

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 8/7/2024

Staff Report No. 24-405

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager/Chief Executive Officer
SUBJECT: Employee and Non-Employee Out-of-State Travel

BRIEFING ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider receiving the Semi-Annual Employee and Non-Employee Out-of-State Travel Report for the second half of FY 2023-24.

Staff Contact:
Chris Andrichak, Chief Financial Officer

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce
Initiative - Employee Recruitment, Training and Retention

Employee travel is necessary and/or useful for both employees and the District. Having employees travel to attend in-person training enhances their knowledge and work performance, and conferences and industry events benefit both the employee and the District's business and profile.

BUDGETARY/FISCAL IMPACT:

The travel activity shown was included in the FY 2023-24 Operating Budget.

BACKGROUND/RATIONALE:

This report details travel that occurred during the period of January 1, 2024, to June 30, 2024, and a summary of the conferences/workshops, attendees, purposes, and costs:

ATD 24 Conference, New Orleans, Louisiana: ATD's annual conference to learn about trends and best practices, discover new tools and solutions at the largest EXPO for training and development practitioners, and share ideas with peers who are committed to helping create a world that works better. Attended by one employee, Ryan Gurule. The cost was \$3,698.

APTA Workforce Summit, Puerto Rico: This workforce summit focused on recruiting and retaining transit workers. Attended by one employee, Sebron Flenaugh III. The cost was \$3,966.

APTA Bus Roadeo, Portland, Oregon: This event brings together thousands of transit employees from different agencies to demonstrate the skills of operation in various areas. Attended by four employees, Sean Burr, Miguel Lopez, Tamayo Andres and Alvin Tan. The total cost was \$8,489.

APTA Legal Affairs, New Orleans, Louisiana: This conference provided up-to-date information on regulatory/legislative developments, industry-related litigation, and other legal issues affecting the transit industry. Attended by one employee, Aimee Steele. The cost was \$3,110.

APTA Legislative Conference, Washington, DC: This conference helps to educate APTA members on important federal legislation and policy initiatives and affords an unparalleled opportunity to shape the industry's positions and federal advocacy agenda. Attended by three employees, Beverly Greene, Sal Llamas, and Steven Jones. The cost was \$12,187.

APTA Marketing & Communication Conference, New Orleans, Louisiana: This intensive and interactive workshop focused on all aspects of public transportation marketing and communications. Attended by one employee, Zachery Farmer. The cost was \$ 2,998.

APTA Mobility Conference, Portland, Oregon: This conference provides training on addressing critical priorities and challenges facing bus and paratransit systems. Attended by six employees, Ahsan Baig, Manjit Sooch, William Tonis, Michael Flocchini, Tasawar Jalali and Sal Llamas. The total cost was \$21,954.

B2Gnow Drive 2024 User Training, Phoenix Arizona: This training brought together business diversity experts from across industries. This summit offered a truly unique space for the active exchange and shaping of program best practices, perspectives, and strategies - a pivotal forum for advancing the understanding and impact of business diversity programs. Attended by one employee, Islam Ayyad. The cost was \$3,011.

Boss Desk User Conference, Atlanta, Georgia: This conference brought together IT professionals and industry leaders to explore the latest advancements in IT service management. Attended by one employee, Lyell Amora. The cost was \$2,503.

Designing Cities 2024 Workshop, Miami Florida: This workshop provided guidance to people managers, both new and seasoned, to develop a new awareness and build new skills around a whole-human approach to relating to managing, coaching, and visioning for their teams that will shift unhelpful patterns, promote connection and cohesion, and help teams to make a strong impact. Using storytelling, group problem solving and scenario work, and independent reflection, this workshop provided a fresh, inclusive, and innovative perspective on managing and coaching in an ever-changing work landscape. Attended by one employee, Michael Eshleman. The cost was \$3,367.

FTA Drug and Alcohol Conference, Atlanta, Georgia: This conference offered a three-day event for transit officials and drug and alcohol program managers. The conference provided attendees with background information on 49 CFR Part 655, which covers the prevention of prohibited drug use and alcohol misuse in transit operators. Attended by one employee, Kendra Winn. The cost was \$1,634.

PARMA Conference, Palms Springs, Florida: This conference provided training on enhancing the professional growth of California public agency personnel involved in risk management. Attended by one employee, Jean-

Paul Popoff. The cost was \$2,654.

Payroll Org 2024 Conference, Nashville, Tennessee: This conference provided training on keeping organizations in compliance with employment laws and regulations. Attended by six employees, JoAnna Hill, Ellaine Parker, Joel Perez, Lindsay Santos, and Kimberlaine Szerlip. The total cost was \$28,093.

P-Card Conference, Las Vegas, Nevada: This conference is an annual event for education card and procurement to pay program that helps with reducing inefficiencies in traditional purchase processes. Attended by two employees, Michael Silk, and Chellate Young. The total cost was \$5,834.

TRB Conference, Baltimore Maryland: The conference bridges the gap between the transportation equity analyses that agencies conduct and conditions on the ground. Presenters will emphasize concrete outcomes and examples of advancing transportation equity. They will highlight practical solutions and programs. Attended by one employee, Michelle Schurig. The cost was \$1,505.

WTS International Annual Conference, New Orleans, Louisiana: This conference included fostering meaningful connections, inspiring creativity, providing a welcoming and inclusive environment, and strengthening the collective voice of women in transportation. Attended by one employee, Claudia Burgos. The cost was \$6,815.

ADVANTAGES/DISADVANTAGES:

There are no notable advantages or disadvantages to this report.

ALTERNATIVES ANALYSIS:

This report does not recommend action.

PRIOR RELEVANT BOARD ACTION/POLICIES:

SR 24-124 - 1st and 2nd Quarter Employee and Non-Employee State Travel.

ATTACHMENTS:

1. Employee Out-of-State Travel, FY 2023-24 (January - June)

Prepared by:

Sue Lee, Director of Revenue Management

In Collaboration with:

Shay Otenbriet, Executive Administrative Assistant

Approved/Reviewed by:

Chris Andrichak, Chief Financial Officer