



**A G E N D A**

**Supervisory Committee Meeting**

400 Oyster Point Blvd, Suite 409, So. San Francisco

Tuesday, February 7, 2017

3:00 p.m. – 4:30 p.m.

**CALL TO ORDER**

Roll Call

**PUBLIC COMMENT**

-Informational

**CONSENT AGENDA**

-Action

A. Approval of December 6, 2016 Meeting Minutes

**REGULAR AGENDA**

1. Chair/Vice Chair Election

-Action

2. Organization Update

-Oral Report

a. Board members

b. Staff positions

c. JPA expansion

3. Shuttle Program Report

-Oral Report

4. Tech Talks Symposium

-Oral Report

5. Executive Director’s Report

-Oral Report

**CORRESPONDENCE, NEWS & UPDATES**

-Informational

**ADJOURN**

-Action

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## MINUTES

### COMMUTE.ORG SUPERVISORY COMMITTEE

December 6, 2016

400 Oyster Point Blvd, Suite 409, Conference Room, SSF

#### I. ROLL CALL

Supervisory Committee

Members Present:

Maria Saguisag-Sid, City of Brisbane  
Doug Kim, SMCTA  
Randy Torrijos, San Mateo County  
Kathy Kleinbaum, City of San Mateo  
Shirley Chan, City of Daly City  
Dante Hall, City of Foster City  
John Hoang, C/CAG  
Sam Bautista, City of South San Francisco  
Christian Hammack, City of Redwood City

Staff in Attendance:

John Ford, Executive Director  
Karen Sumner, Outreach Manager

Guests in Attendance: none

The December 6, 2016 meeting of the Commute.org Supervisory Committee was called to order at 3:07 pm by Chair Saguisag-Sid.

#### II. ACTIONS/DISCUSSIONS

- From the Consent Agenda, the minutes of the October 4, 2016 meeting were approved as presented.
- From the Regular Agenda, Ms. Saguisag-Sid provided a recap of the November board meeting. The committee discussed the eBike presentation and the response from the board of directors.
- From the Regular Agenda, Ms. Saguisag-Sid opened the floor for nominations for the Chair. Mr. Torrijos was nominated on a motion/second by Mr. Hall/Ms. Kleinbaum. Mr. Torrijos was unanimously elected to become the chair effective the first meeting in 2017. The floor was then opened for nominations for the Vice Chair. Mr. Hoang was nominated on a motion/second by Mr. Hoang/Ms. Kleinbaum. Mr. Hoang was unanimously elected to be become the vice chair effective the first meeting in 2017.

- From the Regular Agenda, Ms. Sumner described the Spring ETC Event and asked the committee to “save the date” and plan to attend the event which will be held in March.
- From the Regular Agenda, Ms. Sumner gave a presentation on the School Pool module of the RideAmigos platform. The committee suggested that private schools might be more likely to use the tool given the longer distances that their students travel. Several members indicated that they might know of schools in their communities that might be good candidates for the module. Ms. Sumner will follow up with those schools that are interested.
- From the Regular Agenda, Mr. Ford gave his Executive Director report which included updates on:
  - AmeriCorps Fellow: Position has not been filled, but several qualified candidates have been interviewed. The position needs to be filled by early January.
  - MTC funding agreement is nearing completion. C/CAG will take it to their board and then execute it with Commute.org in December.
  - Commute.org shuttle pass program will be revised to include a discounted fare for senior, disabled and youth passengers on those routes where passes need to be purchased. The change will go into effect on July 1, 2017.
  - Mr. Ford will serve as the acting Shuttle Program Manager until such time as the work load is determined to warrant a full-time manager. In the meantime, all staff are assisting with the additional work load.
  - Mr. Ford shared his plans for an updated organization chart. The changes are scheduled to take place in January. No additional hires are expected for the first quarter of 2017, but is likely before the end of the fiscal year.
- The meeting was adjourned by Chair Saguisag-Sid at 4:30 pm.