



Regular Meeting of the Board of Directors

Tuesday, January 24, 2023

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
www.avta.com

AGENDA

For record-keeping purposes, and if staff may need to contact you, we request that a speaker card located at the Community Room entrance be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name. A three-minute time limit will be imposed on all speakers besides staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Clerk of the Board at (661) 729-2206 at least 72 hours prior to the scheduled Board of Directors meeting. All accommodation requests will be handled swiftly and resolving all doubts in favor of access.

Translation services for Limited English Proficiency (LEP) persons are also available by contacting the Clerk of the Board at least 72 hours prior to the meeting.

Please turn off, or set to vibrate, cell phones, pagers, and other electronic devices for the duration of this meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE:

Administer the Oath of Office to Councilmember Eric Ohlsen, District 4, representative for the City of Palmdale.

ROLL CALL:

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Flanagan

APPROVAL OF AGENDA

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

If you would like to address the Board on any agendized or non-agendized items, you may present your comments at this time. For record-keeping purposes and so that staff may contact you if needed, we request that a speaker card, located in the Community Room lobby, be completed and provided to the Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name to speak.

State law generally prohibits the Board of Directors from taking action on or discussing non-agenda items; therefore, your matter will be referred to the authority's Executive Director/CEO for follow-up. A three-minute time limit will be imposed on all speakers other than staff members.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP): During this portion of the meeting, staff will present information not normally covered under regular meeting items. This information may include, but is not limited to budget presentations, staff conference presentations, or information from outside sources that relates to the transit industry. **Staff will seek direction as is necessary from the Board with regard to the following item(s).**

- SRP 1 LEGISLATIVE REPORT FROM CONGRESSMAN MIKE GARCIA'S OFFICE – JACQUELINE OWENS
- SRP 2 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE – SHAWNTWAYNE CANNON
- SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE – PAM BALCH
- SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE – RESA BARILLAS
- SRP 5 PRESENTATION TO DEEANNA CASON, EXECUTIVE ASSISTANT, FOR 15 YEARS OF OUTSTANDING AND DEDICATED SERVICE – MARTIN TOMPKINS
- SRP 6 PRESENTATION TO VIANNEY MCLAUGHLIN, SENIOR FINANCE MANAGER, FOR 10 YEARS OF OUTSTANDING AND DEDICATED SERVICE – JUDY VACCARO-FRY
- SRP 7 PRESENTATION TO AVTA EMPLOYEES OF THE SECOND QUARTER FISCAL YEAR 2022/2023 – MARTIN TOMPKINS
- SRP 8 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH – MICHAEL SHERRILL

SRP 9 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH – ART MINASYAN

SRP 10 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT – ART MINASYAN

SRP 11 LEGISLATIVE REPORT FOR JANUARY 2023 – JUDY VACCARO-FRY

SRP 12 MAINTENANCE KPI REPORT – JOSEPH SANCHEZ

SRP 13 OPERATIONS KPI REPORT – MICHAEL SHERRILL

CONSENT CALENDAR (CC): Consent items may be received and filed and/or approved by the Board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 22, 2022 – KAREN DARR

Recommended Action: Approve the Board of Directors Regular Meeting Minutes of November 22, 2022 and find that this item is not a Project pursuant to the California Environmental Quality Act.

CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2022 – JUDY VACCARO-FRY

Recommended Action: Receive and file the Financial Report for November and December 2022 and find that this item is not a Project pursuant to the California Environmental Quality Act.

CC 3 PROPOSED AVTA LEGISLATIVE PRINCIPLES FOR 2023 – JUDY VACCARO-FRY

Recommended Action: Approve the Proposed AVTA Legislative Principles for 2023 and find that this item is not a Project pursuant to the California Environmental Quality Act.

CC 4 FISCAL YEAR 2022/2023 (FY 2023) SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2022) – KELLY MILLER

Recommended Action: Receive and file the FY 2023 Second Quarter LASD report for the period covering October 1 through December 31, 2022 and find that this item is not a Project pursuant to the California Environmental Quality Act.

- CC 5 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, MV TRANSPORTATION PROGRAM AND AV TRANSIT MANAGEMENT'S (AVTM) POLICY STATEMENT – KELLY MILLER

Recommended Action: Review, update, and reaffirm AVTA's EEO Policy Statement, MV Transportation EEO Program, and AVTM's EEO Policy Statement and find that this item is not a Project pursuant to the California Environmental Quality Act.

- CC 6 RESOLUTION NO. 2023-001, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR THE CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE LOS ANGELES METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) AS REQUIRED FOR ALL GRANT FUNDING PROGRAMS – JUDY VACCARO-FRY

Recommended Action: Adopt Resolution No. 2023-001, a Resolution authorizing the Executive Director/CEO, and/or the Chief Financial Officer to execute all required documents of the Los Angeles Metropolitan Transportation Authority (LACMTA) as required for all grant funding programs and find that this item is not a Project pursuant to the California Environmental Quality Act.

NEW BUSINESS (NB):

- NB 1 AWARD SOLE RESPONDENT CONTRACT #2023-14 TO UNIVERSAL ELECTRONIC ALARMS, INC. FOR FIRE ALARM SYSTEM UPGRADE PROJECT – LYLE BLOCK

Recommended Action: Authorize the Executive Director/CEO to execute Sole Respondent Contract #2023-14 with Universal Electronic Alarms, Inc, Lancaster, CA, for an alarm system upgrade project for \$212,632, plus applicable permit fees and sales tax and find that this item is not a Project pursuant to the California Environmental Quality Act.

- NB 2 AWARD CONTRACT #2023-24 TO SHI INTERNATIONAL CORP. FOR NETWORK SWITCH AND WI-FI REFRESH – CECIL FOUST

Recommended Action: Authorize the Executive Director/CEO to award Contract #2023-24 with SHI International Corp., Somerset, NJ, to purchase network switch and Wi-Fi refresh components for an amount not to exceed \$194,698.52, including applicable sales tax and find that this item is not a Project pursuant to the California Environmental Quality Act.

- NB 3 FISCAL YEAR 2022/2023 (FY 2023) MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS – JUDY VACCARO-FRY

Recommended Action: Approve the proposed FY 2023 Mid-Year Budget adjustments and find that this item is not a Project pursuant to the California Environmental Quality Act.

CLOSED SESSION (CS):

PRESENTATION BY LEGAL COUNSEL OF ITEM(S) TO BE DISCUSSED IN CLOSED SESSION:

- CS 1 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation (two potential cases)
- CS 2 Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(4)
Consideration of whether to initiate litigation (one potential case)
- CS 3 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))
Title: Executive Director/CEO

RECESS TO CLOSED SESSION

RECONVENE TO PUBLIC SESSION

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

REPORTS AND ANNOUNCEMENTS (RA):

- RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

During this portion of the meeting, Board Members may address non-agenda items by briefly responding to statements made or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their own activities. **State law generally prohibits the AVTA Board of Directors from taking action on or discussing items not on the agenda.** Matters will be referred to the Executive Director/CEO for follow-up.

ADJOURNMENT:

Adjourn to the Regular Meeting of the Board of Directors on February 28, 2023, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 6:00 p.m. on January 20, 2023, at the entrance to the Antelope Valley Transit Authority, 42210 6th Street West, Lancaster, CA 93534.

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

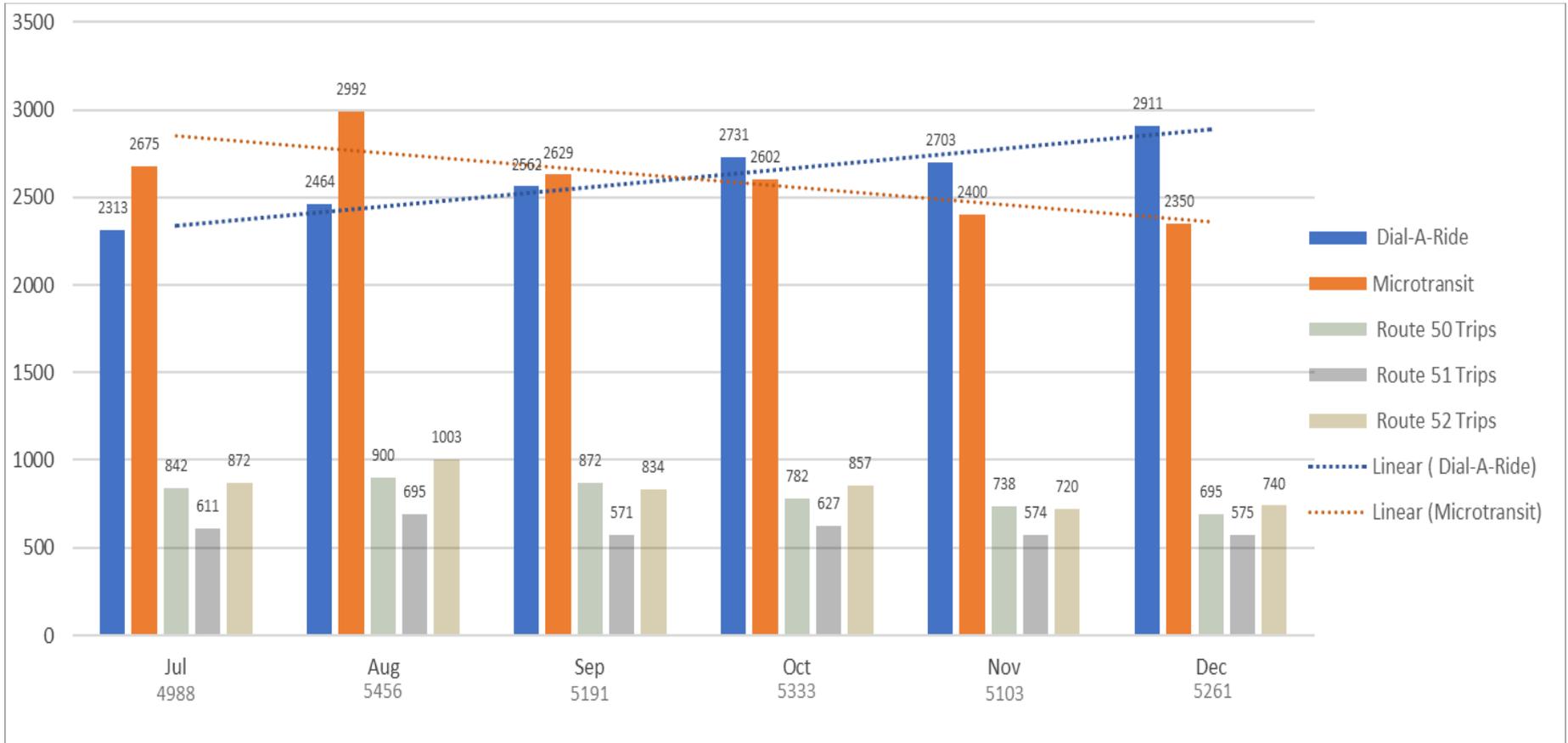
DECEMBER

FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Presentation to the
Board of Directors
January 24, 2023



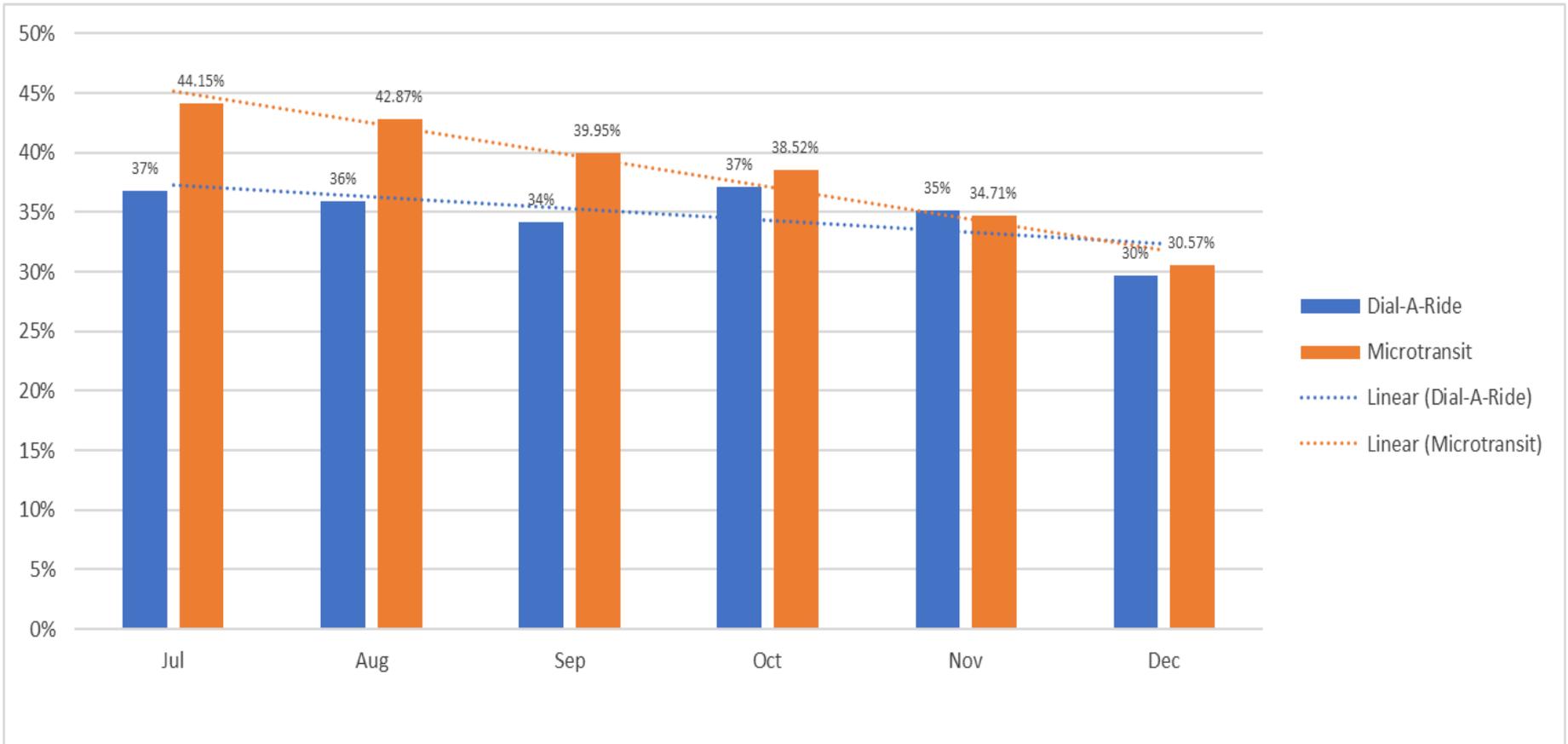
PASSENGER RIDERSHIP DATA



December Trip Accommodation
80.96 %

December Total Trips
4,689

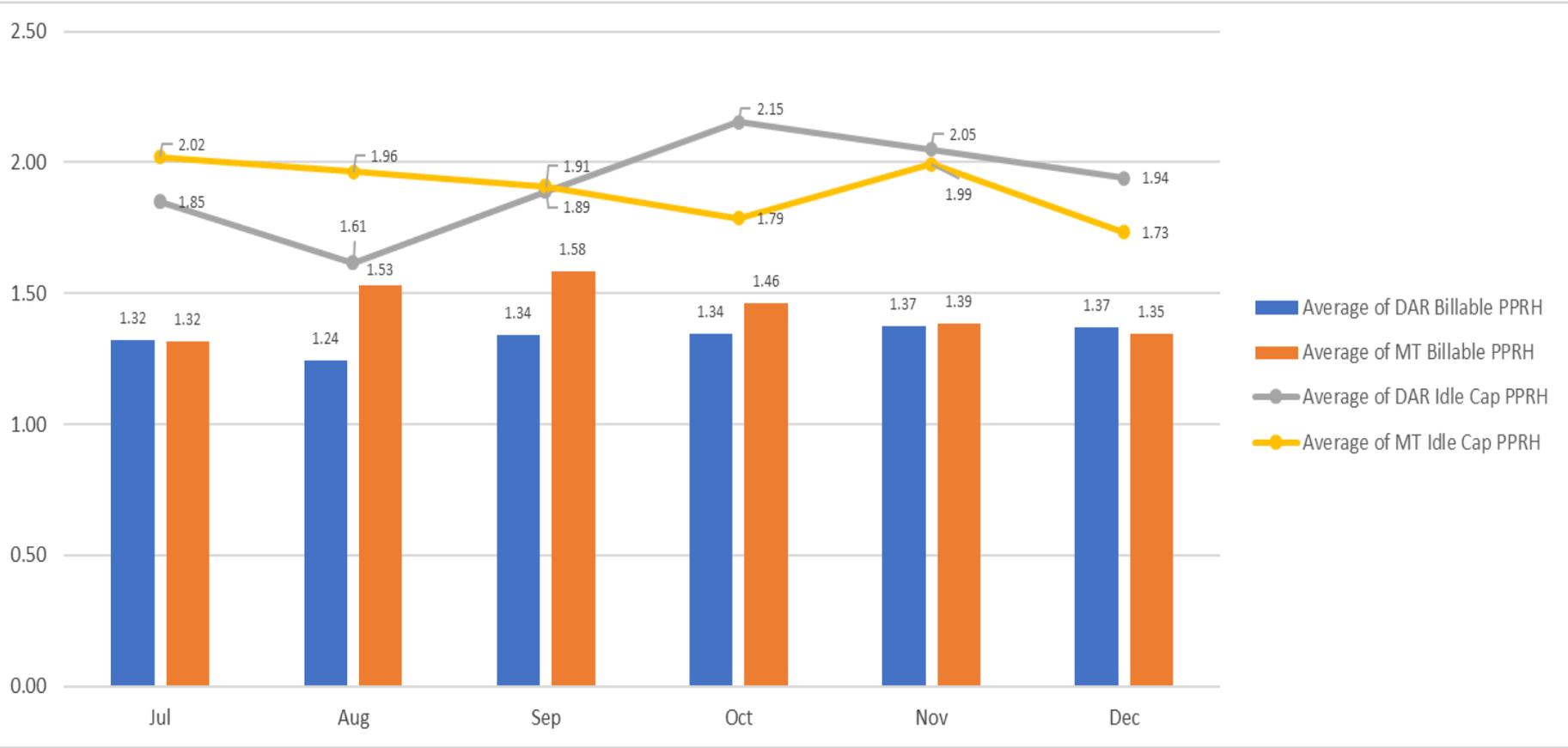
AVERAGE SHARED RIDE PERCENTAGE



December Daily Average Shared Rides
22.37

December Daily Average Rides
175.37

PASSENGERS PER REVENUE HOUR



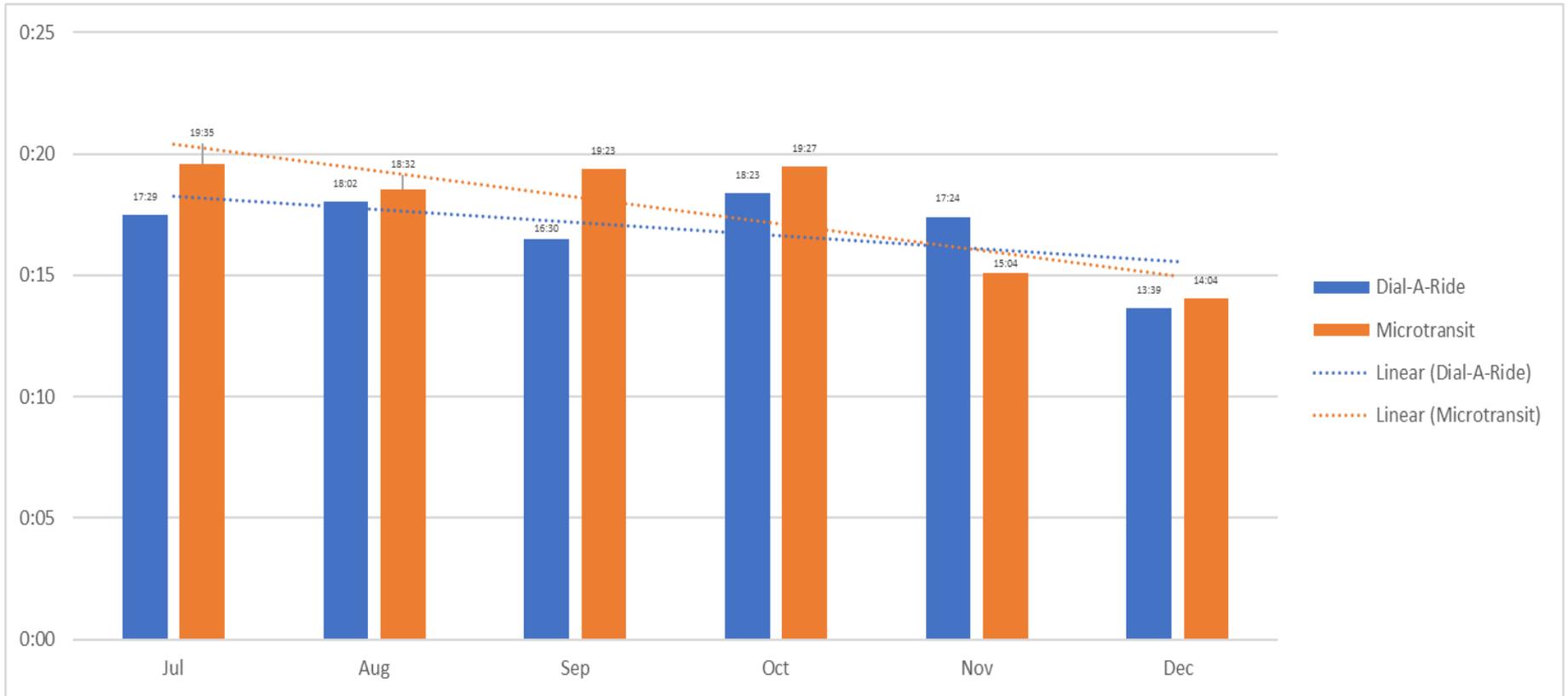
December Average PPRH
(Billable)

1.83

December Average PPRH
(NTD Hours)

