

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

August 19, 2009
Los Angeles Trade Tech College, Room A-111
400 W. Washington Blvd.
Los Angeles, CA. 90015

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium” or “SCR TTC”) held a Regular Meeting on August 19, 2009, at L.A. Trade Tech College, 400 W. Washington Boulevard, Los Angeles, CA.

All consortium directors, including Jess Guerra, Chair, Patrick Astredo, Tom Barrio (by phone), Rolando Cruz, Jannet Malig, Ralph Merced, Greg Newhouse (by phone), Frank Scholl, Gail Schwandner, and Steve Tomory, were present for the meeting.

Also present for some or all of the meeting were the following individuals:

Nina Babiarz (Training Facilitator and Coordinator, SCR TTC)
Leticia Barajas (Dean, L.A. Trade Tech College)
Mike Bonacio (OMNITRANS) [by phone]
Peter Davis (Advanced Transportation Technologies and Energy Initiative)
Alan L. Fox (Secretary, SCR TTC)
John Frala (Rio Hondo College)
Larry McLaughlin (College of the Desert) [by phone]
Eddie Moreland (Cerritos College)
Marty Orozco (Cypress College)
Carlos Rojas (L.A. Trade Tech College)
David M. Stumpo (Program Manager, SCR TTC)
Diana Tharavej (Santa Monica Big Blue Bus)

I. Welcome, Roll Call and Introductions

Jess Guerra, Chair, called the meeting to order at 12:00 noon. Chair Guerra welcomed and thanked all meeting participants for their presence and for their perseverance and ability in finding the meeting room through the maze of construction work occurring at L.A. Trade Tech College. Chair Guerra took a roll call of Board directors, an attendance sign-up sheet was distributed, and at Chair Guerra’s request, all meeting participants introduced themselves and their affiliations.

II. Approval of Minutes

Upon motion by Patrick Astredo, and seconded by Frank Scholl, the

Minutes of the Annual General Meeting of the Board of Directors on May 20, 2009, were unanimously approved.

III. Secretary Report

Alan Fox, SCRTTC Secretary, commented that there had been no specific nor extraordinary activity involving the consortium secretary's responsibilities during the period since the previous Board meeting. Fox remarked that the Board and the Secretary had been less than diligent in requesting and distributing monthly written reports from the Economic Workforce Development Committee and its Chair since the previous Board meeting, and he read publicly a portion of the minutes from the May Board meeting in which the Board clearly stated its desire for such regular written reports in light of the crucial and timely nature of fund raising for the consortium. Peter Davis, Chair of the Economic Workforce Development Committee, responded that he and his Committee can and will provide such reports. Davis humorously reiterated that the simple and straightforward current goal of the Committee is to "get money". Rolando Cruz supported the continued requests for such written reports, and emphasized that an additional goal with such reports is to keep them simple. Patrick Astredo added that such reports should clearly indicate the Committee's goals and objectives in its fund-raising efforts. Nina Babiarz provided details of a letter-writing campaign intended in large part to assist the consortium in its fund-raising activities.

IV. Management Report

a. Salient Activities Report

i] Monthly Management Report. David Stumpo referred the Board and meeting participants to the written Monthly Management Reports which have been prepared and distributed electronically to the Board on a regular monthly basis, including immediately preceding the current meeting, commenting that such reports summarize the current Training Status, Financial Status, and Membership Fee Status of the consortium.

In summarizing the training accomplishments of the consortium, Stumpo reiterated that eleven training courses have been developed to date, and he cited the total numbers of those trained and the number of training hours provided to date, commenting that 68% of the total technician population in the southern California region have received at least some training from the consortium since its inception. Stumpo commented with respect to the consortium's financial status that the FTA has been responsive and helpful in terms of timely reimbursement for training costs, and he reminded meeting participants that a considerable up-front financial "float" from the consortium is typically required for training expenditures in light of the FTA's practice of reimbursing costs only after they have been incurred and paid by the consortium. Stumpo referred meeting participants to portions of the most recent Monthly Management Report for further details regarding both the consortium's financial status and its membership fee status, commenting that fees for nine consortium members have been paid within the past several weeks and that fees for two such members have been dropped.

