

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

February 12, 2008
Rio Hondo Community College
3600 Workman Mill Road
Whittier, CA. 90601

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium” or “SCR TTC”) held a regular meeting on February 12, 2008, at Rio Hondo College, 3600 Workman Mill Road, Whittier, California 90601.

The following directors were present for the meeting:

Patrick Astredo	Greg Newhouse
Tom Barrio	Mike Slavich
Rolando Cruz	Pete Sparks
Jess Guerra	Dayle Withers [by phone]
Ralph Merced	

Director Steven Donley was absent.

Also present were the following individuals:

Nina Babiarz (Training Facilitator and Coordinator, SCR TTC)
Alan L. Fox (Secretary, SCR TTC)
John Frala (Rio Hondo College)
Rodney Lineweber (Rio Hondo College)
David M. Stumpo (Program Manager, SCR TTC)

I. Welcome, Roll Call and Introductions

Ralph Merced, Chair, called the meeting to order at approximately 10:25 a.m. Chair Merced requested that each meeting participant introduce himself or herself, and each of those present in turn related his/her name, affiliation, and general role or interest in the consortium.

II. Approval of Minutes

Chair Merced requested comments or discussion regarding the

proposed minutes of the November 8, 2007, annual general meeting of the consortium, copies of which had been posted on the consortium website in advance of the meeting. Upon motion duly made and seconded, the minutes of the meeting of November 8, 2007, were unanimously approved.

III. Management Report

1. Salient Activities Report

1. Monthly Management Report

a) Training Status. Dave Stumpo, SCRTTC Program Manager, delivered a brief oral overview of the written monthly management report he regularly provides to the Board and interested consortium members. Stumpo reported that the program training calendar has been established through September, 2008. He encouraged all meeting participants to keep an eye on the consortium website, where class schedules will be posted. He commented briefly that current registrations for electrical courses are not as robust as desired, and that DVOM and hybrid classes are typically sold out. He indicated that the consortium would prefer to see more registrations from L.A. Metro and OCTA employees in particular, and he encouraged all meeting participants in turn to encourage their fellow employees to register for future classes.

Stumpo further explained that classes scheduled to take place in the January-March period are typically confirmed by the preceding month in any such period, that many of the target maintenance mechanics do not have access to the web, and that roughly three-quarters of class registrations seem to be handled through one or a particular supervisor at each principal location. Rolando Cruz inquired whether posting of class opportunities on bulletin boards might be an effective communication medium, to which Stumpo responded that the transit agencies are sufficiently well represented on the Planning Committee as to ensure adequate disbursal of class information at the present time. Nina Babiarz added by way of information that certain of the classes on the calendar schedule have a limited shelf life and may not necessarily continue indefinitely, for reasons having to do with specific funding and directed grants. Mike Slavich reinforced Nina's observation, explaining the expiration of the IDRC grant to Rio Hondo College and its effect in discouraging development of certain courses after July first of the current year.

Nina Babiarz further emphasized the need for trainers, the importance of "train-the-trainers" courses, and the fact that DVOM class graduation provides certification for training. Nina demonstrated, and passed around for review, model graduation certificates reflecting how class certification is established. Stumpo summarized the discussion regarding classes by reiterating that the subjects discussed are matters which the Planning Committee does and will address as standard operating procedures as appropriate and required.

The group discussed details of various classes being proposed and developed. Rodney Lineweber questioned whether proposed HVAC classes are in fact “advanced”. Stumpo responded that although the HVAC courses fall under the advanced track, the current course offering is an introduction course. Stumpo noted a possible conflict with a planned OSHA course in August, indicating that scheduling details will be clarified in a forthcoming Planning Committee meeting. Stumpo concluded the Training Status report by confirming a Planning Committee teleconference scheduled for February 22nd.

b) Financial Status. Dave Stumpo summarized the current financial status of the consortium, reporting that approximately one-half of the earmarked funding for the fiscal year has been allocated and spent, and that the current unspent balance from such funding for the current year is approximately \$279,000. Stumpo remarked that the consortium’s finances and financial status are “on target” and consistent with its financial planning for the year.

2. FTA Earmark Status Dave Stumpo reiterated the status of the consortium’s earmark funding, remarking that the FTA has notified the consortium that it wants to get an early start on the consortium’s financial planning for the 2009 fiscal year. Stumpo commented that such notification is good news in the sense that it allows an early start to next year planning. Stumpo added that the FTA has indicated its desire for Stumpo to travel to Washington, D.C., for budget planning purposes.