1.36

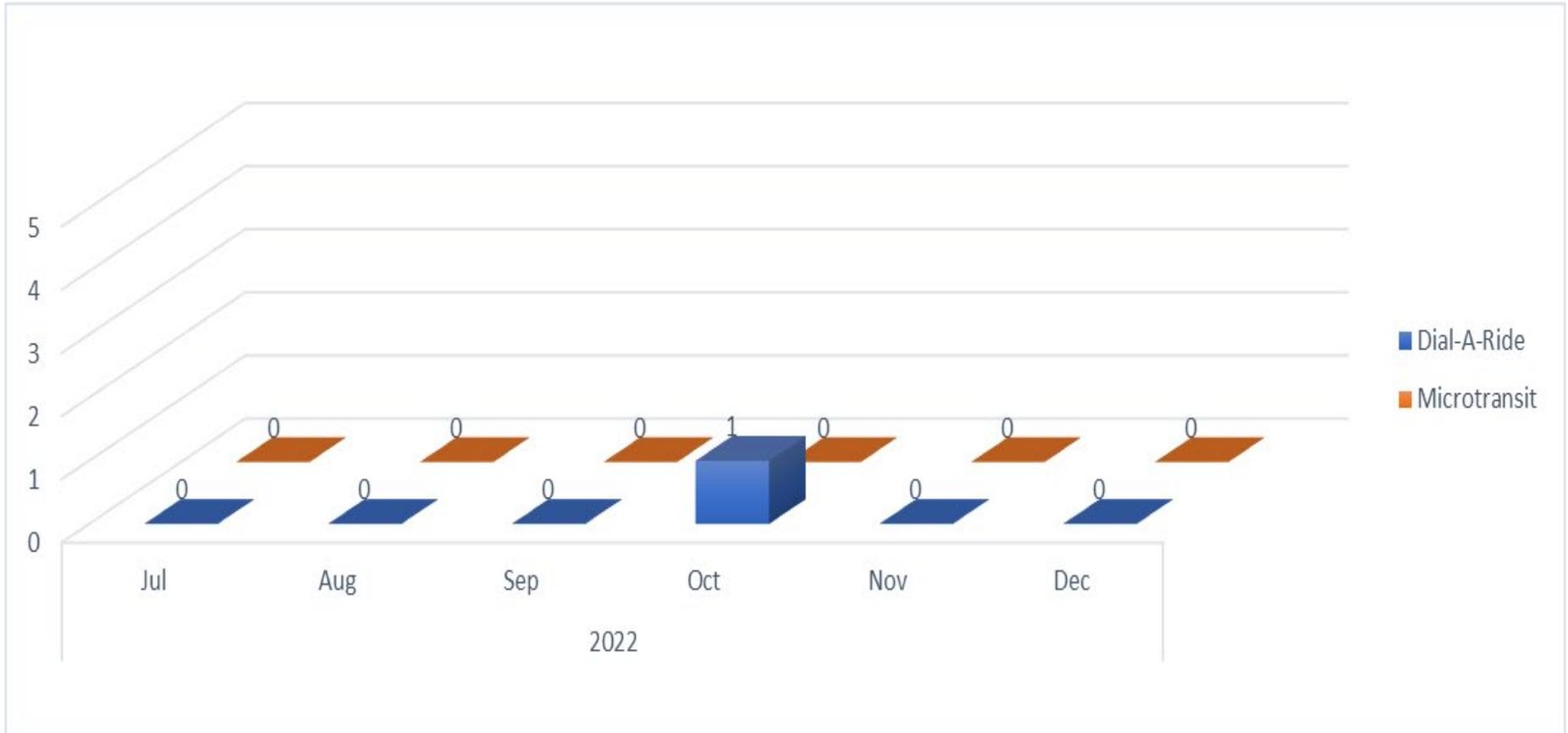
PASSENGER WAIT TIME



MONTHLY AVERAGE WAIT TIME

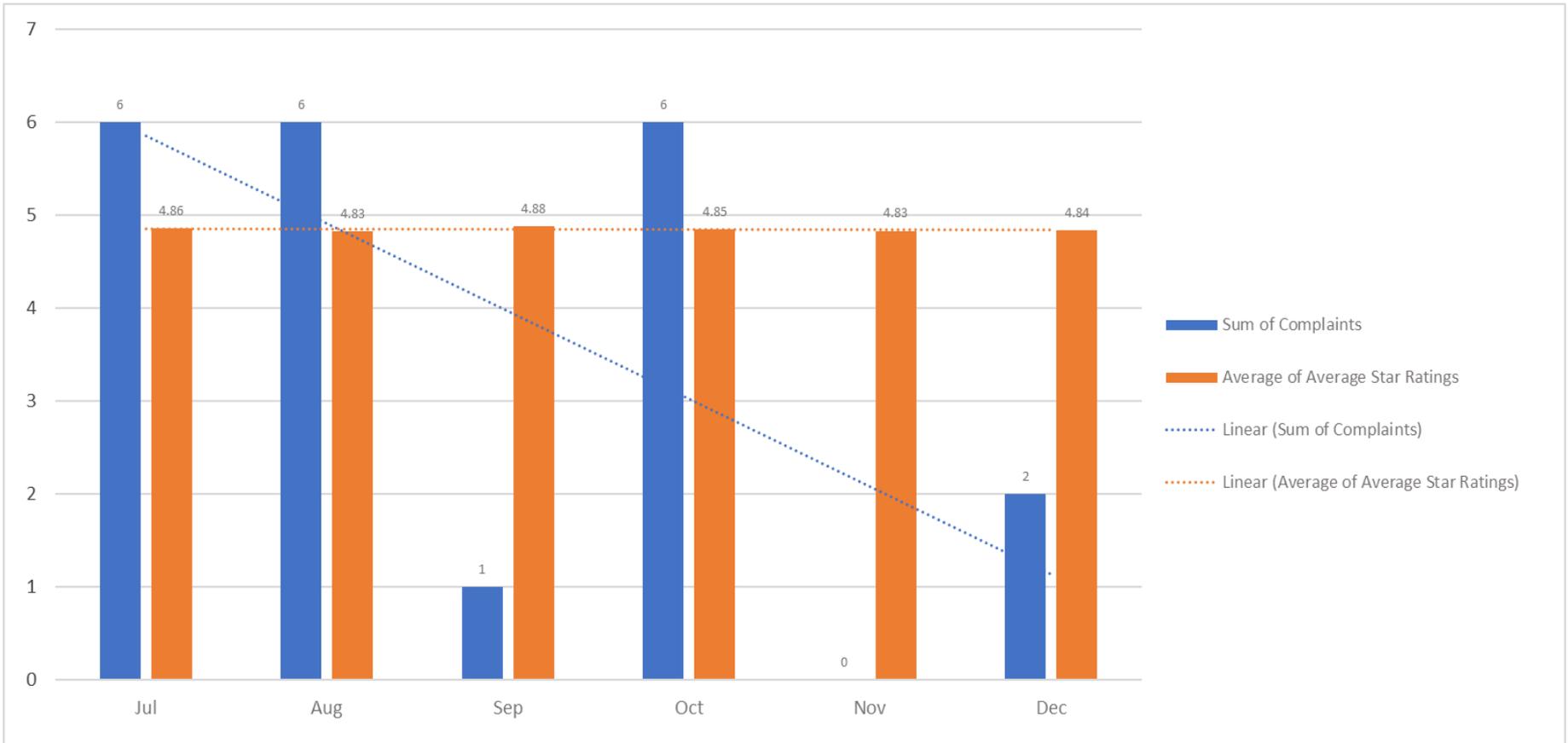


ACCIDENTS



December 2022 Accidents
0

PASSENGER FEEDBACK



December Complaints
2

December % Complaints
0.04%

December Average Ratings
4.84

EMPLOYEE ACKNOWLEDGMENT



LEGISLATIVE & FINANCE UPDATE

Presentation to the Board of Directors
January 24, 2023



FEDERAL



APPROPRIATIONS

- Continuing Resolution expired December 16, 2022
- Extended through December 23, 2022
- New Omnibus bill signed!
 - \$1.7 trillion omnibus appropriations bill for fiscal year 2023
 - Final passage – agreed to, 68 yeas, 29 nays.

RULES PACKAGE

House of Representative adopted a new package of chamber rules (H. Res. 5) that will freeze most new federal funding for the Department of Transportation for most of this year, if not for the next several years.

No changes restrict any Infrastructure Investment and Jobs Act funding.

No Omnibus bills – all stand alone.

COMMITTEE APPOINTMENT

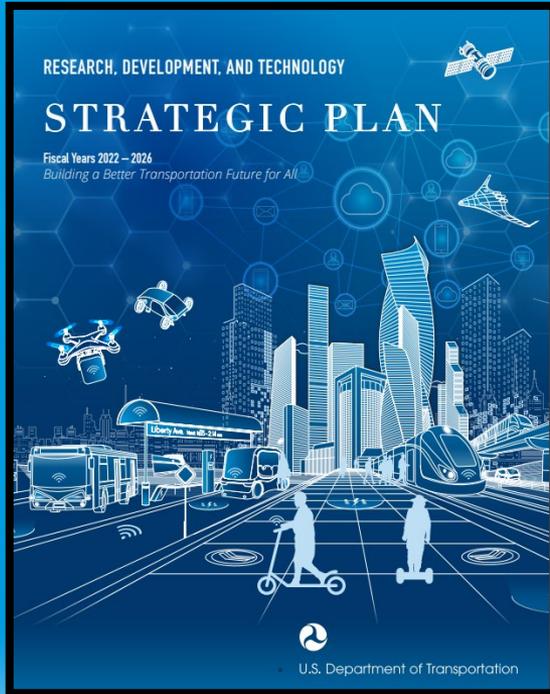
Rep. Sam Graves (R-MO) will serve as chairman of the House Committee on Transportation and Infrastructure (T&I Committee).

Rep. Graves was most recently ranking member of the committee.



Leadership Position	Republican	Democrat
Speaker/ Minority Leader	Kevin McCarthy (CA-23)	Hakeem Jeffries (NY-08)
Majority Leader/ Minority Whip	Steve Scalise (LA-01)	Katherine Clark (MA-05)
Transportation & Infrastructure	Sam Graves (MO-06)	Eleanor Holmes-Norton (DC) Rick Larsen (WA-8)
Appropriations Committee	Kay Granger (TX-12)	Rosa DeLauro (CT-3)

USDOT STRATEGIC PLAN



USDOT has released its Research, Development and Technology (RD&T) Strategic Plan (FY 2022-2026) “Building a Better Transportation Future for All”.

The plan outlines a national vision to guide research priorities and improve coordination of transportation research across the U.S.

US CENSUS

On December 29, the census bureau published its determinations of urban areas under the 2020 decennial census.

For the next 10 years, these will determine which places are eligible for:

- FTA Section 5307 formula-based allocations,
- FTA Section 5310 funding of projects for the enhanced mobility of seniors and individuals with disabilities,
- FTA Section 5311 rural transit funding,
- Section 5339(b) formula-based allocations of funds for urban areas' bus and bus facility projects.

US CENSUS

New Urban Areas	50,000-200,000	27
Graduated Urban Areas	200,000 – 1 million	14
“Millionaires” Club	1 million +	3
Disappeared Urban Areas	Fell below 50,000	15
Relegated Urban Areas	Fell from 200,000	2

Name changes:

Palmdale – Lancaster, CA had been the “Lancaster – Palmdale” urban area until 2020, but now its principal communities’ names traded places in the urban area’s name.

Victorville – Hesperia – Apple Valley, CA already included Apple Valley in the urban area, but now that community has been added to the urban area’s name.

STATE



STATE ASSEMBLY

Several changes to leadership of Assembly policy and budget committees in preparation for the start of the 2023-24 session.

ELECTIONS	DISTRICT	POSITION
Isaac Bryan	D-Los Angeles	Chair
Tom Lackey	R-Palmdale	Vice Chair
GOVERNMENTAL ORGANIZATION	DISTRICT	POSITION
Miguel Santiago	D-Los Angeles	Chair
Tom Lackey	R-Palmdale	Vice Chair

PUBLIC EMPLOYMENT AND RETIREMENT	DISTRICT	POSITION
Tina McKinnor	D-Inglewood	Chair
Tom Lackey	R-Palmdale	Vice Chair
TRANSPORTATION	DISTRICT	POSITION
Laura Friedman	D-Burbank	Chair
Vince Fong	R-Bakersfield	Vice Chair

GOVERNOR'S PROPOSED BUDGET

The Governor's budget proposes a \$2.5 billion reduction partially offset by about \$1.4 billion from the state's Cap and Trade program.

The state plans to cut 16% from transportation infrastructure investments, and 11% from energy infrastructure.

Those include a reduction of \$2 billion in future funding for:

- The Transit and Intercity Rail Capital Program, a grant program for local transit, and
- \$500 million less for active transportation, like biking and walking infrastructure.

Another notable cut next year could be 11% over five years from electric vehicle incentive programs.

GOVERNOR'S PROPOSED BUDGET

California is asking the federal government to help fund transit and other climate projects as it tries to close a \$22.5 billion budget deficit.

"If there is sufficient funding in 2024, the cuts will be restored,"
Transportation Secretary Toks Omishakin.

The Legislature now has until June 15 to send some version of a balanced state budget to the Governor for his signature.

PUBLIC EMPLOYEES PENSION REFORM ACT

On December 28, 2022, the US District Court for the Eastern District of California ruled in favor of California transit agencies:

- USDOL's October 2021 determination was found to be arbitrary and capricious
- Injunction in place since 2021 will be maintained

Court has directed USDOL, ATU, and State of California to confer and file a joint status report advising the Court on whether the injunction should be made permanent

Case 2:20-cv-00953-KJM-DB Document 111 Filed 12/28/22 Page 1 of 67

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UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF CALIFORNIA

Amalgamated Transit Union, International, et al., <p style="text-align: center;">Plaintiffs,</p> <p style="text-align: center;">v.</p> United States Department of Labor, et al., <p style="text-align: center;">Defendants,</p> And Cross-Claims.	No. 2:20-cv-00953-KJM-DB ORDER
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In October 2021, the United States Department of Labor publicized its intent to deny all future federal mass transit funds to local transit agencies throughout California. That announcement was the latest in a long series of heavily litigated disputes between the state, local transit agencies, unions representing transit employees, and the Department of Labor. In a previous order, this court preliminarily enjoined the Department from putting its 2021 policy into practice. California now asks the court to set aside the Department's decision formally under the Administrative Procedure Act (APA) and to make the injunction permanent.

As explained in this order, the Department had no authority to issue the broad, prospective decision it did in 2021. Congress clearly limited the Department to making decisions, one at a time, about specific funding applications by specific transit agencies and their employees. The

1

REGIONAL



LACMTA FARE CAPPING



- Passes will be replaced by a new way to pay fares.
- Customers pay for each ride until they meet a daily, seven-day cap; all additional rides are free.
- Customers will earn toward the cap every seven days, so a monthly cap is not necessary, further simplifying the fare structure.

Rider Category & Fare Product	Adopted Pricing	Public Hearing	Option 1: Same Base Fare (w/transfers)
Regular Fare			
Base Fare	\$1.75	\$2.00	\$1.75
Day Pass / Daily Cap	\$7.00	\$6.00	\$5.00
7-Day Pass / Weekly Cap	\$25.00	\$20.00	\$18.00
30-Day Pass	\$100.00	Not Offered	Not Offered
30-Day Pass Zone Upcharge	\$22.00	\$0.00	\$0.00
Senior/Disabled			
Base Fare	\$0.75 / \$0.35	\$1.00	\$0.75 / \$0.35
Day Pass / Daily Cap	\$2.50	\$3.00	\$2.50
7-Day Pass / Weekly Cap	Not Offered	\$8.00	\$5.00
30-Day Pass	\$20.00	Not Offered	Not Offered
K-12 Student & College/Vocational			
K-12 Base Fare	\$1.00	\$1.00	\$0.75
College/Vocational Base Fare	\$1.75	\$1.00	\$0.75
Day Pass / Daily Cap	Not Offered	\$3.00	\$2.50
7-Day Pass / Weekly Cap	Not Offered	\$8.00	\$6.00
K-12 Student 30-Day Pass	\$24.00	Not Offered	Not Offered
College/Vocational 30-Day Pass	\$43.00		
LIFE FREE Trips	20 FREE	30 FREE	20 FREE
<i>Projected Revenues (\$ in millions)</i>		\$ 174.1	\$ 145.4
<i>Est. Projected Revenues @ full ridership (\$ in millions)</i>		\$ 217.6	\$ 181.8

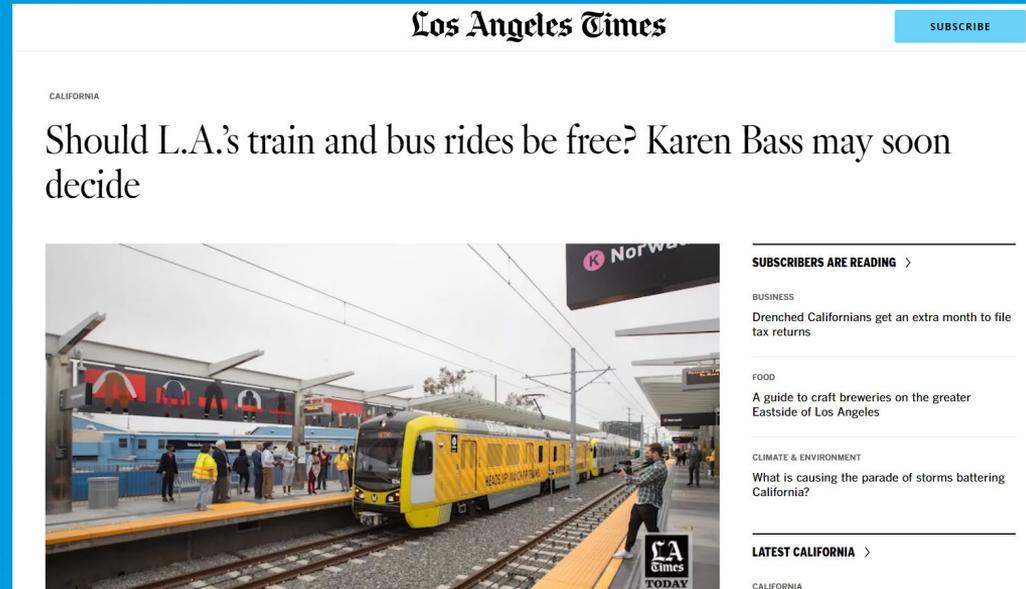
Based on Public Comment
Final Recommendation:

- Keep Base fare
- Transfers
- 7-Day Rolling Cap

FREE FARE INITIATIVE

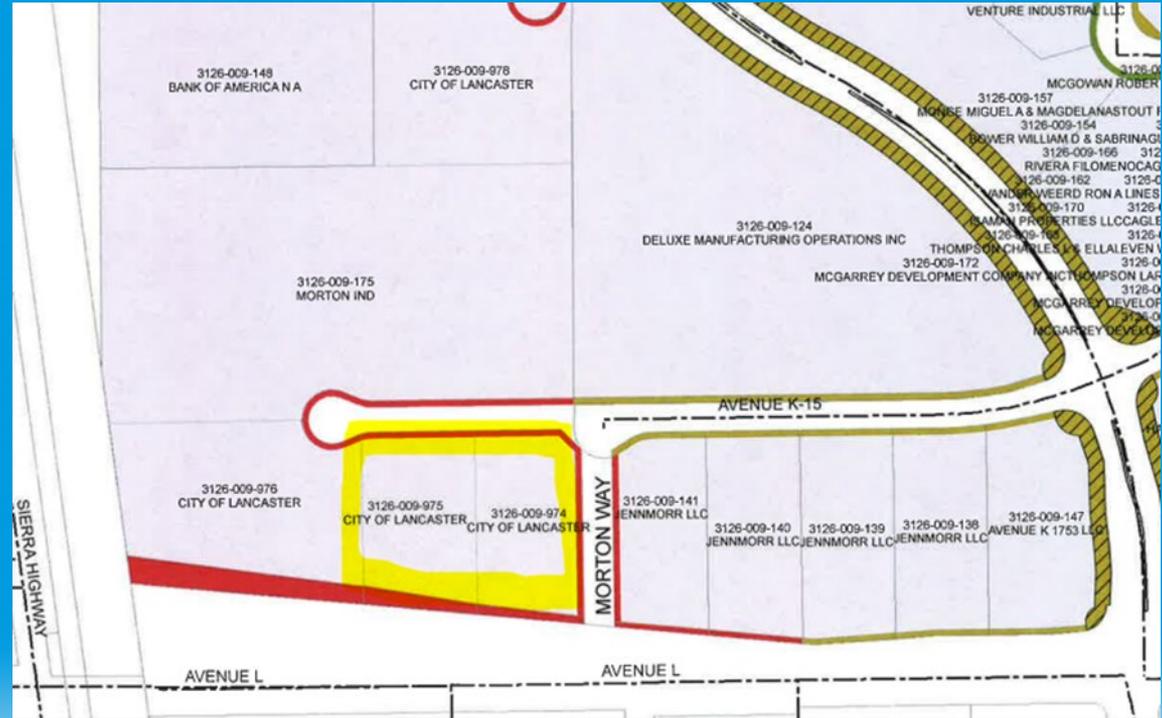
Los Angeles Times
December 10th

"Should it be free to use the public rail and bus systems in Los Angeles County?"



ACCESS SERVICES

Access Services has entered into an agreement with the City of Lancaster for the development of a paratransit operations and maintenance facility.



AVTA HAPPENINGS



LACMTA ANNUAL CONSOLIDATED AUDIT

Final findings and recommendations of the review found that AVTA was compliant with all Prop A & EZ Pass requirements.



Antelope Valley Transit Authority

Antelope Valley Transit Authority
Report on the Schedule of Expenditures and Schedule of
Revenues Received from Metro
Proposition A Discretionary Incentive Grant
For the Year Ended June 30, 2022



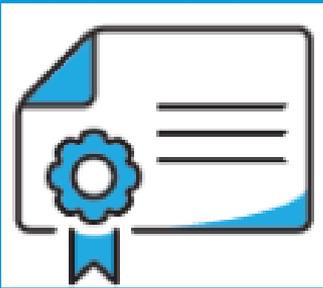
VASQUEZ
+ COMPANY LLP



RSM US Alliance
RSM

**Antelope Valley Transit Authority
Schedule of Findings and Questioned Costs
Year ended June 30, 2022**

There were no findings noted.



Communispond™

Executive Presentation Skills®

UNIVERSITY OF THE
PACIFIC

A graphic for the University of the Pacific program, featuring a blurred image of a yellow train. The text includes the university name, the Westgate Center for Leadership and Management Development, and the program title.

UNIVERSITY OF THE
PACIFIC

Westgate Center
for Leadership
and Management
Development

**TRANSIT AND PARATRANSIT
MANAGEMENT
CERTIFICATE PROGRAM**

SkillPath®

 Graceland
UNIVERSITY 1895

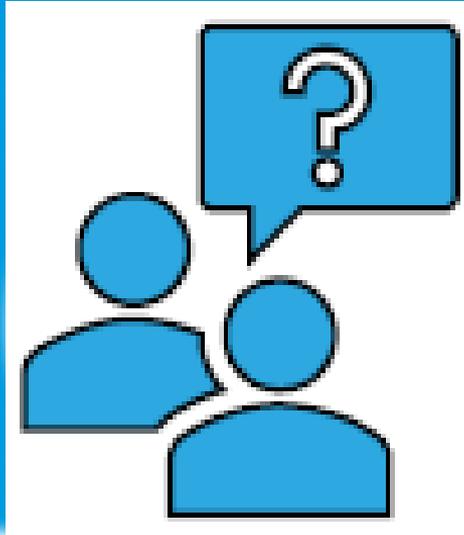
CERTIFICATE
OF COMPLETION

This is to certify that the following participant has successfully completed:

Accelerated Microsoft® Excel®
Certificate Program



Questions?



