

# access

**BOARD OF DIRECTORS MEETING**  
**Monday, April 13, 2020**  
**General Session: 12:00 p.m.**  
**Closed Session: Immediately Following**

**Council Conference Room, 3rd Floor**  
**3449 Santa Anita Avenue**  
**El Monte CA 91731**  
**\*Please see note below**

## ***MISSION STATEMENT***

***Access Services promotes access to all modes of transportation and provides quality and safe ADA paratransit service on behalf of public transit agencies in Los Angeles County.***

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	<u>DISPOSITION</u>
1. <b>CALL TO ORDER</b>	ACTION
2. <b>REVIEW &amp; APPROVAL OF MINUTES FROM THE BOARD MEETING ON FEBRUARY 10, 2020</b> (page 5) [Staff Recommendation: Approve minutes as written.]	ACTION [Vote Required: majority of quorum by roll call]
3. <b>REVIEW &amp; APPROVAL OF MINUTES FROM THE BOARD MEETING ON MARCH 23, 2020</b> (page 17) [Staff Recommendation: Approve minutes as written.]	ACTION [Vote Required: majority of quorum by roll call]
4. <b>GENERAL PUBLIC COMMENT</b>	INFORMATION

5. **CONSENT CALENDAR**

ACTION

- a) Consideration to Approve Revised 2020 Board of Directors Meeting Calendar (page 21)

[Vote Required: majority of quorum by roll call]

[Staff Recommendation: Review and approve the proposed changes to the 2020 Board of Directors meeting calendar.]

**Items reviewed and approved by the Performance Monitoring Committee:**

- b) Consideration to Award a Contract for Insurance Third Party Administrator Services (page 24)

[Staff Recommendation: Authorize the award of a contract to CorVel Enterprise Comp, Inc. (CorVel) for the period July 1, 2020 through June 30, 2023 in an amount not to exceed \$680,265.00 for the three year period.]

- c) Consideration to Award a Contract for Drug and Alcohol Consulting Services (AS-4125) (page 28)

[Staff Recommendation: Authorize the award of a consulting services contract to Delta Services Group, Inc. (Delta) for the period July 1, 2020 through June 30, 2025 in an amount not to exceed \$513,939.60 for the five year period.]

**Item reviewed and approved by the Planning and Development Committee:**

- d) Consideration to Approve Renewal of Employee Health and Benefit Contracts (page 33)

[Staff Recommendation: Approve the employee benefit insurance policies for the period of July 1, 2020 through June 30, 2021 at a cost not to exceed \$1,055,441.]

[Staff Recommendation: Approve Consent Calendar]

6. **SOUTHERN REGION RFP**

PRESENTATION

- |     |   |                                   |
|-----|---|-----------------------------------|
| 7.  | <b>FY 20 AND FY21 BUDGET UPDATES</b>  | PRESENTATION                      |
| 8.  | <b>UPCOMING BOARD ITEMS</b> (page 36)   | INFORMATION                       |
| 9.  | <b>EXECUTIVE DIRECTOR'S REPORT</b>  | INFORMATION                       |
| 10. | <b>BOARD MEMBER COMMUNICATION</b>   | INFORMATION                       |
| 11. | <b>NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA</b>                       | DISCUSSION/<br>POSSIBLE<br>ACTION |
| 12. | <b>PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS</b>                        | INFORMATION                       |
| 13. | <b>CLOSED SESSION:</b><br><i>A) Public Emergency (COVID-19), GC sec. 54957(a)</i> | DISCUSSION/<br>POSSIBLE<br>ACTION |
| 14. | <b>ADJOURNMENT</b>  | ACTION                            |

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services for communications. Primary consideration is given to the request of individuals with disabilities. However, the final decision belongs to Access Services. To help ensure the availability of any auxiliary aids and services you require, please make every effort to notify Access Services of your request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: Access Services Board meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the Board both initially and supplementally prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the Board members by staff or Board members at the meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board during a Board meeting: (1) before closed session regarding matters to be discussed in closed session, (2)

before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the Board is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a goldenrod Public Comment Form and submit it to the Secretary of the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the Board at a normal rate of speed may request an accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is at the discretion of the Chair. The Board of Directors will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board of Directors Meeting and the staff may respond to all public comments in writing prior to the next Board meeting.

Alternative accessible formats are available upon request.

**\*NOTE**

**NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES**

Pursuant to temporary revised Brown Act requirements, the Access Board of Directors will be participating via teleconference. The public may either 1) attend the meeting in person at the address listed above to listen in on the meeting and make public comment as appropriate or 2) submit a written comment on any item on the agenda through email by addressing it to [board@accessla.org](mailto:board@accessla.org). Please include your name, item number and comments in the email body. Comments must be submitted no later than 10:00 am on Monday April 13, 2020 so they can be read into the record as appropriate.



STATEMENT OF PROCEEDINGS FOR THE  
MEETING OF THE ACCESS SERVICES  
BOARD OF DIRECTORS

3449 Santa Anita Ave, 3rd Floor

El Monte, CA 91731

February 10, 2020

12:00 p.m.

1. **CALL TO ORDER**

Meeting was called to order by Chair Nason at 12:09 p.m.

**BOARD MEMBERS PRESENT REPRESENTING A QUORUM**

Present: Chair Dolores Nason, Vice Chair Martin Gombert, Treasurer Doran Barnes, Secretary Theresa De Vera, Directors Andrew Del Castillo, John Troost and Jonaura Wisdom. Ex-Officios: CAC Chair Dina Garcia and Legal Counsel Vince Ewing.

**BOARD MEMBER(S) EXCUSED FROM THE MEETING**

Not Present: Director Lee Burner, TPAC Chair Gracie Davis

2. **REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON JANUARY 13, 2020**

Recommendation: Approval of minutes as written.

