



Agenda Planning Request Form



Instructions

Complete this form for any new or amended Agenda Planning (AP) Request. Each request requires the endorsement of **at least three (3) Directors** (including the requestor). Directors are limited to a **maximum of fifteen (15)** AP requests per calendar year, with no more than two requests made per meeting. AP requests are non-transferrable to any other Director and any “unused” AP requests shall not be carried over to the next calendar year. Requests for presentations by individuals or organizations outside of AC Transit are excluded from the AP request limit.

Prior to making a request, Directors shall make their best effort to discuss the item with the General Manager, a member of his/her Executive Staff or appropriate Board Officer in advance of the Board meeting at which the request will be made.

AP Request Forms are due to the District Secretary no later than 5:00 p.m. on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet. Email completed forms to districtsecretary@actransit.org

Information

Directors Name	Diane Shaw	Meeting Date the AP Request will be presented:	February 8, 2023
This Request is:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Include in the GMs Report:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Briefing	Expected Staff Report Due Date (if known):	
Discussed w/ GM, Board Officer or Exec Team Member:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Item Description: (Please be thorough. Attach additional information if needed.)

I'd like to get a briefing on what we are doing to combat threats to our employees and customers in the field. I know we recently participated with MTC on a forum about Asian transit safety which is such an important topic and I'd like to hear how we are moving forward to insure we mitigate any issues. What statistics do we track regarding the safety of employees and customers and where is that data logged? What is the process for reporting issues and complaints? Who is responsible for follow up and how often is it reviewed? Statistics might be number of harassments which could be sexual or non-gender specific, workplace violence threats, unruly passengers, unsafe facilities or equipment, or and any other safety concerns? I would also like to hear what other agencies are doing in this area. This would include things such as ambassadors, or add'l camera security, complaint logging, etc.

Purpose:

In light of recent employee threats at other agencies, employee assaults, and the comments we’ve heard from customers about not feeling safe on transit, I’d like to get an understanding of the current safety challenges that we are facing as an organization both for employees and customers.

What will be accomplished/desired outcome:

The board will get an understanding of all of the things AC Transit staff are doing to insure our employees and customers feel safe while on our system. I also want to hear what the current challenges are, what is needed to address them, and how we might help to mitigate and address them.



For Office Use Only

Information on requested additions by Board Members:

None

Concurrence By: ☒ Beckles ☐ Walsh ☐ Syed ☐ McCalley ☒ Shaw ☒ Young ☐Peeples

Tracking Number (if applicable): 23-001