Antelope Valley Transit Authority



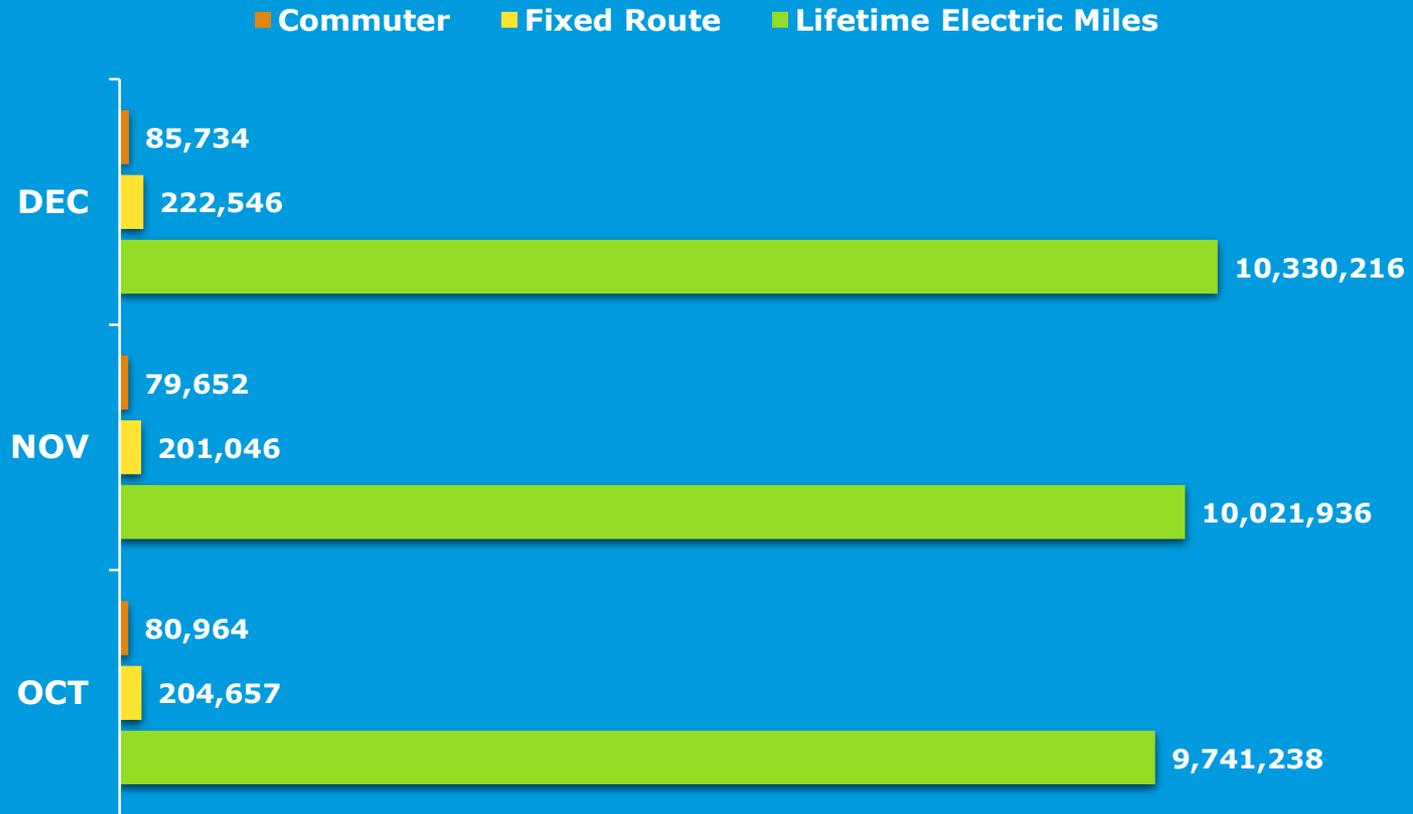
FY 2023 Monthly Fleet Maintenance Key Performance Indicators

Presentation to the Board of Directors

January 24, 2023



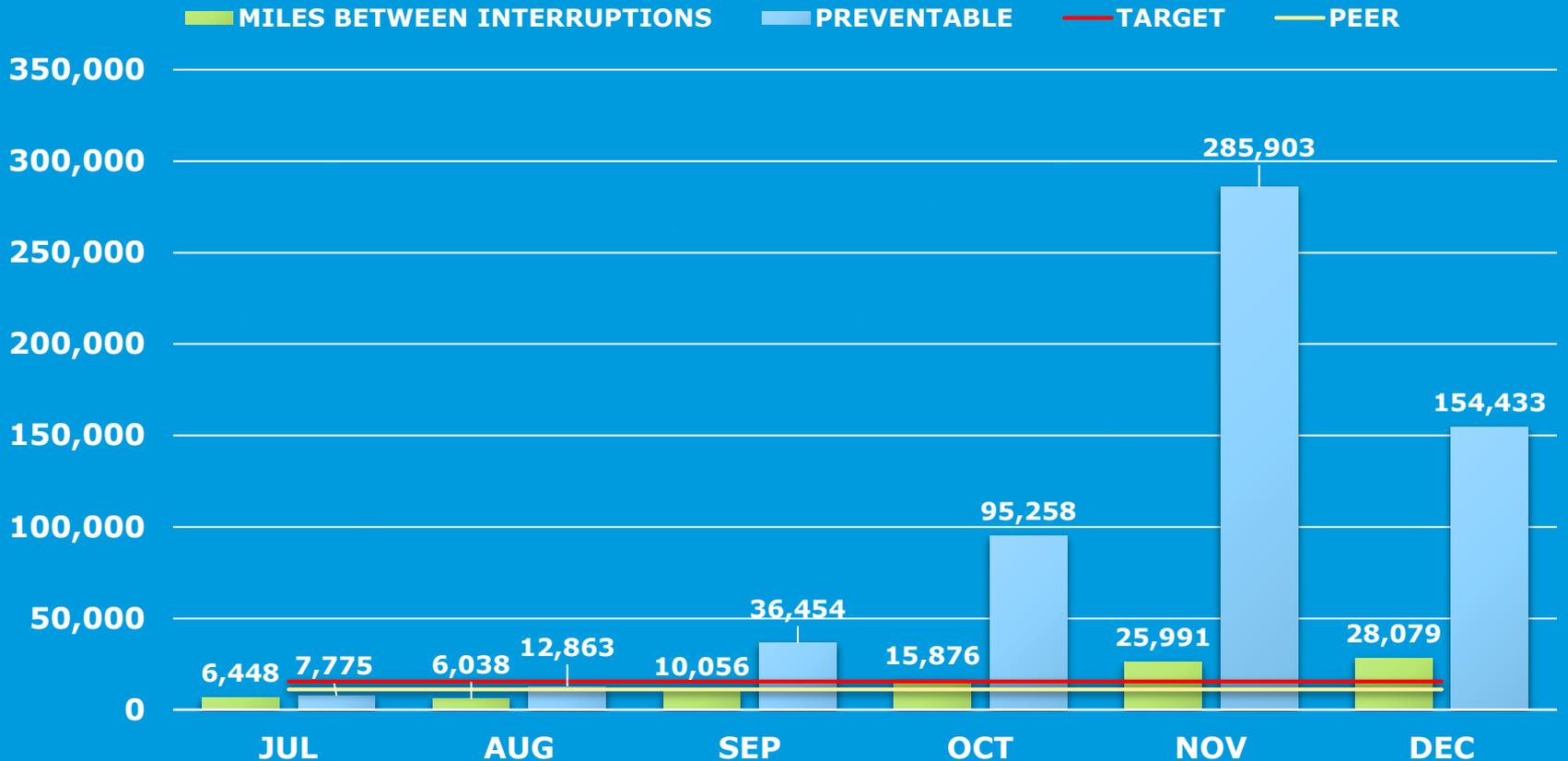
ELECTRIC MILES TRAVELED



AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Target: 15,500

Peer Average: 11,206



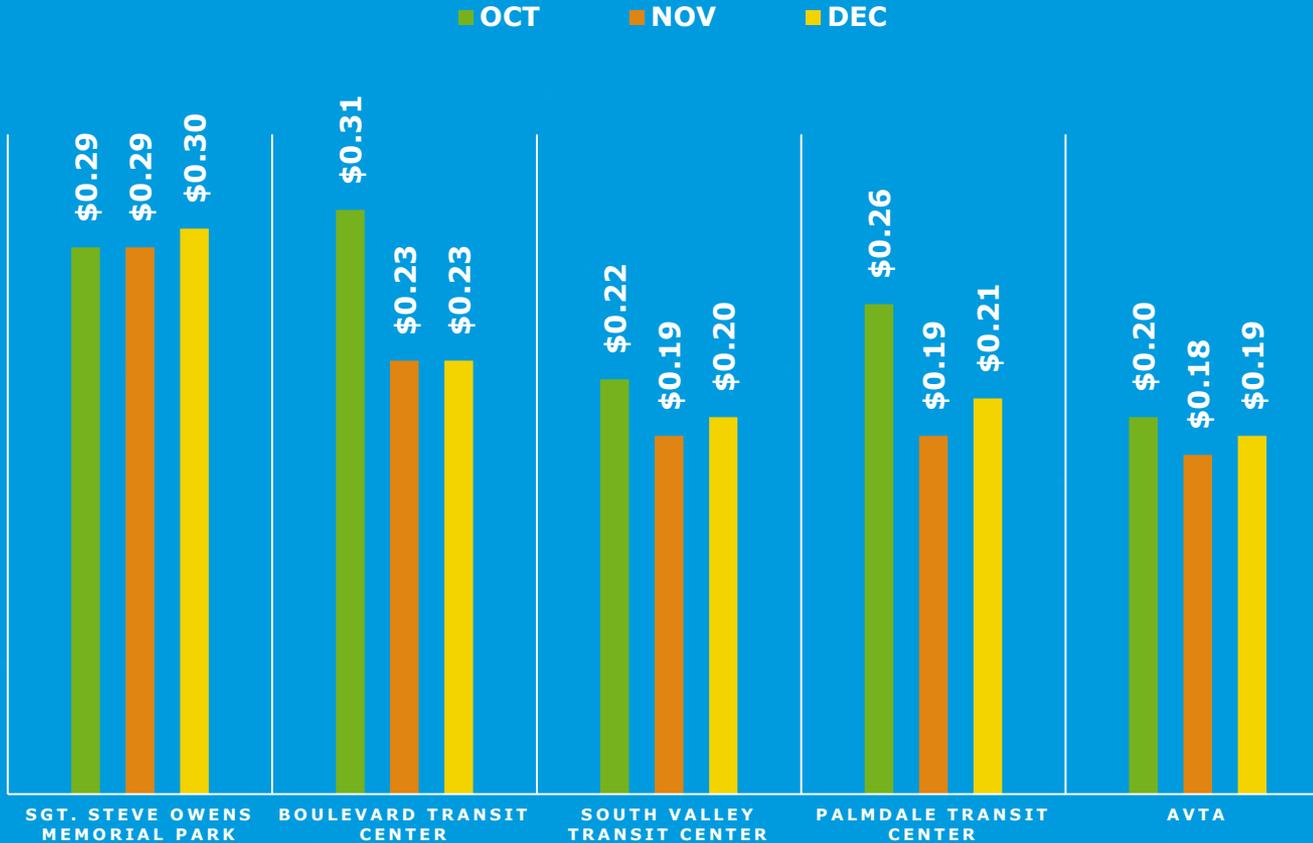
MAINTENANCE COST PER MILE BY FLEET

■ 40'BYD ■ 60'BYD ■ 45'MCI



ENERGY DEPOTS

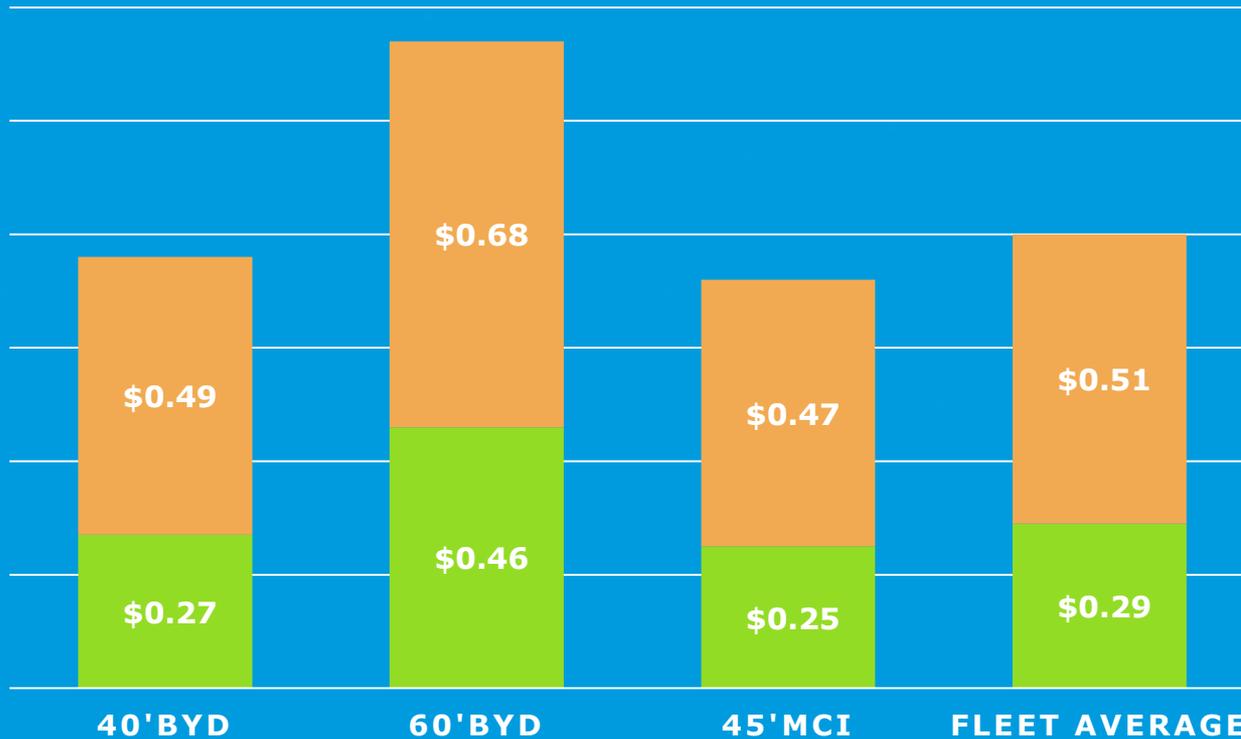
COST PER KWH



kWh ENERGY COST PER MILE

DECEMBER

■ LCFS Applied ■ kWh Cost per Mile

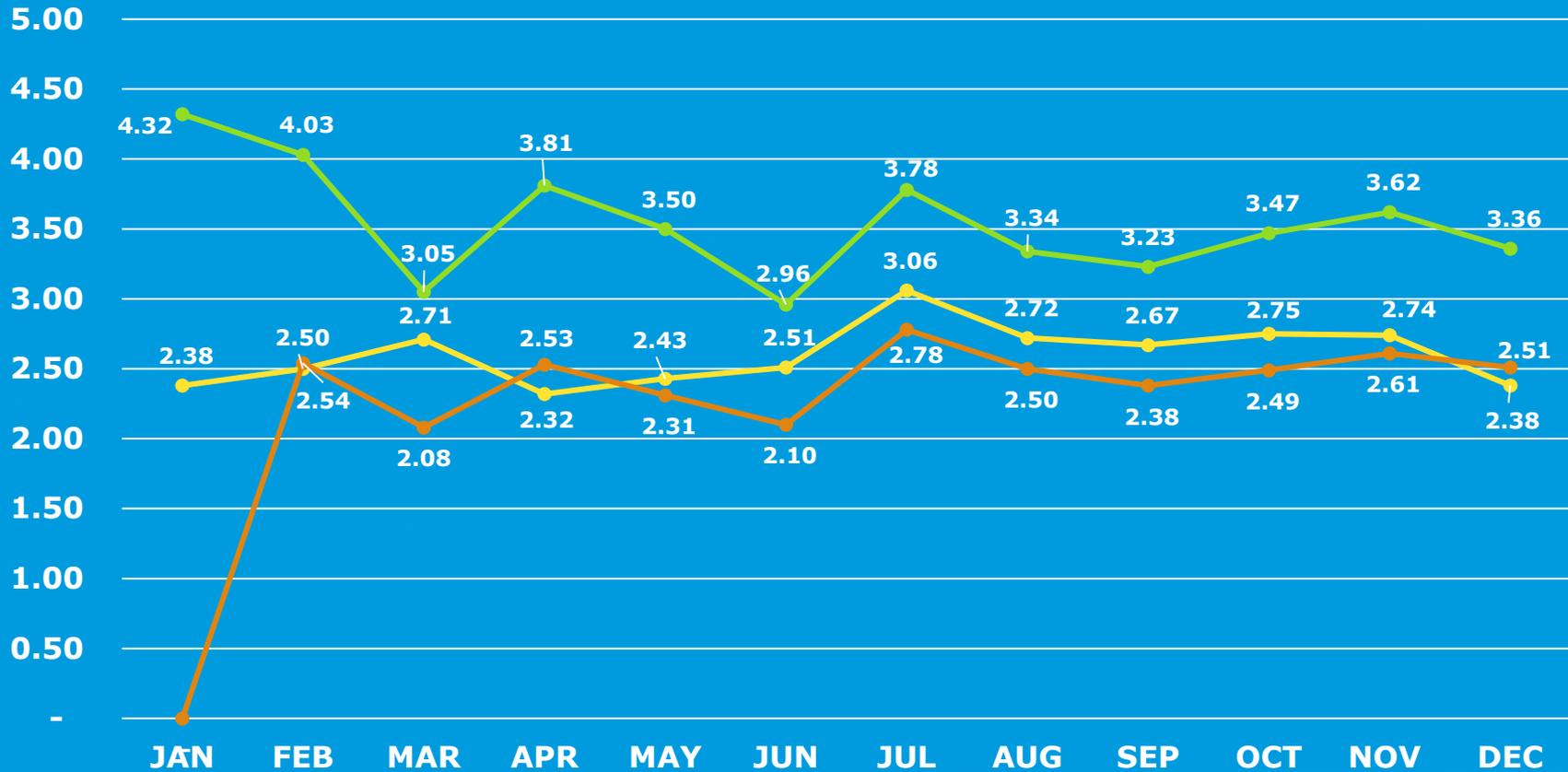


\$.22 Low Carbon Fuel Standard credits value per mile.

Fuel costs are paid directly by AVTA.

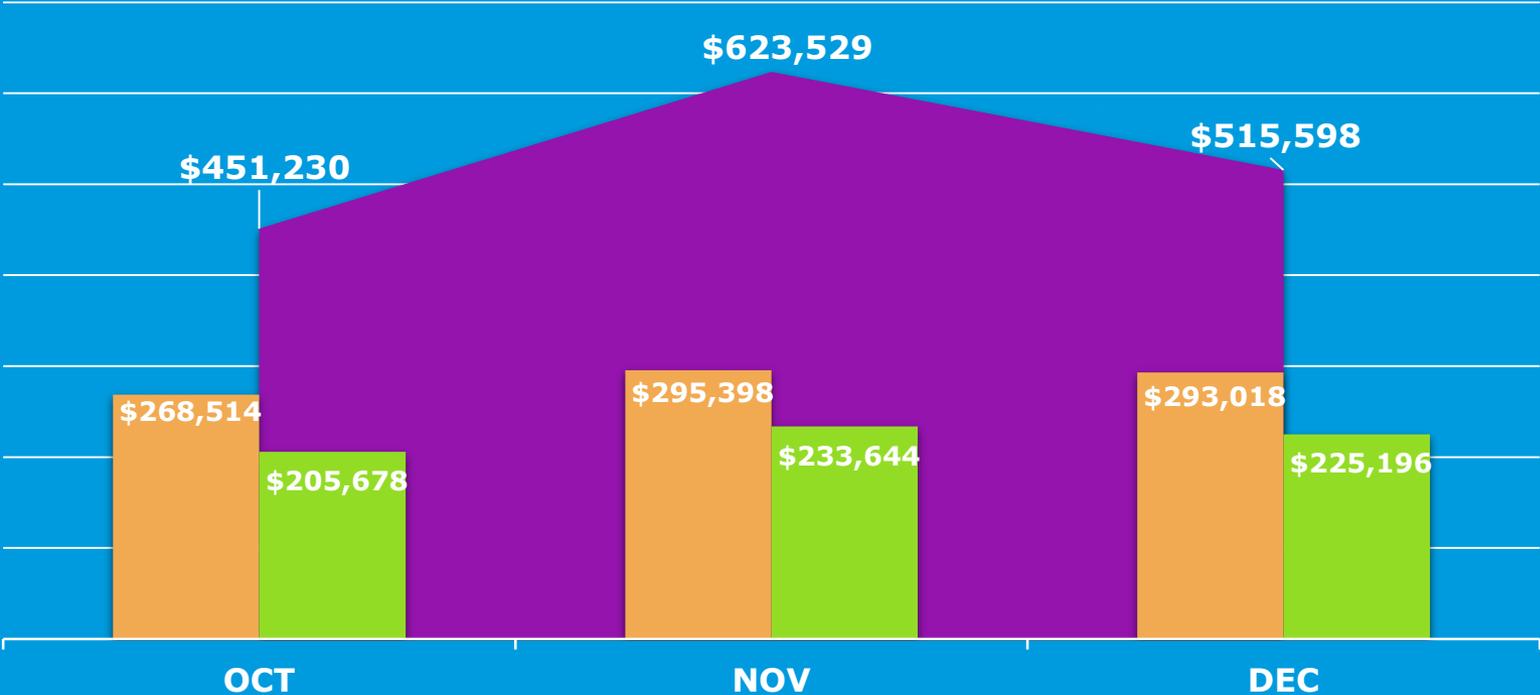
AVERAGE kWh CONSUMPTION PER MILE

40'BYD 60'BYD 45'MCI



COMBINED FLEET COSTS ENERGY AND MAINTENANCE

■ Diesel ■ Combined Costs ■ LCFS Applied



Discussion/Questions?