**Motion made by Director Troost to approve the minutes, seconded by Director Barnes. Director Gibson and Treasurer De Vera abstained. Via Roll Call Vote, all were in favor, motion passed.**

**3. REPORT FROM EX-OFFICIO BOARD MEMBERS**

Community Advisory Committee Chair Dina Garcia announced that the CAC did not have a meeting in November and this report was for the meeting on January 14, 2020. Stephanie Rodriguez from ALTA was presented with the Jerry Walker Runner-up Award. Julia Keh from the LA County Registrar Recorder/County Clerk's Office gave a presentation on the new voting machines and explained how they worked and what changes would be made to the election process. Attendees were invited to test out the new machine. Director of Planning and Coordination Matthew Avancena announced that the Parents with Disabilities program was tabled at the Board of Directors December 2019 meeting and will be revisited at the February 2020 meeting. Director Avancena also announced that the Metro Conference Room would be available for the 2020 CAC Meetings. Member Hagen made a motion to stay at the Metro location for the proposed late afternoon time slot for the month of February unless another central location becomes available. The motion passed. Project Administrator Alex Chrisman presented the Operations Report for the month of December 2019.

**4. GENERAL PUBLIC COMMENT**

There were no general public comments.

**5. SUPERIOR SERVICE AWARD**

Project Administrator Faustino Salvador presented Dwayne Williams from Global Paratransit with the Superior Service Award.

**6. BOARD STANDING COMMITTEE ORIENTATION**

Recommendation: Approval of all items on the Consent Calendar.

CONSENT CALENDAR

- a) Consideration to Approve Revised 2020 Board of Directors Meeting Calendar
- b) Consideration to Extend Term and Increase Funds - Mail and Fulfillment Services Contract (AS-4048)
- c) Consideration to Award Local Advocacy Services Contract (AS-4111)
- d) Consideration to Approve Sole-Source Oracle Fusion ERP Support Services Contract (AS-4127)

- e) Consideration to Increase Funds for Drug and Alcohol Consultant Contract (AS-3876)
- f) Consideration to Increase Funds for Information Technology Managed Services Contract (AS-4050)
- g) Consideration to Increase Funds for Voice over Internet Protocol Phone System Contract (AS-4055)
- h) Consideration to Exceed Aggregate Procurement Limit for Printing Vendor
- i) Consideration to Approve Election Day Fare Policy

Public Comment: None

Secretary De Vera requested that Item 6-i be pulled for the purpose of discussion.

**Motion made by Director Troost to approve Items 6 a - h on the Consent Calendar, seconded by Vice Chair Gombert. Via Roll Call Vote - all were in favor, motion passed.**

Item 6-i

Public Comment:

None.

Board Member Comments:

Secretary De Vera stated that they had previously approved this for the 2018 elections because Metro was doing the same thing. She asked if Metro was going to provide funding for the lost fares.

Executive Director Andre Colaiace responded that it was for the March elections and he explained that Access will cover the cost of these fares as it is a nominal amount.

**Motion made by Secretary DeVera to approve Item 6-i, seconded by Director Wisdom. Via Roll Call Vote - all were in favor, motion passed.**

**7. CONSIDERATION TO AWARD BROKERAGE SERVICE CONTRACT - PARENTS WITH DISABILITIES PROGRAM (AS-4107)**

Authorize staff to award Contract AS-4107 for a Brokerage Services Contract for the not-to-exceed amount of \$3,056,861 to MV Transportation, Inc. for the period of March

1, 2020 through June 30, 2021 contingent on funding for these services from the Los Angeles County Metropolitan Transportation Authority (Metro).

Additionally, authorize staff to make program changes as necessary to remain within funding constraints.

### Public Comment

Ms. Dina Garcia made a public comment by stating that the Parents with Disabilities program has been great. She would like to recommend they allow this program to continue.

Mr. Neal Richmond, the Chair of the Aging and Disability Transportation Network, submitted a public comment that stated the Parents with Disabilities program has been very successful and should be expanded countywide because this initiative meets a critical and unmet need. Moreover, Access would be creating a one of a kind program that has the potential to be a national model. He supports the continuation of this program.

Ms. Rosio Robledo submitted a public comment stating that she supports the program. The rest of the public comment could not be read because of the illegibility of the writing.

Mr. Carlos Benavides made a public comment by stating that he is glad that this program will be expanded. He asked if this was going to be distributed equally throughout the regions in the County. His concern is that only certain riders will be taking advantage of this program. Everyone should have an opportunity to use it.

Ms. Yael Hagen made a public comment by stating that she has invested a lot of time in helping develop the Parents with Disabilities program. She stated that it helped everyone in her region and she is looking forward to it being expanded into other regions. This program has the support of many elected officials and organizations. She stated that the money that supports this program is from Measure M, which is specifically for the enhancement of Access Services. She asked the Board to please accept the recommendation.



## Board Member Comments

Treasurer Barnes asked if staff could expand on the demand management aspect of the program. He stated that they run the risk of having far more demand than they can handle, especially if they include all the school districts across the County.

Strategic Planner Eric Haack responded that the program would be limited to a specific number of participants in each region and that Access plans to implement other requirements to remain within the approved budget.

Mr. Colaiace explained that the requirements of the program will be implemented as appropriate and the staff will make adjustments as needed.

Treasurer Barnes asked how they pick the participants for the program. Mr. Colaiace responded that this is on a first come, first serve basis.

Director Del Castillo asked if they will be notifying parents on the wait time to receive confirmation of acceptance once they meet the quota of individuals accepted into the program. Mr. Haack responded that will be part of the outreach effort.

Director Wisdom asked if there was a cap on participants for the Parents with Disabilities program. Mr. Haack responded that the original pilot program was created with the idea that there would be a dozen family units participating in the program but it was expanded and now there are currently 18 families that are actively participating in the program.

Director Wisdom asked if the current cap is 12 participants then how are the 18 who currently use the program going to be narrowed down. Mr. Haack responded that all existing participants will be sent a letter asking if they wish to continue and he is expecting them to say yes. Then they will add about 5-6 more participants per region. He is assuming they will need to expand the program to include at least another 20 people.

Director Wisdom stated that it was not equitable if the Northern region had more participants than other regions since it is not the largest or smallest region. Equitable would be based on the size of the region in proportion to ridership. She stated that she agrees that staff should conduct a one-year analysis and reevaluate the program each year but believed that they missed an opportunity these past six years to get more relevant data. She would like to utilize this next year to project accurately what the cost will be for this program. She pointed out that Metro is supporting this with three million dollars, which is a big ask considering that there is not extra money lying around. Metro is cutting something somewhere in order to provide for this premium service and she just wanted them to think about that.