3. Tax Return Status. Dave Stumpo thanked Rolando Cruz for help in coordinating the completion of the consortium’s first federal and state income tax returns, with the help of H&R Block. Stumpo reported that the returns covered the 2006-2007 fiscal year, through the end of June, 2007, and that no taxes were determined to be due, in keeping with the consortium’s IRS Sec. 501(c)(3) status. He indicated that the next tax returns will be due in November, 2008. Rolando Cruz reported in turn that H&R Block had prepared both the consortium’s state and federal returns for a total of approximately \$560.00. In light of the relatively small expense, he accordingly recommended that the consortium continue to utilize H&R Block in the future for the preparation and filing of its returns.

4. Directors Insurance. Stumpo reported that at the previous request of the Board he had looked into the cost, coverage, general need, and applicability to the consortium of directors and officers liability insurance. He indicated that he had received quotes for such insurance on an annual basis ranging from \$900 to \$2,000, and that he is continuing to investigate the issue. He reported that the general discussions he has had, and advice received to date, suggest that there seems to be little risk with or to the consortium Board in connection with its anticipated functions, and that what risk exists probably falls within the general area of training certifications. Stumpo indicated that he has spoken with the FTA about the need for such insurance, that the FTA has responded that it does not typically see such insurance in functions generally involving research projects, and that if purchased its cost would be expensed as part of the earmark funding.

5. Mentor/Internship Program. Nina Babiarz provided an update on the progress regarding the previously announced mentor program to develop new mechanics and transit maintenance personnel. Nina reported that a calendar for the program has been initiated, and that presentations regarding the program were made during the previous week at Long Beach City College by Rick Operchuck of Long Beach Transit. Nina characterized the program as having drawn a considerable amount of interest, and she identified Cerritos College and Golden West College as well as Long Beach City College as sources of such interest. Pete Sparks reiterated Nina's enthusiasm and report, commenting that his understanding confirmed the apparent success of the recent programs at Long Beach City College.

Nina and Dave Stumpo proceeded to show and pass around a model of the anticipated training certificates to be presented to attendees that complete the course of study, as developed through the efforts of the Planning Committee.

6. Update on the NCR TTC Expansion. Dave Stumpo reported briefly on the development progress of a similar, standalone transit training consortium in northern California. Stumpo explained that the current group interested in developing such a consortium includes San Mateo Transit, Santa Cruz Metro, and Monterey-Salinas Transit, that the group is actively involved and interested in recruiting new members, and that the efforts to date in developing the consortium do not involve any money or time from the SCR TTC. He reported that the development efforts to date are similar to and in some ways mirror the preliminary training steps of the SCR TTC, and are currently focused on the delivery of a particular DVOM training course in order to stimulate the attention and interest of northern California transits in general and discussion opportunities with local maintenance managers and supervisors.

Rolando Cruz reported a telephone call from the California Transit Association the previous week in connection with the scheduling of its Annual Meeting in November, and suggested that this would be an appropriate opportunity to put the SCR TTC on the Meeting agenda and focus further positive attention on the consortium. Nina Babiarz added that the timing appears to be beneficial in terms of developing transit membership for the consortium in the San Diego area, and thus of expanding transit representation in the SCR TTC to the Mexican border in the south.

IV. Secretary Report.

Secretary Alan Fox reported that there had been few to no developments, updates, or information worthy of note in connection with corporate secretarial activities. Fox suggested that the SCR TTC stationery probably needs to be updated, especially in relation to the contact information for Dave Stumpo and Nina Babiarz amidst the information currently printed at the bottom of the stationery, to which Dave Stumpo responded that changes in the stationery had been temporarily delayed pending determination of the membership status of Santa Clarita Transit and Gardena Municipal Bus Lines. Stumpo remarked that hybrid training classes are being run in the following

month at Gardena and Torrance Transit System locations, which classes may enable the SCR TTC to be seen as an asset to their organizations.

V. Board and Committee Reports

A. Economic Development and Workforce Committee Activities

Dave Stumpo explained in Committee Chair Dana Lee's absence that Dana has assumed new responsibilities at Long Beach Transit, and has accordingly requested that she be relieved of her current committee responsibilities, while desiring to remain active with the consortium. Stumpo read a written report previously forwarded by Dana concerning the Committee's activities, including plans for an anticipated trip to Washington, D.C. by consortium and Committee members toward the end of February. Stumpo commented that there had been considerable communication among Dana, Mike Kushner of the SCR TTC, and the FHWA office in Washington.

Stumpo mentioned by way of information that the consortium has been included in L.A. Metro's capital budget for its current fiscal year.

