

**LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
MINUTES**

**MONDAY, AUGUST 27, 2018
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 12:00 PM**

Sumire Gant, Chair
Colleen Bentley, Vice Chair
Maricela de Rivera, Secretary/Treasurer
Adam Carrillo, Director
Michael Clemson, Director



Steven Neal, Director
Mary Zendejas, Director
Eric Widstrand, City Representative
Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

REGULAR MEETING - NOON

1. Call to Order. (Sumire Gant)

The meeting was called to order at 12:03 p.m.

2. Roll Call. (Heidy Valdes)

Commissioners Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven
Present: Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

3. Employee Recognition. (LaVerne David)

Employees of the Month for August 2018:

Humberto Mendoza, Transit Service Delivery and Planning
Marlon Perez, Maintenance and Infrastructure
Tony Wu, Staff

INFORMATION ITEM

LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the Employees of the Month (EOM) for the month of August 2018.

Tony Wu, Staff EOM, was presented by James Wasson, Manager, Information Technology.

Ms. David acknowledged Humberto Mendoza, Transit Service Delivery and Planning EOM, and Marlon Perez, Maintenance and Infrastructure EOM, who were not present.

4. Board Advisory Committees Report

- Finance and Operations. (Michael Clemson)
- Policy and Governance. (Mary Zendejas)

INFORMATION ITEM

Director Clemson provided a brief report on the Finance and Operations Board Advisory Committee meeting held on Thursday, August 9.

Director Zendejas provided a brief report on the Policy and Governance Board Advisory Committee meeting held on Thursday, August 9.

5. Public Comment.

Any member of the public may approach the podium and, upon recognition by the Chair, state his or her name and proceed to address the Board on any item within the subject matter jurisdiction of the Long Beach Transit (LBT) Board of Directors, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes, unless different time limits are set by the Chair, subject to the approval of the Board.

Luis Schmidt, American Federation of State, County and Municipal Employees (AFSCME), District Council 36, Business Representative, provided a public comment in support of AFSCME.

Daniel De La Cruz, LBT Stops and Zones Supervisor, provided a public comment in support of AFSCME.

6. President and CEO Monthly Report. (Kenneth McDonald)

- Safety and Service Quality
- Employee Engagement
- Customer Experience
- Community and Industry Focus

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented his monthly oral report.

IMPROVE SAFETY AND SERVICE QUALITY

Under LBT's focus to Improve Safety and Service Quality:

- During the month of August, LBT's Safety department conducted a safety blitz campaign concentrated around the theme of 'Fixed Objects.'

On Tuesday, August 14 at LBT2 and Wednesday, August 15 at LBT1, Operators were provided with safety information and tips to avoid fixed-object accidents.

By being aware of the six sides of the bus, the Five Keys to Safety and allowing enough space all around the vehicle, Operators could greatly reduce the risk of accidents with fixed objects.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

- Over the past month, LBT's Training department provided 17 training courses to approximately 170 employees on topics including, but not limited to:
 - o Maintenance State Mandated Annual Refresher Training (MSMART)
 - o New Operator Sessions;
 - o Revenue Collection, Farebox and Reasonable Suspicion;
 - o Utility Training;
 - o Supervisor Verification of Transit Training Class; and
 - o Job-Specific Retraining Sessions
- On Thursday, August 16, LBT hosted its annual Health and Wellness Fair at LBT1.

In order to ensure LBT is able to make everyday life better, it is imperative that employees take care of themselves.

With that in mind, the event provided staff with numerous health screenings, such as blood pressure, thyroid, grip strength, vision and free flu shots.

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- LBT's Community Relations staff represented LBT at 24 events across the City of Long Beach and surrounding areas.

LBT participated in 12 outdoor movie screenings and concerts at numerous neighborhood parks and beaches, including LBT's inaugural 'Transit Night' movie screening featuring the 'Avengers: Infinity Wars' at Shoreline Village.