Secretary De Vera expressed that she was in agreement with Director Wisdom. She also asked Mr. Haack how many people had expressed interest in the Parents with Disabilities program. Mr. Haack stated that he has received approximately 100 phone calls from interested participants in the past 10 months. He stated that about 60% of them are parents, another 30% are grandparents. The remaining 10% are aunts, uncles, siblings and one great-grandparent. They have divided respondents into categories because staff plans on giving priority to parents and legal guardians.

Secretary De Vera expressed concern that the caps on participants per region was not equal. She agreed with Director Wisdom in that it needs to be equitable. She also stated that the parents are not always the primary caretaker of a child and staff should take that into consideration.

Treasurer Barnes asked how much staff time it would take to administer this program and how they were balancing that with the current workload. Mr. Colaiace responded that they are exploring that issue already and will be bringing back request for additional staff in the budget request for FY21.

Treasurer Barnes stated that Access staff can only do so much and, if they're adding a new program and not adding staff, it means something else will not get done.

Vice Chair Gombert asked for a realistic date of when this program would begin. Director of Administration F Scott Jewell clarified that this program is contingent on funding from Metro. Access has to receive a formal notice from Metro that they are going to fund the project and that won't happen for another month or so. In terms of providing expanded service, Access is going to try to time it with the new school year in the fall.

Director Del Castillo asked if there would be an impact to the 2020 budget. Mr. Jewell responded there should not be an impact.

Treasurer Barnes stated that philosophically this is a great program but his concern is that they are expanding a program that they are not able to sustain. Some years ago when this was voted on he expressed his concern on that same issue and now they are again talking about it. He believes in the program but thinks that they will outgrow it because the demand is larger than what they can afford. Metro doesn't have loads of money to give them as it is and he is concerned about the demand on resources and how it may outstrip their capability for the program. He will vote yes now but predicts they will be discussing funding and equity challenges in the near future. He believes they are in a difficult predicament as the money is not Metro's but the region's.

Chair Nason agreed with Treasurer Barnes and stated that they will definitely be evaluating this next year.

Director Wisdom stated that Metro has agreed to commit to 3 million dollars per year and the expectation is that whatever the program is designed to do, it will only be for the 3 million. She encouraged the community members who are utilizing this program to look into other funding options as Metro has limited resources and they are taking away from another service to provide this premium service. There are also legal requirements for Access to follow in regards to the funds allotted to them by Metro.

Mr. Colaiace stated that he is aware of the issues with the program and they are keeping an eye on it. Since it is a one-year contract with option years, they are able to review and go back to the Board to reevaluate the program. He also believes that this is a service that should be provided by the school districts. He has had some high level meetings with the Los Angeles Unified School District this last year telling them about the program and they seem to love the idea but he is still waiting for them to offer funding for it. He has already met with the Board members of LAUSD and will be meeting with the superintendent's office soon. If attendance is important for the school districts then they should be interested in this program because the attendance of children with disabilities or children with parents who have disabilities is affected by this.

Chair Nason asked if key performance indicators were written into the contract. Mr. Colaiace responded they were.

Director Barnes wanted to reinforce his comments with regard to the size of the workload versus the money available. It will be a lot of work with limited funds and he wanted to clarify this.

Secretary De Vera stated that she is concerned there is only one provider assigned to this service. She wonders why other providers are not participating in the program. Mr. Jewell responded that the procurement was designed to have only one contractor. If this is solicited again, it could potentially have a multi-contractor component.

Director Wisdom encouraged the community to disseminate the information about the program about how it will be evolving and changing so that they are aware and that there are no surprises.

**Motion made by Vice Chair Gombert to approve Item 7, seconded by Director Troost. Via Roll Call Vote - all were in favor, motion passed.**

**8. CONSIDERATION TO APPROVE CONTRACT RATE MODIFICATIONS, INCREASE FUNDS AND EXTEND TERM FOR EASTERN REGION SERVICE PROVIDER CONTRACT (AS-3421)**

Authorize an additional \$62,498,741 in funds, a change of rates and an extension in the period of performance for one (1) year, from April 1, 2021 through March 31, 2022 for Contract AS-3421 with San Gabriel Transit (SGT).

Public Comment

None

Board Member Comments

Secretary De Vera stated that she was aware that San Gabriel and CTI are owned by the same owner. She lives in the San Gabriel region and is picked up by CTI, which surprises her because they are in downtown Los Angeles. She wonders why they are picking her up instead of San Gabriel. Mr. Jewell answered that they use their vehicles interchangeably in order to enhance efficiency and routing. Access does not put any restrictions on which vehicles from what area are used.

**Motion made by Director Troost to approve Item 8, seconded by Director Gibson. Via Roll Call Vote - all were in favor, motion passed.**

**9. CONSIDERATION TO APPROVE SUPPLEMENTAL FY20 AND DRAFT FY21 FUNDING REQUESTS**

Authorize staff to submit a supplemental funding request of \$12,632,438 for FY20 and a draft budget for planning purposes in the amount of \$232,485,987 for FY21 to the Los Angeles County Metropolitan Transportation Authority (Metro).

Public Comment

None

Board Member Comments

Director Wisdom asked whether when you say "expected demand," is that based on projections; in other words, are we required to meet the expected demand based on projections, not actual demand? Deputy Executive Director Hector Rodriguez responded that it is projected because it is in the future and is based on an independent third party analysis.

Legal Counsel Vince Ewing added that legally paratransit systems must plan to meet 100% of the demand for next day ride requests by eligible riders.

Director Wisdom also stated that she needed clarification on the trip ratio. Mr. Rodriguez responded that the last couple of years the passenger/trip ratio has averaged around 1.28. Director Wisdom asked if there was a way they can get their customers to utilize the service as shared rides as opposed to individual trips.

Mr. Colaiace stated that Access wants our customers to take the most effective trip for them and we believe we have a lot of programs in place to do so. It includes working with Metro on some of the emerging micro transit options that might be good for our customers. He suggested that this might be a great topic for the planning and development subcommittee to really take a deep dive on that particular aspect.

