

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

November 18, 2009
Gardena Bus Lines, 1st Floor Conference Room (New Facility)
13999 South Western Avenue
Gardena, CA. 90249

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium” or “SCR TTC”) held a Regular Meeting on November 18, 2009, at Gardena Bus Lines, 13999 South Western Avenue, Gardena, CA.

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

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

Greg Ahrens (Gardena Transit)
Nina Babiarz (Training Facilitator and Coordinator, SCR TTC)
Steve Berklite (Cerritos College)
Mike Bonacio (OMNITRANS)
Peter Davis(Advanced Transportation Technologies and Energy Initiative)
[by phone]
Alan L. Fox (Secretary, SCR TTC)
Joseph Low (Gardena Bus Lines) [portion of meeting]
Marty Orozco (Cypress College) [by phone]
David M. Stumpo (Program Manager, SCR TTC)

I. Welcome, Roll Call and Introductions

Jess Guerra, Chair, called the meeting to order at 12:04 p.m. Chair Guerra welcomed and thanked all meeting participants for their presence, and Gardena Bus Lines for its hospitality in hosting the meeting and for allowing consortium members, Board members, and guests to tour and experience its new facility. Chair Guerra conducted a roll call of Board directors, an attendance sign-up sheet was distributed, and, at Chair Guerra’s request, all meeting participants including those by phone introduced themselves and their affiliations.

II. Approval of Minutes

Upon motion by Greg Newhouse, and seconded by Ralph Merced, the minutes of the Regular Meeting of the Board of Directors on August 19, 2009, were unanimously approved.

David Stumpo reminded the Board of a proposed resolution, titled eResolution No. R-09-1008 (a)---James A. Ditch Education Fund, authorizing the creation of the James A. Ditch Education Fund, a proposed draft of which had been circulated electronically to the Board in advance of the meeting. Upon motion by Rolando Cruz, and seconded by Ralph Merced, the proposed resolution as circulated was unanimously approved.

III. Secretary Report

Alan Fox, SCRTTC Secretary, reported that there had been no specific nor extraordinary activity involving the consortium secretary's responsibilities during the period since the previous Board meeting. Fox raised a general question regarding the Board's satisfaction with the adequacy and effectiveness of the monthly written EWD Committee reports concerning the fund raising efforts on the part of the consortium, explaining that the current FTA Earmark funding will run out in September, 2010, and reminding the Board of previous requests for such written reports in light of the importance of the subject to the consortium's future. Rolando Cruz responded in part by inquiring whether anything further can be provided by the Board at the present time to advance the fund raising efforts. Stumpo responded in the negative. After discussion, a consensus developed that such written reports are helpful and satisfactory, and that continued attention to such fund raising should and does remain a principal priority of the consortium.

IV. Management Report

a. Salient Activities Report

i] Monthly Management Report. David Stumpo reminded the Board that it should have received three months of Monthly Management Reports since the time of the last Board meeting. He referred the Board to the most recent Monthly Management Report for a more detailed consideration of the subjects discussed below.

Training Status Referring Board members to the October, 2009, Monthly Management Report, Stumpo reiterated that 3,128 students, or roughly 72% of the maintenance technician marketplace in the region, have received at least some training through the consortium's programs since the onset of such training, with a total of approximately 16,500 hours expended to date in such training. He reported that the

consortium is on track to accomplish its targeted monthly training goals for the Earmark through the end of its fiscal year in September, 2010. Stumpo commented generally that the applicability of the consortium's training has been demonstrated to the FTA, that the program has been cited as a regional and national model, and that it is receiving considerable press and attention at the state and national transit association levels.

Financial Status Stumpo reported that the consortium maintains its bank account successfully, without significant change since the most recent reporting periods. He indicated that the FTA has changed its reporting rules again, which changes have resulted in the consortium's not having received reimbursement since mid-September, with accounts receivable thus currently covering costs incurred during both the latter half of September and all of October. He further indicated that he has received reassurance from the FTA that reimbursement will be forthcoming within the next week, and he reminded the Board that the consortium cannot afford to maintain a financial "float" without reimbursement for any substantial period. He emphasized a continuing determination to pay the colleges promptly for training expenses, and promised to inform the colleges promptly in the event of any anticipated delays in payment.

