	(1,910)	(0.8)
FY24 SACOG ARPA Mode Shift	12,500	12,500	-	150,000	50,000	50,000	-	-
FY24 SACOG TDM Mode Shift	18,732	18,732	-	224,781	74,927	74,927	-	-
FY24 SACOG ARPA Shuttles	3,433	3,433	-	41,201	13,732	13,732	-	-
SACOG - Mobility Management	29,167	29,167	-	350,000	116,667	116,667	-	-
SACOG - Shuttle operating revenue	37,500	37,500	-	450,000	150,000	150,000	-	-
SACOG - Preventive Maintenance	16,667	16,667	-	200,000	66,667	66,667	-	-
SACOG - AoPP	8,333	8,333	-	100,000	33,333	33,333	-	-
ICAM Grant	11,200	11,200	-	134,400	44,800	44,800	-	-
Farmers' Market Shuttle	4,435	4,435	-	53,223	17,741	17,741	-	-
Contracted Services	276,240	238,563	(37,678)	3,314,884	1,087,039	905,508	(181,531)	(16.7)
Maintenance Fees	54,223	55,595	1,372	616,170	208,525	177,559	(30,966)	(14.9)
Fuel Sales	54,990	63,707	8,716	624,892	211,476	259,953	48,477	22.9
East Bay Paratransit	22,933	22,934	1	275,200	91,732	91,736	4	0.0
Solano Transportation Authority Eligibility	16,363	16,363	-	196,356	65,452	65,452	-	-
Travel Training Revenue	1,606	2,075	469	18,245	6,174	5,569	(605)	(9.8)
Diversified Services	22,928	5,352	(17,576)	120,224	60,033	35,125	(24,908)	(41.5)
Applied to Capital Projects	-	(31,911)	(31,911)	(512,756)	(31,646)	(126,730)	(95,084)	300.5
TOTAL OPERATING REVENUE	1,065,241	933,076	(132,165)	11,755,365	4,091,979	3,777,544	(314,435)	(7.7)
CAPITAL REVENUE:								
SACOG - Mob. Options Vehicles	-	-	-	160,000	-	-	-	-
SACOG - Cameras	-	-	-	370,000	-	-	-	-
SACOG - Bus Stops	-	-	-	100,000	-	-	-	-
Applied Operating Revenue	-	31,911	31,911	512,756	31,646	126,730	95,084	300.5
Gain/(Loss) on Sale of Assets	-	-	-	-	-	-	-	-
TOTAL CAPITAL REVENUE	-	31,911	31,911	1,142,756	31,646	126,730	95,084	300.5
TOTAL REVENUE	1,065,241	964,987	(100,254)	12,898,120	4,123,625	3,904,274	(219,351)	(5.3)
OPERATING EXPENSES								

PERSONNEL:								
Transportation Operations:								
Vehicle Operators	85,187	72,513	(12,674)	1,022,241	340,747	286,310	(54,437)	(16.0)
Training Center	9,714	5,939	(3,775)	116,570	38,857	31,214	(7,642)	(19.7)
Operations Administration	44,665	24,632	(20,033)	535,977	178,659	113,172	(65,487)	(36.7)
Dispatch Center	12,859	23,228	10,369	154,308	51,436	130,068	78,633	152.9
Maintenance Operations	89,898	86,777	(3,120)	1,078,774	359,591	336,639	(22,952)	(6.4)
Administration	80,185	93,683	13,498	962,225	320,742	349,977	29,235	9.1
Information Technology	17,757	17,513	(244)	213,079	71,026	74,600	3,574	5.0
Mobility Management	31,861	28,641	(3,220)	382,329	127,443	117,813	(9,630)	(7.6)
Fringe Benefits	187,823	164,813	(23,010)	2,134,351	734,217	761,418	27,201	3.7
Workers' Compensation	16,965	15,534	(1,431)	220,548	76,343	54,686	(21,657)	(28.4)
TOTAL PERSONNEL	576,913	533,272	(43,641)	6,820,402	2,299,061	2,255,898	(43,163)	(1.9)
FLEET OPERATIONS:								
Fuel	162,938	151,122	(11,816)	1,851,572	636,941	625,211	(11,730)	(1.8)
Insurance	56,717	50,818	(5,900)	644,517	221,714	213,460	(8,254)	(3.7)
Cost of Parts & Sublet Service	32,164	34,374	2,210	365,498	125,731	117,942	(7,790)	(6.2)
TOTAL FLEET OPERATIONS	251,820	236,314	(15,505)	2,861,587	984,386	956,612	(27,774)	(2.8)
NONPERSONNEL:								
Professional Services	51,766	26,533	(25,234)	588,255	202,360	154,758	(47,602)	(23.5)
Contracted Staffing	24,059	17,027	(7,032)	273,400	94,050	104,079	10,030	10.7
Outside Services	23,440	11,786	(11,655)	266,367	91,630	67,456	(24,174)	(26.4)
Rent/Repair	11,443	7,389	(4,055)	130,039	44,734	18,203	(26,531)	(59.3)
Office Expense	19,646	22,257	2,611	223,246	76,797	71,784	(5,013)	(6.5)
Interest Expense	5,622	5,588	(34)	67,427	23,401	23,421	20	0.1
Telephone/Utilities	26,187	23,512	(2,676)	297,585	102,369	102,761	392	0.4
Tax/License/Dues/Permits	9,775	6,601	(3,174)	111,078	38,211	18,249	(19,961)	(52.2)
Travel	3,309	114	(3,195)	37,600	12,934	(760)	(13,694)	(105.9)
Professional Development	6,897	4,108	(2,790)	78,379	26,962	3,182	(23,780)	(88.2)
Brokered Trans. Services	-	-	-	-	-	-	-	-
TOTAL NONPERSONNEL	182,146	124,913	(57,232)	2,073,376	713,448	563,132	(150,315)	(21.1)
TOTAL OPERATIONS EXPENSE	1,010,879	894,500	(116,379)	11,755,365	3,996,895	3,775,643	(221,252)	(5.5)
CAPITAL PROJECTS:								
Florin Road Facility	9,191	9,191	-	110,217	36,225	36,225	-	-
Vehicle Acquisition Project	22,720	22,720	-	90,505	90,505	90,505	-	-
SACOG - Mob. Options Vehicles	-	-	-	200,000	-	-	-	-
SACOG - Cameras	-	-	-	500,000	-	-	-	-
SACOG - Bus Stops	-	-	-	100,000	-	-	-	-
Sign on Front of Building	-	-	-	13,079	-	-	-	-
Facility Reserve	-	-	-	98,955	-	-	-	-
Office Furniture & Equipment	-	-	-	10,000	-	-	-	-
Network & Telecommunications	-	-	-	10,000	-	-	-	-
Maintenance Equipment	-	-	-	10,000	-	-	-	-
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	31,911	31,911	-	1,142,756	126,730	126,730	-	-
TOTAL OPERATING AND CAPITAL EXP	1,042,789	926,411	(116,379)	12,898,120	4,123,625	3,902,373	(221,252)	(5.37)
NET INCOME (LOSS)	22,452	38,576	16,124	(0)	-	1,901	1,901	-

PARATRANSIT, INC.
COMBINED BALANCE SHEET
10/31/2024
UNAUDITED

ASSETS

CURRENT ASSETS:

Cash	779,239
Accounts Receivable	1,013,540
Grants Receivable	852,045
Inventory	87,844
Deposits and Prepaid Expenses	703,070
TOTAL CURRENT ASSETS	<u>3,435,738</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	9,817,800
Non-Grant Equipment	6,924,175
TOTAL COST	<u>17,666,711</u>
Less Accumulated Depreciation	<u>(12,497,032)</u>
Net Capital Assets	<u>5,169,679</u>

TOTAL ASSETS	<u><u>8,605,418</u></u>
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LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

Accounts Payable	464,302
Workers' Compensation Payable	(14,645)
Accrued Payroll & Benefits	145,232
Sales Tax Payable	(3,440)
Lease/Notes Payable	362,445
Other Payables	2,089
TOTAL CURRENT LIABILITIES	<u>955,982</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	<u>2,268,573</u>
TOTAL LONG TERM LIABILITIES	<u>2,268,573</u>

TOTAL LIABILITIES	3,224,555
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FUND EQUITY

Contributed Capital	421,234
Restricted for grant administration	13,002
Retained Earnings (Loss)	4,946,627
TOTAL FUND EQUITY	<u>5,380,863</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>8,605,418</u></u>
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**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5A**

AGENDA TITLE: Approve the Minutes of the August 27, 2024 Special Meeting of the Board of Directors

MEETING DATE: December 16, 2024

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

Recommended Action:

Approve the Minutes of the August 27, 2024, Special Meeting of the Board of Directors.

Minutes

August 27, 2024

1:00 p.m.

Ron Brown Conference Center

2501 Florin Road Sacramento, CA 95822

Board Members Present

Jim Alves

Julia Burrows

April Dawson Rawlings

Pat Hume

Patrick Mulvaney

Kim Tucker

Board Members Absent

Leigh White

Public Present

Kathy Sachen, SacRT

Kristina Svensk, SACOG

Kevin Bewsey, STA

Staff Present

Tiffani Scott, President and Chief Executive Officer

Lisa Cappellari, PhD, Chief Financial Officer

Chris Brown, SHRM-SCP, SPHR, Chief Administrative Officer

Jesse Isaacson, Director of Information Technology

Jamila Lee, SHRM-CP, PHR, Director of Human Resources

Alicia Brown, Director of Strategic Initiatives and Mobility
Amy Parkin, Director of Service Performance
Jessica Lewis, Operations and Training Manager
Kevin Rickman, Operations and Training Manager
Osman Mufti, Legal Counsel
Sabrina Drago, Consultant

Call to Order/Roll Call

Director Hume called the meeting to order at 1:03 p.m.

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

Pledge of Allegiance

Director Dawson Rawlings led the Pledge of Allegiance

Public Comment

None

Staff Reports

A. CEO Report

a. Update on Activities and Contracts

President and CEO Tiffani Scott shared the MetroHub program will be launching this fall with the roll-out through the end of the year. She also reported on transportation provided over the summer for the Youth Leadership Forum (YLF) and the California Capital Airshow. Upcoming events include a shuttle to MOSAC for SMUD, transportation for St. John's, Paratransit night at the Sac Republic, and the kickoff of Winter Wish List.

