



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Minority Citizens Advisory Committee

DATE: February 8, 2010

FR: Pam Grove, MCAC Staff Liaison

RE: MCAC Work Plan Discussion

At your December meeting, MCAC Chair McGhee recommended the subcommittees meet in January to summarize their work plan items for inclusion in an “executive summary,” and to suggest priorities for possible use by MTC’s new Policy Advisory Council.

Attached is a draft outline of the MCAC 2008-2009 work plan outcomes. All subcommittees were able to meet and contribute to this draft except the Lifeline Subcommittee.

At your meeting tomorrow, we will review the draft for comments and edits, as well as finalize the priority recommendations listed at the end of the draft.

Attachment

**MINORITY CITIZENS ADVISORY COMMITTEE
2008-09 WORK PLAN SUMMARY
AND RECOMMENDATIONS FOR THE POLICY ADVISORY COUNCIL**

BACKGROUND

MTC adopted Resolution 3931 in November 2009, forming a new multi-interest Policy Advisory Council. While the interests of the Minority Citizens Advisory Committee (MCAC) will continue to be brought to this new council through the participation of its minority and low-income representatives, MCAC sees a need to submit key issues and priorities from its past work plan in order to provide continuity and background.

2008-2009 WORK PLAN SUMMARY

The 2008-2009 Minority Citizens Advisory Committee Work Plan continued its work via four subcommittees. Following is a summary of that work plan and the outcome of its objectives.

Contracting/Disadvantaged Business Enterprise (DBE) Subcommittee

- Public Participation: Assist MTC staff in updating its contact data for minority-owned and small businesses and minority chambers of commerce
Measurable Objectives: 1) Submit at least five new entries from each county for MTC's contact database; 2) review MTC's chamber of commerce list for inclusion of minority chambers of commerce throughout the region.
- Continue to focus on ways to make the bidding process more accessible to minority and small contractors
Measurable Objective: Assist MTC staff in creating a one-page document of tips for new bidders.
- Assist MTC staff in continued outreach to minorities in professional services
Measurable Objective: MTC – in conjunction with the Business Outreach Committee (BOC) – will be holding quarterly transportation outreach events for minority and small businesses. Find at least one new minority or small business to attend each event.

Outcomes

While the Contracting Subcommittee did not focus its efforts in the area of public participation, it is important to note that because of the subcommittee's input, staff has improved MTC's outreach efforts. The subcommittee assisted staff in the completion of a "Tips for Responding to MTC Procurements" sheet, which has been posted to the MTC Web site to assist potential new bidders. The subcommittee also provided input on the planning of an MTC outreach event, provided input on and attended several events hosted by the Business Outreach Committee (BOC), and provided input on the BOC newsletter.

In addition, the subcommittee assisted staff in getting information to the business community on the new state DBE goals and the application process for statewide DBE certification.

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High School Internship Subcommittee

- Assist MTC staff with encouraging more public agencies to fund a high school intern through the program
Measurable Objective: In 2008, MTC funded 27 high school interns, and BATA funded three. MTC/BATA partner agencies funded three additional high school student interns through the program. For 2009, triple the number of partner-funded interns (for a total of nine).
- Assist MTC staff in outreaching to more minority students to inform them of the internship program
Measurable Objectives: 1) Visit at least one school or youth organization within the communities of color in each of the counties with the least participation (typically Solano, Napa, Marin and Sonoma counties); 2) prior to February 2009, assist MTC staff in identifying at least five new community and/or faith-based youth organizations in communities of color in each county for inclusion in MTC's contact database (especially targeting African-American and Latino males, who are most under-represented in the program).
- Develop a means of continuing contact with students after they leave the program
Measurable Objective: Assist staff in developing a questionnaire or an e-survey to maintain contact with and acquire status updates on former interns.
- Encourage and interact with students during the program
Measurable Objectives: 1) Increase MCAC attendance and participation at opening and closing orientation; 2) encourage MCAC members to join the High School Internship Coordinator in visiting at least three student interns on the job during the summer program.

Outcomes

2009 brought many financial challenges to the region's transit agencies, and hiring additional interns was one of those challenges. The internship program did see a significant increase in student participation, however. A total of 245 applications were received (as compared to 112 applications in 2008 and 105 in 2007), and 36 interns were hired. Six interns were funded by partner agencies, as compared to three in 2008. For the 2010 program, a total of 36 jobs are currently proposed, and MTC has received 57 intern requests from agencies.

While the subcommittee did not attain its outreach goals in every county, 2009 did see an increase in minority participation in the program. Of the 36 interns hired, 25 (69%) were minorities (as compared to 58% in 2008).

