SANDAG

COMMITTEE/WORKING GROUP CHARTER
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)

PURPOSE

The mission of the Social Services Transportation Advisory Council (SSTAC) is to review, recommend, and promote the development and use of accessible transportation services by:

- Promoting the coordination of transportation serving seniors, individuals with disabilities, and persons of limited means;
- Advising on transportation facilities' compliance with the requirements of the Americans with Disabilities Act (ADA), the Rehabilitation Act, and the building standards in Title 24 of the California Code of Regulations; and
- Advising on the accessibility and usability of transportation facilities beyond strict interpretation of regulations based on actual experience and knowledge.

LINE OF REPORTING

SSTAC reports to the SANDAG Transportation Committee, which in turn reports to the SANDAG Board of Directors.

RESPONSIBILITIES

SSTAC advises the SANDAG Board of Directors and its Transportation Committee regarding regional issues of accessible transportation provided by the public and private sector. These activities include the following:

1. Review and comment on accessible transportation issues for San Diego Forward: The Regional Plan and other relevant SANDAG plans and programs;
2. Review and comment on the key activities required for the development of the Coordinated Public-Transit Human Services Transportation Plan (Coordinated Plan). This includes assistance with the following activities: assessing current available services; identifying areas of duplicative service and gaps in service; identifying the transportation needs of individuals with disabilities, senior citizens, and persons of limited means; developing strategies for addressing the service gaps and minimizing the duplication of services; prioritizing transportation services for funding and implementation based on resources, time, and feasibility for implementing the specific strategies identified; and reviewing the draft document for content and language;

3. Serve as the region's Social Service Transportation Advisory Council within the meaning of California Public Utilities Code (PUC) Sections 99238(c) and 99401.5 by advising and making recommendations to the Transportation Committee on the unmet transit needs of senior citizens and individuals with disabilities, as required by the state's Transportation Development Act (TDA);

4. Fulfill the requirement in PUC Section 99238.5 that SANDAG establish and implement a public participation process to solicit the input of transit-dependent and transit-disadvantaged persons, including the elderly, persons with disabilities, and persons of limited means;

5. Review and comment on the progress of the region's transit operators in providing accessible transportation to senior citizens and individuals with disabilities;

6. Review and comment regarding the legal and practical requirements of transit access to be analyzed by staff and as legally required and practically feasible, incorporated into the design and construction of transit facilities;

7. Review and comment on the progress of the region's Consolidated Transportation Services Agency (CTSA) in assisting agencies and organizations to coordinate their transportation services and in implementing other regional mobility management projects;

8. Review and comment on proposed legislation and regulations concerning transportation for seniors and individuals with disabilities;

9. Advise transit operators and other relevant entities regarding programs that promote use of existing transportation programs to better serve seniors and individuals with disabilities;

10. Advise SANDAG on any other major transportation issues, including the coordination and consolidation of specialized transportation services; and

11. Review and comment on regional issues brought before the SSTAC, which are relevant to the implementation of accessible transportation services under federal and state legislation.

SSTAC discusses issues of a regional nature, not specific to individual transit operators or to individual events or circumstances. Issues not appropriate to SSTAC discussion are referred to the appropriate transit operator or other organization with authority to resolve the issue.

MEMBERSHIP

Membership on SSTAC is designed to fulfill the requirements of PUC Section 99238, of the State of California.

INDIVIDUAL MEMBERS

1. Primary Representatives — The following members shall be selected based on their individual qualifications.

    a. One representative of potential transit users who is a senior, 60 years or older;

    b. One representative of potential transit users who is disabled; and

    c. Three at-large representatives of the interests of seniors, persons with limited means, or disabled transportation users who are familiar with the ADA and Title 24 regulations.

2. Alternates — An alternate for each of the primary representatives above will be chosen based on their individual qualifications. Alternates shall have voting privileges when the respective primary representative is not in attendance at a meeting.

Individual members shall serve a three-year term.

AGENCY MEMBERS

1. Rotating — The following members shall be selected based on the qualifications of the agency as well as the individual proposed to represent the agency. Each agency member shall identify one primary representative and one alternate as a part of the application process. Alternates shall have voting privileges when the respective primary representatives are not in attendance at a meeting. Agency members shall serve a three-year term.

    a. Two representatives of local social service providers for seniors, including one representative of a social service transportation provider, if one exists;

    b. Two representatives of local social service providers for individuals with disabilities, including one representative of a social service transportation provider, if one exists; and

    c. One representative of a local social service provider for persons of limited means.

2. Standing — The following members are standing agency members. Standing agency members shall self-appoint primary and alternate representatives at their discretion based on the representative's role in serving the agency. Standing agency members do not have terms.

    a. Two representatives from the local consolidated transportation service agency, designated pursuant to Subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from a transportation service provider, if one exists;

    b. One representative from North County Transit District (NCTD) representing fixed-route service;

c. One representative from NCTD representing ADA Paratransit service;

d. One representative from Metropolitan Transit System (MTS) representing fixed-route service; and

e. One representative from MTS representing ADA Paratransit service.

MEMBERSHIP TERM AND SELECTION FOR INDIVIDUAL MEMBERS AND ROTATING AGENCY MEMBERS

SSTAC members shall be chosen by a selection panel and shall serve a three-year term beginning and ending in the month of July. At the end of their term, members may apply for another three-year term. Three-year terms are staggered among the selected members such that annually, the terms of approximately one-third of the members expire. The membership application and selection process, therefore, occurs annually.

A selection panel shall consist of SANDAG staff and no more than three current members of the SSTAC whose membership position is not open for applications. The selection panel shall select members from a broad representation of social service agencies, transportation providers, and others representing the elderly, the disabled, and persons of limited means; and strive to attain geographic and minority representation among members.

If an agency's representative should no longer work for the agency s/he is representing on the SSTAC during their term, the agency may appoint a new representative for the remainder of the term. If a member must be replaced, the position will remain vacant until the next selection cycle at which point the position will be advertised and filled along with other available positions.

SELECTION OF THE CHAIR

A Chair and Vice Chair, or Co-Chairs, are nominated and elected annually by the SSTAC to serve one-year terms. The Chair conducts meetings. The Vice Chair shall conduct the meetings in the absence of the Chair. A primary or alternate voting member may be elected Chair or Vice Chair, but would retain his/her status as a primary or alternate voting member during his/her tenure.

ATTENDANCE

If an individual or rotating agency member representative is absent for three consecutive meetings without providing notice of absences to SANDAG in advance of the meetings, the position shall be declared vacant and shall be advertised and filled along with other available positions at the earliest selection cycle.

MEETING TIME AND LOCATION

Meetings are usually held quarterly on a Tuesday from 10 a.m. to 12 noon at the SANDAG offices, which are accessible by public transit and within a facility accessible to individuals with disabilities. Additional meetings or time and date adjustments may be made by SANDAG staff when necessary, in accordance with Brown Act and other statutory requirements.

PUBLIC PARTICIPATION PROCESS

SSTAC shall hold a minimum of one public hearing annually for the purpose of receiving public comment on public transit services from the transit-dependent elderly, disabled, and persons of limited means. The hearing(s) shall be scheduled to ensure broad community participation and should be rotated among the various communities within San Diego County.

UNMET TRANSIT NEEDS FINDING

The TDA of the State of California requires that the SSTAC hold a Public Hearing any year in which TDA funds for that year are not fully expended on public transit. The purpose of the hearing is to provide an opportunity for the public to identify potential transit needs that are not being met and are reasonable to be met with the unspent TDA funds. If there are TDA funds that are not expended for public transit in San Diego County, the SSTAC shall hold a minimum of one public hearing for the purposes of receiving public comment on unmet transit needs from the transit-dependent seniors, disabled persons, and persons of limited means.

STAFF LIAISON

SANDAG shall provide staff support for the SSTAC. The services to be provided by SANDAG shall include, but not be limited to, assisting in membership selections, preparing the agenda, sending out meeting notices, preparing records of meetings, and providing a summary of actions and SSTAC comments from previous meetings.

DURATION OF EXISTENCE

SSTAC is a standing working group that fulfills a state mandate and shall continue to function unless dissolved by the SANDAG Board of Directors or Transportation Committee.

Revision 1: 8/1/08
Revision 2: 5/17/10
Revision 3: 2/17/12
Revision 4: 9/1/17
Revision 5: 06/10/22
Revision 6: 03/06/26