Director Gibson asked for clarification concerning the recommendation for 232 or given the earlier vote for 235. Hector Rodriguez responded that it is 232 plus 3. Ms. Gibson asked if they needed to make an amendment to clarify this. Legal Counsel stated they should if there are any changes.

Director Gibson made a motion to clarify that they would make sure to capture the recommendation for the record. She is asking Access to provide clarification on the exact number of the request to Metro to include the additional 3 million dollars.

Treasurer Barnes made a comment by stating that the way the law reads, as a region, they have to provide the resources to make sure this will all happen. They should be sure to explain all the details as they make this request to Metro. He expressed his concern again on the program and the amount of money needed to make it work.

Mr. Colaiace made a comment by stating that he has been working in transit for a very long time and he knows that money is finite. He stated that they would do everything in their power to make sure Access works as efficiently as possible. He understands this is a big ask and will again work with the funding partners on that as best as they can.

Director Wisdom made a comment by stating that they need to be sure to explain to Metro staff that just a point difference (in the trip ration) in his presentation equals a million dollars because that is a very important point that was not clear to her and has a huge impact.

**Motion made by Director Gibson to approve Item 9 as follows - Authorize staff to submit a supplemental funding request of \$12,632,438 for FY20, a draft budget for planning purposes in the amount of \$232,485,987 for FY21, and a funding request of \$3,000,000 for the Parents with Disabilities for FY21 to the Los Angeles County**

**Metropolitan Transportation Authority (Metro),, seconded by Director Troost. Via Roll Call Vote - all were in favor, motion passed.**

## **10. UPCOMING BOARD ITEMS**

Mr. Jewell stated that due to the Board action today they have approved the meeting schedule associated with the committees. He also reminded the Board members that if they wished to attend the Committee Meetings remotely, they should submit their request to staff at least a week and half ahead of time, so that we can do proper noticing for public participation. In terms of the actual items coming before the Board, the next full Board meeting will be April 13, 2020. They have a third party administrator item that's related to insurance services and then staff will be bringing forward the Southern region RFP scope of work as an information item. The respective committees will discuss both of those items in the month of March. After that, the next full Board Meeting will be on June 15, 2020, where the Board will consider the full FY 21 Budget.

## **11. EXECUTIVE DIRECTOR'S REPORT**

Mr. Colaiace stated that performance continues to be very good and one of the highlights is a reduction in complaints per thousand trips from the same period last year. It's gone from 3.7 to 2.4 which is a 35% decline, so again that speaks to the fact that Access is providing better service overall. Access was recently awarded a \$120,000 grant with the Federal Transit Administration, in which they were named as a transit bus automations strategic partner in conjunction with our Accessible autonomous vehicle pilot project. Access will be working through the Center for Urban Transportation Research. Board member Wisdom, Deputy Director Rodriguez and he met last week with the Metro CEO, Phil Washington and his chief of staff. They discussed some of the positive service trends and technologies at Access and talked about how their ridership has increased as well. They briefed Mr. Washington initially on their FY20 and FY21 budgets and they discussed the best process for communicating between the two agencies. He thanked Director Wisdom for facilitating that meeting. He will be providing a similar briefing to the Metro Finance, Budget and Audit committee next Wednesday. He congratulated Josh Bryden from Alta for being one of the five finalists for the APTA Call Center Challenge and he will be participating in the 2020 Call Center Challenge Finals on Tuesday, February 25 at the APTA Marketing and Communications Workshop in Orlando.

## 12. BOARD MEMBER COMMUNICATION

Director Del Castillo made a comment stating that as a future parent he certainly looks forward to the possibilities that the Parents with Disabilities program has to offer and he hopes that we have further discussions about it down the road.

Director Wisdom thanked the Access team for working with her as a new Board member and wanted to commend the staff who came back with different options and measures to make sure that the Parents with Disabilities program will be successful and sustainable. That was her intent when asking questions for which she received good responses.

Director Barnes made a comment stating that he participated in the California Transit Association's Executive Committee retreat, and sits on that Board as a Boardmember of Access Services. If you compare Access Services to all of the other operators in the state of California, they are the seventh largest transit system in the State. That just goes to show the size and magnitude of this operation; it is quite impressive.

Vice Chair Gombert echoed Director Wisdom's comments regarding the hard work the staff did not only with the Parents with Disabilities but also with the ongoing budget issues for 2020/21.

Secretary De Vera thanked staff on the update presented at the meeting. She also thanked the parents that were present to support the Parents with Disabilities program. She thanked Director Wisdom on her work with Metro and facilitating the meetings.

Director Troost thanked the staff and committees for their hard work on the Parents with Disabilities issue. He thinks this will provide better transportation for parents and children.

Director Gibson echoed everyone's comments and acknowledged staff and the attendees of the meeting. In terms of Los Angeles versus New York, she thinks LA County's unique in the country in terms of what it is, i.e. 88 different agencies working together. Different funding sources, different sizes and the way it's structured, with Metro and Access Services and all the agencies is very special and it enables them to leverage funding in a much more thoughtful way across the board.

Chair Nason expressed she likes the direction that Access is going. They had one of their first committee meetings the week before last and it really gave them a chance to delve into things. She congratulated everyone on a great job.

**13. NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA**

Director De Vera requested that staff provide the numbers to see if the new on-line tools have impacted the number of calls to the providers and customer service.

**14. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS**

No public comments.

**15. CLOSED SESSION REPORT**

Legal Counsel Vince Ewing stated that there was no need for a closed session.

**16. ADJOURNMENT**

The meeting adjourned at 2:19 p.m.

Approved

\_\_\_\_\_  
Theresa DeVera, Secretary

\_\_\_\_\_  
Date





**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL MEETING OF THE ACCESS  
SERVICES BOARD OF DIRECTORS**

**3449 Santa Anita Ave, 3rd Floor**

**El Monte, CA 91731**

**March 23, 2020**

**10:00 a.m.**

**1. CALL TO ORDER**

Meeting called to order by Chair Nason at 10:11 a.m.

**BOARD MEMBERS PRESENT REPRESENTING A QUORUM**

Present: Chair Dolores Nason, Vice Chair Martin Gombert, Treasurer Doran Barnes, Secretary Theresa De Vera, Directors Andrew Del Castillo, John Troost and Jonaura Wisdom. Legal Counsel Vince Ewing.