At the end of the 2008 program, MTC sent a questionnaire to student participants which did not elicit a good response. In 2009, MTC had the students fill out the questionnaire at the program's closing ceremony in August, which yielded a much better return (80%). While the questionnaire enables staff to collect current and immediate future data on the students, some means of ongoing contact with the students has yet to be established.

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MCAC members attended both the opening and closing ceremonies of the 2009 summer program, but did not participate in visiting interns on the job site.

Lifeline Subcommittee

- Participate in the county-level Congestion Management Agency (CMA) selection process for Lifeline-funded projects
Measurable Objective: Select an MCAC representative (if available) to participate in the selection process for each county that has a Lifeline Call for Projects. Provide feedback for future project selection.
- Become more familiar with the Lifeline Program and its projects in order to offer comments/suggestions to MTC
Measurable Objective: Organize at least two Lifeline project site visits for committee members.
- Participate in the creation of the Lifeline Program Evaluation
Measurable Objective: The Lifeline Program Evaluation is in the very beginning stages of development. The Lifeline Subcommittee will assist MTC staff in determining whether the program is achieving its goals.

Outcomes

Six members of MCAC participated at the county level in the Lifeline Project selection process. Three counties did not include an MCAC member because there was either an MCAC vacancy in that county at the time of selection or the selection committee members were determined by a previously negotiated agreement.

In addition, the subcommittee visited Lifeline projects in San Francisco, Concord and Santa Rosa. The subcommittee also assisted staff in reviewing the Second Cycle Lifeline program guidelines in 2008 and the Third Cycle Low-Income Flexible Transportation (LIFT) Program evaluation in 2009.

Going forward, member participation in Lifeline project selection and program evaluation could be achieved by minority and low-income representatives to the Policy Advisory Council. The Equity Analysis Subcommittee recommends that future Lifeline/environmental justice topics be combined with equity analysis topics into one working group for these tasks as they arise.

Equity Analysis Subcommittee

- Review Draft Transportation 2035 Equity Analysis
Measurable Objective: Submit memo to MTC staff and Commission with comments on the Draft Transportation 2035 Equity Analysis before end of comment period (February 2009).

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Equity Analysis Subcommittee (continued)

Agenda Item No. 4

- Public Participation: Assist MTC staff in updating its contact data for minority media, faith-based organizations and community groups for future community outreach for the Regional Transportation Plan (RTP)
Measurable Objective: Submit at least five new community and/or faith-based organizations from each county for entry into MTC's contact database.
- Create an Equity Analysis Subcommittee to discuss future RTP methodology options
Measurable Objectives: The Transportation 2035 Equity Analysis Subcommittee will submit its comments on the Draft Transportation 2035 Equity Analysis and will conclude its work at that time. The members of this subcommittee recommend that a new subcommittee be formed for the following purposes: 1) Explore ways to improve the RTP equity analysis methodology and provide a status report in July 2009; 2) assist MTC staff in the development of a "snapshot" analysis of regional mobility (this exploratory research is in response to a direct request by MCAC and was supported by MTC's Executive Director and other advocates at a May 2008 roundtable discussion); 3) track other emerging issues related to equity, such as the use of funds collected from High Occupancy Toll (HOT) lanes, and comment as appropriate.

Outcomes

The Transportation 2035 (T2035) Equity Analysis Subcommittee completed its work with the T2035 Equity Analysis Report and submitted comments on the draft report via MCAC to MTC's Planning Committee in December 2008. A new subcommittee was formed thereafter for the purpose of providing input to staff on the development of a shorter term "snapshot" analysis. For most of 2009, the Equity Analysis Subcommittee provided input on metrics for the analysis, reviewing maps and making suggestions to staff. The report will be presented to the Commission in early 2010, and a recommendation will be made as to inclusion of the snapshot analysis in future equity analysis work.

In addition, the Equity Analysis Subcommittee recommends that future Lifeline and environmental justice topics be combined with equity analysis topics into one working group.

RECOMMENDATIONS AND PRIORITIES

After reviewing the above work plan and accomplishments, MCAC makes the following recommendations and identifies some key issues for the new Policy Advisory Council:

- Continue to assist staff in finding ways to make MTC's bidding process more accessible to minority and small contractors.
- Continue to assist staff in its outreach efforts to minorities in professional services.
- Continue to assist staff in outreach to minority students.

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RECOMMENDATIONS AND PRIORITIES (continued)

Agenda Item No. 4

- MCAC recommends the prioritization of the equity analysis for the Policy Advisory Council's work plan.
- MCAC recommends the inclusion of the snapshot analysis in future equity analysis work.
- MCAC recommends that any future subcommittee work assigned for Lifeline, environmental justice and equity issues be merged and assigned to one subcommittee, including assisting in the Lifeline project selection at the county level and the equity analysis for the regional transportation plan.