

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 3/13/2024

**Staff Report No.** 24-124

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**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 FY 2023-24, 1<sup>st</sup> and 2<sup>nd</sup> Quarter Employee and Non-Employee Out-of-State Travel Report.

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:**

Budgeted travel activity is included in the FY 2023-24 Operating Budget.

**BACKGROUND/RATIONALE:**

This report details travel that occurred during the period of July 1, 2023 to December 31, 2023, and a summary of the conferences/workshops, attendees, purposes, and costs:

*Administrative Professionals Conference, Las Vegas, Nevada:* This conference brings together thousands of office professionals from around the world for 3 days of education and connection. With training by leading experts in the profession, APC is considered the premier international training conference for administrative and executive assistants. Attended by one employee, Maisha Maxwell. The cost was \$3,911.

*APTA Transform Conference, Orlando, Florida:* This conference is public transit's premier showcase of technology, products, and services. Attendees from around the globe provide a pivotal role in connecting the industry in public transportation. Attended by eleven employees from various departments: Chris Andrichak,

Beverly Greene, Manjit Sooch, Ahsan Baig, Dwain Crawley, Sebron Flenaugh III, Ryan Lau, Salvador Llamas, Janis Picket-Lacy, William Tonis, Leonard Bellow, and Michael Flocchini. The total cost was \$37,867.

*AWI Annual Conference, Scottsdale, Arizona:* This conference is a professional membership association for attorneys, human resource professionals, private investigators, and many others who conduct, manage, or have a professional interest in impartial workplace investigations. Attended by one employee, Monique Chappel. The cost was \$2,575.

*CALACT Autumn Conference, Palms Springs, Florida:* This conference is to promote excellence, stimulate ideas, and advocate effective community transportation. Attended by two employees, Robert Del Rosario and Kimberly Ridgeway. The total cost was \$3,363.

*CrowdStrike Fall Conference 2023, Las Vegas, Nevada:* This four-day conference is for security and cloud leaders and their teams to learn about the most pressing issues in today's threat landscape, and to experience the tools, understand the trends, and learn the techniques and solutions to protect their enterprise. Attended by one employee, Allen Lassen. The cost was \$1,993.

*CTA Federal Lobby Day, Washington, DC:* This conference gives company executives and employee-owners the opportunity to hear from top decision-makers in Congress about potential policy changes that could impact your agency. Attended by one employee, Beverly Greene. The cost was \$1,810.

*Eno Mid-Manager Program, Boston, Massachusetts:* This is part of a professional development program centered on understanding the transportation workforce, identifying emerging talent, encouraging the next generation of leaders, and developing quality educational opportunities. Attended by one employee, Quella Thompson. The cost was \$8,132.

*Harvard School Executive Education, Boston, Massachusetts:* Beverly Greene, Executive Director of External Affairs, Marketing, and Communications, received a fellowship to attend Harvard Kennedy School's Senior Executives in State and Local Government Program. The program is an intensive three weeks with 81 colleagues from across the globe focused on Public Service. Attendees discussed a wide range of issues, including Policy Modeling, Economic Development, and Creating Public Value. Attended by one employee, Beverly Greene. The cost was \$3,505.

*Info-Tech Live 2023, Las Vegas, Nevada:* The conference is specifically tailored for IT executives who play a crucial role in shaping technology decisions, driving institutional adoption, and fostering innovation within their organizations. Attended by one employee, Stanley Wyrick. The cost was \$2,090.

*Latinos in Transportation, Washington DC:* Latinos In Transit provides networking and professional development opportunities through a variety of programs and activities such as monthly virtual coffee chats, LIT Leadership Summit, scholarships, networking events, and a presence at industry events like the APTA Expo. Several breakout sessions focused on practical strategies and real-world insights on topics of equity and diversity in transit leadership, operations, and workforce development. Attended by two employees, Cheryl Sudduth and Salvador Llamas. The total cost was \$3,406.

*MISAC Annual Conference, Palms Springs, Florida:* This conference is comprised of public agency information

technology professionals working throughout California and it promotes the understanding and strategic use of information technology within local government agencies through the sharing of best practices. Attended by two employees, Ahsan Baig and Lyell Amora. The cost was \$2,874.

*Northwest Transit Exchange, Eugene, Oregon:* This is a regional conference promoting dialogue among transit agency staff to discuss relevant challenges and important issues for urban hubs and smaller communities across the Northwest. Attended by two employees, Andrew Broadbent and Ajay Martin. The cost was \$2,799.

*UITP Electric Bus and Ops Training, Newark, New Jersey:* This conference explores the advantages and disadvantages of various technologies for achieving an optimal electric solution, learn about the products on offer, the competition and maturity level of the suppliers, leverage technology and data management to optimize operations and charging strategies, gain insights from successful major electric bus project implementations including e-bus system procurement, operations, and infrastructure. Attended by one employee, Salvador Llamas. The cost was \$826.

**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 23-394 - FY 2022-23 Second, Third, and Fourth Quarter Employee and Non-Employee Out-of-State Travel.

**ATTACHMENTS:**

1. Employee Out-of-State Travel, 1<sup>st</sup> and 2<sup>nd</sup> Quarter FY 2023-24

**Prepared by:**

Sue Lee, Director of Revenue Management

**Approved/Reviewed by:**

Chris Andrichak, Chief Financial Officer