Stumpo reported that consortium federal and state income tax returns due as of November 15th had been filed on or about November 8th and 9th, with the professional assistance of H&R Block.

Membership Fee Status Stumpo reviewed the membership fee status, referring the Board to the Monthly Management Reports, discussing the currently delinquent membership fee payments, and explaining the status of efforts to collect such fees from certain members. He indicated a December timeline for pressing again in the event that membership payments had not been received by that time. Nina Babiarz reported in connection with training status that requests for training proposals had been released on schedule and that the consortium's training schedule is currently set through the end of the FTA's fiscal year in September, 2010. She identified certain upcoming training classes, emphasized that the consortium is on target to deliver four classes per quarter through the end of the fiscal year, and advised that classes are currently about full and at nearly maximum capacity.

ii] FTA Earmark Quarterly Report. David Stumpo reported that the quarterly report had been submitted to the FTA in a timely manner, and that it had been accepted by the FTA without problems. He remarked that the consortium had come in under budget by \$621.00 for the FTA fiscal year ending in September, 2009. He referred the Board to the most recent FTA Earmark Quarterly Report covering the Fourth Quarter of FY2008 and distributed electronically to Board members in advance of the meeting.

iii] Other. Nina Babiarz reminded the Board of discussions during the previous Board meeting concerning the possible creation of a short, approximately five minute marketing or promotional video on behalf of the consortium, the intent of which was to generate enthusiasm among potential new members and especially among maintenance technicians and supervisors to enlist for more training classes. As reported

by Nina, discussions initially centered on SCRTTC director Jannet Malig's role in helping create such a video, and Jannet in turn commented that the timelines as originally discussed involved script editing in February, 2010, and completion of the video by March. Nina proceeded to describe ensuing discussions regarding other possible audiences for such a video, including students and young workers considering various career paths, legislative and administrative decision-makers responsible for public and private grants and funding, and potential private sponsors. She discussed the difficulties in scripting such a video which would effectively address such different types of audiences, and reported that she, Jannet, and others including Peter Davis had decided to raise the issues and potentially different audiences for the Board's further consideration. Peter Davis in turn by phone reminded the Board of the original, internal marketing purpose in creating such a video, commented that the idea as originally raised pertained to demonstrating what could be done for consortium marketing, and suggested that any such video would have "limited shelf life" and should not be too ambitious in its reach to various audiences. Davis, as supported by Rolando Cruz, advised that with only limited funding available, the Board should limit its focus in the initial video to the original concept and finish the efforts commenced by Jannet Malig. Jannet, in turn and as supported by Cerritos College Dean Steve Berklite, remarked that the initial video will and should conceptualize the Board's ideas of what is envisioned for the consortium organization as a whole.

Peter Davis added by way of a long-term vision that, depending on the success of the initial effort and as further funding becomes available, the Board consider the development of 4-10 of such videos geared to different audiences and with differing purposes. Rolando Cruz offered Long Beach Transit as a possible location for filming, and suggested that with certain national small transit meetings scheduled for Long Beach in May, 2010, such scheduling might constitute an appropriate deadline for completion and distribution of the video. To Ralph Merced's question regarding the possible costs for the video filming itself, and with confirmation from Greg Newhouse, Peter Davis responded that much if not all of the required filming equipment was already in the possession of the community colleges and thus that the filming costs could and would be largely underwritten.

Nina Babiarz further commented that she had become aware of an opportunity for the consortium to present to the American Association of Community Colleges in Seattle in April, 2010, which event would potentially allow the consortium to advertise publicly its achievements and progress in maintenance training. Nina indicated that the Association would select its speakers and presenters in mid-January. In light of such opportunity, together with the national small transit meetings mentioned by Rolando Cruz, Jannet Malig suggested that she adopt such dates as timelines for completion of the proposed video, schedule a possible filming in January, and attempt to meet a video production deadline of April, in time for presentation at such meetings.