Alan Fox suggested that in light of Dana Lee's anticipated reduction in Committee responsibilities, the current uncertainty regarding the Committee's membership and related responsibilities, and the ongoing importance to the SCR TTC of the Committee and its role with regard to consortium funding, it would be desirable to restructure and redelegate responsibilities within the Committee. Chair Merced agreed with Fox's observations, and further suggested reviewing the possible benefits of vendor and supplier membership in the consortium as a future source of funding. Rolando Cruz, Patrick Astredo, and Nina Babiarz in turn commented both on possible new Committee members and also on the advantages of considering transit industry vendors and suppliers for consortium membership. It was agreed that, in concert with and led by the Organization Committee, the consortium would reconstitute and appoint a new Economic Development and Workforce Committee by the time of the next Board meeting in May.

B. Planning and Curriculum Committee.

Nina Babiarz briefly reported that the Planning Committee had met on January 24th, and she summarized the meeting discussions of the Committee, referring the Board to the previously posted minutes of the meeting and to the previously discussed Management Report. Nina remarked that, other than as highlighted, future courses and training classes were in various stages of development.

C. Organizational Committee Activities.

Co-Chair Alan Fox reported that there had been no recent activity on the part of the Organizational Committee in light of the current status and stage in development of the consortium, and that the activities of the Planning Committee are understandably of paramount importance at the present time. At the same time, Fox reiterated the

discussions regarding the restructuring of the Economic Development and Workforce Committee, and suggested that, working with Chair Merced, Dave Stumpo and Nina Babiarz, together with others as appropriate, the Organization Committee recommend and put in place as agreed a newly reconstituted Committee by the time of the next Board meeting. Fox additionally suggested, in the absence of any similar restructuring of the Organization Committee within the past few years, that the Committee as well plan to recommend to Chair Merced, Babiarz and Stumpo changes and additions to the Organizational Committee in order to assure its continued usefulness to the consortium's activities.

VI. New Business/Open Discussion/Questions/Answers

Chair Merced complimented Dave Stumpo and Nina Babiarz on the newly produced and distributed consortium newsletter. Stumpo explained that a goal in the production of future such newsletters shall be to feature a college and a transit agency in each such newsletter, and to produce a new newsletter on the average of bi-monthly.

i]. Further discussion to consider a membership structure that allows vendors/suppliers/to participate at an associate member level. Chair Merced raised again the subject of transit agency suppliers and vendors as possible consortium associate members. Nina Babiarz discussed various considerations involved in including vendors and suppliers at any level of membership, distributing and explaining a handout entitled "Sponsorship Standard & Materials Project Summary". She described the potential advantages of such possible members working hand-in-hand with students through the above-mentioned mentor program, and of bringing in student members. She discussed the possible dollar amounts of memberships and related financial considerations, and noted that transit agency members need to be part of any working committees involved in such considerations, while emphasizing that colleges should be part of such groups as well. Stumpo and Nina suggested the possible benefits of the consortium's hosting of a reception after a Board meeting, or its annual Retreat, in order to stimulate face-to-face time with such possible members and transit decision-makers.

Chair Merced suggested a break for lunch. Rodney Lineweber on behalf of Rio Hondo College handed out packaged lunches to meeting participants, and the meeting adjourned briefly for a luncheon break.

The group reconvened with a renewal of the discussion concerning the addition of possible new categories of membership to include transit agency suppliers and vendors. It was suggested that an important element in any such new membership category would be the required addition of a whole administrative level within the consortium itself, together with the development of new marketing materials. It was further suggested that the subject of in kind contributions from any such new members be explored. Dave

Stumpo concluded the discussion by requesting meeting participants to provide any and all further comments and suggestions regarding such new membership category to Nina, who will follow up electronically with Board members and meeting participants for additional comments in preparation for the May Board meeting.

Chair Merced asked for concluding comments from the Board and related meeting participants. Patrick Astredo thanked host Mike Slavich and Rio Hondo College for the food supplied for lunch. Jess Guerra offered to host the May Board meeting at L.A. Trade Tech College. Rolando Cruz of Long Beach Transit reported that Jim Ditch is officially retiring from Long Beach Transit, while remaining with the organization as a consultant. Mike Slavich indicated that he had recently received a call from Eli Jaramillo of Cerritos College in connection with an anticipated contract between Cerritos College and Big Blue Bus of Santa Monica, inquiring whether SCR TTC training materials may be used as part of any such contractual relationship.

ii]. APTA---Bus Conference May 4-7---Austin, TX. Dave Stumpo as part of his concluding remarks reported that APTA has invited him on behalf of the consortium to appear and speak at the Bus Convention in Austin in May, and that he is accordingly in the process of preparing a presentation. Stumpo advised that such appearances are beneficial in the sense of increasing the national profile and public awareness of the consortium, and that Mike Kushner has been particularly helpful in getting the consortium's name in front of APTA.

Chair Merced adjourned the meeting at approximately 12:35 p.m., reminding all meeting participants that the Board would meet again on May 14th, at L.A. Trade Tech College.

Respectfully submitted,

Alan L. Fox
Secretary