Leticia Barajas, LA Trade Tech College Dean, again expressed her welcome and thanks to the meeting participants for their presence, and explained that she would have to leave the meeting to attend to other business.

ii] Needs Assessment/Gap Analysis Feedback Dave Stumpo enthusiastically thanked and complimented Greg Newhouse of San Diego Miramar College for volunteering and then significantly assisting in the needs assessment and gap analysis feedback, which he characterized as necessary and required to be conducted on an ongoing and regular basis. Stumpo mentioned that a question continually posed to members, trainers, and related training participants, especially by Nina Babiarz, is “Is there anything else that you need?” Stumpo cited an anticipated CHP training course scheduled for October 28th at Foothill Transit’s Arcadia facility as an example of a course offering which resulted from needs assessment questions, and which would not have developed were the consortium not soliciting such input. Stumpo reported that the current needs assessment and related feedback have been completed, and that the results would be posted to the consortium website by the end of the current week. He reiterated that current training planning is based on such needs assessments.

iii] FTA Earmark Quarterly Report Stumpo referred meeting participants to the most recent such Report, copies of which had been distributed electronically prior to the meeting. He characterized the Report as both meeting the FTA’s requirements, and also as being accepted by the FTA with approval and apparent satisfaction.

iv] Sponsorship Stumpo remarked generally that the consortium must always be alert to potential sponsorship opportunities, and what funding activities may potentially be applicable to the consortium. Patrick Astredo commented in turn that with federal stimulus and related money-grant opportunities resulting from the current economic environment, the funding situation is moving quickly and should be closely monitored.

V. Board and Committee Reports

A. Board Report ---Resolution R-09-0819-A Mgmt Contract

Chair Guerra announced that the Board would consider renewal of the annual management contract with Aptrex, as outlined in the proposed resolution and written descriptions and explanations in the Board package accompanying the materials distributed in advance of the meeting. Dave Stumpo, as Aptrex’s principal and the consortium’s Program Manager, offered to leave the meeting in order to allow the Board to discuss the proposed contract more freely. Stumpo described the terms of the contract, explaining that it is based on the budget established at the beginning of the Earmark. He stated that there is no new allocation of dollars or costs in the proposed contract that was not anticipated and planned for in the original Earmark budget, and that the consortium’s planning has been based on a series of one-year contracts in order to avoid unanticipated problems in the event the FTA Earmark didn’t continue for its full, four-year scheduled

tenure. He reiterated that the increased management costs in the fourth year of the Earmark were anticipated and scheduled at the beginning of the Earmark, and he explained the basis for each of the increases. Stumpo and Nina Babiarz proceeded to leave the room at the Board's request.

Rolando Cruz commented that the current proposed management fee amounts to more than half the total fourth-year grant. He as well pointed out that the consortium is paying for the knowledge and experience of Aptrex and the program managers, and that the consortium had long ago decided and understood that the consortium's progress and successful development to date would not have occurred without the work and guidance of Aptrex. Patrick Astredo, Frank Scholl, and Ralph Merced each addressed the costs involved, and emphasized their continuing support of Aptrex. Several directors expressed their feelings that there was no other party to whom they would feel comfortable engaging in APTREX's work, that there were no current reasons to make changes in the consortium's leadership, and that, by way of direct compliment, Dave Stumpo and Nina were and are always available for communication, discussion, and explanation as appropriate. Chair Guerra agreed with the comments made, and stated that the consortium wants to retain its working relationship with Dave Stumpo and Nina. Chair Guerra read aloud the proposed resolution, and upon motion by Frank Scholl, as seconded by Ralph Merced, the proposed resolution adopting the management contract for the forthcoming year was unanimously approved. Dave Stumpo and Nina were invited back into the meeting room, and apprised of the Board's decision.

