
FY 2019-20 Third Quarter Employee and Non-Employee Out-of-State Travel

Employee: Beverly Greene
Date: July 7-11, 2019 * Expensed in 3Q
Purpose: COMTO 2019 Conference
Place: Tampa, FL.
Cost: \$2657.40

Nature of Expenses: Lodging (\$966.60); Airfare (\$508.30); Per Diem (\$307.50)

Justification: The Conference of Minority Transportation Officials, (COMTO) is the leading national advocate for employment diversity, inclusion and contracting opportunities in the multi-modal, multi-billion-dollar transportation industry. COMTO gives me an opportunity to attend several workshops, seminars, and educational sessions about the latest technology and trends in mass communication for transit professionals.

Employee: Yvonne Castro
Date: October 7-11, 2019
Purpose: NEOGOV
Place: Las Vegas, NV.
Cost: \$ 2815.89

Nature of Expenses: Lodging (\$555.58); Airfare (\$669.96); Per Diem (\$288.00)

Justification: The purpose of the conference was to learn about current and new NEOGOV products and enhancements, leverage teachings from professional experts and peers within public sector hiring. Training courses on varied topics such as, Insight's Recruitment Life Cycle, an overview of Onboard, and Perform Advanced Topics, allowed for advanced and in-depth knowledge of recruitment principles that were then implemented at the District.

Employee: Jean-Paul Poppoff
Date: December 3-5, 2019
Purpose: Public Agency Training Council
Place: Las Vegas, NV.
Cost: \$688.08

Nature of Expenses: Lodging (\$204.06); Airfare (\$131.96); Per Diem (\$152.50)

Justification: The purpose was to enhance our claims investigation, witness and claimant evaluation, jury selection, and interviewing skills and capabilities. The training directly benefits our daily operational activities and the training of staff in our respective departments.

Employee: Beverly Greene
Date: January 22-24, 2019
Purpose: 2020 COMTO NATL BD OF DIR MTG
Place: Fort. Lauderdale, FL.
Cost: \$964.93

Nature of Expenses: Lodging (\$281.37); Airfare (\$341.60); Per Diem (\$165.00)

Justification: Beverly Greene, Executive Director of External Affairs, Marketing and Communications attended the 48th National Meeting and Training Conference of Minority Transportation Officials. COMTO's mission is to ensure opportunities and maximum participation in the transportation industry for people of color and historically underutilized businesses (or Disadvantaged Business Enterprises) and is the Nation's only multi-model advocacy organization and membership association for minority professionals and businesses in the transportation industry. Beverly is the Northern California Chapter President and now is a member of the National Board of Directors which sets policy for the direction of the organization. Beverly attended the council of president's meeting; conducted a site visit and made final arrangements for the July 2020 conference

Employee: Cecil Blandon

Date: February 17-20, 2020

Purpose: Zero Emission Bus Resource

Place: Seattle, WA.

Cost: \$1160.67

Nature of Expenses: Lodging (\$488.07); Airfare (\$241.97); Per Diem (\$259.00)

Justification: The out of state Zero Emission Bus Resource Alliance, (ZEBRA) I attended in February 2020 is a roundtable meeting that is for transit agencies to share lessons learned about Zero-emission buses. It is education, advocacy, and network opportunities that benefit the District as well as an excellent opportunity to get a crash course on all hydrogen and battery electric infrastructure solutions available in the market for AC Transit. These are opportunities to expand the District's network and gain perspective from other public agencies as well as sharing our lessons learned with other agencies.

Employee: Evelyn Ng

Date: February 18-20, 2020

Purpose: Zero Emission Bus Resource

Place: Seattle, WA.

Cost: \$815.37

Nature of Expenses: Lodging (\$325.38); Airfare (\$250.98); Per Diem (\$185.00)

Justification: Attended Zero Emission Bus Resource Alliance (ZEBRA) round table to learn more about zero emission bus deployment solutions and currently available technologies. The round table also provided indications of cost, funding opportunities, recommended procurement steps and potential partnerships. It was also an excellent opportunity to learn from other transit agencies around the country about their approach to transitioning their fleet to a zero-emission fleet. AC Transit is a member of ZEBRA.

Employee: Beverly Greene

Date: February 22-25, 2020

Purpose: 2020 APTA Marketing & Comms

Place: Orlando, FL.

Cost: \$2546.39

Nature of Expenses: Lodging (\$787.87); Airfare (\$540.60); Per Diem (\$231.00)

Justification: The purpose of this trip was to accept (2) APTA AdWheel Awards with my team on behalf of AC Transit. I had an opportunity to attend several workshops, seminars, and educational sessions about the latest technology and trends in mass communication for transit professionals. We learned about ways

to increase ridership; improve customer experiences, and safety and security technology and best practices.

Employee: Julia Kocs

Date: February 22-26, 2020

Purpose: 2020 APTA Marketing & Comms

Place: Orlando, FL.

Cost: \$2740.42

Nature of Expenses: Lodging (\$1049.16); Airfare (\$560.80); Per Diem (\$215.00)

Justification: I moderated the Social Media and Service Disruptions panel at the Marketing and Communications Exchange Roundtables. Help inform and educate transit partners and agencies around the country about the AC Transit social media program, including best practices as they apply to customer care.

Sessions attended:

- Crisis Communications
- Large System roundtable
- Technology
- Increasing Ridership
- Marketing/Design
- Communicating Challenges and Opportunities

Employee: Nichele Laynes

Date: February 22-26, 2020

Purpose: 2020 APTA Marketing Comms

Place: Orlando, FL.

Cost: \$2433.03

Nature of Expenses: Lodging (\$786.72); Airfare (\$551.60); Per Diem (\$215.00)

Justification: To receive two APTA AdWheel awards on behalf of AC Transit; to facilitate the HR recruitment strategies roundtable discussion; to gain knowledge best practices from other peers/agencies.

Sessions attended:

- Marketing & Communications Exchange and Roundtables (facilitated HR Recruitment Strategies RoundTable)
- Increasing ridership workshop
- AdWheel awards luncheon
- Marketing/Design workshop
- Outreach workshop

Employee: Chellate Young

Date: March 2-7, 2020

Purpose: Management Analyst Training

Place: Washington, DC

Cost: \$3603.83

Nature of Expenses: Lodging (\$1265.31); Airfare (\$471.61); Per Diem (\$418.00)

Justification: This class is specifically tailored for Management Analyst as it covers key concepts and skills required to be successful management analyst. It is government-oriented, job-related, practical, and hands-on, taught by instructors with many years of high-level government experience.

Benefits of attending this class includes:

- Find out what it takes to succeed as a management analyst.
- Receive a solid foundation in management analysis techniques.
- Develop skills in the application of fact finding and investigative techniques.
- Become acquainted with the process of analysis and various data-gathering methods.
- Develop the analytical and critical problem-solving skills required for management analysts.

Employee: Claudia Burgos

Date: March 21, 2020 CANCELLED

Purpose: APTA Leadership Conference

Place: Washington, DC

Cost: \$627.80

Note*

Claudia Burgos APTA Leadership Conference, March 21st was cancelled due to COVID 19. The airfare was non-refundable.

Beverly Greene July, 2019 trip was expensed in Q3 due to budget error in PeopleSoft System.