V. Board and Committee Reports

a. EWD Committee Activities.

Peter Davis, Economic Workforce Development Committee Chair, referred the Board to the written reports distributed electronically to the Board on a regular basis, the most recent of which is dated November 11, 2009, together with the Monthly Management Report for October, 2009. Davis summarized the status of the grant applications pending, and described certain new efforts initiated since the previous Board meeting. He reported that a formal application was filed on behalf of the consortium on September 2, 2009, with the Department of Labor in connection with its Energy Training Partnership Grant, which application is currently pending. He reviewed efforts undertaken principally by Nina Babiarz and lobbyist Pat Jordan on behalf of the consortium's EWD Committee to include previously drafted, proposed EWD legislative language into a new transportation bill submitted in June to the House Transportation and Infrastructure Committee. He described a grant submittal through the San Gabriel Valley YMCA regarding a collaborative opportunity as potential program partners based on a U.S. Department of Labor program titled "Pathways Out of Poverty Grants". He described the current status of, as well as the required ongoing procedural steps involved with, a previously reported application with the California Energy Commission, which has awarded his ATTI approximately \$4 ½ million subject to the successful completion of a number of preliminary steps including a survey currently being completed by Dave Stumpo and Nina. Davis reported that the EWD committee did not have a formal meeting in October. He expressed slight concern at the lack of positive news or feedback to this point in relation to the pending applications, especially including the requests before the Department of Labor.

Nina Babiarz added to Peter Davis's report by describing the detailed efforts made on behalf of the consortium by lobbyist Pat Jordan and others with the offices of certain congressional representatives and with a related, above-referenced transportation infrastructure subcommittee in terms of advancing favored funding language in the Nadler Bill before Congress. She distributed for the Board's reference a list of elected U.S. Congress officials representing SCR TTC membership districts. Chair Jess Guerra complimented Nina and Peter Davis on the written reports being distributed to the Board regarding current funding efforts. Nina in turn thanked Santa Monica Big Blue Bus for its continued cooperation in making lobbyist Pat Jordan available for the ongoing consortium funding efforts. Nina and Dave Stumpo commented generally that the work being done on the consortium's behalf in Washington, D.C., together with the assistance of a number of consortium "friends" in Washington such as, by way of example, David Kim, is increasing the exposure of the consortium and generating considerably more public awareness of the consortium than has existed previously.

b. Planning and Curriculum Committee

Nina reported that there had not been a recent meeting of the Planning and Curriculum Committee. She explained that the consortium has expended all its earmarked funds on planned training, and that there are no additional funds with which to conduct more training in coming months in the absence of additional funding. Dave

Stumpo reiterated that the consortium has all its anticipated funds already accounted for, and that training classes are currently planned and calendared through the end of the FTA fiscal year in September, 2010.

Rolando Cruz inquired whether and how the consortium may be able to persuade other organizations to financially support additional training, or otherwise to help implement added training. Stumpo explained that the current cost for the consortium to deliver a class is approximately \$4,800, and that the cost to create a 2-day class of 16 hours for up to 20 students is \$18,000. Cruz suggested attempting to persuade at least one additional potential sponsor to fund up to two additional courses, and recommended a 25% markup over the consortium's class development costs to cover administrative expenses. Stumpo responded by encouraging Cruz to negotiate such support as he can, after which Stumpo will follow with a broad resolution approving the additional training. Cruz indicated that he will push for a commitment or commitments, and proceed from there to bring any such proposals to Stumpo for handling and the appropriate resolution. Discussion ensued over various potential outside vendors who might be approached to support additional training classes. Chair Guerra suggested that additional discussion regarding outside support for training classes be tabled and referred for additional discussion to the Planning and Curriculum Committee.

c. Organizational Committee Activities

Alan Fox, Committee Co-Chair, reported that there had been no significant activity on the part of the consortium Organizational Committee over the past several months. He reminded the Board that its discussion of the MetaSoft funding proposals at the immediately preceding Board meeting had been put off for further consideration at the current meeting. He raised a general question regarding the absences of four Board members at the current meeting, and the possible need for further encouragement to generate more robust Board meeting attendance, to which Dave Stumpo responded that the absent Board members had all explained their anticipated absences in advance and had been excused by virtue of scheduling conflicts.

