

Summary Minutes
Marketing, Planning, and Legislative Committee
County Connection Administration Offices
2477 Arnold Industrial Way, Concord
January 5, 2015, 8:30 a.m.

Directors: Directors Schroder, Weir
Staff: Rick Ramacier, Laramie Bowron, Anne Muzzini
Public: Judy Barrientos

Call to Order: Meeting called to order at 8:35 a.m. by Director Schroder

1. **Approval of Agenda Items:** Agenda was approved.
2. **Public Comment and/or Communication:** None
3. **Approval of MP&L Summary Minutes for December 4, 2014:** Minutes were approved.
4. **Title VI Program Report:** Ms. Muzzini explained that the Title VI report is required to be completed every three years and that there were some new requirements this time; develop a public participation plan, report racial breakdown of Board advisory committees; adopt service standards and policies; and complete a limited English proficient analysis. The analysis completed shows that County Connection is not disproportionately disadvantaging low income and minority populations. One result of the analysis is that the Title IV notices and complaint procedures will need to be translated into 7 languages. Committee members expressed appreciation of the amount of work and level of detail provided. The Committee recommended forwarding the report to the Board for approval.
5. **Cap and Trade Funding for New Service:** Ms. Muzzini told the Committee that Caltrans had released a call for projects for Cap and Trade funds and that any project must benefit one of their defined "disadvantaged communities" or DAC's. As the only DAC in our service area is in eastern Martinez it makes sense to use the \$185,881 allocated to County Connection to fund the Martinez Shuttle route defined in the Adapted Service Plan. The cost of the route is estimated to be \$248,000 and the remaining balance will have to be paid for with local/TDA funds. The Committee supported pursuing the funds for the Martinez route project. No action was required.
6. **Marketing Reports** – The usual marketing reports on web use were not available at the meeting for discussion.
7. **Next Scheduled Meeting** –The next meeting was scheduled for February 5th at 8:30am.
8. **Adjournment** – The meeting was adjourned at 9:30 a.m.

Minutes prepared and submitted by: Anne Muzzini, Director of Planning & Marketing