

**To:** County Connection Advisory Committee

**Date:** June 24, 2011

**From:** Mary Burdick, Sr. Manager of Marketing

**Reviewed By:**

**SUBJECT: Paratransit Coordinating Council**

**SUMMARY OF ISSUES:**

Sarah Vital has represented Central Contra Costa paratransit users on the Paratransit Coordinating Council (PCC). The PCC advises the Contra Costa Transportation Authority on a wide array of issues pertaining to transportation services to seniors and disabled clients. In her service on the PCC, Ms. Vital has provided periodic reports to the Advisory Committee about issues discussed and the impacts and benefits to clientele in the County Connection service area. At this time Ms. Vital would like to be replaced on this committee.

The PCC designates three representative paratransit users from each of the three sub-regions in Contra Costa County to serve on the committee. Ms. Vital's resignation will leave no user representatives from Central Contra Costa.

The PCC meetings are held on the third Monday of every other month, at 2:00 p.m. at the offices of the Contra Costa Transportation Authority, 2999 Oak Road, Suite 110 (Board Room), Walnut Creek, CA. 94597

The Contra Costa Transportation Authority has a process by which representatives are appointed to the committee, which is included with this report.

**RECOMMENDATION:**

Staff recommends that the Advisory Committee appoint a member to serve as a user representative to the PCC and begin the appointment process.

**ATTACHMENTS:**

Contra Costa Transportation Authority – PCC New Member Application Process.



2999 Oak Road, Suite 100, Walnut Creek, California 94597 (925) 256-4700 Fax (925) 256-4701

## New Member Application Process

This process is specific to prospective PCC members that will represent paratransit users on the PCC.

- The prospective member must reside in western, central or eastern Contra Costa County and ride paratransit service.
- Each of the three sub-regions of the county will have three paratransit user representatives on the PCC. Each sub-region must also be represented by a senior and a disabled paratransit user. In order to meet this requirement, CCTA may request that an applicant fulfill an alternate position or deny the applicant altogether, depending on available openings.
- In order for a prospective new member to better acquaint them self with the Paratransit Coordinating Council, he or she must attend a minimum of one PCC meeting prior to appointment to the Council. This process will help the applicant to become familiar with the members and actions that the PCC considers and will hopefully help the applicant decide if being on the Council is a good fit and something he or she would like to do.
- Prior to attending their first meeting visit, the prospective applicant shall complete and submit the attached application a minimum of two weeks before the scheduled meeting.
- After the meeting visit, the PCC membership subcommittee will meet with the applicant to discuss the Council and what it does with regard to paratransit issues in Contra Costa County as well as answer any questions the prospective member may have.
- At the next regular meeting of the PCC after the subcommittee interview, the applicant will be considered by the full PCC. Once confirmed onto the PCC the new member will be able to vote on any issues before the PCC.
- PCC meetings are held at the Contra Costa Transportation Authority at 2999 Oak Road, Suite 110 (Board Room), Walnut Creek, CA, 94597 (*directly across the street from the Pleasant Hill BART station*).

- PCC meetings are the 3<sup>rd</sup> Monday every other month at 2:00 pm. A schedule of meeting dates is attached for your convenience. Meetings generally last between 1½ and 2 hours.
- CCTA staff can arrange a paratransit trip to and from the meetings at your request.
- PCC members are eligible for reimbursement of travel expenses (mileage or transit fares), contingent upon successful completion of public agency ethics training as required by AB 1234. The training will be provided by CCTA at no cost to you, and must occur during the first year following appointment and every two years thereafter.
- If you have any questions, please call Peter Engel at (925) 256-4741.