VI. New Business/Open Discussion/Questions/Answers

David Stumpo initiated discussion regarding the need for a separate bank account, with appropriate signature authority, for a new, consortium-sponsored James A. Ditch Education Fund. He advised that a banking resolution, the appropriate wording for which would be drafted and circulated to the Board, would be necessary to open such a new account separate from the principal consortium bank account, and he suggested that the consortium Chief Financial Officer be the named leader on the account. Upon motion by Ralph Merced, and seconded by Rolando Cruz, a resolution as suggested by Stumpo, to be titled Resolution November 18, 2009 R-09-1118a and circulated to the Board following the meeting, was unanimously approved, with Greg Newhouse abstaining.

i] James A. Ditch Education Fund

a) Activity and Status David Stumpo suggested that the establishment of an education fund in the name of James A. Ditch, the possibility of which had been discussed for several weeks preceding the current meeting in light of the recent death of Jim Ditch, would require a formal consortium policy and an appropriate and particular allocation of funds. Stumpo emphasized the importance of setting the policy and implementing the fund appropriately. Alan Fox commented that the consortium was well-positioned legally to accept donated, tax-deductible funds because of its IRS Sec. 501(c)(3) status with the Internal Revenue Service.

b) Implement a Sub-Committee. Stumpo suggested that a sub-committee be created for the maintenance and guidance of the James A. Ditch Education Fund, and proceeded to recommend that Rolando Cruz be Chair of such a sub-committee. Discussion ensued regarding the objectives of such a sub-committee, its makeup, and how and to whom it would disburse its funds, following which Rolando Cruz suggested that the sub-committee be assigned the tasks of determining the sub-committee's goals, responsibilities and procedures and offering recommendations to the Board on all such issues for the Board's ultimate approval. Discussion as well included consideration of implementation and handling of such a fund through the APTA administrative organization. Cruz reported that approximately \$11,000 had already been raised for the fund, and that a golf tournament was being scheduled for early December, with Ralph Merced as official SCRTTC representative, to raise additional revenues for the fund. Cruz expressed a desire and agreement to serve on such a SCRTTC sub-committee, as did Ralph Merced and Dave Stumpo. Suggestions were offered that Carolyn Ditch, Jim Ditch's widow, as well as a community college representative, constitute additional sub-committee members. The Board and meeting attendants expressed approval for the sub-committee concept, without a formal vote being taken.

ii) Other

Nina Babiarz reported briefly on the status and plans for a continuing mentor and internship program. Rolando Cruz requested that checks to the Jim Ditch fund be made payable to the James A. Ditch Education Fund, and provided assurances that such funds would be maintained separately from the consortium's general funds and that the establishment of a sub-committee as referenced above and recommended policies for the allocation and disbursement of such funds would be reported to the Board without delay.

Steve Berklite of Cerritos College commented generally on the economic picture regionally and nationally as it relates to community college funding capabilities. He cautioned that additional and significant funding cuts are likely to occur over the ensuing several months and year and more, with potentially catastrophic financial results for the community colleges. He summarized his warnings of anticipated tough financial times by advising that the Board and consortium be aware of the potentially dire economic belt-tightening which may well occur in the near and intermediate future.

Chair Guerra thanked all meeting participants for their attendance. He reiterated his earlier praise and thanks to Gardena Bus Lines for hosting the meeting and providing lunch. Steve Berklite announced that Cerritos College has a new partners building, and would love to host a future meeting of the Board.

The meeting adjourned at 2:21 p.m.

Respectfully submitted,

Alan L. Fox