**BOARD MEMBER(S) EXCUSED FROM THE MEETING**

Not Present: Directors Lee Burner and Valerie Gibson

**2. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS**

No public comments.

**3. CLOSED SESSION REPORT**

The Board approved (7-0) the following -

**RESOLUTION OF THE BOARD OF DIRECTORS OF ACCESS SERVICES (ACCESS)  
DECLARING AN EMERGENCY AND AUTHORIZING NECESSARY ACTIONS  
REGARDING NOVEL CORONAVIRUS (COVID-19)**

**WHEREAS**, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

**WHEREAS**, also on March 4, 2020, the County of Los Angeles Board of Supervisors and the Los Angeles County Department of Public Health declared a county health emergency in response to the international COVID-19 outbreak and the ongoing risk and potential for widespread community transmission of COVID-19 occurring among the general public in the United States, and the imminent and proximate threat of introduction of COVID-19 in the cities that comprise ACCESS' service area, which was ratified by the Los Angeles County Board of Supervisors on March 4, 2020; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency; and

**WHEREAS**, as of March 13, 2020, there are 247 positive cases reported of COVID-19 in California, 40 cases in Los Angeles County, and officials expect the number of cases to increase; and

**WHEREAS**, strict compliance with various statutes and regulations would prevent, hinder, or delay ACCESS' appropriate actions to prevent and mitigate the effects of COVID-19; and

**WHEREAS**, it is imperative to have the tools to ensure the health and safety of riders, staff, and others on ACCESS vehicles and facilities; and

**WHEREAS**, it is imperative to have the tools to ensure public transportation continues; and

**WHEREAS**, with the guidelines provided by the California Department of Public Health on March 7, 2020, it is imperative that individuals who have a travel history over the last 14 days to an area identified by the Centers for Disease Control and Prevention (CDC) as Level 3 Travel Health Notice are excluded from ACCESS vehicles and facilities and those who present with fever and/or respiratory infection symptoms should be sent home immediately and stay home when sick; and

**WHEREAS**, the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural emergencies such as COVID-19 which may result in conditions of disaster or in extreme peril to life,

property, and resources is of paramount state importance requiring responsible efforts of public and private agencies and individual citizens, and all public employees required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law under Government Code section 3100; and

**WHEREAS**, Section 1102 of the Public Contract Code defines "emergency" to mean a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services," and 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines "emergency" to mean "a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. 'Emergency' includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage;" and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of DIRECTORS of ACCESS hereby:

- (1) Determine that the circumstances described in the Resolution herein constitute an emergency condition; and
- (2) Authorize the Executive Director and/or his designee to take any and all actions necessary to ensure the continuation of public transportation and the health and safety of the riders, staff and contractors on ACCESS vehicles and at facilities, in accordance with local, state, and federal law.

APPROVED BY THE ACCESS BOARD OF DIRECTORS 7-0.

IN ADDITION, THE BOARD ALSO APPROVED 7-0:

For the duration of the emergency and consistent with the previously approved FY20 budget:

- Authorize staff to modify the paratransit system to implement additional social distancing and public health measures, including but not limited to, elimination of shared rides and enhanced cleaning of agency vehicles and taxis.
- Authorize staff to take necessary actions to preserve the long-term viability of the Los Angeles County ADA paratransit system.

- Authorize staff to take actions regarding paratransit fares in response to potential fare changes by the Los Angeles County Metropolitan Transportation Authority (Metro).
- Authorize staff to assist public and private entities who request transportation assistance for emergency services.

**IN WITNESS WHEREOF**, we have hereunto set our hands this 23<sup>rd</sup> day of March 2020.

**4. NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA**

No new business was heard subsequent to the posting of the agenda.

**5. ADJOURNMENT**

The meeting adjourned at 10:51 a.m.

Approved

\_\_\_\_\_  
Theresa DeVera, Secretary

\_\_\_\_\_  
Date

APRIL 6, 2020

**TO: BOARD OF DIRECTORS**

**FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION**

**RE: CONSIDERATION TO APPROVE REVISED 2020 BOARD OF DIRECTORS MEETING CALENDAR**

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**ISSUE:**

Due to the on-going COVID-19 event, staff is recommending a full Board meeting in May in lieu of committee meetings. Additionally, due to a scheduling conflict, it is necessary to schedule the Annual Meeting for a different day.

**RECOMMENDATION:**

Review and approve the proposed changes to the 2020 Board of Directors meeting calendar.

**IMPACT ON BUDGET:**

None.

**DISCUSSION:**

Staff feels that it is necessary to have full Board input during the COVID-19 event which would be further met by having a regular Board meeting in May in lieu of the scheduled committee meetings.

In addition, the current scheduled date for the 2020 Annual Meeting falls on Thursday, November 19 which is in the middle of the California Transit Association's 55th Annual Fall Conference and Expo (November 18-20, 2020). This would likely limit member agency attendance at Access' Annual Meeting. Accordingly, staff is proposing to reschedule the Annual Meeting date to Tuesday, November 17, 2020 so as to still take advantage of having the event at the California Endowment Center.

For your reference, the remaining Board/Committee dates follow:

**2020 Meeting Calendar**

**Annual**

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
<del>Thursday November 19<sup>th</sup></del> Tuesday November 17 <sup>th</sup>	Annual Meeting*	11:00 am

\*At California Endowment Center

**Board**

<b><u>Date</u></b>	<b><u>Meeting Type</u></b>	<b><u>Time</u></b>
<b>Monday May 11<sup>th</sup></b>	<b>Board Meeting</b>	<b>12:00 pm</b>
Monday June 15 <sup>th</sup>	Board Meeting	12:00 pm
Monday August 17 <sup>th</sup>	Board Meeting	12:00 pm
Monday October 19 <sup>th</sup>	Board Meeting	12:00 pm
Monday December 7 <sup>th</sup>	Board Meeting	12:00 pm