FY 2023 Monthly Operations Key Performance Indicators

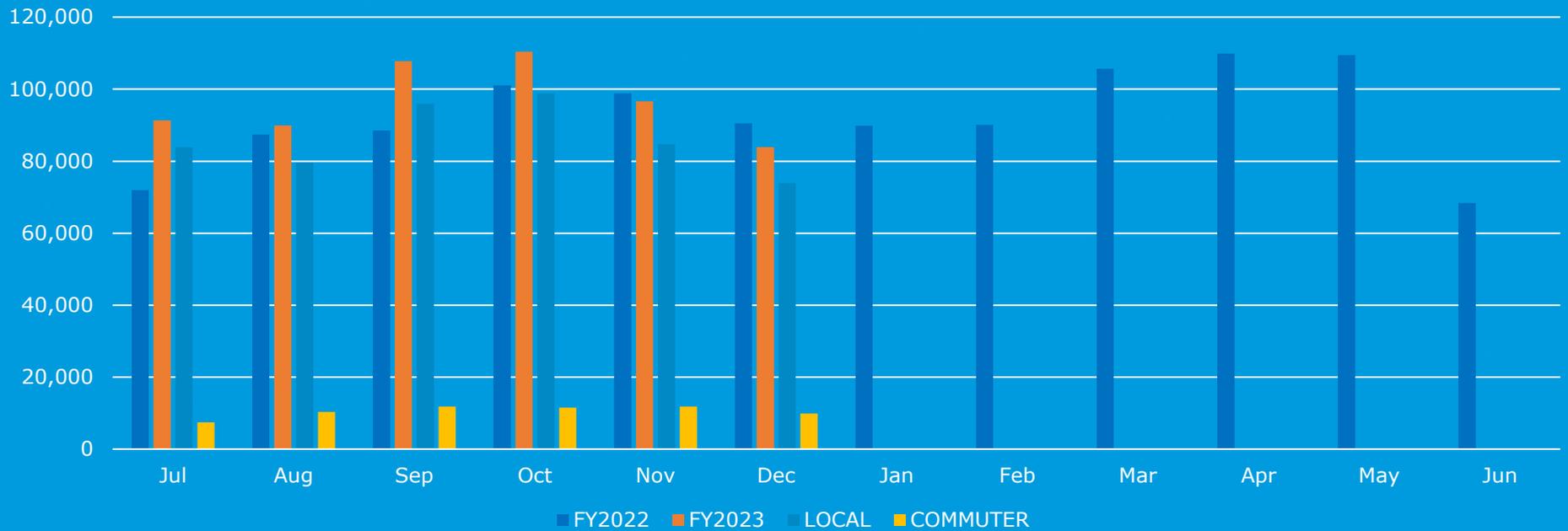
Presentation to the Board of Directors

January 24, 2023

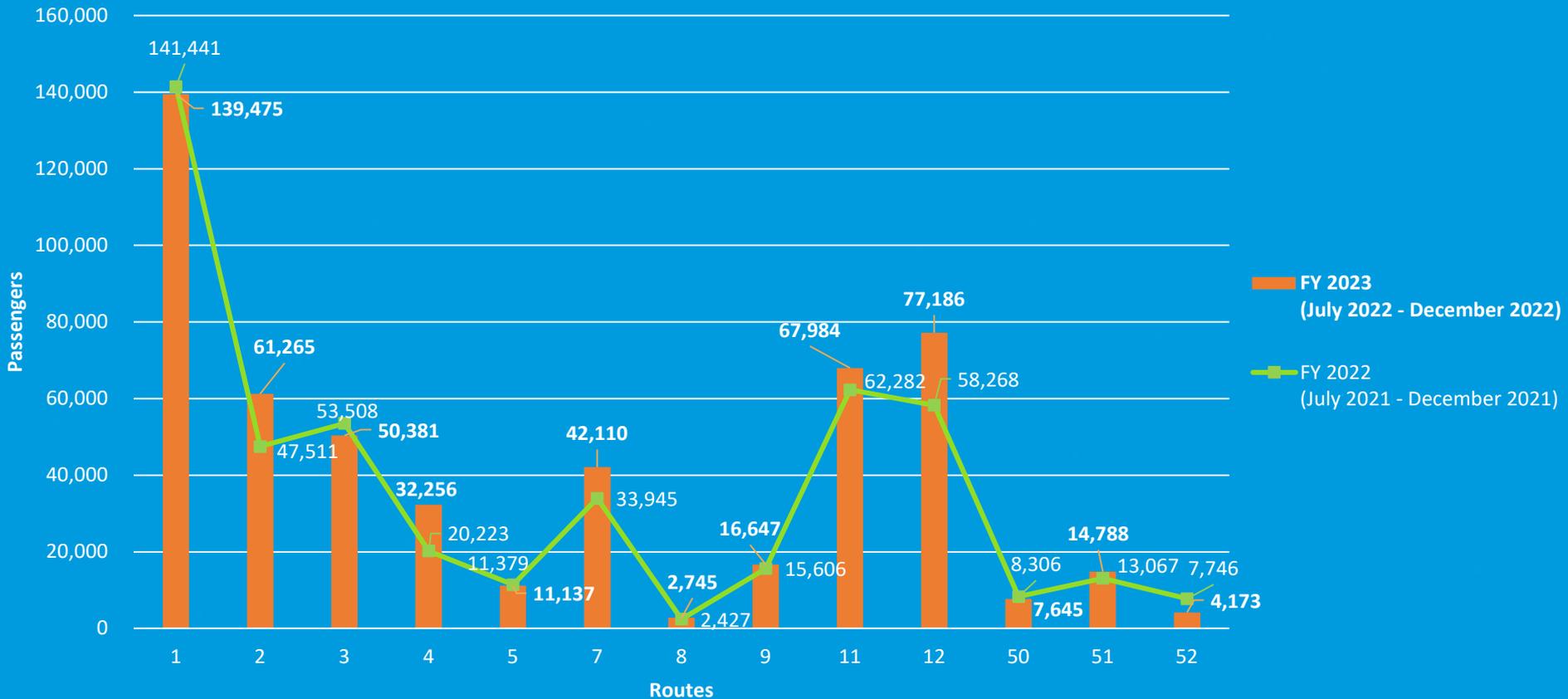


MONTHLY BOARDING ACTIVITY

	December 2022 FY 2023	November 2022 FY 2023
System	83,904	96,588
Local	73,982	84,725
Commuter	9,922	11,863



ANNUAL RIDERSHIP LOCAL ROUTES



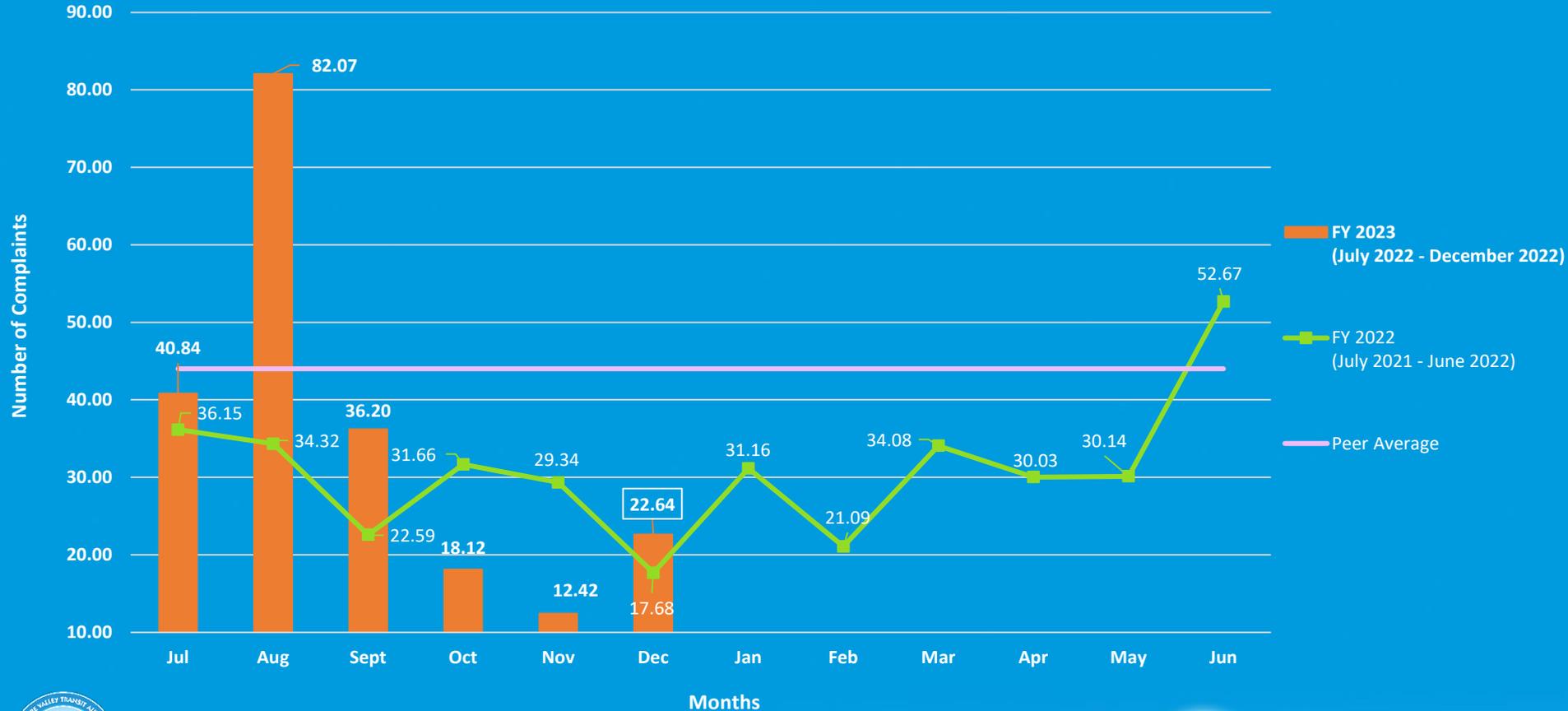
ANNUAL RIDERSHIP COMMUTER ROUTES



COMPLAINTS/100,000 BOARDINGS

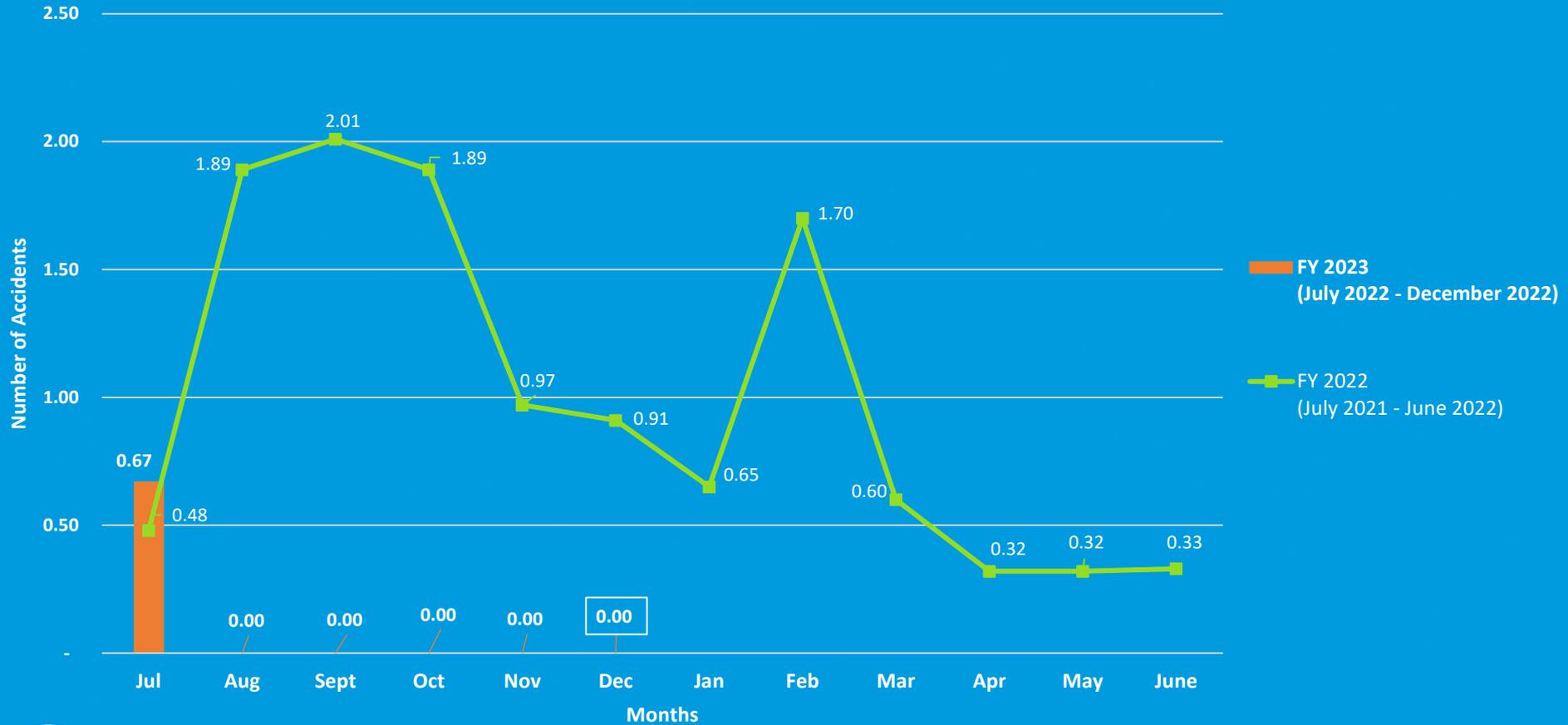
DECEMBER - SYSTEM WIDE AVERAGE: 22.64

PEER AVERAGE: 44.00



PREVENTABLE ACCIDENTS/100,000 MILES

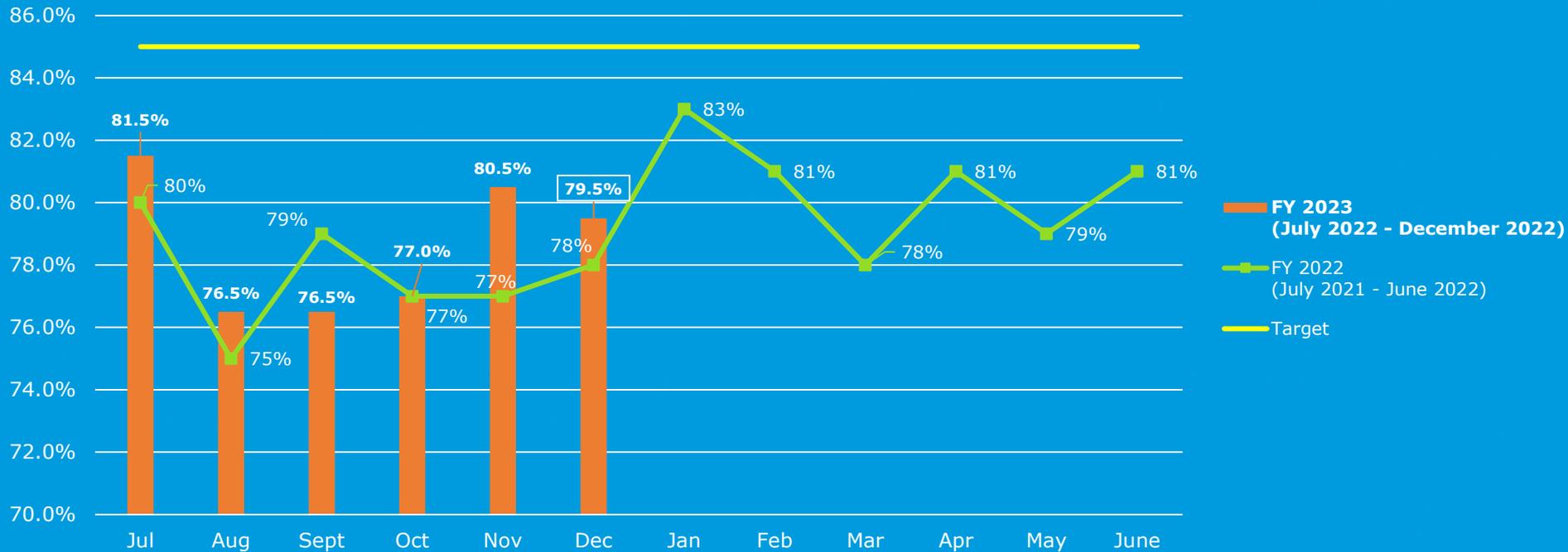
DECEMBER – SYSTEM-WIDE AVERAGE: 0.00



ON TIME PERFORMANCE

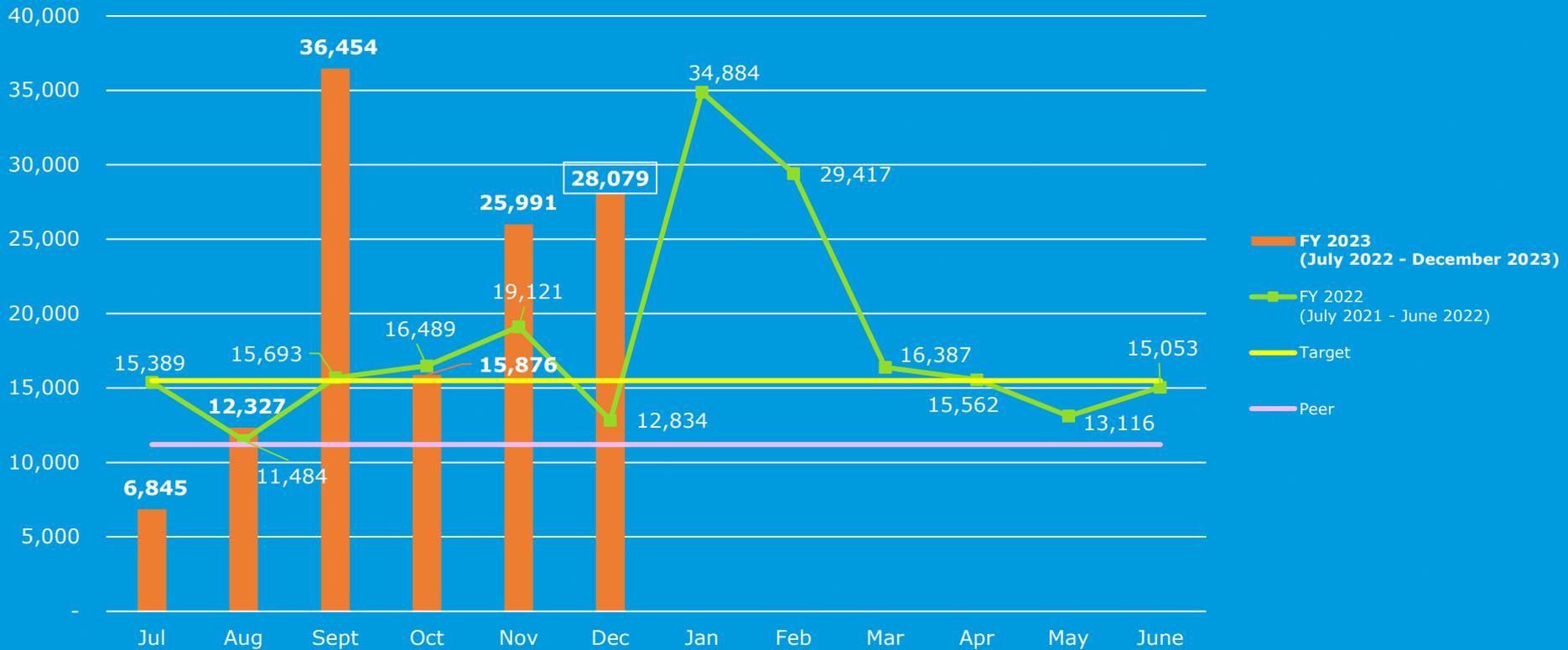
DECEMBER – SYSTEM WIDE AVERAGE: 79.5%

TARGET: 85%



AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

DECEMBER: 28,079 Target: 15,500



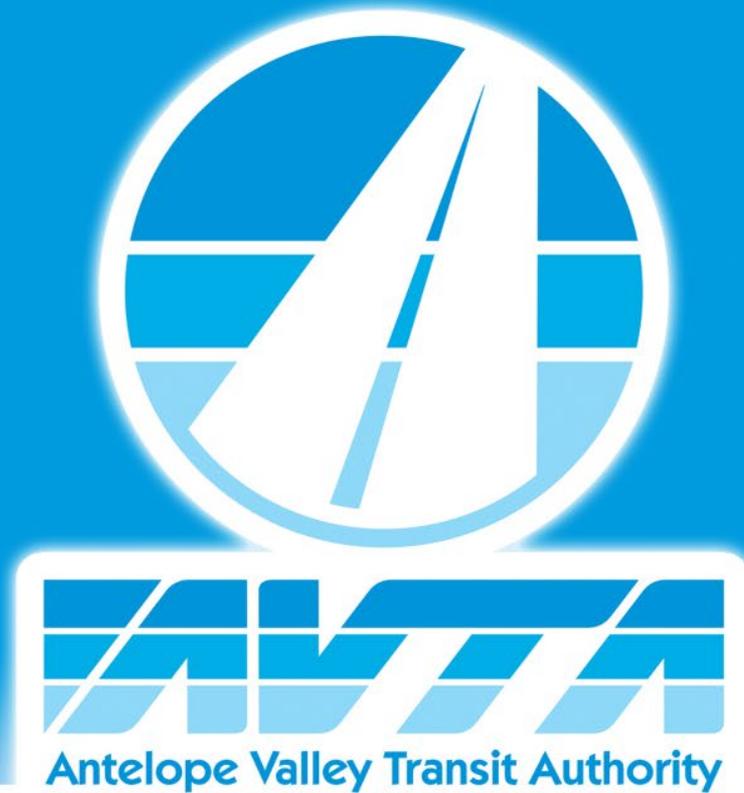
KEY PERFORMANCE INDICATORS

	December 2022 FY 2023	November 2022 FY 2023	December 2021 FY 2022
Boarding Activity	83,904	96,588	90,491
Complaints / 100,000 Boardings	22.64	12.42	17.68
Preventable Accidents / 100,000 Miles	0.00	0.00	0.91
On Time Performance	79.5%	80.5%	79%
Average Miles Between Service Interruptions	28,079	25,991	12,834



Thank you!

Questions?





Regular Meeting of the Board of Directors

Tuesday, November 22, 2022

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
www.avta.com

UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Crist called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE

Director Hofbauer led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist
Director Steve Hofbauer
Director Richard Loa
Alternate Director Darrell Dorris (Representative for Director Raj Malhi)
Director Michelle Flanagan

Absent

Vice Chair Dianne Knippel

APPROVAL OF AGENDA

Motion: Approve the agenda as comprised.

Moved by Director Loa, seconded by Alternate Director Dorris

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Crist, Directors Hofbauer, Loa, Flanagan, Alternate Director Dorris

Nays: None

Abstain: None

Absent: Vice Chair Knippel

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres congratulated Director Flanagan on her recent marriage and wished everyone a Happy Thanksgiving.

Eugene Hernandez stated that the bus shelters need to be improved to protect the riders from the elements; and suggested changes that could be done to improve the service.

SPECIAL REPORTS, PRESENTATIONS, AND REQUESTS FOR DIRECTION (SRP):

Chairman Crist moved SRP 6 and SRP 7 to the beginning of the Special Reports Section.

SRP 7 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY

Assemblyman Tom Lackey thanked the voters for re-electing him to California's 34th State Assembly district, allowing him to represent West Palmdale, West Lancaster, Victor Valley Transportation Agency, Mountain Transit, Omnitrans, Basin Transit, and Kern Transit. He added that Assemblyman Juan Carrillo will represent East Palmdale and East Lancaster.

The official swearing-in ceremony will occur on December 5. On that same day, Governor Newsom will call lawmakers into a special legislative session to discuss approving a penalty for oil companies when their profits pass a certain threshold. Assemblyman Lackey noted that Field Representative Pam Balch will represent the Assemblyman at future Board meetings and would support Chairman Crist's proposal of a "TRANSPORTER" type service between the Antelope Valley and Victorville.

SRP 6 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE

Shawntwayne Cannon, Field Representative for Senator Scott Wilk, reported that the legislative session would reconvene on December 5. Senator Wilk's office is encouraging citizens to make suggestions that would improve the community. He noted that the state's budget would face a \$25 billion budget deficit next year, which could be followed by continued annual budgetary gaps between \$17 and \$8 billion for the subsequent three years.

SRP 1 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT REPORT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2022

Chief Financial Officer Judy Vaccaro-Fry introduced Thomas Young, Partner at Brown Armstrong Accountancy Corporation, who explained the audit process and presented the results of the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2022. He noted that there were no audit findings or other issues. Ms. Vaccaro-Fry thanked the finance staff for all of their hard work.

Motion: Approve the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2022

Moved by Director Flanagan, seconded by Director Hofbauer

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Crist, Directors Hofbauer, Loa, Flanagan, Alternate Director Dorris

Nays: None

Abstain: None

Absent: Vice Chair Knippel

SRP 2 PRESENTATION TO MV TRANSPORTATION EMPLOYEE OF THE MONTH

MV Transportation General Manager Michael Sherrill presented the awards to the Employee of the month Ebony Jones and the Operator of the month Damien King.

SRP 3 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH –

AV Transportation Services Operations Manager Henry Beausejour stated that the Employee of the Month was Diane Mendoza. Amalia Rodriguez accepted the award on behalf of Ms. Mendoza, who could not attend the meeting.

SRP 4 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT.

Mr. Beausejour presented the report.

