Appendix 1: Oversight Committee Structure

Draft Contra Costa Accessible Transportation Strategic Plan Oversight Structure

The Contra Costa Transportation Authority (CCTA) is conducting the Accessible Transportation Strategic (ATS) Plan to ensure that transportation services to seniors and persons with disabilities are being delivered in a coordinated manner. Due to the complexity of the issue, the number and diversity of the stakeholders, and local multijurisdictional collaboration protocols, this oversight structure is correspondingly robust.

The ATS Plan will be guided by three separate Advisory Committees with each having differing areas of focus, *Policy*, *Technical*, and *Rider*. Specific responsibilities of each Committee will be defined with the assistance of the consultant and study partners once the process is initiated. Committee meetings will be formally noticed and open to the public. Committee members will be encouraged to attend all the meetings to promote the sharing of ideas and concerns between the different Committees.

Policy Advisory Committee[1]

Structure Notes: Planning processes in Contra Costa are typically overseen by the Regional Transportation Planning Committees (RTPCs)[2]. This process deviates from that process with the transit operators given seats on the PAC (rather than RTPC representation). This is due to the significant role the transit operators play in this service area. RTPC input will be solicited through presentations at the subcommittees, discussion at the CCTA Board (which is comprised of RTPC representatives) and staff participation on the Technical Advisory Committee. City and other sub-regional operators will be asked to coordinate representation through the RTPCs.

Role: Study oversight, gathering information on the subject matter, liaison responsibilities to transit districts, RTPCs, full CCTA Board, and the Board of Supervisors.

Estimated # of Meetings: *TBD*

1. County Connection	2. Tri Delta Transit
3. AC Transit & BART[3]	4. WestCAT
5. CCTA Member	6. Contra Costa Board of Supervisors
7. Subject Matter Expert/NGO/Advocate: Disabled[4]	8. Alternate: Subject Matter Expert/ NGO/Advocate: Disabled[4]
9. Subject Matter Expert/NGO/Advocate: Senior[4]	10. Alternate: Subject Matter Expert/ NGO/Advocate: Senior[4]

[1] Individuals can only be members of a single committee, there will be no duplication in membership for the PAC, TAC, and RAC.

[2] CCTA is advised by three separate RTPC subcommittees representing different regions of the County. The RTPCs consist of SWAT (Southwest), TRANSPAC (Central), TRANSPLAN (East), and WCCTAC (West).

[3] BART and AC Transit ADA paratransit obligations are both fulfilled by East Bay Paratransit.

[4] Membership in this seat is not strictly dependent on geography or affiliation with a local agency or organization. A recruitment and/or nomination process is being developed. Ultimately, CCTA will consider the nominations and make the appointments. Initial thoughts in terms of skill set and background include individuals from the private sector, academia, or advocacy/non-profit community with expertise or familiarity with the topic and can participate and contribute with an open mind and no explicit agenda or bias.

Technical Advisory Committee

Structure Notes: Includes representation from transit districts, NGOs, etc. RTPC staff creates linkage w/sub areas. At the suggestion of Caltrans, the Metropolitan Transportation Commission and County Emergency Operations have been included in addition to being a best practice.

Role: Provide subject matter expertise and public policy implications on service concepts under study and recommendations ("reality check"). Initial task of reviewing the scope of work and oversight structure.

Estimated # of Meetings: *TBD*

1. AC Transit/BART/East Bay Paratransit[5]	2. Tri Delta Transit[5]
3. County Connection[5]	4. WestCAT[5]
5. Contra Costa Transportation Authority	6. Contra Costa County Planning
7. Contra Costa Employment and Human Services	*8.* Contra Costa County Health Services/Contra Costa Health Plan
9. NGO/Advocate: Disabled	10. NGO/Advocate: Senior
11. SWAT Staff/designee[5]	12. TRANSPLAN Staff/designee[5]
13. WCCTAC Staff/designee[5]	14. TRANSPAC Staff/designee[5]
15. Veterans Transportation	16. MTC Staff Liaison
17. *County Emergency Operations (on an ad hoc basis)*	18. NGO/Advocate: Senior or Disabled

Rider Advisory Committee*

Structure Notes: NGO/Advocates will be requested to appoint riders that use transportation service for a variety of ride purposes (medical, shopping/retail, recreation, etc.). Appointments should also represent the different subareas of the County (west, east, central, south). City provider representation will be coordinated through RTPC members.

Role: Provide rider based input on concepts being studied and eventual recommendations.

Estimated # of Meetings: *TBD*

1. WCCTAC Appointment	2. TRANSPAC Appointment
3. SWAT Seat Appointment	4. TRANSPLAN Appointment
5. PCC Appointment Seat 1	6. PCC Appointment Seat 2
7. Senior Seat 1 (NGO Appointed/Recommended)	8. Senior Seat 2 (NGO Appointed/Recommended)
9. Disabled Seat 1 (NGO Appointed/Recommended)	10. Disabled Seat 2 (NGO Appointed/Recommended)

ATS Plan Staffing: Scope and diversity of issues suggests the need for multiple staff. The County also has unique obligations re: public health, Older Americans Act, Contra Costa Health Plan, etc.

Role: Study staff will 1) manage the process once the Committees have approved the protocol, 2) fulfill TAC role, 3) Liaison with CCTA Board/Board of Supervisors

1. Contra Costa Transportation Authority	2. Contra Costa County

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[5] Either the public transit agency members or RTPC staff/designees may coordinate amongst themselves to identify a single representative to attend meetings on behalf of two or more entities.