## Committees

<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>
Tuesday May 26 <sup>th</sup>	Board Operations	10:00 am - 11:00 am
Monday July 27 <sup>th</sup>	Board Operations	10:00 am - 11:00 am
Tuesday September 29 <sup>th</sup>	Board Operations	10:00 am - 11:00 am
Monday November 23 <sup>rd</sup>	Board Operations	10:00 am - 11:00 am

<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>
<del>Monday May 11<sup>th</sup></del>	<del>Performance Monitoring Planning and Development External/Stakeholder Relations</del>	<del>11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm</del>
Monday July 20 <sup>th</sup>	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm
Monday September 21 <sup>st</sup>	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm
Monday November 16 <sup>th</sup>	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm

APRIL 6, 2020

**TO: BOARD OF DIRECTORS**

**FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR  
KIMBERLIE NIMORI, PROCUREMENT COORDINATOR**

**RE: CONSIDERATION TO AWARD A CONTRACT FOR INSURANCE THIRD PARTY ADMINISTRATOR (TPA) SERVICES (AS-4124)**

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**ISSUE:**

Staff requests approval for the award of a contract for Insurance Third Party Administrator (TPA) services to CorVel Enterprise Comp, Inc.

**RECOMMENDATION:**

Authorize the award of a contract to CorVel Enterprise Comp, Inc. (CorVel) for the period July 1, 2020 through June 30, 2023 in an amount not to exceed \$680,265.00 for the three year period.

**IMPACT ON BUDGET:**

The costs associated with this contract will be appropriately budgeted in FY 2021 and the subsequent out years. The funding for this service is allocated from local funds and the level of expenditure remains within the expected levels. At Access' sole discretion, and contingent upon Board approval, this contract may be extended for up to two (2) additional years.

**ALTERNATIVES CONSIDERED:**

Staff considered the option of bringing the function in-house. However, due to the volume and scope of the duties associated with insurance TPA services, it is cost prohibitive to bring these services in-house without additional resources.



## **EFFECT OF APPROVAL OF STAFF RECOMMENDATION:**

If this staff recommendation is approved by the Board, the staff would be authorized, but not required, to negotiate and enter into a written contract with CorVel for insurance TPA services upon terms and conditions no less favorable to Access than those proposed herein. Access would not be legally bound to the proposed contract unless and until it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

## **BACKGROUND:**

Access has been utilizing the services of a qualified firm to provide insurance TPA services in order to minimize Access' insurance costs and other expenses through the expeditious and skillful handling of all claims. The TPA efficiently administers collision and incident claims arising out of the operation of Access' revenue service vehicles and adjusts those claims falling within the applicable self-insured retention (SIR) of \$100,000 per claim. The TPA is also involved in the processing of claims against Access as required by the Governmental Claims Act and the Tort Claims Act.

A request for proposals was issued for Insurance TPA Services on December 16, 2019, with over eighty firms downloading the RFP, from either the Access website or from the nationwide e-procurement service, *Public Purchase*. Questions from potential proposers were received on January 13, 2020 and two addenda were issued in response. On January 21, 2020, Access received five (5) proposals. The responsive proposals were: Carl Warren & Company (Carl Warren), CorVel, George Hills Company (George Hills), Intercare Holdings Insurance Services, Inc. (Intercare), and Sedgwick Claims Management Services, Inc. (Sedgwick).

An evaluation of the proposals was conducted in accordance with Access' Procurement Policies. Technical proposals were evaluated by three members of Access staff. Proposals were rated based on cost, for which CorVel received the maximum score of twenty points, along with three technical criteria: Qualifications and Availability of Proposed Staff, Quality of Technical Approach and Qualifications of the Proposing Firm.

Proposer	Cost (Max. 20 Pts.)	Qualifications and Availability of Proposed Staff (Max. 30 Pts.)	Quality of Technical Approach (Max. 25 Pts.)	Qualifications of Firm (Max. 25 Pts.)	Total Score (Max. 100 Pts.)
Carl Warren	12.73	21.00	18.75	20.83	73.32
CorVel	20.00	28.00	23.83	24.17	96.00
George Hills	15.54	20.00	17.92	19.58	73.04
Intercare	11.96	22.50	19.58	19.17	73.21
Sedgwick	17.21	18.50	16.25	18.33	70.30

### **COST ANALYSIS**

CorVel has proposed an hourly rate of \$89.00 for the first two years of the three year base term, the same hourly rate currently being charged. After the first two years of the contract, CorVel is proposing a modest increase of 1%, or \$90.00 an hour, which compares favorably with the most recent year-over-year change in Wages and Salaries of 4.0% (*US Department of Labor, Bureau of Labor Statistics, Los Angeles Region, and December 2019*).

In addition to proposing the lowest cost among the proposers, CorVel also received the highest overall score and scored the highest among all proposers on each of the three technical criteria.

The final negotiated cost for the three year base term (see below) falls below the Independent Cost Estimate of \$977,981.

Proposer	Year 1*	Year 2*	Year 3*	Three Year Total
Carl Warren	\$348,005.00	\$354,515.00	\$366,025.00	\$1,068,545.00
CorVel	\$225,925.00	\$225,925.00	\$228,415.00	\$680,265.00
George Hills	\$290,400.00	\$288,350.00	\$296,693.00	\$875,443.00
Intercare	\$370,415.81	\$377,899.97	\$389,259.59	\$1,137,575.57
Sedgwick	\$251,675.00	\$263,475.00	\$275,275.00	\$790,425.00

\* Note: Cost proposals were based on 295 claims per year.

**RECOMMENDED CONTRACTOR:**

CorVel has been providing liability claims management services to a wide range of clients for over thirty years. CorVel has served as Access' insurance TPA for over ten years and has been instrumental in efficiently resolving claims that fall within the SIR. Their prompt claim handling, in-depth knowledge and investigative experience from the onset

APRIL 6, 2020

**TO: BOARD OF DIRECTORS**

**FROM: ALVINA NARAYAN, MANAGER OF TRAINING AND COMPLIANCE  
KIMBERLIE NIMORI, PROCUREMENT COORDINATOR**

**RE: CONSIDERATION TO AWARD A CONTRACT FOR DRUG AND  
ALCOHOL CONSULTING SERVICES CONTRACT (AS-4125)**

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**ISSUE:**

Board approval is required for the award of a consulting services contract for Drug and Alcohol Program monitoring and oversight services to Delta Services Group, Inc.