SRP 5 LEGISLATIVE REPORT FOR NOVEMBER 2022

Chief Financial Officer Judy Vaccaro-Fry reported on the Buy America Program, Resilient Transit Act of 2022, call for projects for Award Cycle 6 of the Transit and Intercity Rail Capital Program (TIRCP), state's budget deficit, Federal Section 5310 grant opportunity, LACMTA's End of the Line Policy, MTA's fare capping proposal, mid-term election results for our area, and Senior Director of Operations and Planning Esteban Rodriguez's presentation of AVTA's Zero Emission Success story at the CalACT Fall Conference in San Jose.

SRP 8 MAINTENANCE KPI REPORT

Operations Analyst Joseph Sanchez presented the staff report and announced that AVTA would reach its 10 million mile mark by the end of

November or December 2022. Executive Director/CEO Martin Tompkins added that the Authority will celebrate this milestone at the January Board meeting.

The Board discussed evaluating the routes to ensure the designated buses are suitable for the ridership and that the DMV's operator driving test uses diesel buses instead of electric. Chairman Crist directed Mr. Tompkins to draft a letter from the Board members to Senator Scott Wilk, Assemblyman Lackey, and Assemblyman Juan Carrillo to develop a bill to change the vehicle testing requirements at the DMV from a diesel bus to an electric bus.

SRP 9 OPERATIONS KPI REPORT

MV Transportation General Manager Michael Sherrill presented the report.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 25, 2022

Approve the Board of Directors Regular Meeting Minutes of October 25, 2022.

CC 2 FINANCIAL REPORT FOR OCTOBER 2022

Receive and file the Financial Report, including Quarterly Treasurer, Capital Reserve, and Farebox Recovery information, for October 2022

CC 3 BOARD OF DIRECTORS MEETING CALENDAR FOR 2023

Approve the Board of Directors meeting calendar for 2023

CC 4 CANCEL SOLE SOURCE CONTRACT #2022-54 WITH CUBIC TRANSPORTATION SYSTEMS, INC. AND MODIFY SOLE SOURCE CONTRACT #2022-53 WITH GFI GENFARE

Authorize the Executive Director/CEO to cancel Sole Source Contract #2022-54 with Cubic Transportation Systems, Inc. and increase the amount of Sole Source Contract #2022-53 with GFI Genfare from \$24,304.80 to \$347,880, plus applicable sales tax and freight..

Motion: Approve the Consent Calendar as comprised.

Moved by Director Hofbauer, seconded by Director Flanagan.

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Crist, Directors Hofbauer, Loa, Flanagan, Alternate Director Dorris

Nays: None

Abstain: None

Absent: Vice Chair Knippel

NEW BUSINESS (NB):

NB 1 CONTRACT #2023-19 TO TRANSFORMANCE CONSULTING TO CONDUCT AN EMPLOYEE COMPENSATION AND CLASSIFICATION STUDY

Mr. Foust presented the staff report.

Motion Authorize the Executive Director/CEO to execute Sole Respondent Contract #2023-19 with Transformance Consulting, Corona, CA, to conduct an employee Compensation and Classification Study for \$75,000, including all related travel expenses.

Moved by Director Loa, seconded by Director Flanagan

Vote: Motion carried (5-0-0-1)

Yeas: Chairman Crist, Directors Hofbauer, Loa, Flanagan, Alternate Director Dorris

Nays: None

Abstain: None

Absent: Vice Chair Knippel

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS

- Recognized Director Steve Hofbauer for nine years of service on the AVTA Board of Directors.
- Jurisdictional Shares – Asked for the Board’s direction regarding Los Angeles County’s billing for the FY 2024 Budget. Chairman Crist directed Mr. Tompkins to calculate the cost to operate the service and divide it by three to ensure each jurisdiction pays its fair share. Mr. Tompkins will also meet with General Council Allison Burns to discuss the requirements to change the Bylaws legally, obtain input from the County’s representatives, and bring the item to the January Board meeting for discussion.
- Provided an update regarding the Stuff-a-Bus Program.
- Announced that the Annual Holiday Food Drive will be held on Saturday, December 17, from 10 a.m. through 3 p.m. in partnership with the cities of Lancaster and Palmdale, Teamsters Local 848, LA Food Bank, and many other sponsors.
- Stated the Strategic Planning meeting will be held on December 20, 2022, from noon to 2 p.m. to discuss the passenger pass-ups.
- Announced the Authority will celebrate reaching 10 million electric miles at the January Board meeting.
- Wished everyone happy holidays.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

The Board members wished everyone happy holidays. Chairman Crist thanked Director Hofbauer for his service.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:15 a.m. to the Special Meeting of the Board of Directors on December 20, 2022, at 12:00 p.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 24th day of JANUARY 2023.

Marvin Crist, Chairman of the Board

ATTEST:

Karen S. Darr, Clerk of the Board

Audio recordings of the Board of Directors Meetings are maintained in accordance with state law and AVTA's Records Retention Policy. Please contact Ms. Karen Darr, Clerk of the Board at (661) 729-2206 to arrange to review a recording.



DATE: January 24, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for November and December 2022

RECOMMENDATION

That the Board of Directors receive and file the Financial Report for November and December 2022.

FISCAL IMPACT

	Nov + Dec
PAYROLL	\$683,427
CASH DISBURSEMENTS	\$6,829,201

BACKGROUND

To comply with the provisions required by Sections 37202, 37208 and 6505.5 of the Government Code, the Chief Financial Officer in conjunction with the Sr. Finance Manager, provides a monthly payroll total and cash disbursements. The Executive Director/CEO and Treasurer certify the availability of funds.

I, Martin Tompkins, Executive Director/CEO of AVTA, declare that the above information is accurate.

Prepared by:

Submitted by:

Vianney McLaughlin
Sr. Finance Manager

Martin Tompkins
Executive Director/CEO



DATE: January 24, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Proposed AVTA Legislative Principles for 2023

RECOMMENDATION

That the Board of Directors approve the Proposed AVTA Legislative Principles for 2023 as outlined in Attachment A.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The proposed 2023 Legislative Principles outlined in Attachment A include broad guidelines to help focus AVTA’s legislative proposals and strategies. It is designed to provide flexibility, which will guide staff in responding to legislative issues that may arise during the course of the year, such as legislation that potentially has a detrimental effect on transit funds, and responses to proposed legislative requirements.

The proposed Principles outline efforts to strengthen AVTA’s relationships with State and Federal representatives in Sacramento and Washington, D.C. as well as relationships with their staff members and various committees impacting AVTA. Primary goals are to build support for AVTA and its programs, protect our flexibility to use federal funds for operating purposes, and secure adequate funding for necessary improvements and future capital projects.

Updates will include recommendations for Board positions on individual bills and policies that affect AVTA’s interests.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Proposed AVTA Legislative Principles for 2023

2023 LOCAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that policy decisions made by regional planning and programming entities recognize issues important to AVTA.</p>	<ul style="list-style-type: none"> • Work through the Bus Operators’ Subcommittee (BOS) and the Los Angeles County Municipal Operators’ Association (LACMOA) to craft solutions to potential areas of concern. • Provide position briefings to Metro Board members, AVTA Board members, and SCAG personnel on issues that may affect operations, planning and funding. • Actively participate in North County Transportation Coalition (NCTC) to promote AVTA’s interests at the County and regional levels.
<p>Establish and maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.</p>	<ul style="list-style-type: none"> • Regularly participate in meetings of the Los Angeles County General Managers, Bus Operators’ Subcommittee (BOS) and regional Transportation Summits. • Coordinate on regular basis with Access Services and participate in Advisory committees to enhance service provided to mobility challenged members of community. • Stay abreast of transit issues agendized at the Los Angeles County Board of Supervisors and local city council meetings and newspapers to ensure common transportation needs are addressed. • Treat local officials as “constituents” and respond in a timely manner to their concerns about AVTA’s policies and service.

2023 STATE LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
<p>Ensure that state policy decisions are beneficial to Antelope Valley Transit Authority’s operations or funding.</p>	<ul style="list-style-type: none"> • Cap and Trade: Participate in workshops and webinars to remain abreast of all developing information related to Cap-and-Trade funding. <ul style="list-style-type: none"> ◦ Maintain active leadership role with California Air Resources Board (CARB). • Monthly updates: Provide updates to the Board of Directors on significant legislation and initiatives. • State Advocacy: Support full allocation of sales tax and bond proceeds dedicated to transit. Ensure connection between transit operations funding and climate change policies. • California Transit Association (CTA): Actively participate in CTA activities and committees. Work to make sure CTA’s positions reflect AVTA positions.

	<ul style="list-style-type: none"> • California Association of Community Transportation (CalACT): Actively participate in CalACT activities and committees. Work to make sure CalACT’s positions reflect AVTA positions.
Establish a strong presence with AVTA’s state legislative delegation and their staff.	<ul style="list-style-type: none"> • AVTA staff will contact local representatives and/or key staff on a regular basis to improve relations and discuss issues of concern to AVTA both locally and in Sacramento. Staff will extend invitations to elected officials to familiarize them with AVTA capital projects, facility improvements, and program operations. • AVTA staff will disseminate AVTA news items as well as invitations to AVTA events to local representatives and their staff. • AVTA staff will participate in and attend the CTA Spring and Fall Legislative Conferences, and other state legislative events to promote relations with elected officials at the leadership and transportation committee levels. • AVTA staff will attend appropriate legislative events in the state.
Support legislation that:	<ul style="list-style-type: none"> • Enhances AVTA’s ability to deliver effective and efficient transportation services; • Increases funding for transit operations and capital; • Encourages transit-oriented development in California; and • Provides relief from excessive taxes.
Oppose legislation that:	<ul style="list-style-type: none"> • Inhibits AVTA’s ability to deliver effective and efficient transportation services; and • Diverts current funding or ignores the need for increased transit funding.

2023 FEDERAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
Ensure that federal and state policy decisions benefit AVTA operations and/or funding.	<ul style="list-style-type: none"> • Meet with AVTA’s House and Senate representatives to request support for specific capital programs as well as transit in general. • Coordinate with members of the AVTA Board to meet with federal representatives and/or key staff to improve relations and discuss issues of concern to AVTA both locally and in Washington D.C. • AVTA staff will actively participate in the Bus Coalition, American Public Transportation Association (APTA), Community Transportation Association of

	<p>America (CTAA), California Association of Community Transportation (CalACT) and California Transit Association (CTA) legislative committees to ensure AVTA's interests are represented at the federal and state level.</p> <ul style="list-style-type: none">• Support expanded funding opportunities for small operators.
Represent regional interests	<ul style="list-style-type: none">• Coordinate federal advocacy efforts with Los Angeles County, and the cities of Lancaster and Palmdale.• Participate in advocacy efforts through the Access Services, Antelope Valley Air Quality Management District (AVAQMD), Antelope Valley Edge, and North County Transportation Coalition (NCTC).
Support legislation that:	<ul style="list-style-type: none">• Enhances AVTA's ability to deliver efficient and effective transit service• Increases transit funding• Supports transit-oriented development• Allows maximum flexibility in the use of federal and state funding for both operating and capital purposes
Oppose legislation that:	<ul style="list-style-type: none">• Inhibits AVTA's ability to deliver effective and efficient transportation services.• Diverts current funding or ignores the need for increased transit funding.



DATE: January 24, 2023

TO: BOARD OF DIRECTORS

SUBJECT: FY 2022/2023 (FY 2023) Second Quarter Los Angeles County Sheriff's Department Report (October 1 through December 31, 2022)

RECOMMENDATION

That the Board of Directors receive and file the FY 2023 Second Quarter Los Angeles County Sheriff's Department Report for the period covering October 1 through December 31, 2022.

FISCAL IMPACT

No fiscal impact at this time.

DISCUSSION

Deputy Maselli and his K-9 partner Doc worked a total of 640 hours during the second quarter of FY 2023.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain if there were any concerns or problems to report, as well as anything that was reported from the previous day. On average, Deputy Maselli made contact with an estimated 25-30 buses/bus operators per day.

Deputy Maselli monitored various locations that had reported problems. These locations included: Sgt. Steve Owen Memorial Park (OMP), Lancaster Senior Center, 6th Street East & Palmdale Boulevard, Palmdale Transportation Center (PTC) and the Lancaster Metrolink Station.

Deputy Maselli and Doc conducted high visibility K-9 terrorism and explosives deterrence sweeps at the Antelope Valley Transit Authority (AVTA) office, AVTA transfer centers, on AVTA buses and at random bus stop locations throughout the Antelope Valley.

On October 19, 2022, Deputy Maselli responded to a Traffic Collision/Rescue Responding call involving AVTA bus 60913 route 1 N/B which resulted in two (2) injuries and one (1) transported to Antelope Valley Hospital

The following is a list of misdemeanors, infractions and arrest warrants included on citations issued from October 1 through December 31, 2022. All citations were issued at transit centers or at bus stops in the AVTA service area.

Citations	Oct 22	Nov 22	Dec 22
Suspended or Unlicensed Driver	0	0	0
Expired Registration	0	0	0
Registration Not in Vehicle	0	0	0
No Proof of Insurance	0	0	0
Drinking in Public (Bus Stops)	0	0	0
Failure to Have Both License Plates on Vehicle	0	0	0
Failure to Obey Posted Signs at Transit Centers	0	0	0
Impounded Vehicle	0	0	0
Outstanding Warrant Arrest	0	0	0
Driver License Not in Possession	0	0	0
Using Cell Phone/Texting While Operating Vehicle	0	0	0
Conducting Business Without License	0	0	0
No Smoking Allowed	0	0	0
Non-Aggravated Assault Arrest	0	0	0

During the month of October Deputy Maselli monitored regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents at OMP and PTC.

During the month of November Deputy Maselli monitored OMP and PTC regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents.

During the month of December Deputy Maselli monitored OMP and PTC regarding disobeying posted signs, smoking in prohibited areas, and traffic related incidents.

Prepared by:

Submitted by:

Kelly Miller
DBE/EEO Compliance Officer

Martin J. Tompkins
Executive Director/CEO



DATE: January 24, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Annual Review of AVTA Equal Employment Opportunity (EEO) Policy Statement, MV Transit EEO Plan and AV Transit Management (AVTM) EEO Policy Statement

RECOMMENDATION

That the Board of Directors review, update, and reaffirm the AVTA Equal Employment Opportunity (EEO) Policy Statement (Attachment A), the MV Transit EEO Plan (Attachment B) and the AVTM EEO Policy Statement (Attachment C).

FISCAL IMPACT

Annual review, update, or reaffirmation of this Policy is unlikely to result in any fiscal impact.

BACKGROUND

The Board of Directors approved AVTA's Equal Employment Opportunity (EEO) Policy Statement on July 25, 2017. The purpose of the Policy is to document and clearly communicate that AVTA will provide an equal employment opportunity for all persons and will prohibit discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

Additionally, AVTA's EEO Policy Statement and all contractors' EEO Plans and or Policies must be reviewed, updated and reaffirmed by the Board of Directors annually, within 30 days of the end of the calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of the Federal Transit Administration EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy may be directed to AVTA's EEO appointed Compliance Officer.

Prepared by:

Submitted by:

Kelly Miller
DBE/EEO Compliance Officer

Martin Tompkins
Executive Director/CEO

Attachments: A – AVTA's EEO Policy Statement
B – MV Transit EEO Plan & Policy Statement
C – AV Transit Management's EEO Policy Statement

	EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT	
	Policy Effective Date: January 24, 2023	Revised on: January 24, 2023
	Approved by: Board of Directors	
	Date Approved: July 25, 2017	Page 1 of 3

The Antelope Valley Transit Authority (AVTA) is an Equal Employment Opportunity (EEO) employer. It is the policy of the AVTA to provide equal employment opportunity for all persons and prohibits discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

AVTA recruits, hires, trains, and promotes employees without regard to race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including sexual harassment, pregnancy, childbirth or related medical conditions), age (40 and older), sexual orientation, gender identity, veteran status, genetic characteristics, or other legally protectable class as defined in Title VII of the California Fair Employment and Housing Act (“FEHA”), and any other applicable provisions of federal and/or state law. AVTA remains in compliance with the provisions of the Americans With Disabilities Act (ADA) and FEHA regarding persons with disabilities.

This policy applies to all employment practices and conditions, including recruitment and selection, promotions, terminations, transfers, layoffs, compensation decisions, discipline, separations, training, and benefits.

AVTA is committed to implementation of an affirmative action policy, which includes development of goals and timetables, which is designed to overcome the effects of past discrimination on minorities and women.

Executive oversight of AVTA’s EEO policy is the responsibility of the AVTA Executive Director/CEO. Oversight and implementation, which includes dissemination, understanding and enforcement of the EEO policy is the responsibility of the appointed EEO Compliance Officer. The appointed EEO Compliance Officer is responsible for updating AVTA’s EEO policies, monitoring compliance with the affirmative action plan, goals, providing training, and implementing programs that promote the AVTA’s policy of promoting diversity, equal employment opportunities and affirmative action.

All applicants for employment and employees have the right to file complaints alleging discrimination with AVTA’s EEO Compliance Officer. Any employee who contends that he/she has been subjected to unlawful discrimination, harassment or retaliation in violation of federal or state law, may use the internal complaint

procedure set forth in AVTA's Harassment-Free Workplace policy. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including dismissal from employment.

EMPLOYEE AND MANAGEMENT RESPONSIBILITIES

All AVTA directors, managers and supervisors with hiring authority share in the responsibility of ensuring agency compliance through understanding, communicating and active involvement in support of AVTA's EEO policies and affirmative action plans.

AVTA Managers and Supervisors will be evaluated on their actions taken to ensure successful implementation and compliance with the agency's EEO policy the same way as their performance on other agency's goals in accordance with FTA circular 4704.1, [Page III-2 a. (6)].

Successful achievement of AVTA's EEO policy goals will provide benefits to the recipient/sub-recipient/contractor through fuller utilization and development of previously underutilized human resources in accordance with FTA circular 4704.1, [Page III- 2 a. (7)].

AVTA is committed to maintaining an environment that values diversity in which all employees are free from illegal discrimination and harassment.

Nothing herein is intended to modify the at-will status of all employees of AVTA.

CONTRACTOR COMPLIANCE

The Federal Transit Administration (FTA) requires recipients to document their review of EEO Programs for sub-recipients or contractors that meet the EEO Program threshold. As per the FTA EEO Circular 4704.1A, AVTA must review and monitor sub-recipients or contractors' EEO programs and policies which verify that they contain these seven elements:

1. Statement of Policy;
2. Plan for dissemination both internally and externally;
3. Designation of appropriate personnel responsible for carrying out the EEO; Program, including the designation of an EEO Officer;
4. Utilization analysis;
5. Goals and timetables to correct identified areas of underutilization or concentration;
6. Assessment of an agency's employment practices; and
7. Plan for monitoring and reporting on the EEO Program.

ANNUAL REVIEW OF POLICY

This EEO Policy Statement and contractor’s EEO Plan will be reviewed, updated and reaffirmed by the Board of Directors annually. Per current operator contract, this review must be accomplished no later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of FTA EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy can be directed to AVTA’s EEO appointed Compliance Officer, as appointed by the AVTA Executive Director/CEO.

AVTA EEO Compliance Officer: Kelly Miller
Phone: (661)729-2203
Email: EEO.Officer@avta.com

Martin Tompkins – AVTA Executive Director/CEO

Date



MV Transportation

FTA/EEO-4 / Title VII

Program

Division: Lancaster, CA

Division 650

Plan Dates: Expire July 2026

Data Coverage Dates: June 2022-July 2022

Division Est: June 2022

FTA/EEO PLAN

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General Information

Contractor/Address:	MV Transportation, Inc. (Corporate) 2711 N. Haskell Ave #1500
Corporate City/State:	Dallas, Texas 75204
Chief Executive Officer:	Tom Egan
Equal Employment Compliance Manager:	Brandy S. Gaskin
Telephone Numbers	972-391-4600 (Corporate) 219-308-4859 (EEO Compliance Manager)

Objective

The objectives of the EEO Program are as follows:

To ensure that FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color, sexual or national origin.

To ensure that the level and quality of FTA-assisted transit services are sufficient to provide equal access and mobility for any person without regard to race, color, sexual or national origin.

To ensure that opportunities to participate in the transit planning and decision-making processes are provided to persons without regard to race, color, sexual or national origin.

To ensure that decisions on the location of transit services and facilities are made without regard to race, color, or national origin.

To ensure that corrective and remedial action is taken by all applicants and recipients of FTA assistance to prevent discriminatory treatment of any beneficiary based on race, color, or national origin.

These objectives are the basis for the implementation of FTA Title VII Program. The MV Transportation adopts the same objectives in the implementation of its EEO Program, which sets corporate policies to ensure compliance with Title VII.

Definitions

Applicants mean an eligible public entity or organization that submits an application for financial assistance under any FTA program.

Compliance refers to a condition in which FTA has found that the applicant, recipient, or sub recipient has met the requirements in this circular, and there is no indication or evidence of discrimination on the basis of race, color, or national origin.

Contractor means any entity or organization, which has entered into a contract relating to transit service delivery with an applicant, recipient, or sub recipient.

Covered Employment Practices refers to practices under federally assisted programs in which the primary objective of the Federal financial assistance is to provide employment or if those practices would result in discrimination on the basis of race, color, or national origin against beneficiaries of federally assisted services and benefits.

Discrimination refers to any intentional or unintentional act, or any failure to act, which has the effect of excluding or denying a person from participation in benefits, or has otherwise subjected a person to unequal treatment under any program or activity because of race, color, or national origin.

Minority or Minority Group Persons includes the following:

- a) (W) “White”, “which includes person having origins in any of the original people of Europe (non Hispanic or Latino)
- b) (B) “African Americans,” which includes persons having origins in any of the Black racial groups of Africa;
- c) (H/L) “Hispanic Americans,” which includes persons of Mexican, Latino, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
- d) (AI/AN) “Native Americans,” which includes persons who are American Indians, Eskimos and Aleuts.
- e) (NHOPI) “Native Hawaiian or Other Pacific Islander,” which includes person who are Native Hawaiians, Other Pacific Islander.
- f) (A) “Asian-Americans,” which includes persons whose origins are Japan, China, Korea, Vietnam, Laos, Cambodia, the Pacific, and Northern Marianas.
- g) (M) Male
- h) (F) Female

National Origin means the particular Nation where a person was born, or where the person’s parents or ancestors were born.

Primary Recipients means any recipient that is authorized or required to request Federal assistance on behalf of sub recipients and distributes such financial assistance to sub recipients for the purpose of carrying out a program.

Noncompliance refers to a condition in which FTA has found that the applicant, recipient, or sub recipient does not fully satisfy these requirements and has requested the applicants, recipient, or sub recipient to take remedial or corrective actions to achieve compliance; or has initiated an enforcement action against the applicant, recipient, or sub recipient.

Title VII Program means the system of requirements, procedures, actions and sanctions adopted by Federal, State, and local agencies and other applicants, recipients, and sub recipients which are deemed necessary and appropriate to comply with Title VII of the Civil Rights Act of 1964, and the implementing regulations issued by DOJ and DOT.

