

**Sunset Empire Transportation District**

**Board of Commissioners**

**October 28, 2021**

**Draft Zoom Board Meeting Minutes**

(2)(d) To conduct

1. CALL TO ORDER - Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL: Present: Chair Debbie Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Guillermo Romero and Commissioner Rebecca Read.

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Deputy Operations Officer Jennifer Geisler, Financial Officer Kelly Smith, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones

1. CHANGES TO AGENDA- No changes
2. SETD 2020 AUDIT-Paul Nielson CPA from Isler CPA of Eugene, reviewed the 2019-2020 SETD Audit Report which was included in the Board Pack. Paul explained that the auditors responsibilities are to find and report any significant findings to the governing Board. Auditors are required to report any errors in the financial statements that would change a financial decision that has been based on the financial statements. Paul said there were findings this year that will be gone next year and that Quick Books was one of the main causes of these findings. He said there were no difficulties encountered during the audit process. Paul explained that Oregon Minimum Standards requires that SETD use a Licensed Municipal Auditor.

Commissioner Nino asked if the Board Members listed on the first page should be corrected to those that were on the Board on June 30, 2020. Paul said he would correct the list. Commissioner Nino also asked if bus shelters should be placed under something other than buildings, since they would probably not last for 50 years. Executive Director Hazen said shelters are considered amenities. Paul said that he would make the corrections and send the corrected report. No other changes or corrections were made.

Commissioner MacDonald moved to accept the 2019-2020 Audit

Commissioner Alegria seconded the motion

Roll Call Vote:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Boothe-Schmidt | MacDonald | Nino | Alegria | Withers | Read | Romero |  |
| Aye | X | X | X | X | X | X | X |  |
| Nay |  |  |  |  |  |  |  | 0 |

7-Aye

0-Nay

Motion passed.

1. PUBLIC COMMENT (3 minutes)- None
2. APPROVAL OF THE SEPTEMBER 23, 2021, BOARD MEETING MINUTES-

Commissioner MacDonald moved to approve the September 2021 Meeting Minutes

Commissioner Romero seconded the motion

Discussion-Commissioner Nino said effected should be changed to affected at the top of page 50.

Roll Call Vote:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Boothe-Schmidt | MacDonald | Nino | Alegria | Withers | Read | Romero |  |
| Aye | X | X | X | X | X | X | X | 7 |
| Nay |  |  |  |  |  |  |  | 0 |

7-Aye

0-Nay

Motion passed.

1. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS- SEPTEMBER 2021

Financial Officer Kelly Smith asked if there were any questions. Commissioner Reed asked for clarification on the Veterans Enhancement Program and if they were doing Portland trips. Mobility Manager Jason Jones said that the Veterans Clinics in Portland were closed but have recently started opening but most appointments are being done locally or virtually. Most of the Veterans currently in the program except for a couple just need local rides. Commissioner Read asked if there were any Veterans on our advisory boards. Jason said he has tried and most of them do not have interest in coming to a meeting however Jason said he talks to them one on one and gets feedback. There were no corrections or changes made to the Financial Report.

Commissioner Read moved to accept the September 2021 Financial Reports as presented.

Commissioner Romero seconded the motion.

Discussion- None

Roll Call Vote:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Boothe-Schmidt | MacDonald | Nino | Alegria | Withers | Read | Romero |  |
| Aye | x | x | x | x | x | x | x | 7 |
| Nay |  |  |  |  |  |  |  | 0 |

7-Aye

0-Nay

Motion passed.

1. REPORTS FROM CHAIR AND COMMISSIONERS
   1. Chair Boothe-Schmidt- Reported she had watched the Yes You Can video, and it was great. The actors were top, and you all did a good job. Debbie said she did sign up for the Get There Challenge and was doing great prior to it starting and then things changed, and she was not able to participate as much. Debbie told the Board to let her know if they had anything they would like to have put on the Board Agenda. Debbie reminded the Board that there will not be a meeting in November. The next Board meeting will be on December 9th.
   2. Commissioner MacDonald- Reported that he has become the Lieutenant Governor of the Kiwanis and is trying to use the Northwest Connector for his visitations which will make his availability for other things a little less.
   3. Commissioner Alegria- Reported she had participated in the Get There Challenge.
   4. Commissioner Withers- Nothing to report
   5. Commissioner Nino- Reported that Mobility Manager Jason Jones reached out to her to participate on the Yes You Can video. We did it in one day. Diana said she was very excited to see us use our own versions of training videos to educate others. Kudos to Jason for his work.
   6. Commissioner Read- Reported that she has been working with Public Defender Kirk Wintermute and the pretrial probation clients that have issues with getting to appointments. Covid has made those appointments remote, so we are really on hold with that need right now. Rebecca said Kirk is working with and a board member of another population that is underserved which is the Lifeboat Services. The Lifeboat offers several programs including a homeless drop-in center providing meals, warming and outreach for folks on the street. The Lifeboat is also the umbrella organization behind the Beacon Clubhouse which is a membership organization providing job training, support, and socialization for people with mental illness. They have recently moved to a location downtown and there are some participants that struggle with getting there from outside of the Astoria city limits. People used to be able to use RideCare but they have changed their rules and no longer allow participants to use their services since Beacon is a non-clinical program. Sometimes the people at Lifeboat will buy tickets to help people out which are provided at a discounted senior and disability rate but is there any programs offering passes at a cheaper or discounted rate. Commissioner Read said that she had talked with Executive Director Hazen and there is a program for free bus passes. Executive Director Hazen explained that whenever a nonprofit seeks bus passes, we ask that they write a letter to SETD explaining the program and the need for passes. Executive Assistant Mary Parker then sends the information out to the leadership team for review and approval. Mary then arranges for the vouchers to be prepared and notifies the organization when they are ready for pick up. Most organizations ask for 25 or 50 vouchers, but some larger ones ask for 100 vouchers. Please contact Mary for making a request and for more information.