**RECOMMENDATION:**

Authorize the award of a consulting services contract to Delta Services Group, Inc. (Delta) for the period July 1, 2020 through June 30, 2025 in an amount not to exceed \$513,939.60 for the five year period.

**IMPACT ON BUDGET:**

The costs associated with this contract will be appropriately budgeted in FY 2021 and the subsequent out years. The funding for this service is allocated from local funds. At Access' sole discretion, and contingent upon Board approval, this contract may be extended for up to five (5) additional years.

**ALTERNATIVES CONSIDERED:**

None as the FTA Drug and Alcohol Program Monitoring and Compliance is a highly-specialized field that requires a technical expert. With over 2,500 safety sensitive positions in the Drug and Alcohol Testing Pool, the program consultant plays a critical role in ensuring Access Services and its contracted service providers and their sub-

contractors meet and maintain federal drug and alcohol program compliance requirements.

The current staff responsible for Drug and Alcohol Program compliance is also responsible for grants and compliance with all FTA and local grants management requirements. In addition, this position also serves as the Disadvantaged Business Enterprise Liaison Officer (DBELO). The DBELO for Access Services is responsible for implementing, tracking, reporting and maintaining a federally compliant Disadvantaged Business Enterprise program. For these reasons, the services of an outside technical expert is necessary for the agency given the limited staffing.

**EFFECT OF APPROVAL OF STAFF RECOMMENDATION:**

If this staff recommendation is approved by the Board, the staff would be authorized, but not required, to negotiate and enter into a written contract with Delta for consulting services on terms that are no less favorable to Access than those proposed herein. Access would not be legally bound to this contract unless it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

**BACKGROUND:**

Under FTA 49 CFR Part 655 ("Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations"), contractors that perform any safety-sensitive function on behalf of Access Services (FTA grantee) are required to comply with the provisions of Part 655 and follow the procedures prescribed for drug and alcohol testing under DOT 49 CFR Part 40 ("Procedures for Transportation Workplace Drug and Alcohol Testing Programs"). The rule specifically requires the grantee to provide monitoring and oversight to its covered contractors and service agents to ensure that the program they are implementing on behalf of Access Services is consistent with the DOT and FTA rules. Access Services is required to annually certify compliance to the applicable FTA office.

For 17 years, Access has utilized the services of a qualified consultant to comply with Drug and Alcohol program requirements. The consultant provides monitoring and oversight to contractors and their sub-contractors to ensure the Drug and Alcohol Program implemented by the service providers is compliant with DOT and FTA rules.

A request for proposals was issued for Drug and Alcohol Consulting Services on December 17, 2019, with over eighty firms downloading the RFP, from either the Access website or from the nationwide e-procurement service, *Public Purchase*. On January 21, 2020, Access received a single response from Delta, who is teaming up with LPM and Associates (LPM), the incumbent Drug and Alcohol Program compliance consultant. Delta will serve as the prime contractor and administrative lead for this contract. LPM will serve as the project lead during the first half of the contract, with the project lead eventually shifting to Delta. The firm’s submitted proposal was deemed responsive to the subject RFP and the firm itself was deemed responsible.

In order to better understand the reasons for the lack of response to the RFP, staff conducted a market survey of approximately 90% of those firms who showed initial interest in the solicitation by downloading the RFP. Access contacted these firms via e-mail and determined that the firms’ ultimate decision not to submit a proposal reflected one of two issues: a lack of staffing, resources or time available to prepare an adequate response to the solicitation or lack of staff that met the minimum requirements identified in the solicitation.

An evaluation of the proposal was conducted in accordance with Access’ Procurement Policies. Technical Proposals were evaluated by three members of Access’ Planning and Coordination Department. The proposal was rated based on cost, for which Delta received the maximum score of ten points, along with three technical criteria: Qualifications and Availability of Proposed Staff, Quality of Technical Approach, and Qualifications of the Proposing Firm.

Proposer	Cost (Max. 10 Pts.)	Qualifications and Availability of Proposed Staff (Max. 30 Pts.)	Quality of Technical Approach (Max. 30 Pts.)	Qualifications of Firm (Max. 30 Pts.)	Total Score (Max. 100 Pts.)
Delta	10.00	29.20	29.20	29.30	<b>97.70</b>

**COST ANALYSIS**

Delta has proposed an hourly rate of \$140.00 for the first year of the five year base term, an increase of 3.70% over the hourly rate currently charged by LPM. This compares favorably with the most recent year-over-year change in Wages and Salaries of 4.0% (*US Department of Labor, Bureau of Labor Statistics, Los Angeles Region, and*

December 2019). After the first year of the contract, Delta is proposing a more modest increase of 3.00% per year through the end of the five-year base term.

Unlike the current provider, LPM, who operates out of an office in Southern California, Delta is located in Newtown, PA, a suburb of Philadelphia, and will therefore incur travel expenses when conducting onsite audits. However, to reduce travel expenses, Delta’s project lead, Laurena Stoddard, will travel to Los Angeles and will perform a full week of on-site audits.

Proposer	Year 1	Year 2	Year 3	Year 4	Year 5	Five Year Total
Delta	\$84,038.80	\$93,143.08	\$102,726.42	\$113,092.52	\$120,938.78	<b>\$513,939.60</b>

**RECOMMENDED CONTRACTOR**

FTAs Drug and Alcohol Program Monitoring and Compliance is a highly specialized field that requires a technical expert. The role of the drug and alcohol program consultant is critical to ensuring that Access and its contracted service providers, and their sub-contractors, meet federal drug and alcohol compliance requirements.

Ms. Stoddard has over 30 years of transit experience, where she has managed public and private entities, including ADA Complementary Paratransit services. Ms. Stoddard is also classified by the Federal Court as an expert on accessible public transit programs in compliance with Americans with Disabilities Act (ADA) regulations.