FTA Activity means any requirement of circular 4704.1A

Confidentiality/Privilege Statement

Copies of this EEO Program (Plan) and all related documents and support data are made available on loan to the Division's client(s) upon request and on the condition that the client(s) hold them totally confidential and not release copies to any persons whatsoever without prior written consent of MV Transportation, Inc. (MV). The EEO Plan and its supporting documents contain confidential information which may reveal directly or indirectly, the Company's business plans. MV considers this Plan, all portions thereof, and all supporting material to be its private and confidential property to be on loan to the government under specific conditions, and to be exempt from disclosure under federal and state Freedom of Information Acts on the ground, among others, that such material constitutes: 1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure under federal and state law; 2) confidential, commercial or financial information, which is exempt from disclosure under federal and state law; 3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure under federal and state law; and 4) matters specifically exempt from disclosure by statute. MV Transportation, Inc. further requests everyone who has any contact with this Plan or its supporting documents and other data treat such information as totally confidential and that such information not be released to any person whatsoever.

In the preparation of this EEO Plan, the terminology used in the applicable laws and regulations were used as a guide by MV Transportation, Inc. Therefore, the use of such terms as "underutilization," "deficiency," "problem areas," should not be construed as an admission by MV, in whole or in part, that any protected class has been or are presently being underutilized, concentrated, or discriminated against in any way in violation of federal, state or local fair employment practice laws. Further, nothing contained in the EEO Program or its supporting data should be construed as an admission by MV Transportation, Inc., in whole or in part, that it has contravened such federal, state or local employment laws. In developing and implementing this Plan, MV has been guided by its established policy of providing equal employment opportunity. Any goals that MV Transportation, Inc. has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this Plan. The use and/or effect of goals in this EEO Plan is not intended to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she or they are qualified on the grounds that he, she or they are not the beneficiaries of affirmative action themselves. Indeed, nothing herein is intended to sanction the discriminatory treatment of any person.

Statement of Policy

MV Transportation (MV) management and staff pledge their continued support to the Federal Transit Administration's (FTA) program on equal employment opportunity affecting employment practice, including but not limited to recruitment, advertisement, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation and treatment of employees. This process will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veterans status, or other protected class and terms and conditions as set forth under the requirement of circular 4704.1A.

MV is firmly committed to a policy of equal employment opportunity and will administer its personnel policies and conduct its employment practices in a manner that results in treatment based on merit, experience, and other work-related criteria, without regard to race, color, creed, religion, sex, national origin, age, disability or any other protected characteristic under relevant state and federal laws.

MV is committed to providing reasonable accommodations to applicants and employees due to disability, practice, or observation of their religious beliefs without undue hardship.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit) or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

I, Harry Wilson, Executive Chairman of MV Transportation, will maintain overall responsibility and accountability for MV's compliance with its EEO Policy and Program.

To ensure day-to-day management, including program preparation and monitoring, Brandy Gaskin, EEO Compliance Manager, has been delegated responsibility for developing and monitoring the equal employment opportunity program. Ms. Gaskin reports directly to the Executive Chairman; however, all executive, management, and supervisory personnel at every level are assigned specific tasks to ensure compliance is achieved. MV will evaluate its managers' and supervisors' performance on their successful implementation of the MV policies and procedures in the same way MV assesses their performance regarding other agency goals to ensure compliance. Ms. Brandy Gaskin can be contacted at 2711 N. Haskell Ave, Suite 1500 | Dallas, TX 75204, telephone (972) 391-4600; email: brandy.gaskin@mvtransit.com.

MV is committed to developing a written nondiscrimination program that sets forth the policies, practices, and procedures with goals and timetables. The agency is committed to making the EEO Program available for inspection by any employee or applicant upon inspection request.

MV encourages all employees to participate in all EEO Programs that promote professional growth and career advancement opportunities (e.g., development and career growth training, posted promotional opportunities, shadowing, mentoring). I am committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect and equitably under the guidelines of our EEO Policy and Program.



Harry Wilson, Executive Chairman

January 2023

Dissemination of Policy

MV Transportation, Inc. is aware of the importance of publicizing and the dissemination of the EEO policy statement by posting in a noticeable location, where employees, applicants, and potential applicants are aware of the agency's commitment to EEO. MV Transportation disseminates the EEO policy internally and externally.

Internal Dissemination

MV Transportation is committed to communicating the existence of the EEO policy and program to employees, applicants, and potential applicants by:

- Providing written communications from the Chief Executive Officer.
- Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency's policy statement on bulletin boards, near time clocks, in employees' breakrooms, and in the employment/personnel office.
- Including the EEO policy statement in the agency's personnel and operations manual, employee handbooks, reports, and manuals.
- Meeting with CEO, top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at a minimum semiannually to discuss the EEO Program and its implementation.
- Meeting with all employees and affinity groups to seek input on the program implementation.
- Conducting periodic EEO training for all employees and managers.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.

In addition to posting and publicizing the EEO policy statement, MV Transportation includes the policy statement in employee orientation materials and requires new employees to sign a form acknowledging they have read and understand the policy. MV Transportation maintains documentation that the EEO policy and program are distributed to employees and managers. This includes maintaining agendas, training records and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

External Dissemination

1. Recruitment Sources. MV currently partners with America's Job Exchange, which has specific exchanges for Veterans, Disability, Women and Minorities as well as networks with state unemployment agencies and community-based organizations. All advertisements seeking

applicants for employment will identify MV Transportation, Inc. as an is an “equal employment opportunity employer”.

2. When there is outreach or advertising with recruitment entities, MV will disseminate the EEO Policy to entities.
3. External Applicants. MV Transportation, Inc. will notify all applicants of the EEO policy. Application forms states MV Transportation is an “equal employment opportunity employer”. Notices to recruitment sources and all employment advertisements state this EEO policy.

Designation of Personnel Responsibility

Brandy Gaskin has been named the EEO Officer and reports directly to Tom Egan, Chief Executive Officer, for the purpose of achieving compliance with this plan. Assigned divisional personnel is responsible for EEO investigation for the division. Additional organizational information is included in the Organizational Chart. The EEO Officer has been charged with the following responsibilities:

1. The EEO Officer is responsible for developing and recommending an EEO policy, a written EEO program and developing an internal and external communication procedures (outlined in prior section);
2. Be sensitive to, and aware of, the varied ways in which discrimination occurred as be committed to the EEO program goals and objectives;
3. Have knowledge of civil rights precepts, policies, rules, regulations and guidelines;
4. The EEO Officer has the authority and ability to work and communicate with other Managers and Supervisors at all organizational levels to achieve EEO goals and objectives;
5. Assisting divisional management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;
6. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
7. Reporting semiannually to the Chief Executive Officer, Chief Operations Officer and regional Senior Vice Presidents on progress of each division in relation to goals;

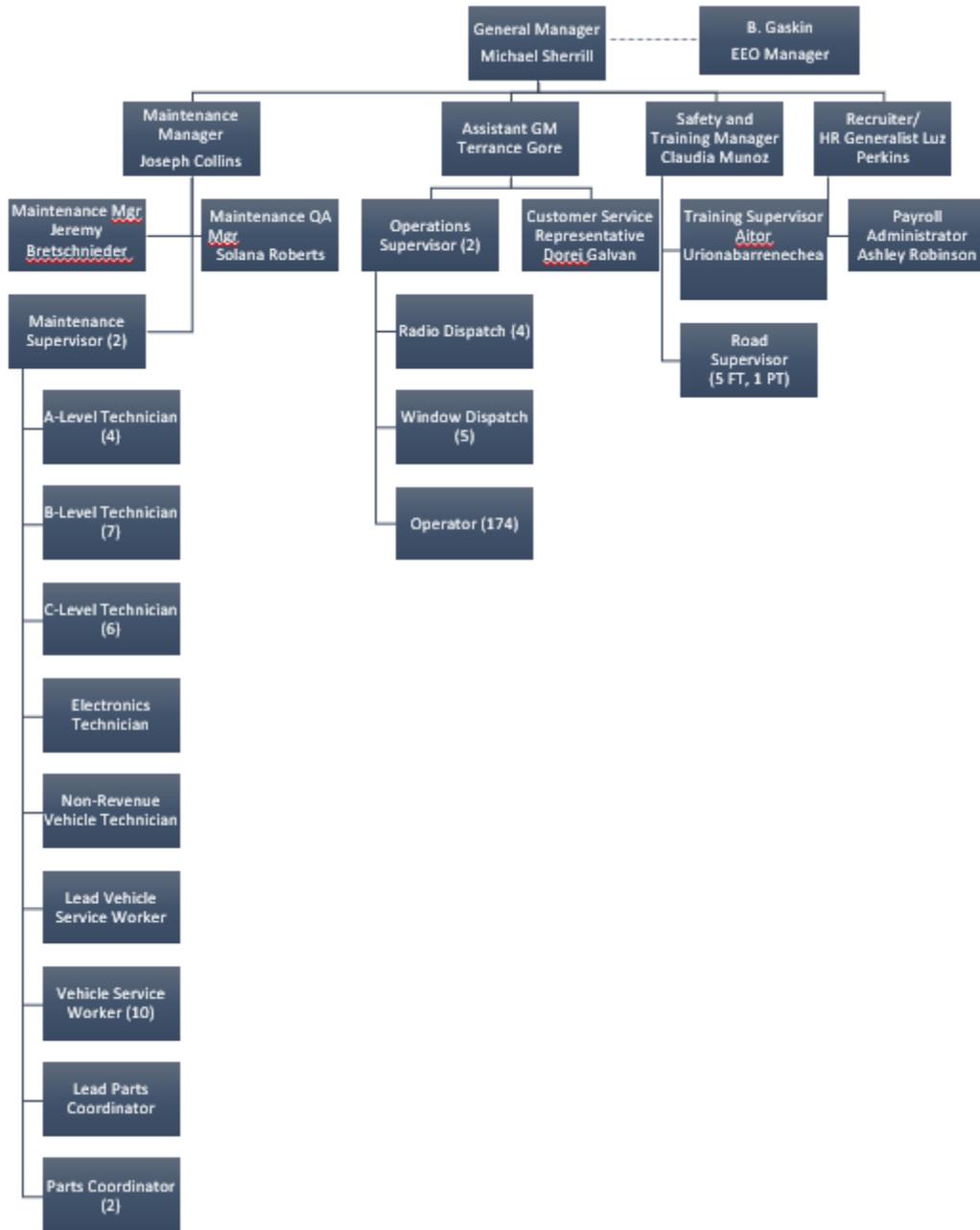
8. Maintain awareness of current EEO laws and regulations, and ensure the laws and regulation affecting nondiscrimination are disseminated to the responsible officials;
9. Serving as a liaison between MV Transportation, Inc., federal, state and local governments, regulatory agencies, minority, disabled and women's organizations, and other community groups;
10. Assuring that current legal information affecting affirmative action is disseminated to responsible officials;
11. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials;
12. In conjunction with the Director of Compensation, concurring in all hires and promotions;
13. Processing internal employment discrimination complaints (external discrimination complaints are handled by the Associate General Counsel);
14. Working with divisional managers and supervisors to ensure that MV EEO Policy is understood and adhered;
15. Develop and review EEO training programs for managers and employees, as well as partnering with the Director of Learning and Development to identify the most effective method of learning;
16. Present EEO program materials during employee orientation and training program;
17. Partnering with Human Resources to advise employees and applicants of available training programs, professional development opportunities and minimal entrance requirements;
18. Audit postings of the EEO policy statement to ensure compliance information is posted and up to date;
19. Partnering with Human Resources, Legal, and Labor leaders (where needed) to periodically review MV employment practices, reasonable accommodation policies, performance evaluations, complaint procedure, union agreements to ensure there is no disparate impact, and Open-Door policy to ensure effectiveness.

Although MV Transportation, Inc.'s EEO Officer has primary responsibility for implementing the company's EEO plan, carrying out EEO and affirmative action is an integral function of all officials, managers, and supervisors. Managers are required to carry out the following responsibilities as part of their job:

Assisting in identifying problem areas and working with the EEO Officer to establish recruiting and hiring goals and objectives;

1. Being actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs designed to promote EEO;
2. Assisting the EEO Officer by participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives:
3. The EEO Officer will assist the Managers with maintaining and updating the personnel database for generating reports required for the nondiscrimination program;
4. Holding regular discussions with other managers, supervisors, and employees to assure that MV Transportation, Inc.'s policies and procedures are being followed;
5. Reviewing the qualifications of all employees to assure that minorities, vets, disabled persons and women are given full opportunities for transfers, promotions, training, salary increases and other forms of compensation;
6. Participating in the review and/or investigation of complaints alleging discrimination; and
7. Encourage employee participation to support the advancement of the EEO Program (e.g. professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

Organization Chart



Current Utilization Analysis

A utilization analysis consists of a workforce analysis and an availability analysis. The purpose of the utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minority males and women in relation to their availability in the relevant labor market.

- Officials and Managers includes, but not limited to:

CEO
Vice Presidents
Directors
Counsel
Managers

- Administrative Support includes, but not limited to:

Reservationist
Dispatcher
Lead Dispatcher
Scheduler
Administrative Clerk
Scheduling Supervisor
Dispatch Supervisor

- Craft Workers includes, but not limited to:

Mechanics
Body Tech

- Service/Maintenance includes, but not limited to:

Drivers
Utility Worker
Bus Aides

The current workforce analysis, which may include the following position categories (Officials and Managers, Administrative Support, Skilled and Service/Maintenance): Any personnel increases is based on positional and demographical availability.

Job Category Use EEO-4	(\$XX,000- XX,000)	Total Workforce					Male							Female						
		All	VM	MM	VF	MF	W	AWAN	B	H/L	A	NHOPI	Multi	W	AWAN	B	H/L	A	NHOPI	Multi
1 - Officials & Administrators																				
Current Workforce		6	1	3	1	1	1		3					1				1		
Percent in Category	*Entry		16.7%	50.0%	16.7%	16.7%	16.7%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%
Percent of Availability							25.9%	0.0%	5.1%	0.0%	0.0%	0.0%	0.0%	6.2%	0.0%	0.0%	0.0%	8.8%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
2 - Professionals																				
Current Workforce		0	0	0	0	0	0													
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
3 - Technicians																				
Current Workforce		0	0	0	0	0	0													
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
4 - Protective Service																				
Current Workforce		0	0	0	0	0	0													
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				

5 - Paraprofessional																				
Current Workforce		0	0	0	0	0	0													
Percent in Category	*Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce		24	2	13	2	7	2		4	9			2		4	3				
Percent in Category	*Entry		8.3%	54.2%	8.3%	29.2%	8.3%	0.0%	16.7%	37.5%	0.0%	0.0%	8.3%	0.0%	16.7%	12.5%	0.0%	0.0%	0.0%	
Percent of Availability							11.7%	0.0%	3.5%	17.2%	0.0%	0.0%	20.8%	0.0%	6.6%	21.4%	0.0%	0.0%	0.0%	
Percent Underutilized													13%			9%				
Underutilized (Yes/No)								No	No	No	No	No	Yes	No	No	Yes	No	No	No	
Number Needed to Reach Parity													3			2				
Planned percent increase Year 1													3%			2%				
Planned percent increase Year 2													3%			2%				
Planned percent increase Year 3													3%			2%				
Planned percent increase Year 4													3%			2%				
7 - Skilled Craft																				
Current Workforce		14	2	11	0	1	2		1	10						1				
Percent in Category	*Entry		14.3%	78.6%	0%	7.1%	14.3%	0.0%	7.1%	71.4%	0.0%	0.0%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	
Percent of Availability							47.4%	0.0%	16.2%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10%	0.0%	0.0%	0.0%	
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
8 - Service-Maintenance																				
Current Workforce		172	8	81	7	76	8		43	38			7		62	14				
Percent in Category	*Entry		4.7%	47.1%	4.1%	44.2%	4.7%	0.0%	25.0%	22.1%	0.0%	0.0%	4.1%	0.0%	36.0%	8.1%	0.0%	0.0%		
Percent of Availability							7.2%	0.0%	16.2%	30.9%	0.0%	0.0%	2.8%	0.0%	17.9%	14.0%	0.0%	0.0%		
Percent Underutilized																				
Underutilized (Yes/No)								No	No	Yes	No	No	No	No	No	Yes	No	No	No	
Number Needed to Reach Parity										15						10				
Planned percent increase Year 1										2%						1%				
Planned percent increase Year 2										2%						1%				
Planned percent increase Year 3										2%						1%				
Planned percent increase Year 4										2%						1%				

Total Workforce Summary

Job Title	Period As Of: June 2022-July 2022																
	All Employees			EMPLOYEES													
				MALE							FEMALE						
	<u>Total</u>	<u>M</u>	<u>F</u>	W	B	HISP	AS	AIAN	NHOPI	MULTI	W	B	HISP	AS	AIAN	NHOPI	MULTI
Officials and Managers	6	4	2	1	3	0	0	0	0	0	1	0	1	0	0	0	0
Admin Support	24	15	9	2	4	9	0	0	0	0	2	4	3	0	0	0	0
Skilled	15	14	1	3	1	10	0	0	0	0	0	0	1	0	0	0	0
Service/Maintenance	182	93	89	9	45	39	0	0	0	0	7	68	14	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	227	126	101														

B - African American

AIAN - American Indian or Alaskan Native

AS - Asian

W-White

HISP - Hispanic

NHOPI - Native Hawaiian or Other Pacific Islander

Multi - Two or More Races

Goals and Timetable

1. Goals and timetables are an excellent management tool to assist in the optimum utilization of human resources. Specific and detailed percentage and numerical goals with timetables must be set to correct any underutilization of specific affected classes of persons identified in the utilization analysis. Usually, long-range goals will be designed to eliminate underutilization in job categories where it has been identified. Based on the utilization analysis, MV Transportation will establish goals and timetables designed to correct any identified deficiencies. The goals and timetables should be attainable, in terms of the analysis and the entire program of affirmative action, to remedy existing employment practices that may unjustifiably be contributing to underutilization. In establishing the size of goals and the length of the timetables, MV should consider results which can reasonably be expected from putting forth every good faith effort to make the overall affirmative action program work. If goals and timetables are not met, there is an obligation to justify this failure following MV annual evaluation of the EEO Program. The justification for failing to meet a goal(s) should address such factors as: whether the anticipated job openings materialized, the availability of persons whose employment could have resulted in the goal(s) being achieved, and the adequacy of recruitment and other affirmative actions to change existing employment practices so that the goal(s) could be achieved.
2. Long-range goals are usually stated as percentages, although numerical projections are recommended where feasible. Such goals should consider the fact that availability of traditionally underutilized or underemployed groups is not constant. Future projections should be taken into consideration. Generally, an EEO Program will be formulated with long-range goals to be attained within a period of 4 to 5 years.
3. Short-term or intermediate numerical goals should be set and pursued in order to assure accomplishment of long-range goals. Short-term goals represent the net increase in minority and/or women's employment in a particular job category within the next 12 months. Short-term goals should be stated, both as actual numbers and percentages, and should be based on anticipated job openings, job group availability, and the long-range goals set for minorities and/or women in the particular job category. Projections of vacancies should also be established in terms of a job progression chart in order to determine which vacancies can be filled immediately by underutilized persons and the possibilities of these persons being promoted into upper-level positions in terms of long-range goals.

4. Short-term or intermediate goals should be weighted and established so that they are likely to produce the greatest results. As an example, if MV has no members of a specific affected group in a particular job classification, initial short-term goals should be set higher to maximize the expectation of recruitment and selection from the affected group. On the other hand, if MV has a good representation of traditionally underutilized groups in the lower steps of the job progressions, and members of each affected group are moving into higher steps of the job progressions with regularity, a lower allocation of openings at the upper level may be adequate.

5. In developing goals and timetables to correct underutilization, MV should use the following guidelines:
 - a. Involve personnel staff and department managers in the process.
 - b. Set goals that are significant, measurable, and attainable.
 - c. Make goals with timetable specific for planned results.
 - d. Consider anticipated attrition, expansion, contraction (especially the impact on employment of projected contracting out and privatization/competitiveness activities), turnover in the work force, and availability of persons with required skills.
 - e. Consider effects of changes in existing employment practices that may contribute to underutilization in increasing availability of minorities and women.
 - f. Goals should not be rigid and inflexible but must be targets reasonably attainable by applying every good faith effort to make all aspects of the affirmative action program work.

Current Goals and Timetables

Current Goals

Race	Gender	Occupation Group	Year 1	Year 2	Year 3	Year 4
W	Female	Administrative Support	3.0%	3.0%	3.0%	3.0%
H	Female	Administrative Support	2.0%	2.0%	2.0%	2.0%
H	Male	Service-Maintenance	2.0%	2.0%	2.0%	2.0%
H	Female	Service-Maintenance	1.0%	1.0%	1.0%	1.0%

Current Goals

Administrative Support
Increase by 9% within 4-years.

White-Female

Administrative Support
Increase by 8% within 4-years

Hispanic-Female

Service-Maintenance
Increase by 8% within 4-years

Hispanic-Male

Service-Maintenance
Increase by 4% within 4-years

Hispanic-Female

Assessment of Employment Practices

As a part of its ongoing commitment to the EEO Program, MV conducts detailed assessments of current employment practices in order to identify those that create employment barriers or contribute to underutilization in an unjustifiable manner. The assessments detailed in this section are intended to evaluate the impact of MV employment practices in the areas of recruitment, selection, promotion, termination, transfer, layoff, disciplinary action, compensation and benefits, training, etc.

Recruitment and Selection

Recruitment Methods, Sources and Referral Procedures

MV Transportation advertises open position by posting them to CareerBuilder and with America's Job Exchange, which sends jobs to numerous organizations, including state employment agencies, which serve female, minority, veteran and disabled job seekers. Additionally, there is heavy volume of walk-in applicant traffic as well as employee referrals. MV Transportation will need to further analyze whether or not these methods are sufficient as they relate to reaching minority job seekers.

Recruitments are analyzed on a quarterly basis by assessing the demographic make-up of the division workforce to determine which job classifications are being underutilization. If there are any areas of concerns, the General Manager/Human Resource Department are notified of any deficiencies for corrective action. Follow-up analysis are conduct during the next review phase.

Application Procedures

MV utilizes a web-based online hiring system. This process serves a dual purpose of providing an electronic/online application for applicants and providing MV with an administration interface so that General Managers and other division supervisory staff can manage the application process. This application can be accessed from personal computer; however, applicants typically apply in-person at the division and complete the application on-site using the application kiosk. Assistance with the process is provided for those applicants that have little or no computer experience. For applicants requiring an accommodation to the application process due to a medical condition or disability, an accommodation can be requested. Screen shots of the application are attached as **Appendix C**.

Resume Screening

Unless an accommodation has been granted due to mental condition or disability, all applicants are required to complete MV online application unless an accommodation. Each application is reviewed for completeness, job history, job stability, experience and relevant experience and education. Incomplete or inaccurate applications may disqualify an individual from consideration for hire, although MV Transportation may make attempts to obtain and/or clarify any missing or questionable information.

Interview and Selection Process

Individuals whose employment applications indicate they may be qualified for a particular vacancy are given an interview. A list of standardized questions is used on applicants for consistency in the process. The purpose of the interview is to establish qualifications for the open position, to review and confirm the information on the application, and to complete any missing information.

Depending on the open position, an applicant may be interviewed by the General Manager, Operations Manager, Safety Manager and/or Maintenance Manager. At the close of the selection process, the hiring manager will consider all elements collectively, including, but not limited to knowledge, skills, abilities, experience, job history and stability and employment interviews. The final selection is made by the General Manager and the candidate deemed best qualified for the position will receive the job offer.

Depending on the requirements of the position, a candidate who is offered a position must also pass MV corporate qualifications standards, which may include a pre-employment drug test, clean driving record, physical, drug and alcohol testing, and/or background check.

MV Transportation verifies that a newly hired employee is either a U.S. Citizen or authorized to work in the United States.