At each event, Community Relations staff promoted:

- o Bus ridership;
- o Water Taxi service;
- o Museum Express service; and
- o TAP card sign-ups

Community Relations staff also conducted:

- o Three Connected Seniors Club presentations at:
 - Expo Arts Center;
 - Congresswoman Linda Sanchez Senior Fair; and
 - Gateway Cities Quarterly Transit Operators Meeting
- o Four Senior TAP Card drives at:
 - Transportation Open Houses in the City of Seal Beach; and
 - LBCC Senior Studies Program Registration
- o Five Back-to-School U-Pass and TAP Card drives at:
 - CSULB International Student Orientation;
 - Long Beach Poly High School;
 - Long Beach Jordan High School; and
 - HOPEfest Back-2-School Resource Fair at the Carmelitos Public Housing Community in North Long Beach

PROMOTE COMMUNITY AND INDUSTRY FOCUS

In an effort to strengthen LBT's focus on the community it serves and the transportation industry:

- On Friday, July 27, the Deputy CEO attended the California Transit Association (CTA) Executive Committee Meeting in the Bay Area.

Hosted by the Napa Valley Transportation Authority, the meeting topics included:

- o the status of transportation electrification being evaluated by the California Public Utilities Commission
- o updates on the 2018 state legislature program, including Proposition 6 (Senate Bill 1 Repeal); and
- o other CTA-sponsored legislation affecting zero-emission transit operations

LBT will host CTA's 53rd Annual Fall Conference in Long Beach at the Convention Center October 24 through October 26.

Information will be provided to the Board in the coming weeks about participating.

- From Saturday, July 28 through Tuesday, July 31, LBT's Deputy CEO; Executive Director/VP, Transit Service Delivery and Planning; and Regulatory Compliance and Civil Rights Officer (RCCRO) attended the Conference Of Minority Transportation Officials (COMTO) 47th National Meeting and Training Conference held in Baltimore, Maryland.

COMTO's annual conference is the premiere gathering of transportation industry leaders and professionals for four days of learning, training and networking.

LBT's RCCRO served on a panel entitled 'Americans with Disabilities Act of 1990 (ADA): Understanding Reasonable Modifications/Service Animals for Persons with Disabilities.' The intent of the session was to provide assistance to transit agencies in developing tools to address reasonable modification requests under the ADA.

7. 18-060TR Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

Lisa Patton, Executive Director/VP, Finance and Budget, presented the monthly financial report.

Director Neal referred to the decrease in fares and asked to what was it attributed. Ms. Patton stated that there were multiple factors contributing to a decrease in fares and noted that there was a decrease in transit ridership throughout the nation. She added that an increase in car ownership was a factor in decreasing ridership, according to a report published by the Southern California Association of Governments (SCAG) in partnership with the University of California, Los Angeles (UCLA).

CEO McDonald stated that LBT experienced a 9.5 percent decrease in ridership over the past two years. He further stated that LBT was a member of the Regional Ridership Improvement Task Force (RRITF) alongside the Los Angeles County Metropolitan Transportation Authority (Metro) and other Los Angeles County Municipal Operators.

CEO McDonald stated that the RRITF hired a consultant to assist in

analyzing the decrease in transit ridership and exploring ways to increase ridership. CEO McDonald stated that once the RRITF acquired the final report from the consultant, he would present the findings and recommendations to the Board.

This TR-Agenda Item was received and filed.

8. 18-061TR Fiscal Years 2018-2021 Equal Employment Opportunity Program.
(Debra Johnson)

INFORMATION ITEM

Debra Johnson, Deputy CEO, presented the staff report.

Deputy CEO Johnson introduced Aida Douglas, LBT's Regulatory Compliance and Civil Rights Officer, to present the agency's Equal Employment Opportunity (EEO) Program.

Vice Chair Bentley referred to the Federal Transit Administration (FTA) changing the requirements of reporting from every three years to four years. Ms. Douglas stated that the FTA changed reporting requirements when it updated its guidance that was originally issued in 1988. She noted that the FTA deemed that four years obtained better workforce data than three years.

Vice Chair Bentley asked if the EEO complaint form was available online. Ms. Douglas stated that the EEO complaint form was available in LBT's shared drive accessible by LBT employees, as well as via supervisors and outside of Ms. Douglas' office door. She added that the EEO complaint form was also available upon request and could be sent via email.

Secretary/Treasurer de Rivera asked if there was workforce data that tracked gender identity and sexual orientation. Ms. Douglas stated that LBT currently did not track those categories, as it was not an FTA requirement.

Secretary/Treasurer de Rivera asked what LBT did that was above and beyond the law to ensure LBT was an equitable and welcoming place to work for current and potential employees in regards to gender identity and sexual orientation. Ms. Douglas stated that LBT's policy stated that discrimination based on sex or sexual orientation was not allowed. She further added that if she received a complaint regarding discrimination, immediate action would

be taken to investigate the complaint.

Secretary/Treasurer de Rivera stated that she would like to see LBT go above and beyond the minimum of following the law. She noted that during the monthly financial report presentation, Ms. Patton reported that overtime was over budget. She further stated that LBT was spending monies on recruitment and could do more in informing potential candidates that LBT was welcoming, such as placing job opening notifications in locations where people of color or individuals with disabilities might frequent.

Secretary/Treasurer de Rivera requested information regarding LBT's breastfeeding accommodation policy for Operators. CEO McDonald stated that staff would research her request and analyze what the agency could do to enhance its breastfeeding accommodation policy for Operators.

Secretary/Treasurer de Rivera referred to the race/ethnicity breakdown in LBT's workforce and asked if Cambodian was considered Hawaiian/Pacific Islander. Ms. Douglas clarified that Cambodian was included under the Asian race/ethnicity. Secretary/Treasurer de Rivera noted that there was a large Filipino community in Long Beach and stated it was concerning that LBT's Hawaiian/Pacific Islander workforce was under one percent. She asked that LBT's recruitment efforts towards the Hawaiian/Pacific Islander be increased.

Director Carrillo asked where information was available regarding pay equity between LBT's male and female employees. Ms. Douglas stated that information regarding salaries was available through the Equal Employment Opportunity Commission (EEOC). She noted that the salary report from the EEOC was separate from LBT's EEO report.

This TR-Agenda Item was received and filed.

9. Public Comment.

Any member of the public may approach the podium and, upon recognition by the Chair, state his or her name and proceed to address the Board on any item within the subject matter jurisdiction of the Long Beach Transit (LBT) Board of Directors, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes, unless different time limits are set by the Chair, subject to the approval of the Board.

Wayne Wright, a member of the public, asked CEO McDonald to consider sending LBT staff to Gateway Cities Council of Government (COG) meetings.

Secretary/Treasurer de Rivera asked that LBT partner with Metro to ensure LBT staff be involved in the Gateway Cities COG meetings. CEO McDonald stated that LBT's Deputy CEO and Government Relations Manager attended every month's Gateway Cities COG Transportation Committee meetings. He noted that he was debriefed after each month's meeting.

10. Closed Session.

- 1) Conference with Labor Negotiator
Pursuant to Cal. Gov. Code § 54957.6

Negotiators:

Kenneth A. McDonald, President and CEO

Debra A. Johnson, Deputy CEO

LaVerne David, Executive Director/VP, Employee and Labor Relations

Irma Rodriguez Moisa, Labor Counsel, Atkinson, Andelson, Loya, Ruud & Romo

Employee Organization:

American Federation of State, County and Municipal Employees (AFSCME),
District Council 36

- 2) Discussion of Employment for
Kenneth A. McDonald, President and CEO
Pursuant to Cal. Gov. Code § 54957 (b)(1)

Meeting went into closed session at 12:51 p.m.

Meeting reconvened at 1:28 p.m.

Vincent Ewing, LBT's General Counsel, stated that the General Counsel met with the Board on agenda items 10 (1) and 10 (2). He further stated that there was no reportable action taken during closed session.

Mr. Ewing stated that the Board would take on agenda items 10 (1) and 10 (2) during agenda items 11 and 12, respectively.