B. EWD Committee Activities

Peter Davis, Committee Chair, humorously repeated his and the Committee's clear understanding that its goal and mission is to "get money" for the consortium. Davis then reported that the Advanced Transportation Technologies and Energy Initiative (ATTE) had signed a contract with the California Energy Commission (CEC), using AB 118 funds, for \$4 million, of which \$3.5 million would be available for statewide advanced transportation training. Davis explained the process and timelines involved in the contract award, including the need for further CEC approvals and evaluation, with an estimated delivery date of available monies, following all preliminary surveys and required approvals, of January or February of 2010. As described by Davis, the award for advanced transportation training will be delivered within California, and the SCR TTC consortium is a prime organization to receive such award and provide such training. Davis additionally, and separately, reported that the ATTE colleges and WIB partners are seeking additional funding for CAT grants of \$500,000 each for training delivery for existing training curriculums. Finally, Davis described an ongoing effort through the U.S. Department of Labor for a significant grant, amounting to a total of approximately \$1 ½ million, the application for which is to be submitted in early September, and for which considerable effort has already been expended by, among others, Gail Schwandner, Greg Newhouse, Jannet Malig, Marty Orozco, and Brynn Kernaghan.

Rolando Cruz and Patrick Astredo responded to Chair Davis's descriptions of funding opportunities by commenting that with some of the monies involved, the consortium would be enabled to develop more training courses. Davis and Greg Newhouse responded in turn that more classes could well result from successful applications for such funds, and Newhouse explained that consortium representatives anticipate discussions with the CEC about such additional and enhanced classes, assisted in considerable part by the recent needs assessment efforts and feedback overseen by Nina Babiarz. Newhouse explained that the CEC monies would be made available state-wide, so that it would not be accurate to assume that all such monies could be used for regional training development in southern California only. Astredo and Cruz observed that any such additional monies being sought by the EWD Committee would supplement the Earmark monies currently being received and would serve to carry and support the consortium's course offerings well beyond the currently anticipated Earmark tenure expiration of October, 2010.

Chair Davis proceeded to advise that in his opinion the consortium does not do a sufficiently good job promoting itself and publicly communicating its various successes. Davis suggested that the consortium should consider developing marketing materials, specifically including a possible short 5-10 minute video, to build the SCRTTC brand name for itself and to convey its message more broadly to all stakeholders, with focus on local legislators and the regional media. Jess Guerra, responding enthusiastically to Davis's suggestion, mentioned that the idea had been considered at the Board Retreat a year ago, and he inquired whether the idea should be included as an action item for the next Board meeting. Davis remarked that the ATTE can help significantly in the development of any such marketing materials, and he offered the sales, marketing, and strategic planning expertise of ATTE director Jannet Malig with respect to the creation of a short focused branding video and related assistance, and of ATTE director Greg Newhouse in scripting such materials. Patrick Astredo immediately and in response offered the space, public relations services and related facilities of L.A. Metro in the development of the idea. Chair Davis further suggested the possible advertising or public marketing and exposure of the consortium by means of billboards, posters and related advertising on the backs of local buses, to which Rolando Cruz responded enthusiastically, suggesting the help of Long Beach Transit with such messages.

C. Planning and Curriculum Committee

Nina Babiarz reviewed upcoming course schedules, including a leadership and management training course being offered by Cerritos College on September 22nd in Torrance, and the previously mentioned CHP course on September 28th at Foothill Transit in Arcadia.

i) Resolution R-09-0819-B MetaSoft---Fund raising proposal in consideration of the timelines to secure any funding

Dave Stumpo explained the MetaSoft fund raising proposal and the accompanying proposed resolution, referring the Board to the attachment and written

materials previously distributed to the Board, and to the previous discussions and description of the proposal at the immediately preceding Board meeting. Stumpo explained that the current estimated timeline from consultant engagement to actual funding grants has lengthened from approximately 9 months to a currently estimated 15 months. Stumpo further explained that the purpose and timing behind the proposal involves the October, 2010, expiration of the Earmark appropriation and the need to determine whether to expend consortium monies at the present time in order to try to raise additional funds, or alternatively whether to rely on the efforts currently being made as detailed above to obtain public grants. Stumpo indicated that the MetaSoft proposal involves a contract requiring up-front payment by the consortium, and thus out-of-pocket expenditures from the consortium, in addition to the work necessary to evaluate, approve and make appropriate application(s) for the potential funding sources.