For data regarding MV Application and Hiring practices, please refer to the Applicant and Hiring Activity tables below:

Applicant and Hiring Activity

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	5	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-
Total Hires	2	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-
Selection Rate	40.0%	N/A	N/A	N/A	N/A	N/A	40.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	26	-	4	-	-	-	9	-	13	-	-	-	-	-	-	-
Total Hires	9	-	1	-	-	-	3	-	5	-	-	-	-	-	-	-
Selection Rate	34.6%	N/A	25.0%	N/A	N/A	N/A	33.3%	N/A	38.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	65.0%	N/A	N/A	N/A	86.7%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	29	1	7	-	-	-	3	-	19	1	-	-	-	-	-	-
Total Hires	14	1	3	-	-	-	1	-	10	1	-	-	-	-	-	-
Selection Rate	48.3%	100.0%	42.9%	N/A	N/A	N/A	33.3%	N/A	52.6%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	48.3%	100.0%	42.9%	N/A	N/A	N/A	33.3%	N/A	52.6%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	87	83	9	14	-	-	49	56	29	13	-	-	-	-	-	-
Total Hires	42	48	3	6	-	-	24	37	15	5	-	-	-	-	-	-
Selection Rate	48.3%	57.8%	33.3%	42.9%	N/A	N/A	49.0%	66.1%	51.7%	38.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	83.5%	100.0%	50.5%	64.9%	N/A	N/A	74.1%	100.0%	78.3%	58.2%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Persons with Disabilities																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	31	2	8	-	-	-	16	2	7	-	-	-	-	-	-	-
Total Hires	17	2	4	-	-	-	10	2	3	-	-	-	-	-	-	-
Selection Rate	54.8%	100.0%	50.0%	N/A	N/A	N/A	62.5%	100.0%	42.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Training - Drivers

Drivers – All individuals who are hired into the Driver position must undergo MV standardized driver training program, which includes classroom training, behind-the-wheel training and cadet training.

For drivers, additional safety training is provided every two months and Behind-the-Wheel (BTW) training is done annually.

Driver Training Modules

Course Title	Length of Training	Date & Location of Training	Name of Instructor
Employee Handbook	60 minutes	On-site, first week of employment	Avatar Learning System
Whistleblower	30 minutes	On-site, first week of employment	Avatar Learning System
Harassment	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Introduction	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Sensitivity	60 minutes	On-site, first week of employment	Avatar Learning System

Training Module Descriptions

Employee Handbook – An overview of MV Handbook, which includes our EEO Policy, Harassment-Free Workplace Policy and Open-Door Policy.

Whistleblower – An introduction on the importance of making an internal complaint, what should be reported and who it should be reported to. This module also includes information on protection against retaliation for whistleblowers.

Harassment-Free Workplace – This training module discusses the importance of creating a respectful work environment that is free of unlawful harassment. It includes definitions and examples of different types of unlawful harassment, including discrimination and sexual harassment.

Introduction to ADA – This module provides an overview into key components of the ADA, its purpose, and its effect on the day-to-day operations of our business.

ADA – Sensitivity – This module informs employees on different cognitive and physical conditions so that drivers have a solid understanding and respect for our passengers conditions as well as how to properly handle them when acting as a representative of MV.

Training – Manager, Supervisors

Additional training for Managers and Supervisor is included below, along with a course summary.

Manager/Supervisor Training Modules

Type of Training	Frequency	Location	Name of Instructor
Harassment-Free Workplace	2 years	Online	Skillsoft
Code of Conduct/Ethics	2 years	Online	Skillsoft
Selection for Success – Interviewing, Selecting & Hiring	As needed	On-site	Regional HR Director
Selection for Success - Diversity & EEO	Annually	On-site	Regional HR Director
Selection for Success – ADA/ADAAA	Annually	On-site	Regional HR Director
GM Essentials	Once	Offsite	Sr. HR Director and Director of Learning and Development

Training Module Descriptions

Harassment-Free Workplace – This is an interactive, two-hour training module that provides an overview and examples of unlawful harassment, including discrimination, hostile work environment, sexual harassment, etc. It provides supervisors and managers with the tools they need to properly identify and address different forms of harassment while stressing the importance of creating a harassment-free workplace by leading by example.

Code of Conduct/Ethics – This is an interactive, two-hour training module that provides managers and supervisors with an understanding of MV Code of Conduct, including our obligation to obey the law, to avoid conflicts of interest and our goal to provide and maintain an ethical work environment while promoting a positive work environment.

Interviewing, Selecting and Hiring – This module provides an overview into legally protected characteristics and their effect on interviewing, selecting and hiring. This includes an overview into topics that cannot be discussed during job interviews and/or used as a basis for consideration in hiring.

Diversity and EEO – This module discuss the importance of valuing and respecting all people. It illustrates that the goal of diversity is to benefit from having a workforce that fully reflects the community we serve. This module also provides information on Affirmative Action and Equal Opportunity, which ensures that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability, or veteran status.

ADA/ADAA – This module provides an introduction into the ADA as well as valuable information on what you can and cannot ask applicants as well as what to do if an applicant requests a reasonable accommodation.

GM Essentials – This week-long, offsite, SME-lead training program is intended to provide General Managers with a solid foundational understanding of what is required in their role. This training covers various topics

across multiple functional areas, including: ethics, harassment, discrimination, ADA/ADAA accommodations etc., as well as the GM's role in responding to and/or properly reporting these items.

Training Log

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	e	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	4	2	1	1	-	-	3	-	-	1	-	-	-	-	-	-
Total Trained	4	2	1	1	-	-	3	-	-	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	15	9	2	2	-	-	4	4	9	3	-	-	-	-	-	-
Total Trained	15	9	2	2	-	-	4	4	9	3	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	14	1	3	-	-	-	1	-	10	1	-	-	-	-	-	-
Total Trained	14	1	3	-	-	-	1	-	10	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	93	89	9	7	-	-	45	68	39	14	-	-	-	-	-	-
Total Trained	93	89	9	7	-	-	45	68	39	14	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Promotional Practices

MV encourages its employees' career development, and in support of that effort, the Division promotes from within whenever possible. Interested employees must complete an application prior to deadline in order to be considered by the interview panel. The panel consists of the General Manager, Safety Manager, Operations Manager, Human Resources Manager (if applicable) and/or Maintenance Manager.

After the interviews are held, the supervisor department manager and General Manager make a final selection. Selection decisions are based on the following criteria: past performance, skill, ability, experience, attitude, efficiency, disciplinary record, attendance record, and length of service. If all applicants were otherwise considered equally qualified, seniority may be used as a basis for making a final selection.

For data regarding the Division's promotional practices, please refer to the Promotion/Demotion Log attached in the table below.

Promotional Chart

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Promotions	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	-
Selection Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Persons with Disabilities																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Demotion Chart

No Reportable During This Period

Compensation

The collective bargaining agreement sets forth initial wage rates and wage increases for covered employees. Initial compensation for all other positions is negotiated through MV corporate office, based on the prevailing bid model. Non-union employees may receive an annual wage increase based on an annual performance review.

Discipline and Termination

Work Rules are needed to ensure the safety and well-being of all employees. The purpose of Work Rules is not to punish employees, but rather it is intended to inform employees about MV expectations and provide a framework for coaching and counseling. MV reserves the right to skip steps in the disciplinary process whenever it determines that circumstances warrant. Work Rules are divided into two groups of offenses:

- Minor Violations are typically addressed in a four-step process, although the Company need not follow this sequence:
 - First Violation – Counseling session/verbal warning
 - Second Violation – Written warning
 - Third Violation – Final warning and/or unpaid suspension
 - Fourth Violation – Termination
- Major Violations will warrant disciplinary action up to a final warning and/or unpaid suspension.

The reasons that MV can terminate an employee for (but are not limited to) are for poor job performance, poor attendance, lack of a valid driver's license and/or proper medical certification (when required by the job), insubordination, violation of work rules/policies, drug and/or alcohol use in violation of MV Substance Abuse Program, dishonesty, fraud, or for inability to acquire necessary skills to perform the job. When appropriate, an employee may be demoted. Grievance procedures are described in the CBA should an employee decide to grieve his/her termination.

Involuntary Terminations

Note: All employees listed were in a temporary employment status.

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 Skilled Worker																
Total Workforce	3	-	3													
Total Involuntary Terminations	1	-	1													
Involuntary Termination Rate	33.3%	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																
Total Workforce	93	68	3				45	68	33							
Total Involuntary Terminations	4	6	1				2	6	1							
Involuntary Termination Rate	4.3%	8.8%	11.1%	N/A	N/A	N/A	4.4%	8.8%	2.6%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	48.7%	23.1%	N/A	N/A	N/A	57.7%	23.1%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Voluntary Terminations

No Reportable During This Period

Monitoring and Reporting Systems

A workforce analysis report showing the race, gender and job classification will be maintained by MV and provided on an annual basis to the Division's client(s), if so requested.

In order to properly assess the progress of the EEO program and to measure the extent to which these goals are met, the company has put together the following procedures:

An important part of any successful EEO program is the establishment of an effective and practical internal monitoring and reporting system. This system should facilitate an overall evaluation of key performance indicators of MV EEO plan, as well as provide a foundation for identifiable corrective action. As part of this EEO Program, MV will monitor records of personnel transactions at all levels to ensure that MV EEO Policy is carried out.

Analysis

1. In collaboration with Human Resources, evaluate quarterly updates of key EEO performance indicators.
2. Upon completion of collective bargaining process, the division submit a copy of the proposal to the EEO Compliance Manager for review and to ensure there is no disparate impact.
3. Upon completion of each division EEO plan updates, if there are any deficiencies, a Compliance Notification letter is issued to the division listing any workforce deficiencies. A Compliance Goal Report is also issued to the CEO bi-annually to review divisions with areas of concerns.
4. Recurring EEO teleconference are held with the Senior Human Resource Manager (when schedule permits), to discuss; employment activities, EEO deficiencies, and goals.
5. These indicators shall include a comparative trend analysis of 1) workforce analysis by race, gender and EEO job categories, 2) underutilization of EEO job categories, 3) internal complaints by protected characteristics, 4) external complaints by protected characteristics, and 5) analysis of other significant trends.
6. Monitoring records on applicants, new hires, terminations, and promotions by race and gender to ensure that all employees are treated in a fair and equitable manner.
7. Reviewing divisional goals with senior management staff. Quarterly updates will be shared with the appropriate leadership at the regional and corporate levels, including (but not necessarily limited

to) the regional Senior Vice President, the regional Area Vice President, the regional Director of Human Resources, the regional Recruiting Manager and the Corporate Sr. Director of Human Resources. Additionally, the office of the EEO Officer shall ensure that divisional staff are accountable for utilization report information as well as their recruitment efforts.

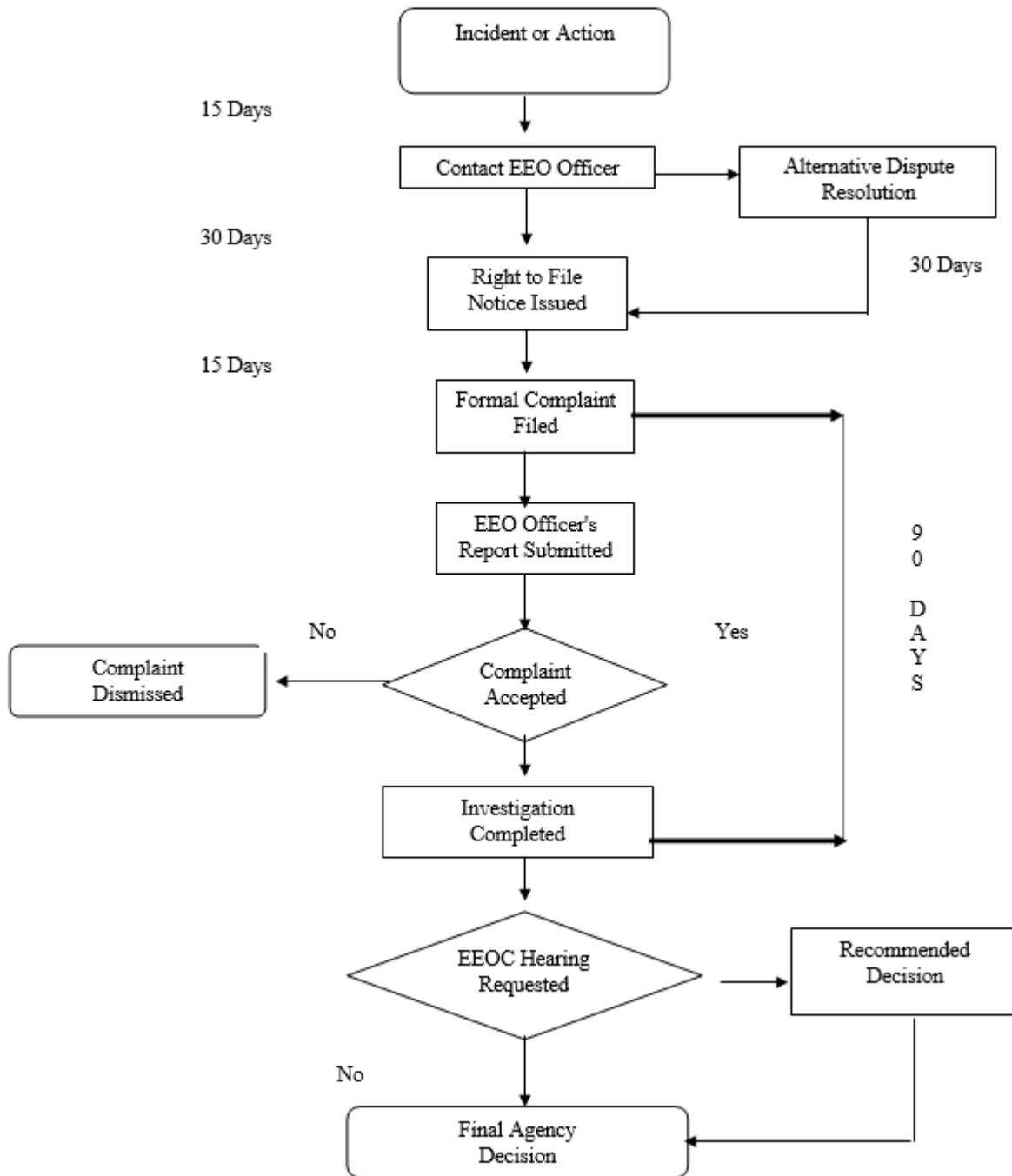
8. The office of the EEO Officer shall partner with the regional Human Resources Director and the regional Recruiting Manager to ensure that the hiring manager has reviewed the underutilization report(s) prior to receiving final approval to proceed with interviews for vacant positions.
9. A year-end analysis review shall be conducted to assist in the establishment of EEO goals and objectives for the succeeding year.

Reporting

The EEO Officer will be responsible for reporting areas of deficiency to the Division during a formal quarterly review. Underutilization that is identified will be addressed via a joint effort between the EEO Officer, the Corporate Recruiter and divisional management in an effort to identify appropriate corrective action(s) and recruiting strategies.

The EEO Officer is also responsible for chairing a quarterly meeting with senior leadership to provide a Company-wide review of current or newly identified deficiencies, as well as proving updates and action plans on previously identified deficiencies.

How to File Complaint Process



Abbreviations:

ADR-Alternative Dispute Resolution

EEOC-Equal Employment Opportunity Commissioners

Investigation Process

When a complaint is received, the allegations will be investigated promptly in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation may include review of document, interviews, assessment of evidence and other actions relevant to the circumstance of each case.

In determining whether alleged conduct constitutes an EEO violation, consideration shall be given to facts and circumstances, including the context in which the alleged incident occurred.

If it is determined that a violation has occurred, action to eliminate the offending conduct will be taken promptly. When appropriate, disciplinary action will be taken against the employee up to and including dismissal.

Filing a Formal Complaint

- Complaints may also be filed in person, by telephone or on a statement form.
- Anonymous letters will also be investigated to the extent possible.
- When contacted, complainants should be able to provide corroborating information to support the allegation. For example, names of witnesses, letters, memos, dates and times the incident took place.
- Complainants will be given information on external enforcement agencies (i.e., the EEOC, the Commission on Human Relations).

Timeliness

- A complainant is to report the incident as soon as possible.
- The FTA and EEOC may have their own deadlines to file complaints. Employees and applicants for employment may contact either or all offices for additional information regarding their requirements.
- **Disciplinary Action** If it is determined that an MV employee engaged in any activity involving a violation to a departmental policy or inappropriate conduct, disciplinary action will be taken as appropriate, up to and including dismissal. Employees will not be disciplined or otherwise retaliated against for reporting in good faith what he or she believes to be a possible violation of MV's EEO policies, even if he or she is not sure a violation has occurred. However, any employee who is in receipt of a complaint or has knowledge of a potential violation and fails to take action by reporting the matter may be subject to disciplinary action up to and including dismissal.

- Posting All policies relevant to Equal Employment Opportunity are to be posted on bulletin boards, in the Human Resources Division and in areas where employees normally congregate.

External Factors

In addition to job availability, ethnic availability also is factor in maintaining an EEO compliance. An analysis of the division demographic is reviewed to determine if there is an underutilization. The data is used to develop a strategies and goals to maintain compliance.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require for the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

EEO Complaint Capturing

MV has several ways of capturing EEO complaints:

- MV maintains a toll-free 800 “Employee Relations Hotline.” The Hotline number is prominently posted at all divisions in break rooms and general area. In addition to divisional postings, the Hotline is described in MV Employee Handbook, which is distributed to all employees when they are hired. All calls to the Hotline are routed to a confidential mailbox, which is checked one to two times per day by MV Directors of Human Resources and Labor Relations. All complaints are assigned to the appropriate regional Director of Human Resources and Labor Relations and promptly investigated;
- Employees who call the main switchboard with complaints of this nature are immediately routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation;
- All complaints of this nature received via mail or fax are immediately re-routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation; and
- In the event that an employee files an EEO complaint with divisional supervisory/managerial staff, managers are instructed to immediately report it to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

EEO Complaints – Investigations

All EEO complaints are thoroughly and promptly investigated promptly by the HR Department. The division has one (1) regional Director of Human Resources and Labor Relations assigned to it, but all investigations are done with the assistance and under the supervision of the EEO Officer, the Senior Director of Human Resources and Labor Relations, and under the direction of MV Transportation's Associate General Counsel.

1. Following the receipt of a complaint, the Director of Human Resources and Labor Relations will meet with the complainant to ensure that the charges are accurately stated and fully understood. During this initial conference, the basis of the complaint shall be clearly defined.
2. The Directors of Human Resources and Labor Relations will conduct a thorough investigation in consultation with the Sr. Director of Human Resources and Labor Relations, the EEO Officer, and Associate General Counsel.
3. The investigation will include interviews with all parties named by the complainant as witness or the employee(s) wholly or partially responsible for the alleged discriminatory act(s). The investigation process will also include a review/analysis of relevant personnel records.
4. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
5. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.
6. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment on the basis of protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.
 - b. If it is determined that the alleged discriminatory act(s) occurred, the General Manager will make a determination as to what remedial action(s), if any, will be made to address the issues brought forth in the complaint.

EEO Complaints – Disciplinary Action

If specific violations are identified, a determination should be made into whether counseling or disciplinary action is appropriate.

- **Informal Counseling** – an informal counseling is the conversation between a supervisor and a subordinate in an attempt to correct a work-related behavioral problem. These are generally unwritten. During this conversation, the supervisor must identify it as such to the employee. The supervisor is expected to assist the employee by identifying, specifically, the incident that led to the informal counseling. The supervisor must communicate why the behavior is unacceptable and what is expected of the employee in the future. The supervisor must also communicate that unless immediate and sustained improvement is demonstrated, appropriate disciplinary action may be pursued. Union representation may be requested (if applicable).

Because informal counseling is verbal and not always witnessed, supervisor need to keep notes and documents memorializing that the conversation took place.

- **Formal Counseling** – A formal counseling is a written document which requires that the supervisor record and identify the conduct required, the actions that led to the counseling, expectations and, if appropriate, a timeline for improvement. The supervisor must communicate that additional disciplinary action may be pursued if immediate and sustained improvement is no demonstrated.

In the event that the employee refuses to sign written warning, the supervisor must note that the “employee refused to sign” and a witness (another member of management) must sign confirming the refusal.

EEO Complaints – Case Tracking

All investigations are monitored and tracked using iSight, MV case tracking software. Once a complaint is made, the Director of Human Resources and Labor Relations logs the case into iSight. In addition to providing basic database functionality, iSight also allows the Directors of Human Resources and Labor Relations to manage their case loads in a number of ways:

- Allows the Directors, Sr. Director and EEO Officer to run comprehensive reports (scheduled or as-needed) to review case activity a number of ways, including, but not limited to, by Director, by region, by division, by case type, or by any other number of factors.
- Allows the Directors to create reminders for follow-up investigative items, such as phone calls, letters, interviews, etc.
- Allows evidentiary items, documents and exhibits associated with the investigation to be electronically attached to the case and be kept as a part of the case file.
- Allows for the storage of standard templates for response letters to allow for consistent communication with witnesses, complainants and respondents. The system also has the ability to track the communication if it was emailed from within the system.
- Maintains a complete audit trail of any user who has logged into the system, accessed/viewed a case, added information, etc.

EEO Monitoring/Reporting Meetings

The EEO Officer communicates with the CEO, Sr. Management and General Managers on a semi-annual basis (if not more). The purpose of the meetings is to provide company-wide EEO updates, discuss EEO complaints and investigation status and on-going processes, provide training and informational documents, communicate EEO briefing, review effectiveness of the EEO efforts.

Date	Name/Title	Topic
6/2/2022	Tom Egan/CEO	Company-wide EEO-1 Report
8/19/2021	Tom Egan/CEO	1) Company-wide EEO-1 Report 2) EEO Training
4/6/2021	Tom Egan/CEO	EEO Presentation and Diversity Training
11/17/2020	Tom Egan/CEO	EEO Presentation Compliance Report
11/12/2020	Tom Egan/CEO	EEO Presentation Compliance Report
9/29/2020	Tom Egan/CEO	EEO Presentation Compliance Report
9/29/2020	All Managers/Supervisor	Annual EEO Presentation
2/12/2020	All Managers/Supervisors	Annual EEO Presentation
11/7/2019	All Managers/Supervisors	Annual EEO Presentation
		<i>Purpose:</i> An annual presentation to keep managers and supervisors abreast of the EEO rules, regulations and processes.
10/31/2019	Current CEO EVP & CHRO SHRM	EEO Overview: Roles and Responsibilities

Monitoring of Subcontractors

The office of the EEO Officer shall be responsible for developing guidance, policies and procedures to comply to the objectives of this program, including ensuring that subcontractors working with MV Transportation on federally funded projects and contracts comply with all applicable laws and regulations governing equal employment opportunities. Such actions include but are not limited to requiring EEO plan submissions from subcontractors on an ongoing basis, reviewing and monitoring subcontractor performance and compliance as they apply to EEO requirements, and conducting site visits and interviews where appropriate to review documentation and identify areas where training may be required.

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- Allows the Directors, Sr. Director and EEO Officer to run comprehensive reports (scheduled or as needed) to review case activity several ways, including, but not limited to, by Director, by region, by division, by case type, or by any other number of factors.
- Allows the Directors to create reminders for follow-up investigative items, such as phone calls, letters, interviews, etc.
- Allows evidentiary items, documents and exhibits associated with the investigation to be electronically attached to the case and be kept as a part of the case file.
- Allows for the storage of standard templates for response letters to allow for consistent communication with witnesses, complainants and respondents. The system also can track the communication if it was emailed from within the system.
- Maintains a complete audit trail of any user who has logged into the system, accessed/viewed a case, added information, etc.