11. 18-062TR Recommendation to authorize the President and CEO to enter into an initial four-year collective bargaining agreement (CBA) between Long Beach Transit (LBT) and American Federation of State, County and

Municipal Employees (AFSCME) District Council 36 representing LBT Supervisors. (Kenneth McDonald)

Secretary/Treasurer de Rivera thanked Adam Acosta, Deputy Director, AFSCME, and Dana LaRoche, LBT's Training Supervisor, for their good-faith bargaining efforts with LBT. She also recognized Irma Rodriguez Moisa, LBT's Labor Counsel, and CEO McDonald for their involvement in labor negotiations.

CEO McDonald thanked Deputy CEO Johnson; Ms. Patton; Ms. David; Lee Burner, Executive Director/VP, Transit Service Delivery and Planning; Tony Cohen, Executive Director/VP, Maintenance and Infrastructure; Mr. Acosta and Mr. LaRoche for their involvement in negotiations. He stated that he looked forward to working together with AFSCME, District Council 36, to continue making LBT a great agency.

A motion was made by Director Zendejas, seconded by Director de Rivera, to approve recommendation. The motion carried by the following vote:

Yes: 7 - Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

12. 18-063TR

Recommendation to approve a five-year employment agreement between Long Beach Transit and Kenneth A. McDonald as the President and Chief Executive Officer. (Sumire Gant)

Secretary/Treasurer de Rivera stated that if the motion carried, she looked forward to CEO McDonald's continued leadership, innovation and involvement with regional partners.

CEO McDonald thanked LBT's Board of Directors for trusting him, as well as LBT staff for the work that had been done throughout the last five years. He added that he looked forward to the future and being part of enhancing the regional ridership.

A motion was made by Director de Rivera, seconded by Vice Chair Bentley, to approve recommendation. The motion carried by the following vote:

Yes: 7 - Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

13. Board Requests.

Secretary/Treasurer de Rivera referred to LBT's overtime spending and recruitment efforts and stated that she hoped LBT's Policy and Governance Board Advisory Committee could take a look at the hiring process from a policy standpoint in regards to the timeliness of interviews, interfacing with potential employees and what might make LBT more attractive to potential employees.

Secretary/Treasurer de Rivera stated that the bus route to the Metro Blue Line Artesia Station was bumpy due to potholes outside the City of Long Beach. She asked what assistance LBT's Board of Directors could provide to improve the City of Compton streets, as she believed the potholes impacted LBT buses.

Secretary/Treasurer de Rivera stated that her previous request for information regarding LBT's current health care options for transgender individuals had not been satisfied by the memorandum sent to the Board of Directors on July 3, 2018.

Secretary/Treasurer de Rivera requested that staff provide specific information regarding hormone therapy and gender reassignment surgery for transgender individuals.

Director Clemson noted that LBT had detours at the California State University, Long Beach (CSULB) with stops being relocated outside of campus. He stated that taking transit could help solve traffic issues. He further stated that LBT should encourage transit ridership during high-traffic situations.

Vice Chair Bentley asked if CSULB's shuttles were picking students up to transport them through campus. CEO McDonald stated that he would research whether campus shuttles were picking up students. He clarified that LBT implemented detours outside of CSULB's campus at the request of CSULB's Parking Director. He added that LBT would resume its normal routes through CSULB's campus once traffic diminished after the first weeks of the beginning of Fall classes.

14. 18-064TR Adjourn. The next regular meeting will be held on September 24, 2018.
(Sumire Gant)

Meeting adjourned at 1:49 p.m.

A motion was made by Vice Chair Bentley, seconded by Director Clemson, to approve recommendation. The motion carried by the following vote:

Yes: 7 - Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

Note:

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accomodation is desired please call the City Clerk Department 48 hours prior to the meeting at 562.570.6101.

(*The City Clerk's office is closed on weekends. To assure proper accommodations, please call by 4:30 p.m. on the Friday prior to the meeting.)

(For Telecommunication Device for the Deaf, please call 562.570.6626. Inquire at the City Council Chamber Audio Visual Room for Assistive Listening Device.)

Long Beach Transit is an entity which is separate and distinct from the City of Long Beach.