

May 14, 2014



**OF SPECIAL NOTE** - In our continual effort to provide information to members timely and in a more concise manner, notices regarding items posted to the website are included in the e-Brief. Please don't forget to register for the website with your own username and password for access to the Members Only section.

To register for the CalTIP website ([www.caltiponline.org](http://www.caltiponline.org)), select the "Register" link on the upper right-hand side of the home page, select your entity from the dropdown box, and complete the requested fields. Please note anyone within your organization may sign-up for the website. *Important Note:* Your username and password for accessing Oasys-Net, the online vehicle database, remains the same and is still required for accessing that database.

### CalTIP Strategic Planning Session 2014

**Don't forget to mark your calendar!** The CalTIP Strategic Planning Session will be held on Thursday, August 7, 2014, at the Westin Sacramento. Please don't forget to register for the one-day event by June 30<sup>th</sup>. Click [here](#) to register. **For room reservations**, call the hotel directly at (916) 443-8400. The deadline for reservation is 5:00 p.m. on Monday, July 7<sup>th</sup>. Please refer to the email communication from Maria de Leon on May 2<sup>nd</sup> for further hotel information.

### Board and Committee News

**Congratulations!** At the CalTIP Spring Board of Directors' Meeting on April 10, 2014, the Board elected nine Board Members to serve on the CalTIP Oversight Committee. Of the nine, three were elected to the offices of the Board Chair, Vice Chair, and Treasurer. Subsequently, the Oversight Committee met on April 11, 2014, and elected eight Board Members to serve on the Finance & Administration and Member Services Committees. The new officers and committee members will serve a term of two years, from May 1, 2014, through April 30, 2016.

*Board Officers:* Chair: Charlie Anderson, Western Contra Costa Transit Authority; Vice Chair: Larry Pardi, City of Arcata; and Treasurer: Craig Fajnor, Riverside Transit Agency.

*Oversight Committee:* Charlie Anderson, Western Contra Costa Transit Authority; Craig Fajnor, Riverside Transit Agency; Larry Pardi, City of Arcata; Kent Gary, City of Folsom; Scott Graham, Omnitrans; Mindy Jackson, El Dorado County Transit Authority; Art Ida, City of Culver City; Steve Rosenberg, Gold Coast Transit; and Carl Sedoryk, Monterey-Salinas Transit District.

*Finance & Administration Committee:* Tania Arnold, San Luis Obispo Regional Transit Authority; Carl Hasty, Tahoe Transportation District; Donald J. Walker, Omnitrans; and Barbara Zoellner, Humboldt Transit Authority.

*Member Services Committee:* Scott Ousley, El Dorado County Transit Authority; Benjamin Newman, Monterey-Salinas Transit District; Geoff Straw, South County Area Transit; and Ken Brown, County of Placer.

For a complete roster of Board members and Committee members, please refer to "About CalTIP," "Board Members or Committees" section of the CalTIP website.

**Solicitation for Nominations to Fill Vacancies** – Be on the lookout for solicitation for nominations to fill vacancies on the Finance & Administration and Member Services Committees. The Oversight Committee will be conducting an election in July to fill the vacancies on both committees.

## Member Services

**Amendment to Brown Act** – Please make note of changes to the Brown Act relative to notices of teleconference locations and the recording of votes at a public entity meeting. These changes took effect on January 1, 2014, as follows:

Government Code Section 54953

- Under Section (b)(3), teleconference locations must be identified not only on the agenda but on the meeting notices as well, e.g., if notices are sent via email the locations must be included in the body of the email.
- Section (c)(2) has been added pursuant to SB 751. This section requires all votes and abstentions of each person present at a meeting to be publicly reported.

## Safety & Risk Control

At the April 10<sup>th</sup> Board Meeting, a new Risk Control Work Plan was approved for the 2014/15 program year. A customized, individual plan will be developed for each member with specific action items for each member, including completing a System Safety Program Plan (SSPP) Focused Assessment and/or Secret Rider Service if these services have not been provided previously. Members will be contacted by staff soon to develop their plan for 2014/15. If you have any questions, please contact Lee Sorenson, Risk Control Manager, at [lsorenson@bickmore.net](mailto:lsorenson@bickmore.net) or (800) 541-4591 extension 1168; or Terri Norris, Risk Control Manager, at [tnorris@bickmore.net](mailto:tnorris@bickmore.net) or extension 8515. Copies of the 2014/15 Risk Control Work Plan and the SSPP Focused Assessment Questionnaire are available in the "Members Only," "Safety & Risk Control" section of the CalTIP website, [www.caltiponline.org](http://www.caltiponline.org).

## Member Resources and Informational Reports Posted to Website

**Accident Report Packets** – To order accident report packets for your entity, please contact Cyndi Noel, York Risk Services Group, at [Cynthia.noel@yorkrsg.com](mailto:Cynthia.noel@yorkrsg.com) or (916) 960-0916. Each packet includes an Occurrence Report Form, Courtesy Cards, and pencils.

**Claim Form** – A new claim form was created by York Risk Services Group, CalTIP's third-party claims administrator, specifically for the use of CalTIP members to ensure consistency in the claims information being collected from the members. The new claim form is available for download in the "Members Only," "Forms" section of the CalTIP website, [www.caltiponline.org](http://www.caltiponline.org). The claim form may be customized to include each member entity's respective logos and information.

**The Quarterly Budget Expenditure Report** as of April 30, 2014, has been posted to the CalTIP website under "Members Only," "Financials and Budgets." This report provides up-to-date information regarding expenditures as compared to the fiscal year's budget.

**EPLI Helpline** is an employment law-focused resource available to CalTIP members. A quarterly newsletter is issued which may be accessed by logging into the website and visiting the "Members Only," "Miscellaneous Documents" section.

## Watch Your Email For...

- CalTIP Study Session 2014 Location Survey – May/June 2014
- CalTIP Solicitation for Nominations to fill vacancies on the Finance & Administration and Member Services Committees – June 2014
- CalTIP Vendor and Bickmore Performance Evaluation Survey – June 2014
- CalTIP Rate Offset Reserve Fund Notification – June 2014
- CalTIP Member Invoices for 2014/15 Program Year – July 2014

## CalTIP Meetings

As a reminder, visit the "[Events](#)" section of the CalTIP website for a schedule of upcoming CalTIP meetings. Outlook Calendar invitations will be sent to committee members for their respective committee meetings.

## Questions or Comments?

Please email your comments, suggestions, or inquiries regarding the contents of the e-Brief to [memberservices@caltiponline.org](mailto:memberservices@caltiponline.org).