



# Agenda Planning Request Form

SR 25-291, Att.2



## 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](mailto:districtsecretary@actransit.org)

## Information

|                                                                                                                                   |                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Director's Name:</b><br>Jean Walsh                                                                                             | <b>Meeting Date the AP Request will be presented:</b><br>November 2024                                   |
| <b>This Request is:</b><br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Amended                            | <b>Include in the GMs Report:</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>Type:</b><br><input type="checkbox"/> Action <input checked="" type="checkbox"/> Briefing                                      | <b>Expected Staff Report Due Date (if known):</b>                                                        |
| <b>Discussed w/ GM, Board Officer or Exec Team Member:</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                                                                                          |

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

The Board would like an update on AC Transit health and wellness initiatives, including employee participation, and outcomes. In 2022 the Board received a presentation on the wellness program which included areas of focus for the future. We'd like to see what progress has been made and learn of future plans and resources needed.

## Purpose:

Employee health and wellness is of critical importance, especially given that the majority of AC Transit's workforce are bus operators who spend a long time sitting and can incur ailments and injuries on the job. A robust and effective health and wellness program can lead to healthier staff, improved morale, greater job satisfaction and ultimately better transit service for the public.

**What will be accomplished/desired outcome:**

The board will receive an update on current programs, advancements made, future plans and opportunities, and the resources needed to improve the health and wellness program further.

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**For Office Use Only**

*Information on requested additions by Board Members:*

Click or tap here to enter text.

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

**Tracking Number (if applicable):**      Click or tap here to enter text.