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EEO Complaints

MV Transportation encourages applicants and employees to seek advice, assistance and help with any complaint they feel may involve issues of discrimination or harassment based on race, color, religious creed, national origin, ancestry, sex, age, physical or mental disability, or genetic information, consistent with Federal and State laws. Any person who believes that he or she has been subjected to discrimination or harassment based on any of the above may file an internal complaint with MV Transportation and/or file an external complaint with State or Federal agencies.

Information is held in confidence to the extent possible unless disclosure is otherwise required by law. Retaliatory action of any kind, taken by an employee of MV Transportation against any witness or any other employee as a result of filing a complaint, is strictly prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require for the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

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- If an employee files an EEO complaint with divisional supervisory/managerial staff, managers are instructed to immediately report it to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

EEO Complaints – Investigations

All EEO complaints are thoroughly and promptly investigated promptly by the HR Department. The division has one (1) regional Director of Human Resources and Labor Relations assigned to it, but all investigations are done with the assistance and under the supervision of the EEO Officer, the Senior Director of Human Resources and Labor Relations, and under the direction of MV Transportation’s Associate General Counsel.

7. Following the receipt of a complaint, the Director of Human Resources and Labor Relations will meet with the complainant to ensure that the charges are accurately stated and fully understood. During this initial conference, the basis of the complaint shall be clearly defined.
8. The Directors of Human Resources and Labor Relations will conduct a thorough investigation in consultation with the Sr. Director of Human Resources and Labor Relations, the EEO Officer, and Associate General Counsel.

9. The investigation will include interviews with all parties named by the complainant as witness or the employee(s) wholly or partially responsible for the alleged discriminatory act(s). The investigation process will also include a review/analysis of relevant personnel records.
10. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
11. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.
12. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment based on protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.
 - b. If it is determined that the alleged discriminatory act(s) occurred, the General Manager will decide as to what remedial action(s), if any, will be made to address the issues brought forth in the complaint.

EEO Complaints – Disciplinary Action

If specific violations are identified, a determination should be made into whether counseling or disciplinary action is appropriate.

- **Informal Counseling** – an informal counseling is the conversation between a supervisor and a subordinate to correct a work-related behavioral problem. These are generally unwritten. During this conversation, the supervisor must identify it as such to the employee. The supervisor is expected to assist the employee by identifying, specifically, the incident that led to the informal counseling. The supervisor must communicate why the behavior is unacceptable and what is expected of the employee in the future. The supervisor must also communicate that unless immediate and sustained improvement is demonstrated, appropriate disciplinary action may be pursued. Union representation may be requested (if applicable).

ADA and Reasonable Accommodation

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of MV Transportation to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

MV Transportation will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to MV Transportation. Contact HR with any questions or requests for accommodation.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Interactive Process

When a request is made for a reasonable accommodation, the following steps will take place:

1. The division manager or HR representative will send the written request and any medical documents supporting the extension to the corporate LOA supervisor.
2. The LOA supervisor will review all documents and:
 - a. Set up a meeting with the division, LOA department, HR and the employee
 - b. Send out the 1st interactive letter to the employee informing them of the meeting. In the letter there will be a medical questionnaire for the employee physician to complete
 - c. The employee is notified that they must participate in the interactive process
 - d. During the meeting there will be an open discussion on how to reasonably accommodate the employee

If a reasonable accommodation is available, the LOA Supervisor will send a letter to both the employee and division with information and confirmation on the accommodation.

If no reasonable accommodation is available, the LOA Supervisor will send a letter summarizing the meeting along with the date the employee will be terminated.

If the employee does not submit the requested written documentation to MV Transportation and/or does not attend the interactive meeting, then a second interactive request will be sent to the employee. If there is still no response, then MV will submit a third and final interactive request to the employee.

If the employee is unresponsive to all three interactive requests, then a letter will be sent to the employee informing them they have been terminated for lack of participation.

If the employee is covered under the CBA (collective bargaining agreement) we must review the leave language if applicable

APPENDIX A – EEO Policy

MV employment policy is to provide equal opportunity to all persons. In furtherance of this policy, employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, creed, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identification, or any other characteristic protected by law. This policy statement governs all aspects of employment including but not limited to recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

MV prohibits retaliation against applicants or associates who file discrimination charges with federal, state or local fair employment practice agencies, participate in investigations of such charges, or oppose unlawful employment practices.

MV Equal Opportunity Policy is an essential part of the Company's overall commitment to attract, hire and develop a strong, talented and diverse work force. MV will make every effort to reasonably accommodate qualified applicants or employees with disabilities based on the essential functions of the job, as well as the sincerely held beliefs of applicants or employees, provided such accommodation does not result in undue hardship to MV. Any requests for reasonable accommodation should be submitted to your supervisor.

If you need additional assistance, please contact the Human Resources Department via the Open Door Hotline, at 877-687-2338.

APPENDIX B – Open Door Policy

As a MV employee, you've joined an organization that places high value on customer service. That same high value is placed on employees. You will find your supervisor values you as an employee and is there to help guide and assist you in performing your role.

We challenge ourselves to take the initiative and be part of the solution. Anytime you have a suggestion or idea to make things better or a concern about the way things are done, discuss it with your supervisor or any member of management. Your input is a valuable part of our success.

We are committed to addressing workplace concerns and issues important to you. If a situation arises with your job, another employee, or customer that makes you uncomfortable, MV asks that you immediately bring it to our attention. You can discuss the situation with your supervisor. If, for any reason, you do not want to discuss the situation with your supervisor or if you feel issues remain unresolved, you can contact another member of management or you can call our Open Door Hotline at 877-687-2338 or email at opendoor@mvtransit.com. You can also write to us at MV Transportation, 5910 N. Central Expressway, Suite 1145, Dallas, TX 75206. Address your letter to the Vice President of Human Resources. Please see our Open Door policy for more information.

You can be assured that such complaints will be investigated and that you will not be subject to any adverse action as a result of making a good faith complaint.

APPENDIX C – Sample Electronic Application

ManageHR : Hiring Application - Windows Internet Explorer provided by MV Transportation...

https://hrx.talx.com/WebM...

Personal Information

Use this form to ensure all of your personal information is correct. Fields that are labeled with **bold letters** are required. Information that you have provided to us already is pre-populated for your review and confirmation.

IMPORTANT NOTE: If your Social Security Number or Name is incorrect, please STOP now and notify the Human Resources Department.

This form is used to populate fields on subsequent forms. Once you have completed this form, you will not be permitted to change any of the information on this or any of the on boarding forms. Prior to pressing the Save button, please review the information to ensure it is correct.

Social Security Number	000-10-0527
First Name	Cristing
Middle Name	
Last Name	Testing
Street Address	360 Campus Lane
Apt	
City	Fairfield
State	CA
Zip code	94534
Telephone	(707) 863-8980
Email Address	
Date of Birth	1/1/1970
Gender	Female
Marital Status	
Driver License Number	V23443339
Driver License State	CA
Driver License Expiration Date	12/31/2011

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https://hrx.talx.com/WebM...

Driver License State	CA
Driver License Expiration Date	12/31/2011

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E-Signature

MV Transportation, Inc. has adopted an online hiring process that greatly reduces paperwork and the amount of time it takes to place someone on payroll. You will be asked to provide your signature electronically on the required forms and documents by placing your initials in a box where indicated.

By providing your signature below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.

By entering my initials in the 'My Initials' box below, I certify that the above information is true and correct and I agree to the conditions stated above.

Enter your initials to create your electronic signature.

My Initials: **Date:**

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https://hrx.talx.com/WebM...

Additional Information

Additional Information

1. Can you perform the essential functions of the position for which you are applying?
 YES NO

2. How did you hear about MV?
 Walk-In
Grand Rapids
 Employee Referral
 Job Fair
 Website
 Advertisement
 Other

3. If hired, can you provide proof of your legal right to work in the United States?
 YES NO

4. I am applying for:
 Full Time

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https://hrx.talx.com/WebM...

Past Address

Please list all of your residences for the past three (3) years if you have not been at your current residence for the past three (3) years. If you have been at your current residence for the past three (3) years, please click on **Save and Continue**.

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Relatives

If you have any relatives or know anyone currently employed by our company, please provide their name.

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Criminal History

Have you ever been convicted of a felony or any now pending? No

Have you ever been convicted of a misdemeanor or any now pending? No

Record of conviction does not necessarily disqualify you from employment consideration. Please provide dates and details of the felony convictions.

Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years? No

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Employment History

Complete this form for each of your previous employers during the last ten (10) years.

Do you have any previous employment? Yes

Please indicate the reason for no previous employment

Were you subject to Federal Motor Carrier Safety Regulations while employed? No

123 Employer

Name of Employer	123 Employer
Address	
Suite#	
City	Fairfield
State	CA
Zip code	
Phone	
Contact Person	Human Resources
May we contact now?	Yes
Start Date	2/2005
End Date	I am still employed
Last Position Held	Payroll Clerk
Ending Salary/Wage	\$13.00 Hourly
Duties	Filing, basic HR administrative duties
Reason For Leaving	Looking for career advancement

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Education

List names and locations of educational institutions attended. For checking your occupational background, state your degree or credentials received.

High School

School Name	Fairfield High School
City	Fairfield
State	CA
Years Completed	12
Graduated?	Yes

College/University

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Trade/Vocational School

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Other School

School Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

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State

State	
Graduated?	
# Years Attended	
Major	
Education Level	

List other skills (e.g., computer knowledge, language skills) or special training or business/civic organization affiliations related to the position you are seeking.

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Driving Experience Summary

Complete this form for each of your vehicle types.

Do you have any previous driving experience? Yes

No Employment History Reason

Bus

Vehicle Type (If van, bus, or school bus, indicate number of passengers.)	Bus
From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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Accident Record

Complete this form for any accidents you've had in the last three (3) years.

Have you had any accidents in the past three (3) years? Yes

No Employment History Reason

Personal vehicle

Type of Vehicle	Personal vehicle
Nature of Accident (head-on, rear-end, upset, etc.)	Rear-end collision
# of Injuries	0
# of Fatalities	0
Date	3/2009
Location	Corner of 5th and L Street in Fairfield

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Traffic Convictions

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https://hrx.talk.com/WebM... Google

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Traffic Convictions

Complete this form for each of your previous traffic convictions during the last three (3) years.

Do you have any Traffic Convictions and Forfeitures of Bond or Collateral for Past Three (3) Years other than parking violations? Yes

No Employment History Reason

Highway 80 through Cordelia Junction	
Location	Highway 80 through Cordelia Junction
Charge (if speeding, mph over limit)	Speeding, 25 MPH over limit
Penalty	Fine
Date	11/2008

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Authorization

I authorize investigation of all statements contained in this application for employment. I authorize a background investigation; and education institutions, law enforcement authorities, and any other organizations and individuals to release such information and documents as deemed appropriate or necessary by MV Transportation, Inc. I understand that falsifications, omissions, or misstatements of information may result in refusal to hire, or if hired, dismissal from employment. I certify that I, the undersigned applicant, have personally completed this application. I agree that MV Transportation, Inc., my previous employers, and all parties providing information shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsifying the statements and answers in the application. I understand that as a condition of employment, I will be required, prior to employment, to take and pass a controlled substances test. I understand that Company benefits and rules and regulations may be changed, modified, deleted, or added to by the Company at any time, at the Company's sole option and without prior notice. MV is an at-will employer, and I understand that my employment may be terminated at any time with or without cause and with or without notice either at my option or the option of the Company. No employee, agent or representative of MV Transportation, Inc. has authority to enter into a verbal agreement for employment for any specified period of time or to make any verbal representations contrary to the foregoing. I understand that if the position offered to me by the Company requires me to operate a vehicle; I must provide a valid driver's license at the time of my employment. I also authorize the Company to check Department of Motor Vehicle records to ensure that I am in compliance with Company policy. I understand that if I do not meet Company requirements, I may be subject to termination of employment.

BY INITIALING THE BOX BELOW, I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Your Initials: CT Date: 5/28/2010

Internet 100%

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Authorization

I authorize investigation of all statements contained in this application for employment. I authorize a background investigation; and education institutions, law enforcement authorities, and any other organizations and individuals to release such information and documents as deemed appropriate or necessary by MV Transportation, Inc. I understand that falsifications, omissions, or misstatements of information may result in refusal to hire, or if hired, dismissal from employment. I certify that I, the undersigned applicant, have personally completed this application. I agree that MV Transportation, Inc., my previous employers, and all parties providing information shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsifying the statements and answers in the application. I understand that as a condition of employment, I will be required, prior to employment, to take and pass a controlled substances test. I understand that Company benefits and rules and regulations may be changed, modified, deleted, or added to by the Company at any time, at the Company's sole option and without prior notice. MV is an at-will employer, and I understand that my employment may be terminated at any time with or without cause and with or without notice either at my option or the option of the Company. No employee, agent or representative of MV Transportation, Inc. has authority to enter into a verbal agreement for employment for any specified period of time or to make any verbal representations contrary to the foregoing. I understand that if the position offered to me by the Company requires me to operate a vehicle; I must provide a valid driver's license at the time of my employment. I also authorize the Company to check Department of Motor Vehicle records to ensure that I am in compliance with Company policy. I understand that if I do not meet Company requirements, I may be subject to termination of employment.

BY INITIALING THE BOX BELOW, I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Your Initials: CT Date: 5/28/2010

Internet 100%





DATE: January 24, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Resolution No. 2023-001, Authorizing the Executive Director/CEO and/or the Chief Financial Officer to Execute all Required Documents of the Los Angeles Metropolitan Transportation Authority (LACMTA) as Required for all Grant Funding Programs

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2023-001, a Resolution authorizing the Executive Director/CEO, and/or the Chief Financial Officer to execute all required documents of the Los Angeles Metropolitan Transportation Authority (LACMTA) as required for all grant funding programs.

FISCAL IMPACT

Adopting Resolution No. 2023-001 would authorize the Executive Director/CEO, and/or the Chief Financial Officer to sign, on behalf of AVTA and the Board of Directors, all required documents as it relates to Los Angeles Metropolitan Transportation Authority (LACMTA)'s grant programs.

BACKGROUND

AVTA can apply for discretionary grant funding administered through Los Angeles Metropolitan Transportation Authority (LACMTA). The AVTA Board is required to adopt Resolution No. 2023-001 in order to apply for and receive any discretionary grant awards and submit any associated reporting. The Resolution will certify that the Board authorizes the Executive Director/CEO and/or the Chief Financial Officer to execute all necessary documents related to this funding source.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Resolution No. 2023-001

RESOLUTION NO. 2023-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR THE CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE LOS ANGELES METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) AS REQUIRED FOR ALL GRANT FUNDING PROGRAMS

WHEREAS, the Los Angeles Metropolitan Transportation Authority (LACMTA) administers discretionary grant applications for transportation projects on behalf of federal and state funding agencies; and

WHEREAS, all contracts for financial assistance will impose certain obligations upon the applicant, including the provision by the contract of the project(s)' local share costs.

NOW THEREFORE, BE IT RESOLVED BY THE ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA):

1. That the Executive Director/CEO and/or the Chief Financial Officer are authorized to execute and file all applications on behalf of the AVTA with the Los Angeles Metropolitan Transportation Authority (LACMTA), to aid in the financing of all planning, capital, training, demonstration, and/or operating assistance projects.
2. That the Executive Director/CEO and/or the Chief Financial Officer are authorized to execute and file with such applications an assurance or any other document required by Los Angeles Metropolitan Transportation Authority (LACMTA) effectuating the purposes of the proposed projects.
3. That the Executive Director/CEO and/or the Chief Financial Officer are designated to furnish such additional information as the Los Angeles Metropolitan Transportation Authority (LACMTA) may require in connection with all applications.
4. That the Executive Director/CEO and/or the Chief Financial Officer are authorized to set forth and execute minority business enterprise (disadvantaged business enterprise and women's business enterprise) policies and procedures in connection with the procurement needs of all projects.
5. That the Executive Director/CEO and/or the Chief Financial Officer are authorized to execute all grant agreements on behalf of AVTA with the Los Angeles Metropolitan Transportation Authority (LACMTA) to aid in the financing of all grant awards.

6. Martin Tompkins, AVTA Executive Director/CEO, and/or Judy Vaccaro-Fry, the Chief Financial Officer, is hereby authorized to execute all grant applications on behalf of the Authority.

PASSED, APPROVED, AND ADOPTED this 24th day of January 2023, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Marvin Crist, Chairman
Antelope Valley Transit Authority

ATTEST:

APPROVED AS TO FORM:

Karen S. Darr, Clerk of the Board

Allison E. Burns, General Counsel



DATE: January 24, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Award Sole Respondent Contract #2023-14 to Universal Electronic Alarms, Inc. for Fire Alarm System Upgrade Project

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to execute Sole Respondent Contract #2023-14 with Universal Electronic Alarms, Inc, Lancaster, CA, for an alarm system upgrade project for an amount of \$212,632, plus applicable permit fees and sales tax.

FISCAL IMPACT

Sufficient grant funds have been included in the Fiscal Year 2022/2023 Budget to pay for this project.

BACKGROUND

Since Phase 1 construction was completed in 2003, AVTA has operated the same fire alarm system. The fire alarm system has been generating numerous false alarms. Staff rebuilt the fire panel a few years ago, hoping to resolve many false alarms sent to the Los Angeles County Fire Department, which worked for a short time. Since the rebuild, staff learned that our system is no longer repairable. Given the necessity for having an accurate, reliable, and upgradable fire alarm system, staff developed and circulated an Invitation to Bid (IFB) to replace the system.

AVTA released an IFB for the fire alarm system upgrade project on November 3, 2022. The awarded firm is to provide project management, supervision, scheduling, labor, materials, equipment, operating system (five-year maintenance agreement), freight, taxes, and applicable permits for this project. Prior to the issuance of the IFB, AVTA Board members and jurisdictional representatives were notified and asked to submit any recommendations for potential vendors. The solicitation documents were posted to AVTA's procurement website, and advertisements were placed in the Antelope Valley *Press* and the *Our Weekly Lancaster* newsletter. The local Chambers of Commerce and AV EDGE were also notified via their respective email lists. AVTA's

procurement system provided the solicitation documents to 103 registered firms, 11 from the Antelope Valley and an additional 92 firms from outside the Antelope Valley.

Staff conducted a mandatory pre-bid conference on November 16, 2022, with three (3) firms attending. Three (3) addenda were released prior to the bid closing. The bid opening was held on December 1, 2022. Of the 103 firms that received IFB notification, only one (1) firm submitted a bid. The sole respondent firm meets minimum requirements, and their respective bid amount are listed in the table below.

Firm	Location	Price
Universal Electronic Alarms, Inc	Lancaster, CA	\$212,632.00

Under AVTA's procurement policy requirements, an IFB must be awarded to the lowest responsive and responsible bidder.

Based on procurement policy requirements, the bid received was reviewed for requisite document submittal, and staff found the sole respondent bid, complete with pricing, to be fair and reasonable. Therefore, staff recommends that the Board approve a contract with Universal Electronic Alarms, Inc., of Lancaster, CA. The project is anticipated to take approximately 75 business days to complete from notice to proceed.

Prepared by:

Submitted by:

Lyle A. Block, CPPB
Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO



DATE: January 24, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Award Contract #2023-24 to SHI International Corp. for Network Switch and Wi-Fi Refresh

RECOMMENDATION

That the Board of Directors authorize the Executive Director/CEO to award Contract #2023-24 with SHI International Corp. Somerset, NJ, to purchase network switch and Wi-Fi refresh components for an amount not to exceed \$194,698.52, including applicable sales tax.

FISCAL IMPACT

Sufficient grant funds are included in the Fiscal Year 2023 Budget and future budgets to pay for this purchase.

BACKGROUND

The AVTA computer network equipment has reached the end of its useful purpose and must be replaced. The current Cisco and Hewlett Packard (HP) switch equipment, and the current Ruckus wireless Wi-Fi equipment met its useful life. The AVTA IT Department can no longer support the existing equipment due to the manufacturers no longer supporting or providing software updates or patches for these devices. In addition, the current legacy equipment lacks the basic security features required for current on-site Internet activities and user requirements. By upgrading this equipment, AVTA will again possess a fundamentally sound network, increasing data security and speed for our agency's critical systems. To this end, staff developed and circulated an Invitation to Bid.

AVTA released an Invitation to Bid (IFB) on November 25, 2022. The solicitation documents were placed in the *Antelope Valley Press* and *Our Weekly Lancaster*

newsletter. Before the issuance of the IFB, AVTA Board members and jurisdictional representatives were notified and asked to submit any recommendations for potential vendors. The local Chambers of Commerce were also notified via their respective newsletters and email lists. Four firms that could reasonably provide the components were notified via email with IFB solicitation documents.

One addendum was released prior to the bid closing. The bid opened on December 15, 2022, with three firms submitting a response. All three firms met minimum requirements, and their respective bid amounts are listed in the table below.

Firm	Location	Price
SHI International Corp	Somerset, NJ	\$194,698.52
BlueAlly Technology Solutions, LLC	Cary, NC	\$203,106.37
Dreadnought Endeavors, Inc.	Calabasas, CA	\$247,648.53

Under AVTA's procurement policy requirements, an IFB must be awarded to the lowest responsive and responsible bidder. Based on procurement policy requirements, the bid received was reviewed for requisite document submittal. Staff found the respondent's bid, complete with pricing, to be fair and reasonable. Therefore, staff recommends that the Board approve a contract with SHI International Corp.

Prepared by:

Submitted by:

Cecil R. Foust
Maintenance Compliance Manager

Martin J. Tompkins
Executive Director/CEO



DATE: January 24, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Fiscal Year 2022/2023 (FY 2023) Mid-Year Budget Review and Proposed Adjustments

RECOMMENDATIONS

That the Board of Directors approve the proposed FY 2023 Mid-Year Budget adjustments.

FISCAL IMPACT

Expenses	Original Budget	Net Adjustment	Revised Budget
Capital Outlay	\$ 155,446	\$ -	\$ 155,446
General & Admin	\$ 1,496,930	\$ (50,500)	\$ 1,446,430
Other Operating Costs	\$ 1,926,160	\$ 38,500	\$ 1,964,660
Purchased Transportation	\$ 21,442,400	\$ 12,000	\$ 21,454,400
Salaries & Benefits	\$ 5,649,725	\$ -	\$ 5,649,725
Fuel	\$ 1,008,000	\$ -	\$ 1,008,000
E-Bus Electricity	\$ 1,446,000	\$ -	\$ 1,446,000
GRAND TOTAL	\$ 33,124,661	\$ -	\$ 33,124,661

BACKGROUND

Revenue Adjustments Explained:

- No major impacts to the originally anticipated revenue amounts at this time.

Expense Adjustments Explained:

- General & Administration: This category is seeing decreases in Legal Fees and increases in Development and Training resulting in a net decrease in costs.
- Other Operating Costs: The net increase is primarily due to higher than expected expenses for Wi-Fi as well as additional needs for fleet and facility maintenance.
- Purchased Transportation: The net increase in costs is due to higher than expected hours for AVTA's Non-Emergency Medical Transportation (NEMT) service.

FY 2023 Mid-Year Budget Review and Proposed Adjustments

January 24, 2023

Page 2

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO