



Minutes: Access Paratransit Advisory Committee

Date: Monday, July 12, 2021

Time: 6:00 PM – 7:30 PM PST

[Zoom Meeting Recording \(expires 8/27/21\)](#)

APAC members: Clark Matthews, Dorene Cornwell, Kristina Sawyckyj, Ginger Kwan, Christina Schaefer, Joe Welinske

- **Absent:** Deborah Artis, Jamilah Ibrahim

Metro staff: Gunner Scott, Gwen Clemens, Ashish John, Lorrie Alfonsi, Gwyn Howard

MV Transportation staff: John Gray, Lanai Tua, Mike Bedlion

Facilitator /Presenter	Topic
Gunner	<p>Welcome</p> <p><i>Housekeeping</i></p> <ul style="list-style-type: none"> • The group confirmed that with the current number of APAC members, quorum is reached when there are 5 APAC members in attendance (50% of members plus 1)
Gunner	<p>Next steps for APAC member recruitment</p> <ul style="list-style-type: none"> • Currently there are three APAC vacancies. Former member Colleen recently resigned due to health issues. The goal is to launch the recruitment effort for new members by August, or September at the latest. • Attendees expressed a preference to add the APAC member recruitment topic to the August meeting agenda. APAC members plan to review the APAC member application in advance of the August meeting to prepare for discussing changes to the application during the working meeting. • Gunner confirmed that the three open seats will be filled based on the districts represented by the three members who resigned. The current understanding is that APAC member recruitment posts must be published for a minimum of 30 days prior to starting the interview process. <p><i>Action items</i></p> <ul style="list-style-type: none"> • Gwyn to add a 30-minute work session to the August agenda for APAC Member Recruitment (walk through comments/edits from APAC members on the application, interview questions, and discuss a recruitment plan). • APAC Members to look over the APAC Member Application prior to the August monthly meeting, and bring suggested edits and comments to the meeting. • Gwyn to add the APAC Member Application to APAC HUB, and to include the application in the email with the July 12 meeting minutes.

<p>Dorene</p>	<p>Old Business</p> <p><i>APAC Annual Report</i></p> <p>Attendees used the remaining meeting time as a work session to review and make updates to the draft APAC Annual Report. This time included confirming, discussing, and reviewing the following:</p> <ul style="list-style-type: none"> • Topics listed from prior meeting minutes including topic areas identified for future APAC focus • Text addition regarding APAC member disability representation • Text addition regarding Covid-19 pandemic-related impacts and challenges • APAC responses to the four core sections of the report <p><i>Action items</i></p> <ul style="list-style-type: none"> • APAC recruitment subcommittee (Kristina, Dorene, and Joe) to conduct a final review of the updated draft APAC Annual Report by July 19. • APAC recruitment subcommittee (Kristina, Dorene, and Joe) to provide Gunner and Gwyn the final draft APAC Annual Report on or before July 19 (Gunner and Gwyn to do a final readability and spelling check) • Gwyn will send out the final draft APAC Annual Report to the full APAC committee as soon as possible, with a request for APAC members to vote on approval of the draft by July 20
	<p>Next monthly APAC meeting: August 9, 2021</p>

July 12, 2021 meeting action items:

- APAC Member Recruitment:
 - Gwyn to add a 30-minute work session to the August agenda for APAC Member Recruitment (walk through comments/edits from APAC members on the application, interview questions, and discuss a recruitment plan).
 - APAC Members to look over the APAC Member Application prior to the August monthly meeting, and bring suggested edits and comments to the meeting.
 - Gwyn to add the APAC Member Application to APAC HUB, and to include the application in the email with the July 12 meeting minutes.
- APAC Annual Report
 - APAC recruitment subcommittee (Kristina, Dorene, and Joe) to conduct a final review of the updated draft APAC Annual Report **by July 19**.
 - APAC recruitment subcommittee (Kristina, Dorene, and Joe) to provide Gunner and Gwyn the final draft APAC Annual Report **on or before July 19** (Gunner and Gwyn to do a final readability and spelling check)
 - Gwyn will send out the final draft APAC Annual Report to the full APAC committee as soon as possible, with a request for APAC members to vote on approval of the draft **by July 20**