B. CFO Report

a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari thanked the Board for coming to the employee barbeque. She then reviewed her written staff report of financial and operating data through July 2024. CFO Cappellari shared the FY 24 financials are still being finalized. CEO Scott added the delay in SacRT processing grants may impact the year end financials. CEO Scott informed the Board the Destinations Mobility rental program has been paused due to insurance costs that exceed program revenue, however, she is exploring the possibility of a partnership with the airport to have our rental vehicles available on-site. Director Tucker inquired

about the goals for transportation literacy. CEO Scott shared the metrics are changing as program offerings change, and youth participation is down during the summer months when school is not in session. Director Tucker noted she works with other nonprofits and can share information on the mobility training program with them.

Consent Calendar

The Consent Calendar was approved upon motion by Director Tucker, seconded by Director Alves. The motion passed.

A. Approve the Minutes of the June 17, 2024 Board of Directors' Meeting

The Minutes were approved as presented.

B. Approve the Minutes of the June 17, 2024 Special Meeting of the Board of Directors

The Minutes were approved as presented.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: White

Presentations and Board Discussion

CEO Scott explained this year's retreat would focus on education, especially in light of the grant funding issues the Agency is experiencing.

A. SACOG Funding Programs and Initiatives

Kristina Svensk from SACOG presented information on the six-county region SACOG covers, the Blueprint used for regional transportation planning, the processes for distribution of funding and grants, other supporting programs, including Next Gen Transit, Regional Trails, Green Means Go and Mobility Zones. Ms. Svensk explained the Blueprint is a fiscally constrained document and the need for a unified vision for the region. There was significant discussion about the Mobility Zones and how Paratransit can be part of this process.

B. Sacramento Transportation Authority Funding Programs and Initiatives

Kevin Bewsey from STA provided a history of Measure A, the new Measure A and STA's role. There was discussion on measure development, citizen's initiatives, and a possible new measure that would only fund SacRT bus.

C. Board Discussion on Paratransit's Role in Regional Programs and Initiatives

The Board discussed the need to experiment to come up with solutions to chronic problems, create sustainable mobility and non-traditional options, and where Paratransit can play a bigger role in advocacy. CEO Scott shared next steps are to align the strategic goals and initiatives with Board Members to participate in discussions and advocate for Paratransit's role in the regional plan. Director Dawson Rawlings thanked the presenters and CEO Scott as this helps to see they can be even more strategic.

Closed Session

The Board adjourned to closed session at 2:56 p.m.

Reconvene to Open Session

The Board reconvened to open session at 3:52 p.m. Director Hume reported no action was taken.

Board Comments/Reports/Future Agenda Items

It was noted Director White's absence is excused.

Adjournment

Director Hume announced the meeting adjourned at 3:53 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Chief Administrative Officer/Secretary

12/16/24
Date



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

AGENDA TITLE: Adopt Resolution 17-24 Adopting Updates to the Paratransit, Inc. Conflict of Interest Code

MEETING DATE: December 16, 2024

PREPARED BY: Tiffani M Fink, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 17-24 adopting updates to the Paratransit, Inc. Conflict of Interest Code.

BACKGROUND AND DISCUSSION:

The Political Reform Act, Government Code Section 81000 *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. Updates to the Code are approved by the Board of Directors. The proposed updates to the Code include updating position titles to reflect those currently used by the Agency and deleting obsolete titles. Titles to be deleted are in ~~blue strikethrough text~~ and titles to be added are in blue underlined text. Staff recommends that the Board adopt the updates to the Conflict of Interest Code for Paratransit, Inc.

FISCAL IMPACT:

There is no fiscal impact with approving the Plan.

ATTACHMENTS:

1. Paratransit, Inc. Conflict of Interest Code
2. Resolution 17-24



paratransit
Connecting You ...for over 40 years **inc.**

CONFLICT OF INTEREST CODE FOR
PARATRANSIT, INC.

The Political Reform Act, Government Code Section 81000 *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation, and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of Paratransit, Inc.

Designated employees shall file statements of economic interest with their agency. Upon receipt of the statements of the Board Members, the Alternates, and the President and -CEO, Paratransit shall make and retain copies and forward the originals of these statements to the Fair Political Practices Commission. Statements for all other designated employees will be retained by the agency.

PARATRANSIT, INC.

APPENDIX

**List of Designated
Positions**

**Assigned Disclosure
Categories**

Chief Operating Officer	2
Chief Administrative Officer	2
Chief Financial Officer/ Deputy Executive Director	All
Chief Executive Officer President and CEO	All
Deputy Executive Director	All
Director of Information Technology	2
Director of Operations System Performance	2
Director of Strategic Initiatives and Mobility	2
Director of Human Resources	2
All Managers	2
All Assistant Managers	2
All Supervisors	2
All Positions Responsible for Procurement and Purchasing	2
Members of the Board of Directors	All
Professional Consultants	All
Contracted Legal Services	All

Disclosure Categories

Disclosure Category 1

Persons in this category shall disclose all interests in real property which are located in whole or in part within the State of California.

Disclosure Category 2

Persons in this Category shall disclose all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of a type that contracts with Paratransit, Inc. to provide services, supplies, materials, machinery, or equipment.

**THIS IS THE LAST PAGE OF THE CONFLICT OF INTEREST
CODE OF PARATRANSIT, INC.**



RESOLUTION NO. 17-24

**ADOPTING UPDATES TO THE PARATRANSIT, INC.
CONFLICT OF INTEREST CODE**

WHEREAS, Paratransit, Inc. places the highest of ethical standards on our employees, Board of Directors and contracted professional consultants and legal advisors; and

WHEREAS, in accordance with The Political Reform Act, Government Code Section 8100 *et seq.*, staff has developed a Conflict of Interest Code; and

WHEREAS, the Act requires the Board of Directors to formally adopt updates to the Conflict of Interest Code.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 17-24 adopting the updated Conflict of Interest Code.

Patrick Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 16, 2024



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

AGENDA TITLE: Adopt Resolution 18-24 Adopting Update #4 to the Paratransit, Inc. Public Transit Agency Safety Plan

MEETING DATE: December 16, 2024

PREPARED BY: Tiffani M. Fink, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 18-24 adopting Update #4 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 #4 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 incorporate into the budget process. Adoption of a PTASP is required to comply with federal requirements for funding.

ATTACHMENTS:

1. Resolution 18-24
2. Paratransit, Inc. Public Transportation Agency
Safety Plan – Update #4



Paratransit, Inc. (PI)

Public Transit Agency Safety Plan





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Transit Agency Information

Transit Agency: Paratransit, Inc.

Transit Agency Address

Administrative Office: 2501 Florin Road Sacramento, CA 95822

Accountable Executive: Tiffani M. Scott, President and CEO

Chief Safety Officer: Gary Vickers, Chief Operating Officer

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

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. Scott, Accountable Executive

12/11/2024
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 14-22 and the Board of Directors Meeting Minutes from November 20, 2022. The meeting minutes can be reviewed on the Paratransit, Inc. website.

Patrick Hume, Chair
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, Chief Operating Officer, on December 14, 2024.



Annual Review and Revisions of the Public Transportation Agency Safety Plan

Each year, 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 injuries¹ (defined in the NTD Safety and Security Reporting Manual) and rate per total vehicle revenue miles by mode in a calendar year.

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

Safety Events: Total number of reportable events² and rate per total vehicle revenue miles by mode in a calendar year.

²NTD: *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 13, 2024)
- PI website (Date of Publication: December 13, 2024)
- Staff intranet (Date of Publication: December 13, 2024)
- New hire orientation-ongoing
- PI email blasts (Date of Publication: scheduled for December 17, 2024)

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
- Updates the PTASP
- Distributes information to external partners and passengers
 - Rider alerts posted on social media
 - Rider alerts on the PI website
 - Transit app alerts
 - Allocates funds to transit safety programs (capital and operating)

Chief Operating Officer (Chief Safety Officer)

- Leads all transit efforts
- 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 Supervisors

- 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

Operations Manager

- 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
- 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

Transportation Operations Supervisors

- 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
- 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
2	Various	Updates dates, numbers and roles	11/20/22
3	Various	Updates dates, numbers and roles	12/31/23
4	Various	Updates dates, numbers and roles	12/11/24

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>§ 673.5 Definitions – 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>§ 673.23(d)(1) – 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>§ 673.31 Definitions – 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>§ 673.23(d)(2) – 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"> • A fatality confirmed within 30 days (including suicide) • 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) 	<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"> • Single injury event requiring transport away from the scene for

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

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

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

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



RESOLUTION NO. 18-24

**ADOPTING UPDATE #4 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 to the PTASP.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 18-24 adopting Update #4 to the Public Transit Agency Safety Plan.

Patrick Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 16, 2024



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

AGENDA TITLE: Adopt Resolution 19-24 Approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2025

MEETING DATE: December 16, 2024

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

RECOMMENDED ACTION:

Staff recommends that the Board of Directors adopt Resolution 19-24 Approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2025.

BACKGROUND AND DISCUSSION:

Annually, executive staff prepares the meeting calendar for the Board of Directors. All meetings are on the on the third Monday of the month except February and the meetings are scheduled for 6:00 p.m. Due to the holiday in February, the meeting is scheduled for Thursday, February 13, 2025 at 6:00 p.m.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Board Meeting Calendar
2. Resolution 19-24 Approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2025



PARATRANSIT, INC.

BOARD OF DIRECTORS' 2025 MEETING DATES

Paratransit, Inc.

2501 Florin Road

Sacramento, CA 95822

6:00 p.m.

February 13, 2025 (Thursday)

April 21, 2025

June 16, 2025

August 18, 2025

October 20, 2025

December 15, 2025

Paratransit, Inc. Welcomes Public Attendance

**Please call 429-2009 if you would like to request an agenda.
Agendas are prepared and ready for public distribution three (3) days
before meeting dates.**



RESOLUTION NO. 19-24

**APPROVING THE PARATRANSIT, INC BOARD MEETING CALENDAR
FOR THE CALENDAR YEAR 2025**

WHEREAS, Paratransit, Inc. holds Board of Directors Meetings that are regularly scheduled and open to the public; and

WHEREAS, the Board of Directors has identified 6:00 p.m. on the third Monday of the Month as the meeting time for the months of February, April, June, August; October and December; and

WHEREAS, the February Board meeting date varies from year to year and has been set for 6:00 p.m. on February 13, 2025; and

WHEREAS, adopting the calendar at the November Board of Directors' meeting allows staff to post the meeting calendar on the Paratransit, Inc. website.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 19-24 approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2025.

Pat Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 16, 2024



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

AGENDA TITLE: Adopt Resolution 20-24 Designating December 24th as a full day holiday in accordance with the Paratransit, Inc holiday schedule and authorizing the President and CEO to exercise her discretion related to operations and the bargaining unit staff holidays

MEETING DATE: December 16, 2024

PREPARED BY: Tiffani M. Fink, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 20-24 Designating December 24th as a full day holiday in accordance with the Paratransit, Inc holiday schedule and authorizing the President and CEO to exercise her discretion related to operations and the bargaining unit staff holidays.

BACKGROUND AND DISCUSSION: Paratransit currently provides for December 24th of each year to be a half day holiday for non-bargaining unit staff. (Bargaining unit staff negotiated a different holiday schedule which does not include this half day holiday due to their 40 hour weekly guarantee). In order to implement this half day holiday and still provide administrative, maintenance and operations coverage, staff is currently required to split the half day amongst the staff with several staff taking the holiday as a holiday-in-lieu to meet operating needs. In addition, when providing service in the morning, we are obligated to provide all return trips, which results in a normal operating day. With numerous passenger cancellations, service is light and sporadic, making our service costly and inefficient to deliver.

As part of our initiative to be an employer of choice, staff valued time with family as a top rated goal. Due to the light service demand and to provide

time to our staff to be with their families at the holidays, staff is requesting the Board authorize the December 24th holiday be modified to be a full day holiday for non-bargaining staff beginning this year (2024). This action if approved will allow staff to notify our clients of our revised service so they can make accommodations. While the Board action in front of you tonight only requests the change to the non-bargaining unit staff, our contract with ATU gives unilateral decision making to the CEO to implement additional holidays without the need to bargain. It is the intent of the President and CEO that this provision would be executed upon approval on the non-bargaining unit holiday by the Board to bring the two groups into parity.

FISCAL IMPACT:

There is limited fiscal impact with approving the holiday schedule due to overtime currently required to staff a full day of operations.

ATTACHMENTS:

1. Resolution 20-24



RESOLUTION NO. 20-24

**DESIGNATING DECEMBER 24th AS A FULL DAY HOLIDAY FOR
NON-BARGAINING STAFF IN ACCORDANCE WITH THE PARATRANSIT, INC.
HOLIDAY SCHEDULE AND AUTHORIZING THE PRESIDENT AND CEO
TO EXERCISE HER DISCRETION RELATED TO OPERATIONS AND
THE BARGAINING UNIT STAFF HOLIDAYS**

WHEREAS, Paratransit, Inc. currently offers their staff a half day Holiday on December 24th; and

WHEREAS, operationally service is extremely slow and scattered on December 24th due to travel and cancellations; and

WHEREAS, the Board has adopted a policy to be an employer of choice; and

WHEREAS, staff has identified time with their families as a top value.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 20-24 designating December 24th as a full day holiday for non-bargaining staff in accordance with the Paratransit, Inc. holiday schedule and authorizing the President and CEO to exercise her discretion related to operations and the bargaining unit staff holidays.

Pat Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 16, 2024



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

AGENDA TITLE: Adopt Resolution 21-24 Approving the 2025-2027 Title VI Equal Employment Opportunity Program

MEETING DATE: December 16, 2024

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

RECOMMENDED ACTION:

Adopt Resolution 21-24 approving the 2025-2027 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, and as Paratransit currently has less than 100 employees, our plan has been revised to comply with the requirements for small employers. While the purpose and requirements of our Program have not changed, we are no longer required to complete the in-depth analysis included in the prior plans. Monitoring of the Program will continue to ensure a diverse workplace free from discrimination.

FISCAL IMPACT:

