

MINUTES OF GENERAL MEETING
OF
BOARD OF DIRECTORS
OF
SOUTHERN CALIFORNIA REGIONAL TRANSIT TRAINING CONSORTIUM

August 20, 2008
Foothill Transit Administration Office
100 S. Vincent Ave. Suite 200
West Covina, CA. 91790

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium”, or “SCR TTC”) held a regular general meeting on August 20, 2008, at the Foothill Transit Administration Office, 100 S. Vincent Ave., Suite 200, West Covina, CA.

The following directors were present for the meeting:

Patrick Astredo [delayed]	Greg Newhouse [by phone]
Tom Barrio	Mike Slavich
Rolando Cruz [by phone]	Pete Sparks
Ralph Merced, Chair	

Directors Steven Donley, Jess Guerra, and Dayle Withers were absent.

Also present were the following individuals:

Mike Bonacio (Omnitrans)
Peter Davis (Statewide Director, ATTEi)
Alan L. Fox (Secretary, SCR TTC)
John Frala (Rio Hondo College)
Amna Jara (Cerritos College)
George Karbowski (Foothill Transit)
Cal Macy (Long Beach City College)
Marty Orozco (Cypress College)
Randy Peebles (Cerritos College)
Frank Scholl (OCTA)
Dave Stumpo (Program Manager, SCR TTC)
Steve Tomory (Rio Hondo College)

I. Welcome, Roll Call and Introductions

Ralph Merced, Chair, called the meeting to order at 10:22 a.m. Chair Merced introduced Doran Barnes, Executive Director of Foothill Transit, who welcomed everyone to the Board meeting, expressed his appreciation on behalf of Foothill Transit for everyone’s attendance, and invited all meeting participants and guests to enjoy the hospitality of

Foothill Transit. Chair Merced then requested each meeting participant to introduce himself or herself, and each of those present in turn provided his/her name, affiliation, and in some instances additional comments or explanation regarding his/her presence and interests. Directors Rolando Cruz and Greg Newhouse participated in the meeting by phone, and in turn introduced themselves over the phone.

Program Manager Dave Stumpo announced that SCRTTC Training Facilitator and Coordinator Nina Babiarz had been hospitalized shortly before the meeting for a viral infection, and accordingly would not be in attendance. He asked all meeting participants to join in prayers for Nina's speedy recovery.

II. Approval of Minutes

Chair Merced requested comments or discussion regarding the proposed minutes of the July 10, 2008, special Board meeting of the consortium, copies of which had been posted on the consortium website in advance of the meeting. Upon motion by Tom Barrio, and seconded by Mike Slavich, the minutes of the meeting of July 10, 2008, were unanimously approved.

III. New Business

Chair Merced announced that the meeting would depart slightly from the previously distributed meeting agenda, in order to address the consortium's financial report and the financial issues which were a principal subject of the July 10, 2008, special Board Meeting.

A. Financial Report

Dave Stumpo opened the discussion by characterizing the financial issues affecting the consortium generally as consisting of the consortium's current budget, and the consortium's financial forecast for various periods in the future. He outlined the consortium's anticipated revenues from the current FTA Earmark and the time periods involved, together with the indirect financial benefits of IDRC and RTF grants and related, smaller, periodic grants. He emphasized that the consortium develops training courses based on the actual dollars the consortium has, and not on the consortium's capability for developing and delivering courses. He described the forecasts provided to the FTA through the end of the current Earmark funding in 2010, and characterized such forecasts as a template for extrapolating costs and revenues for the future, explaining that the budgets are largely based on past costs and revenues and thus of the consortium's financial history. He described the specific costs currently being incurred by the consortium, including the hours per month currently being devoted and charged for the Program Director, the Training Facilitator and Coordinator, and clerical help, and the current positions and anticipated future personnel requirements necessary for appropriate consortium management. Stumpo forecast that consortium personnel would and should include four professional positions and two clerical positions by 2013.

As part of Stumpo's forecast, he described and explained a "Contractual Services" line item for future budgets, consisting of cost categories such as consultant services, instructional, developmental, needs assessment, legal, tax and accounting costs, web design and hosting, marketing, printing, expenses for travel, conferences, presentations, leasing, administrative, and curriculum development costs. He emphasized that in forecasting and preparing future budgets, an organization such as the consortium has to keep assessing itself, and re-examining its budget premises.

Rolando Cruz by phone, commenting that the consortium wants to do forecasting on what it can perform and budget on what its needs are, questioned specifically the consortium's needs. After discussion regarding the number of courses currently being delivered, per stipulated time period and per zone, Cruz questioned the forecast for future needs at stipulated time periods, and conversely asked from the revenue side what the consortium's minimum revenue requirements are in order to survive. Cal Macy supported Cruz's questions, asking what future budgets will be used for and commenting that proposed near-term budgets following the Earmark's expiration in 2010 constitute optimistic goals based on the consortium's present capabilities. Cruz reiterated and emphasized that the consortium must be cognizant of its needs, and what it requires in revenues in order to meet such needs. He suggested a program or report reflecting a progression of what the consortium's goals are currently, and will be, for designated time periods over the next few and several years.

In response to Cruz's questions and comments, Stumpo suggested the possibility of a future, smaller financial workshop to review the consortium's financials and possible future scenarios for revenues, curriculum development, expenses, and related issues being discussed, without taking the subject in greater detail to the next Board meeting. Stumpo also raised a related issue regarding the consortium's possible future interest in going to a for-profit business model, and inquired how and whether that would help the consortium advance its goals. Rolando Cruz in turn supported the idea of a financial workshop session which revisits the consortium business plan from both an expenses and a revenues side, and emphasized that the Board must more closely define what the consortium is seeking for survival as well as what it is seeking for expansion. Tom Barrio supported Cruz's comments, and volunteered to participate in any such workshop. Chair Merced announced that a workshop for financial planning would accordingly be coordinated to develop a business plan, that he wished to participate, and that any such workshop session should in all likelihood be limited to five or six participants for ease and effectiveness.

B. Mission Statements for Each Committee

Dave Stumpo reminded the Board that drafts of proposed, one sentence Mission Statements for each principal subcommittee of the consortium were distributed to the Board for consideration in advance of the meeting. Stumpo indicated that the proposed statements were written with the intention of being simple and straightforward,

and with the general purpose of the Board coming up with such ideas and statements. The proposed Mission Statements are as follows:

Organizational Committee Mission Statement: “To provide guidance and direction to the Board as it relates to our Policies, Procedures and Structure”.

Economic Workforce Development Committee Mission Statement: “To pursue funding and grant opportunities that enable the SCRTTC to fulfill its mission”.

Planning Committee Mission Statement: “To provide assessments, analysis that enables development and delivery of all training programs that meets the needs of our stakeholders”.

Without a vote for approval being taken, the Board’s discussion indicated consensus approval with the statements as submitted.

C. Resolution #R08-0820-A Adopting the Management Contract Renewal

Dave Stumpo referred the Board to the previously distributed, proposed resolution for professional services involving the management contract renewal for one year, which he described as constituting the same budget and amounts as for the current year. Rolando Cruz commented that the consortium is getting a good deal in such proposed management contract and costs. Upon motion by Mike Slavich, and seconded by Pete Sparks, the offered resolution adopting the new management contract was unanimously approved.

D. Resolution #R08-0820-B Adopting the Sponsorship Program

Dave Stumpo referred the Board to the proposed resolution adopting a sponsorship program for vendors and related third parties, which program had been presented and discussed at length at the immediately preceding Board meetings. Rolando Cruz inquired whether the proposed program locks the consortium into a budget figure or figures which the consortium has to raise, or is it merely a concept, to which Stumpo responded that the program is a concept and has been specifically designed not to lock the organization into specific financial obligations while providing the opportunity to commence discussions about expenses. Discussion ensued regarding possible limitations on who approaches the potential sponsors, from which general agreement appeared to emerge that any such approaches should be limited to consortium members plus, and particularly, Dave Stumpo and Nina Babiarz as consortium Program Director and Training Facilitator and Coordinator, respectively. Cruz raised additional questions regarding timelines for participation, including whether and the extent to which the sponsorships would be limited to defined time periods. Stumpo replied by explaining that the idea is to simplify the program and limit such sponsorship participation to what the individual sponsors want, including the time period for their participation. Upon motion by Mike Slavich, and seconded by Tom Barrio, the proposed resolution adopting the sponsorship program as presented was unanimously approved.

IV. Management Report

A. Salient Activities Report---Membership Status. Dave Stumpo reported that Gardena Transit has paid its membership fee, and is now in good standing as a consortium member. He further indicated that communication with Santa Clarita Transit is continuing, with efforts being made to determine who is currently in charge and making decisions, and with an eventual conclusion to be made if necessary that if the membership fee is not paid, Santa Clarita Transit they will be excluded as a potential member. Stumpo repeated the previously provided information that Riverside Transit has never joined the consortium. He commented that the memberships of North County Transit District and San Diego Transit MTS are still in an indeterminate status, with recently anticipated meetings having had to be called off. He summarized consortium membership generally by noting that if Riverside, North County Transit District and San Diego Transit MTS, and Santa Clarita Transit eventually join the consortium, the southern California region will be fully covered.

Stumpo indicated in response to questions that there has been no recent activity in northern California, and that Dave and Nina Babiarz are currently doing nothing in that area. He stated that the contract with that group is finished, and that the participation of certain northern Californians in recent “train the trainer” sessions was part of the original training agreement with that group.

B. Training and Development Report---Courses Developed and Training Plan. Dave Stumpo summarized the status of overall training to this point by reporting that the consortium has exceeded 10,000 hours in total training course hours conducted to date, and that 826 students have taken one or more courses, constituting approximately 46% of the total training population in the region. He stated that the consortium has validated and put in place 6 separate training courses to the present time, and that the course and training have received an average 3.75 evaluation basis on a 4-point system from students taking the courses.

Stumpo further reported that consideration should and is being given to raising the prices of course attendance, to bring attendance revenues more in line with actual charges. He indicated that such increased fees for non-members would go to approximately \$320 per student to attend, from about \$160 at present, with a continuing understanding that no-shows have to pay.

C. Preparation for APTA Expo and CTA. Dave Stumpo reported that the consortium will have a booth at both the forthcoming APTA Expo [October 5th-7th, San Diego] and the CTA [November 4th-7th, Monterey] convention gatherings, and that costs of the booth will be shared with ATTE, the consortium assuming the costs of the booth at the CTA meetings, resulting in considerably reduced expense to the consortium.

Stumpo also reported that Chair Ralph Merced had received a letter addressed “Dear Transit Leader” from Brian Turner with the renamed Transportation Learning Center, discussing developments within that organization, its emphasis over the coming year on workforce development, and an upcoming meeting, which Chair Merced intends to attend.

V. Committee Reports

A. Legislative Committee Activities Peter Davis, Chair, summarized the status of the Committee, recently renamed the Economic Workforce Development Committee, by describing the Committee as “fairly well organized on the ground”, with an anticipation of using lobbyists in the East as needed. Davis mentioned that a meeting of the Committee would take place immediately following the present Board meeting. Alan Fox inquired of Davis whether he or the Committee had any built-in conflicts by virtue of Davis’s responsibilities in his principal employment position in relation to the work and objectives of the Committee and the consortium. Davis responded in the affirmative, and proceeded to explain that any potential perceived conflicts had been anticipated, addressed, and worked out satisfactorily with his supervisor, and that he and the Committee’s activities will focus purely on the transit and transit maintenance industry and avoid any work or concentration on trucking and other related industries.

B. Planning and Curriculum Committee Dave Stumpo, Co-Chair, reported that the Committee had met just prior to the current Board meeting, as well as on July 10th, and had focused on the calendar and the development of new courses, including courses on Brakes II - anti-lock braking systems and HVAC II – servicing units. Stumpo described the development and current status of various courses, including Electrical IV and V, and the calendar for their validation and ultimate delivery. He indicated that the Committee is currently working to develop a template as well on how courses are developed and validated.

C. Organizational Committee Activities Alan Fox, Co-Chair, reported that there had been no significant developments or information involving the Organizational Committee since the July Board meeting, at which time a reconstitution of the Committee had been approved by the Board. Fox emphasized that the activities of the Economic Workforce Development Committee and the Planning and Curriculum Committee should and do require the principal focus of the consortium at the present time.

D. Mission Statements Dave Stumpo returned to the subject of the proposed Mission Statements, as more fully described above. He characterized the proposed statements for each principal consortium subcommittee as drafts and as recommended statements attempting to describe as simply and efficiently as possible the objectives and responsibilities of each such committee. Patrick Astredo, Co-Chair of the Organizational Committee, agreed with the proposed statement as it relates to the Organizational Committee. Peter Davis, Chair of the Economic Workforce Development

Committee, humorously suggested as an alternative statement for his committee's mission statement, "Get money". Stumpo noted with respect to the statement for the Planning Committee that the word "stakeholders" had been intentionally inserted in place of other possible words such as "clients". All three recommended Mission Statements were approved as presented, and as set forth above.

VI. New Business (Continued and Concluded)

Chair Merced asked that concluding remarks be offered, and requested each meeting participant in turn around the meeting table to raise any additional comments, questions, or information he or she felt appropriate. Alan Fox, consortium Secretary, remarked that the Secretary Report scheduled for earlier on the agenda had been bypassed in order to turn to the consortium's financial matters, and he discussed briefly the necessity for continuing review of sponsorship package contracts together with the advisability of reviewing and bringing to the Board's attention at its November meeting any possible by-law changes required to bring the consortium's governing documents into line with current policies and practices.

Chair Merced thanked George Karbowski of Foothill Transit for hosting the meeting and for the delicious lunch provided. Chair Merced announced that the next Board meeting will take place at Cypress College on November 12th, and noted with pride that the present meeting had been concluded within a total of two hours. Chair Merced adjourned the meeting by reminding meeting participants to wish Nina Babiarz the very best and to keep Nina in their thoughts.

The Board meeting adjourned at 11:55 a.m.

Respectfully submitted,
Alan L. Fox
Secretary