Similar to Access’ current consultant, Ms. Leila Procopio Makuh (LPM), Ms. Stoddard of Delta is a subject matter expert with technical and practical knowledge, with over two decades of experience working in FTA’s Drug and Alcohol Program, as well as a team leader for the USDOT, Federal Transit Administration (FTA) drug and alcohol compliance program, where she has performed numerous program audits across the nation. Additionally, Ms. Stoddard is an instructor for the Transportation Safety Institute (TSI) and a presenter at the FTA Drug and Alcohol Program National Conference. Ms. Stoddard’s transit experience and technical expertise in FTA’s Drug and Alcohol Program will ensure compliance continuity for Access Services.

Access has been utilizing the expert services of Ms. Leila Procopio-Makuh, since June 2003. She is a nationally recognized FTA Drug and Alcohol Program expert and has been a Certified Substance Abuse Program Administrator (C-SAPA) since 2000. Ms.

Procopio-Makuh is a former FTA substance abuse program auditor, who has also served as a Commissioner for the Substance Abuse Program Administrators Certification Commission and is a former member of the Legislative and Regulatory Committee of the national Drug and Alcohol Testing Industry Association. Ms. Procopio-Makuh is also a subject matter expert and a presenter at the FTA Drug and Alcohol Program National Conference.

For the past seventeen years, LPM has maintained a federally compliant drug and alcohol program for Access Services and its service provider contractors. As the demand increased for Access Services, additional subcontractors were added to augment trip capacity. The addition of taxi subcontractors increased monitoring and oversight responsibilities. LPM's technical assistance and program knowledge allowed Access to successfully continue to maintain program compliance. During the term of LPM's contract, Access Services and its contractors have successfully passed drug and alcohol compliance audits and triennial reviews from the FTA. LPM's on-site assistance and guidance during the review periods has proved pivotal in ensuring Access's compliance with the federally-mandated Drug and Alcohol Testing Program.

The combined experience of Delta and LPM exceeds 55 years. Both Delta and LPM are nationally recognized for their expertise with USDOT, FTA Drug and Alcohol Program, as prescribed in 49 CFR Part 40 and 655. The Drug and Alcohol program requires attention to detail, coupled with a thorough understanding and interpretation of the regulations. Delta and LPM, with their experience and knowledge, demonstrate the capacity to provide the required oversight for program monitoring and compliance. Their technical knowledge, experience and ability to practically apply mandated rules and regulations will continue to strengthen Access' efforts with program compliance.



APRIL 6, 2020

**TO: BOARD OF DIRECTORS**

**FROM: ELIZABETH ZAMBRANO, HUMAN RESOURCES ADMINISTRATOR  
F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION**

**RE: CONSIDERATION TO APPROVE RENEWAL OF EMPLOYEE HEALTH  
AND BENEFIT CONTRACTS**

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**ISSUE:**

The current Access Services employee benefit insurance policies for medical, dental, vision, life and long term disability will expire on June 30, 2019. The Board must approve a benefit plan so that employee benefits are in place for the next fiscal year starting July 1, 2020.

**RECOMMENDATION**

Approve the employee benefit insurance policies for the period of July 1, 2020 through June 30, 2021 at a cost not to exceed \$1,055,441.

**IMPACT TO BUDGET**

The costs for these policies (\$933,560 for the medical policy and \$121,881 for all other Access sponsored policies), is a 10% increase over the current year and will be included in the proposed FY2020/21 budget. The funding for these policies comes from local funds.

The amount requested for approval is an estimate based on information obtained from our insurance broker at the time of preparation of this Board item. Since quotes are generally not available until the date of the actual policy renewal, it is possible that the actual cost of the premiums will be lower than the stated estimate.

## **ALTERNATIVES CONSIDERED**

Access' insurance broker, SullivanCurtisMonroe (SCM), conducted a comprehensive market survey. Similar benefit plans with health care carriers such as Blue Shield and United Health Care would have resulted in 9% to 25% premium increases. The current Kaiser plan is the most cost advantageous to Access.

## **EFFECT OF APPROVAL OF STAFF RECOMMENDATION:**

If this staff recommendation is approved by the Board, the staff will be authorized, but not required, to negotiate and enter into a renewal of the existing Kaiser Health Care plan and modify Access' existing vision, dental, and other benefit plans in accordance with terms, conditions and costs that are no less favorable to Access than those proposed herein. Access would not be legally bound to the renewal or modifications unless it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

## **BACKGROUND**

### **Health Plan Renewal (Kaiser Permanente HMO/PPO)**

The total estimated cost is projected to be \$933,560. Assuming a 10% employee contribution, Access' annual increase is estimated to be 10% based on coverage of 60 full time equivalent positions (FTEs) and their dependents. Access employees are happy with the Kaiser medical plan offerings and it is our intention to continue our relationship with Kaiser for the coming plan year.

### **Dental Plan Renewal (Guardian)**

The total estimated cost is projected to be \$67,003, a 4.8% increase.

### **Vision Plan Renewal (VSP)**

The total estimated cost is projected to be \$8,399. The cost is flat over the current year.

### **Ancillary Renewal**

Employer paid ancillary policies cover Basic Life/Accidental Death and Dismemberment (Guardian), Long Term Care (Unum) and Long Term Disability (Guardian). The total estimated cost is projected to be \$46,479. This is a 3% increase over last year. The entire increase in cost was in the Basic Life plan and, as our employee population ages, the premium will increase as well.

There are no expected rate increases for the 100% employee paid policies that include Chubb Business Travel Accident, LifeLock Identity Theft, Nationwide/VPI Pet Insurance plans or Voluntary Life plans.

Note - The FTEs vary based upon the existing number of employees electing to take the employer-provided insurance.

APRIL 6, 2020

TO: BOARD OF DIRECTORS  
 FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION  
 RE: UPCOMING BOARD ITEMS

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**ISSUE:**

The following items are tentatively scheduled to be addressed by the Board through August 2020 at the regularly scheduled Board meetings.

**May 11, 2020\***

<b>Agenda Items:</b>	<b>Disposition:</b>
COVID-19	Discussion/Possible Action

**\*Due to the on-going COVID-19 event, staff is recommending a full Board meeting in May in lieu of committee meetings this day.**

**June 15, 2020**

<b>Agenda Items:</b>	<b>Disposition:</b>
FY21 Budget Approval	Action

**August 17, 2020**

<b>Agenda Items:</b>	<b>Disposition:</b>
Board Officer Elections	Action