There is no impact from this action

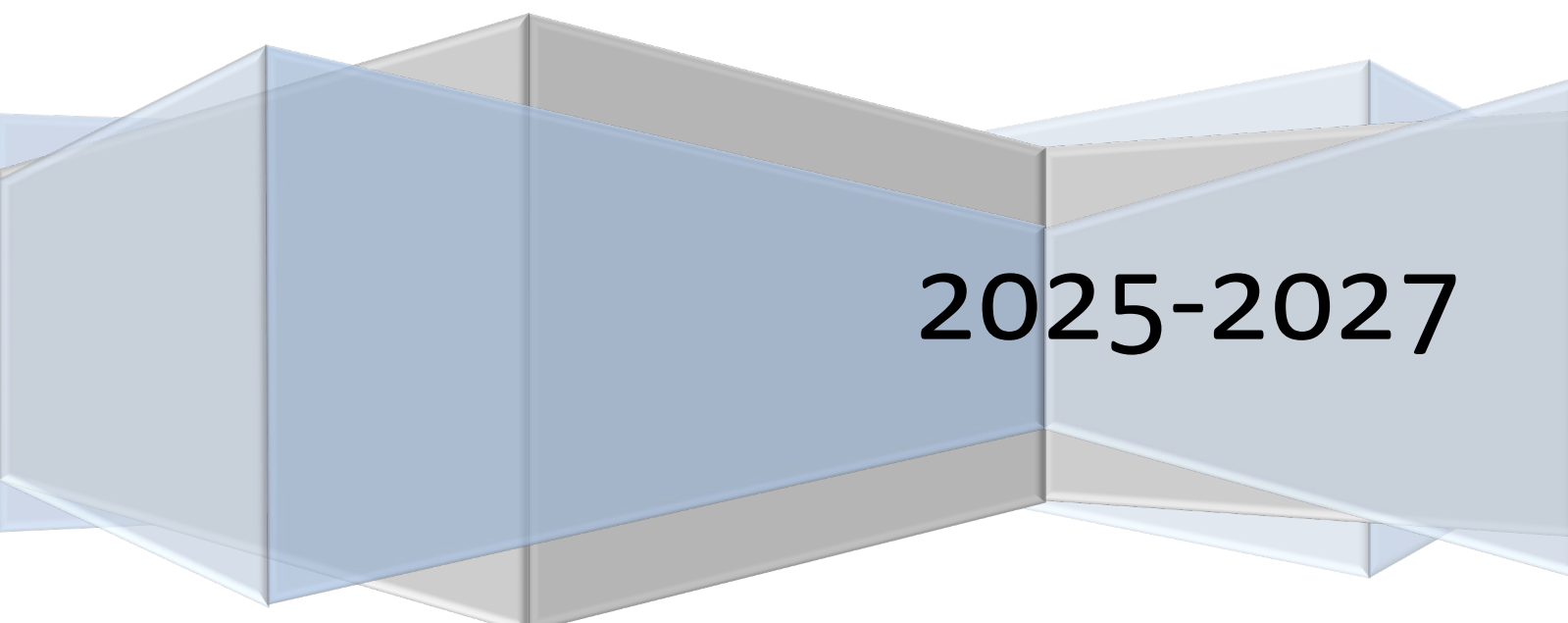
ATTACHMENTS:

1. Title VI Equal Employment Opportunity Program 2025-2027
2. Utilization Charts for 2021-2024
3. Resolution 21-24 Approving the 2025-2027 Title VI Equal Opportunity Employment Program

Title VI Equal Employment Opportunity Program

Paratransit, Inc.

Chris Brown



2025-2027

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1.0 Introduction

1.1 Purpose

Paratransit, Inc. is committed to providing a workplace free of discrimination, harassment and retaliation. It is Paratransit, Inc.'s policy and practice to assure equal employment opportunity in all personnel transactions including hiring, promotions, terminations, transfers, layoffs, compensation, training, benefits and other terms and conditions of employment without regard to race, color, marital status, sexual orientation, religion, national origin, ancestry, age, sex, gender identity, disability, medical condition, genetic information, family and medical care leave, pregnancy disability leave or veteran status.

Paratransit, Inc. recognizes and values the diversity of its workforce and the benefits to our programs and services that are promoted by diverse viewpoints, life experiences, and cultural perspectives. Paratransit, Inc. supports and encourages diversity and provides education and training related to the benefits and challenges of working productively in a culturally diverse environment.

2.0 Program Communication and Dissemination

Effective implementation of an EEOP requires identification of specific procedures that will be used to disseminate the Plan. 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 Plan and the subject will be discussed periodically at staff meetings.
2. All new employees will receive a copy of the Policy and Plan 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 Plan 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 EEOP focuses on all components of the employment system. To that end the following responsibilities have been assigned.

3.1 President and Chief Executive Officer

As President and Chief Executive Officer (CEO) 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.

3.2 Chief Administrative Officer

The Chief Administrative Officer will serve as Paratransit's Equal Employment Opportunity 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, as needed.
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.

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 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 PARATRANSIT'S OCCUPATIONAL CATEGORIES:

Paratransit, Inc. job titles are aligned with occupational job categories utilized by the Equal Employment Opportunity Commission. Exhibit 1: PARATRANSIT, INC. ORGANIZATIONAL CHART AND EEO-1 REPORT

4.1 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:

The California Fair Employment Practices (Government Code Sections 12900-12996 and California Code of Regulations, Title 2, Sections 11000-11141) 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, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity or gender expression.

4.2 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 Civil Rights Department:

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 California Civil Rights Department 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, reproductive health decision making, 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.

5.0 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 Plan guidelines and goals.

6.0 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 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 Plan 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.

6.1 Human Resources

The Human Resources Division analyzes applicant and employee transactions, workforce characteristics, and employment practices to monitor performance in providing equal employment opportunities. Progress reports are made available, upon request, 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.

6.2 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.

7.0 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 Division 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.

