



Connecting Our Community.

AGENDA

EXECUTIVE COMMITTEE MEETING

FRIDAY, SEPTEMBER 2, 2016, 9:00 A.M.

OMNITRANS METRO FACILITY

1700 WEST 5TH STREET

SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee Meeting. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

THIS MEETING IS AVAILABLE BY TELECONFERENCE AT THE FOLLOWING LOCATIONS AND WILL BE CONDUCTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(B).

CITY OF CHINO HILLS, 14000 CITY CENTER DRIVE, CHINO HILLS, CA 91709

CITY OF ONTARIO, 303 EAST B STREET, ONTARIO, CA 91764

THESE LOCATIONS ARE ACCESSIBLE TO THE PUBLIC AND MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMITTEE FROM THESE TELECONFERENCE LOCATIONS.

A. CALL TO ORDER

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Friday, September 30, 2016, 9:00 a.m.
Omnitrans Metro Facility

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Executive Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

E. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – July 1, 2016
2. First Responder Recognition at San Bernardino Transit Center - Update

F. BOARD BUSINESS

Closed Session

1. Conference with Labor Negotiator P. Scott Graham concerning Unrepresented Employees – Management Confidential Classifications – pursuant to Government Code Section 54957.6

G. REMARKS AND ANNOUNCEMENTS

H. ADJOURNMENT

N/A

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1700 W. Fifth St.
San Bernardino, CA 92411
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www.omnitrans.org

ITEM # E1

**EXECUTIVE COMMITTEE MEETING
MINUTES
JULY 1, 2016**

A. CALL TO ORDER

The Executive Committee Meeting was called to order by Chair Sam Spagnolo at 9:10 a.m., Friday, July 1, 2016.

COMMITTEE MEMBERS ATTENDING

Mayor Pro Tem Sam Spagnolo, City of Rancho Cucamonga – Board Chair
Council Member Ron Dailey, City of Loma Linda – Board Vice Chair
Council Member Ed Graham, City of Chino Hills – via teleconference
Council Member Penny Lilburn, City of Highland – via teleconference
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario

OMNITRANS STAFF ATTENDING

P. Scott Graham, CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, August 5, 2016, 9:00 a.m.
 Omnitrans Metro Facility

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – June 10, 2016

M/S (Roberts/Wapner) that approved the Executive Committee Minutes of June 10, 2016. Motion was unanimous by Members present.

Member Lilburn joined by teleconference at 9:12 a.m.

2. Recommend to Move Forward to Administrative and Finance Committee, Approve New Position and Approve Position and Corresponding Budget Transfer

With the addition of the Deputy General Manager in the Executive Office, as well as the upcoming retirement of the Senior Executive Assistant, CEO/General Manager explained the need to restructure the Executive Office. The plan is to create a new position of Executive Staff Assistant that would take over some of the clerical duties of the Senior Executive Assistant and also provide administrative support to the new Deputy General Manager. In addition, the Administrative Secretary, who primarily handles liability claims, will be transferred to the Human Resources/Safety & Regulatory Compliance Department, which handles workers' comp risk.

M/S/C (Roberts/Wapner) that recommended to the Administrative and Finance Committee:

1. Approve new position, Executive Staff Assistant, Level VI, and transfer associated costs for salary and benefits of \$82,474 (mid-point salary and benefits) for Fiscal Year 2017 from Miscellaneous Expense to Salary and Benefits in the Administration Cost Center; and
2. Authorize the transfer of the Administrative Secretary position and the corresponding budget from the Executive Office to the Human Resources/Safety & Regulatory Compliance Department.

Motion approved by members present, with Member Graham opposed.

3. Recommend to Move Forward to Administrative and Finance Committee, Approve Re-Evaluation of Two Existing Positions

CEO/General Manager Graham explained that the current position of Operations Services Supervisor is responsible for overseeing the contract for Access services, currently operated by MV Transportation. The incumbent in the position has been given additional duties to include in-person ADA assessments as required by the Federal Transit Administration and supervisory responsibilities. The position has been re-evaluated and is recommended for a title change to Purchased Transportation Administrator and a level change from Level VI to Level V, with no change in salary. With regard to the

recommendation to move the Paratransit Eligibility Technician from the Teamsters Union to the Management Confidential classification, Human Resources met with the Union and they have agreed to the move. These two positions, as well as the Purchased Transportation Administrator, who were formerly in the Operations Department, have been transferred to the Special Transit Services Department, to work closely with the Consolidated Transportation Service Agency (former VTrans' employees) side of the house.

M/S/C (Wapner/Roberts) that recommended to the Administrative and Finance Committee:

1. Approve the re-evaluation of Operations Services Supervisor from Level VI to Level V, with a new title of Purchased Transportation Administrator, effective August 3, 2016; and
2. Approve the Paratransit Eligibility Technician removal from the represented Teamsters Union Local No. 166 to the Management Confidential classification, Level VIII, upon concurrence by the Union.

Motion was unanimous by members present.

4. First Responder Recognition at San Bernardino Transit Center - Update

CEO/General Manager Graham updated the Committee regarding the monument recognizing first responders (fire, police, military, medical). Preliminary estimates received from Omnitrans Program Manager range between \$400,000 - \$500,000 to design and construct a cement wall with granite plaques.

The Committee agreed that the cost was very high and that Omnitrans should pursue donations from private foundations, apply for grants, perhaps ask the County to install the monument or use the CTSA non-profit 501c (3) status rather than use taxpayer dollars to pay for it. The Committee directed that drawings/artist renderings showing several options ranging in cost be presented to the Executive Committee meeting for consideration, with the final recommendation being presented to the Board of Directors for approval.

F. BOARD BUSINESS

There was no Closed Session scheduled.

G. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

H. ADJOURNMENT

The Committee adjourned at 9:32 a.m.

F. BOARD BUSINESS

Meeting re-convened at 9:36 a.m. with Committee voting to add a Closed Session item to the agenda.

M/S/C (Roberts/Dailey) that voted to add an urgency Closed Session item to provide direction to CEO/General Manager as negotiator in a legal matter. Motion was unanimous by members present.

The Committee adjourned to Closed Session at 9:37 a.m.

Member Lilburn left the meeting at 9:37 a.m.

The Committee reconvened to Open Session at 10:11 a.m., with no reportable action to report.

H. ADJOURNMENT

The Committee adjourned at 10:11 a.m. The next Executive Committee Meeting is scheduled Friday, August 5, 2016, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

Vicki Osborne Dennett, Executive Assistant to CEO/General Manager