Stumpo reviewed the risk/reward considerations in evaluating the MetaSoft proposal in light of the current timelines, explaining that in the event a decision on the proposal is delayed until the next Board meeting, there would be only 9 months remaining until the expiration of the Earmark funding. He pointed out that the cost of the proposal would be approximately \$12,500, and that approximately two months would be required for preparation of the application and related approaches to the potential funding source(s). He advised that the best-case scenario for the consortium would involve no need for such outside consultants as MetaSoft, and that the California Energy Commission and/or related funding as previously discussed would provide the required ongoing funding for the consortium. Patrick Astredo remarked that the decision involves a balancing issue in terms of time availability versus the cost of the study, and he added that private funding grants in the current economic environment appear to be drying up to a degree. Stumpo further explained that the present proposal involves only the preparation and presentation of possible funding sources for the consideration of the consortium, and that the work involved in the preparation of actual applications would involve additional cost. Dave Stumpo indicated that if a decision had to be made immediately in light of the information available at the current meeting, he would advise delaying the decision for the moment and relying on the efforts being made by the Economic Workforce Development Committee, as previously described. After further discussion, the Board agreed to table further consideration of the MetaSoft proposal until the November Board meeting.

D. Organizational Committee Activities

Alan Fox, Co-Chair, indicated that there had been no Organizational Committee activity since the May Annual General meeting. Fox noted with pleasure, without providing a nominations subcommittee follow-up report, that all members of the Board were present in person or by phone for the current meeting.

VI. New Business/Open Discussion/Questions/Answers

Rolando Cruz initiated general discussion by raising a question concerning training standards in connection with gasoline hybrid buses, for which he explained there are

currently no manuals, training, or related educational materials. He questioned whether this would be an appropriate opportunity and subject area for the consortium to develop preventative maintenance training. Chair Guerra suggested in response that this would be an appropriate subject for consideration by the Planning Committee, and something the consortium would and should review. Nina Babiarz added that any appropriate consortium review would require adequate transit agency representation in such review, to which Dave Stumpo further commented that the Planning Committee in turn would need to determine whether the member community colleges are capable of developing appropriate training standards for such buses. Cruz suggested an announcement by way of additional funding effort that the consortium is commencing an analysis of the alternative fuel market in the southern California region.

Chair Guerra indicated that he would go around the room and call upon each meeting participant for any final questions, thoughts, or announcements. Chair Guerra stated in connection with the location of the next Board meeting that Gardena Transit may be a desirable venue in light of its new facility, and that he would inquire of its availability and report back to the Board. Ralph Merced commented that if Gardena were not available, Santa Monica would like to host the next meeting. Merced as well announced that a ribbon-cutting event would take place on September 23rd to celebrate the grand opening of the training facility for Santa Monica Big Blue Bus.

Patrick Astredo thanked Chair Jess Guerra and Los Angeles Trade Tech College for hosting the meeting, and for lunch. Alan Fox reiterated that the Board would continue to nudge and encourage Chair Davis and his Economic Workforce Development Committee to provide periodic written reports for the benefit of the Board concerning funding developments. Peter Davis confirmed the intention to provide such reports, and added that the Committee would as well review the possible development of a descriptive marketing video covering the consortium's activities and successes. The Planning Committee will adopt the mission of reviewing possible preventative maintenance training materials for gasoline hybrid buses. Nina Babiarz reported that a consortium newsletter will be coming out in the near future, and she as well thanked the meeting hosts for their hospitality.

The meeting adjourned at precisely 2:00 p.m.

Respectfully submitted,
Alan L. Fox, Secretary