Commissioner Romero- Reported that he introduced himself as a Board Commissioner to a couple of drivers and had a very positive response. They appreciated that I had talked to them, and he thanked them for their employment and service.

1. CONTINUED BUSINESS
   1. MANDATORY VACCINATIONS – Chair Boothe-Schmidt said she wanted a little more information on what will happen if the Department of Transportation makes us do mandatory immunizations and the costs associated with implementing testing and what we would have to do concerning the union. Executive Director Hazen said Biden’s plan for mandatory immunization for employers that have 100 or more employees is working its way through the system, but once it is approved Oregon OSHA will make a plan that is at least or more inclusive than the federal requirements, so he is hesitant to start anything until we receive final requirements. There was Board discussion about the risks of loosing drivers and the strain on the drivers that would be left. The drivers seem very protected on the buses with Plexiglas barriers and masks. Covid numbers have gone down, and booster shots are available. We should continue to require that masks are worn by employees to protect themselves and protect others.
2. NEW BUSINESS
   1. BEST PRACTICES- Executive Director Hazen explained that SETD’s insurance provider SDIS has an annual opportunity for members to reduce their annual premium by participating in a Best Practices program which at the same time mitigates risk in areas of high exposure and reduces liability. The program has a new area of focus each year and offers a list of requirements that participants review and comply with to earn discounts. Requirements review procedures for safe practices, training, and policies. This year’s survey is about Cyber Security. IFocus provides most of our tech support, SDIS provides training and assistance with policies, training and requirements. Executive Director Hazen said the District will be receiving a 10% discount for this year which is broken down as follows:

2% discount for belonging to the Oregon Transit Association

2% discount for having a cyber security policy

2% discount for filling out the cyber security checklist

2% discount for attending cyber security risk management training

2% discount for attending a SDAO-SDIS training

* 1. TITLE VI UPDATE- Mobility Manager Jason Jones explained that the District’s Title VI plan is a guiding principle that assures that we are preventing discrimination of any kind. Jason said SETD is committed to providing transportation services to the public and ensures that no person shall, on the ground of race, color, national origin, religion, age, marital status, sexual orientation, gender identification, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by SETD. Jason explained that our Title VI plan contains specific instructions on how to file a discrimination complaint. The plan is required to be updated every three years.

Commissioner Alegria requested on page 69 changing the word monitor to review. Also on the same page under Objectives on the first line remove the comma between barriers and exist. Also, on page 71 under Section III add the word OTHER to the list of types of discrimination.