Complaints of discrimination, harassment or retaliation should be address to:

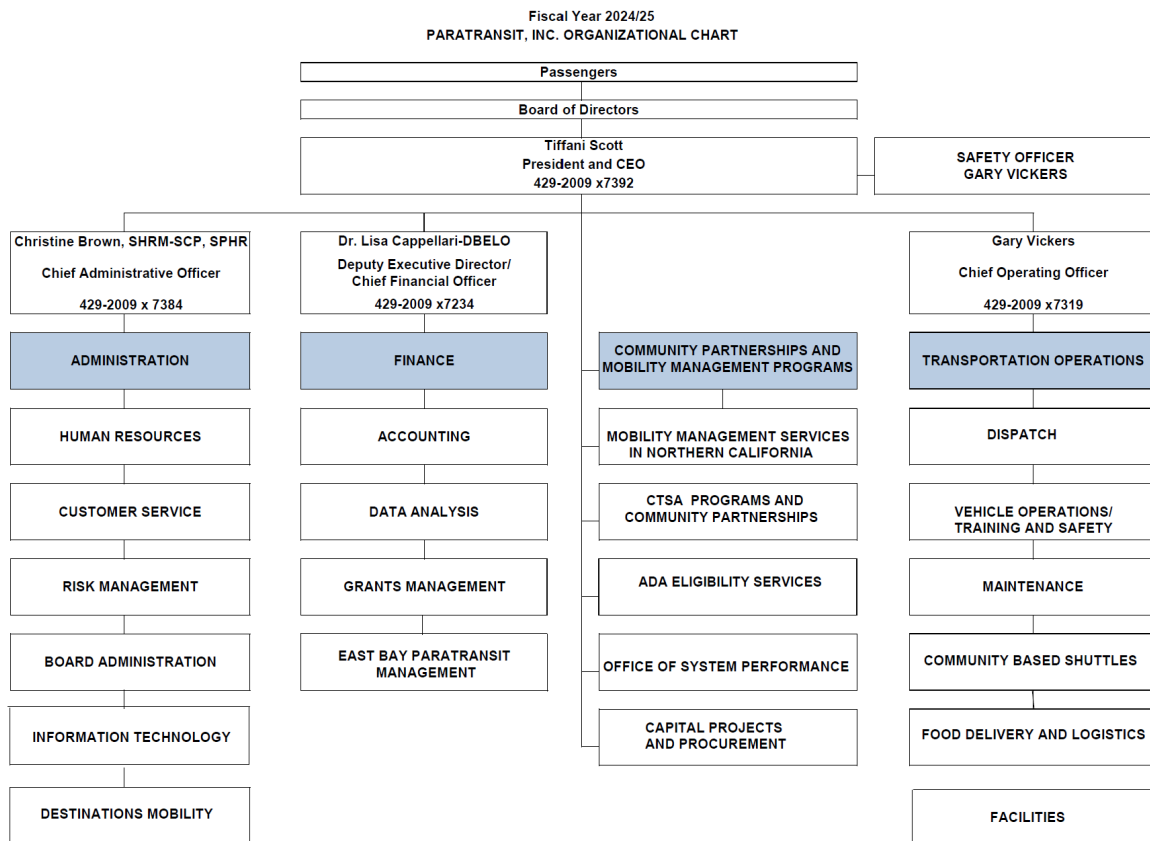
Paratransit, Inc. Administrative Office
Chris M. Brown, Chief Administrative Officer
2501 Florin Road Sacramento, California 95822
(916) 429-2009
CBrown@paratransit.org

8.0 Plan 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, and the Human Resources Division provides mandatory on-hour Sexual Harassment and Abusive Conduct Training to nonsupervisory employees every two years.

Exhibit 1: Paratransit, Inc. Organization Chart and EEO-01 Report



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) 2023 EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)										EEOC Standard Form 100 (SF 100) Revised 08/2023 OMB Control Number: 3046-0049 Expiration Date: 11/30/2026					
SECTION A – TYPE OF REPORT SINGLE-ESTABLISHMENT FILER REPORT															
SECTION B – EMPLOYER IDENTIFICATION															
OFS COMPANY ID P014517			EMPLOYER NAME PARATRANSIT INC												
ADDRESS 2501 FLORIN ROAD						CITY/TOWN SACRAMENTO			STATE CA		ZIP CODE 95822				
SECTION C – HEADQUARTERS OR ESTABLISHMENT-LEVEL IDENTIFICATION (if applicable)															
HQ/ESTABLISHMENT-LEVEL UNIT ID			HEADQUARTERS OR ESTABLISHMENT-LEVEL NAME												
HEADQUARTERS OR ESTABLISHMENT-LEVEL ADDRESS						CITY/TOWN			STATE		ZIP CODE				
SECTION D – EMPLOYER IDENTIFICATION NUMBER (EIN) 942519965															
SECTION E – EMPLOYER FILING ELIGIBILITY <input checked="" type="checkbox"/> YES (Employer Is Eligible to File) <input type="checkbox"/> NO (Employer Is Not Eligible to File) <input type="checkbox"/> EMPLOYER NO LONGER IN BUSINESS															
SECTION F – FEDERAL CONTRACTOR DESIGNATION (if applicable) Unique Entity ID (UEI): Not Applicable <input type="checkbox"/> YES (Single-Establishment Employer is Federal Contractor) <input type="checkbox"/> YES (Multi-Establishment Employer is Federal Contractor) <input type="checkbox"/> YES (Headquarters is Federal Contractor) <input type="checkbox"/> YES (Non-Headquarters Establishment is Federal Contractor) <input type="checkbox"/> YES (One or More Non-Headquarters Establishments is Federal Contractor)															
SECTION G – NAICS INFORMATION 485991 - Special Needs Transportation															
SECTION H – WORKFORCE DEMOGRAPHIC DATA															
JOB CATEGORIES	Race/Ethnicity														Row Total
	Hispanic or Latino		Not Hispanic or Latino												
			Male							Female					
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	
Executive/Senior Level Officials and Managers	0	0	1	0	0	0	0	0	4	1	0	0	0	1	7
First/Mid-Level Officials and Managers	1	0	2	0	0	0	0	0	3	0	0	0	0	0	6
Professionals	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
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 Workers	3	4	3	0	1	0	0	0	1	2	0	1	0	0	15
Craft Workers	7	0	0	0	1	0	0	0	0	0	0	0	0	0	8
Operatives	7	1	3	7	5	1	0	2	1	1	1	0	1	1	31
Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	7	3	2	1	0	1	0	0	2	1	0	0	0	0	17
CURRENT 2023 REPORTING YEAR TOTAL	26	8	12	8	7	2	0	2	11	5	1	1	1	2	86
PRIOR 2022 REPORTING YEAR TOTAL	26	11	15	5	6	2	1	2	11	5	3	1	1	2	91
SECTION I – WORKFORCE SNAPSHOT PERIOD 12/1/2023 – 12/31/2023															
SECTION J – HEADQUARTERS OR ESTABLISHMENT-LEVEL COMMENTS (optional) Not Applicable															

