



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 6c
HCAOG Board Meeting
March 21, 2024

DATE: March 14, 2024
TO: Social Services Transportation Advisory Council (SSTAC)
FROM: Stephen Luther, Associate Regional Planner
SUBJECT: **Revised SSTAC Bylaws**

STAFF REPORT

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Staff's Recommended Action:

Motion to be approved by consent:

“The PAC recommends that the HCAOG Board approve revisions to the SSTAC Bylaws.”

Staff Summary:

HCAOG staff is recommending revisions to the SSTAC bylaws. Some of the changes are simple clarifications and cleanup of outdated terminology. The substantive changes have to do with meeting frequency and adding the role of “advisory members”.

The advisory member role is the same language that was added to the Technical Advisory Committee bylaws. This is to aid in achieving a quorum while maintaining a role for interested members who may only be able to participate occasionally.

Another substantive change is to the meeting frequency. The HCAOG Triennial Performance Audit called attention to the SSTAC meeting schedule (every other month), noting that in most regions the SSTAC meets about 3 times a year and is primarily focused on the Unmet Transit Needs process. The SSTAC expressed interest in continuing to advise on broader transit issues, but agreed meeting could be less frequent. The SSTAC will continue to advise and review broader transit issues as they arise, but the focus is on the Unmet Transit Needs process. Meeting on a quarterly or as needed basis, rather than every other month, is sufficient to meet the scope and purpose of the SSTAC.

Specific revisions include:

- Section 4.01 – SSTAC Composition: Update language regarding “representative of potential transit users with a disability” (replacing the term “handicapped”).
- Section 4.03 – Terms of Office: Clarifying language added that terms do not apply to the nine statutorily required members.
- Section 4.03 – Term of Office: Clarified process and options for membership following service of two three-year terms.
- Section 4.05 – Voting Rights: Adds the process for designating members as non-voting advisory members after missing more than 50% of meetings in a calendar year. Staff is recommending this revision to both allow members the opportunity to remain involved while also helping the STTAC more consistently reach a quorum.
- 5.01 – Regular Meetings: Updating the occurrence of regular meetings from every other month to a quarterly basis or as necessary. (The provision for special meetings (5.03) would remain unchanged.)

These changes were reviewed by the SSTAC and recommended for adoption.