Commissioner MacDonald moved to accept the updated SETD Title VI Plan

Commissioner Reed seconded the motion

Discussion-Commissioner Romero said he recommends not using the word “minority” as is done on page 70 and would like it replaced with “BIPOC” (black, indigenous and people of color)” instead. Commissioner Reed said that “Lower Columbia Hispanic Counsel” should be updated to “Consejo Hispano”. Commissioner Reed also recommended having staff and leadership work closely with community partners for input and to keep the door open and make sure we are getting honest feedback of how we are doing. Commissioner Nino said she can see the effort that has been put into this document, but we can do better. Commissioner Nino said on page 70 under BIPOC this plan includes Consejo Hispano as a partner in the plan and the plan is good for three years. Was being a partner for 3 years discussed with Consejo Hispano, because that is a huge commitment, and it is the only organization listed on the plan. Executive Director Hazen said that this is a carryover from the last Title VI update which was prior to the formation of the Transportation Advisory Committee. Commissioner Nino said 3 years is a huge commitment for a non-profit. Instead Commissioner Nino recommended saying culturally appropriate local organizations and listing examples of these organizations like Community Action, Consejo Hispano and others so there is more than one listed. Executive Director Hazen said he really liked that and will make those changes. Commissioner Nino said on page 71 on the complaint form TDD is listed without explanation. She suggests either listing what the acronym is or have a list of the acronyms at the bottom of the form. Commissioner Nino agreed with the addition of “Other” in section 3 and asked that in section 4 concerning the question: Have you filed a complaint with this agency? There should be a list of agencies so there is no confusion and if answer is yes, there should also be a space for recording “When?” Executive Director Hazen said we would have that record. Commissioner Nino asked if the information in section VI of form will be completed by the person filing the complaint. Executive Director Hazen said yes. Commissioner Nino asked to make it more clear by adding Name of contact person and Title of contact person and Telephone number or email of contact person and make the signature specific to the person who is filling complaint and or person who is assisting with filling out the form. Commissioner Nino said we have complaint forms at our Transit Offices however it is very difficult to access the complaint form on our web site and it is only in English, and it is for people who do not speak English. Commissioner Nino requested that American Sign Language and closed caption be included on page 78 under Targeted Public Outreach. Also Commissioner Nino requested that if we schedule a meeting for public input, we have interpreters present, or we schedule a separate meeting that would be in Spanish or other language. Commissioner Nino requested: On page 80 minority needs to be changed. There should be an option available if someone is of 2 different races. On page 83 please include year of census used. On page 84 include the Title VI Spanish Complaint Form on list of communications available in Spanish. On page 85 add that the Language Flash Cards are available at both Transit offices. Commissioner Nino asked if the translating service that we budgeted for will be able to translate documents, translate at our Board meetings and for the videos Jason is producing and will the do closed captioning. Executive Director Hazen said they will not do the ASL closed captioning. He is looking for another service for that. Commissioner Nino said on the top of page 86 under Outreach Techniques it lists the documents that should be translated for meetings and was wondering what staff will be using to translate these documents. Executive Director Hazen said Word. There was discussion about the turnaround time specifically for job postings. Executive Director Hazen job postings and other time sensitive documents will be translated with Word and then exchange the Word version out when we receive document that has been translated by the translation service. Commissioner Read recommended making sure we identify all acronyms at the beginning of every document.

Commissioner MacDonald requested to amend his original motion and moved to accept the updated SETD Title VI Plan with corrections

Commissioner Reed seconded the second motion

Amended Motion Vote

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Boothe-Schmidt | MacDonald | Nino | Alegria | Withers | Read | Romero |  |
| Aye | x | x | x | x | x | x | x | 7 |
| Nay |  |  |  |  |  |  |  | 0 |

7-Aye

0-Nay

Motion passed.

Original Motion Vote

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Boothe-Schmidt | MacDonald | Nino | Alegria | Withers | Read | Romero |  |
| Aye | x | x | x | x | x | x | x | 7 |
| Nay |  |  |  |  |  |  |  | 0 |

7-Aye

0-Nay

Motion passed.

1. CORRESPONDENCE- Executive Director Hazen said that Paratransit had received a Thank You from the Clatsop Health District thanking staff for the professional service provided to them.

EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report.

Hazen discussed the CTAA webinar on hiring that he and Chief Operating Officer Paul Lewicki, Deputy Operations Officer Jennifer Geisler and Human Resources Manager Sue Farmer attended. Hazen said this was one of the best webinars he had ever attended. The focus was on streamlining your recruitment process so that you present pertinent information to possible candidates within 3 minutes. Executive Director Hazen also showed the new shortened online job application that has been placed on the SETD website. The shortened application goes directly to Executive Director Hazen. The goal is to bring the applicant in and meet with them, so they don’t feel like they are not qualified when filling out a lengthy job application.

Executive Director Hazen reviewed the status of the Returning Citizens Program. Hazen reported that he and HR Director Sue Farmer met with the Clatsop County Sheriff, the head of Parole and Probation and Jerry from Northwest Works. The meeting went very well. Sue created recruitment packets for them to distribute and we received 3 applications so far. Northwest Works has contacted us and said they will be giving us $3000 per person that we hire through the local program to help support the training which costs us about $5000! Hazen said the amount of support for this program is overwhelming. Our next nationwide call to talk will be held on November 17th to update progress so far. Commissioner Read commented that said she would be happy to assist Executive Hazen in any way explaining she has a significant background in criminal justice reform. Commissioner Read said she has a cluster of comments about but hopes that she will be contacted at an appropriate time because she already has a lot of contacts and has advocacy experience with the Department of Corrections for the State of Oregon. Hazen said there is so much interest in the development of this program because the lack of drivers is the most important issue in public transit right now.

Executive Director Hazen also reported that Paul has been working on a bus procurement grant (5399) request that will be used to purchase 4 smaller buses that will be used in the implementation of micro transit program. Micro transit would be a curb-to-curb requested service that would utilize a dispatching program for coordinating ride requests.

1. LEADERSHIP TEAM REPORTS- Review of Team monthly reports and open discussion with Board.
2. OTHER ITEMS- None

Meeting was adjourned 11:55 AM Mary Parker, Recording Secretary

Secretary/Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diana Nino