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) 2023 EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)		EEOC Standard Form 100 (SF 100) Revised 08/2023 OMB Control Number: 3046-0049 Expiration Date: 11/30/2026	
SECTION K – OFFICIAL CERTIFICATION OF SUBMISSION			
EMPLOYER IDENTIFICATION			
OFS COMPANY ID P014517		EMPLOYER NAME PARATRANSIT INC	
ADDRESS 2501 FLORIN ROAD		CITY/TOWN SACRAMENTO	STATE CA
			ZIP CODE 95822
CERTIFICATION COMMENTS (optional)			
No Certification Comments Provided			
CERTIFICATION STATEMENT <i>"I certify that the information, including any workforce demographic data, provided in this report is correct and true to the best of my knowledge and was prepared in conformity with the directions set forth in the form and accompanying instructions."</i> Knowingly and willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.			
DATE OF CERTIFICATION 5/2/2024 12:21 PM [EST]			
EMPLOYER'S CERTIFYING OFFICIAL			
Name of Employer's Certifying Official Jamila Lee-Gervais		Title of Certifying Official Director of HR	
Email Address of Certifying Official jamilal@paratransit.org		Telephone Number of Certifying Official 916-429-2009	
PRIMARY POINT OF CONTACT (POC) FOR EEO-1 COMPONENT 1 REPORTING			
Name of Primary POC Jamila Lee-Gervais		Title and Employer of Primary POC Director of HR Paratransit, Inc.	
Email Address of Primary POC jamilal@paratransit.org		Telephone Number of Primary POC 916-429-2009	

Exhibit 2: Procedures for Filing an Equal Employment Opportunity Plan 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. A log of all complaints will be maintained by the Human Resources Division.

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, California Civil Rights Department)
- 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 Program 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.



RESOLUTION NO. 21-24

APPROVING THE 2025-2027 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; and

WHEREAS, Paratransit, Inc. has less than 100 employees, this Equal Employment Opportunity Plan complies with the requirements for small employers.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. approves the restated small employer 2025-2027 Title VI Equal Employment Opportunity Program.

Patrick Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 16, 2024



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

AGENDA TITLE: Discussion and Re-Appointment of One Board Member for a three-year term, beginning January 1, 2025

MEETING DATE: December 16, 2024

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Discussion and re-appointment of one board member for a three-year term, beginning January 1, 2025.

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 directed the Chief Executive Officer (CEO) to begin the recruitment process to annually select new Board members. This year the Board has one seat expiring. The incumbent, Kim Tucker, has expressed her desire to seek re-appointment to another term. The Chair of the Board is putting Kim Tucker forth for re-appointment to the Board for a three-year term beginning January 1, 2025.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENTS:

None



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

AGENDA TITLE: Board Discussion on their Role in Paratransit's Programs and Initiatives

MEETING DATE: December 16, 2024

PREPARED BY: Tiffani M. Fink, President and CEO

RECOMMENDED ACTION:

Facilitated Board discussion on their role in Paratransit programs.

BACKGROUND AND DISCUSSION:

Over the past 30 months, the Board of Directors has undertaken a comprehensive discussion on the size of the Board, terms, affirmed the agency Strategic Plan and Budget and begun a robust conversation on the roles and responsibilities of a Board Member. This item is a follow up from our Board retreat in August and an opportunity for staff and the Board to engage in a discussion regarding on-going initiatives and to align Board member interest with programs/projects. Staff will lead the Board through a facilitated discussion outlining the programs, identify shorter term (current fiscal year) and longer term projects (next year) and coordinate with Board Member interests and ideas for each time period.

FISCAL IMPACT:

There is no fiscal impact associated with the process involved.

ATTACHMENTS:

None