



SunLine Transit Agency/
 SunLine Services Group
 July 22, 2020
 12:00 p.m.

**Joint Regular Meeting of the SunLine Transit Agency &
 SunLine Services Group Board of Directors
 Regular Board of Directors Meeting**

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom’s Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/89986173143>

Meeting ID: 899 8617 3143

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 899 8617 3143

One tap mobile
 + 16699009128,,89986173143#

Phone controls for participants:

The following commands can be used on your phone’s dial pad while in Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

For members of the public wishing to submit comment in connection with the Board Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to July 21, 2020 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency’s Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency’s website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. PRESENTATIONS**
- 5. FINALIZATION OF AGENDA**

**6. APPROVAL OF MINUTES –
JUNE 24, 2020 JOINT BOARD MEETING**

**APPROVE
(PAGE 5-8)**

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person’s presentation is limited to a maximum of three (3) minutes.

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. CONSENT CALENDAR

RECEIVE & FILE

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

- 9a) Checks \$1,000 and Over Report for May 2020**
- 9b) Credit Card Statement for May 2020**
- 9c) Monthly Budget Variance Report for May 2020**

**(PAGE 9-12)
(PAGE 13-16)
(PAGE 17-23)**

ITEM

RECOMMENDATION

- 9d) Contracts Signed in Excess of \$25,000 June 2020 (PAGE 24-25)
- 9e) Union & Non-Union Pension Investment Asset Summary May 2020 (PAGE 26-29)
- 9f) Ridership Report for June 2020 (PAGE 30-32)
- 9g) SunDial Operational Notes for June 2020 (PAGE 33-36)
- 9h) Metrics for June 2020 (PAGE 37-47)
- 9i) Board Member Attendance for June 2020 (PAGE 48-49)
- 9j) Quarterly Performance Summary for Q1 of Calendar Year 2020 (PAGE 50-52)
- 9k) Quarterly Capital Project Update for 2nd Quarter Calendar Year 2020 (PAGE 53-55)
- 9l) SSG/SRA Checks \$1,000 and Over Report for May 2020 (PAGE 56-57)
- 9m) SSG Monthly Budget Variance Report for May 2020 (PAGE 58-60)
- 9n) Taxi Trip Data – June 2020 (PAGE 61-62)
- 9o) Metric (Taxi Revenue vs Taxi Expense) May 2020 (PAGE 63-64)

- 10. EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PROGRAM STATEMENT APPROVAL PURSUANT TO TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 AND THE FEDERAL TRANSIT ADMINISTRATION'S CIRCULAR 4704.1A** **APPROVE**
(Glenn Miller, Chair of Board Operations Committee; Staff: Tina Hamel, DBELO/EEO/Compliance/Eligibility Officer) (PAGE 65-167)

- 11. REVISED FINANCIAL AUDIT ROTATION POLICY NO. B-060118** **APPROVE**
(Glenn Miller, Chair of Board Operations Committee; Staff: Luis Garcia, Chief Financial Officer) (PAGE 168-170)

- 12. DELEGATION OF AUTHORITY FOR FINANCIAL AUDITING SERVICES** **APPROVE**
(Robert Radi, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer) (PAGE 171-172)

- 13. PURCHASE OF FOUR (4) MICROTRANSIT ADA ACCESSIBLE MINI VANS** **APPROVE**
(Robert Radi, Chair of Finance/Audit Committee; Staff: Tony Cohen, Chief Maintenance Officer) (PAGE 173)

- 14. EXTENDED FUEL CELL WARRANTY** **APPROVE**
(Robert Radi, Chair of Finance/Audit Committee; Staff: Tony Cohen, Chief Maintenance Officer) (PAGE 174)

ITEM

RECOMMENDATION

15. **REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS**
(Staff: Lauren Skiver, CEO & General Manager and Eric Vail, General Counsel) **APPROVE**
(PAGE 175-180)
16. **COMMITTEE APPOINTMENTS**
(Robert Radi, Chairperson of the Board) **APPROVE**
(PAGE 181-183)
17. **GENERAL COUNSEL**
18. **CEO/GENERAL MANAGER'S REPORT**
19. **CLOSED SESSION**
- a) **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Pursuant to Government Code Section 54956.9(d)(2)
One matter: Significant exposure to litigation
- b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code Section 54957(b)
Position Title: CEO/General Manager
20. **NEXT MEETING DATE**

September 23, 2020 at 12 p.m.
21. **ADJOURN**

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting June 24, 2020

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:01 p.m. on Wednesday, June 24, 2020 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Chairperson Kathleen Kelly

2. FLAG SALUTE

Board Member Townsend led the pledge of allegiance.

3. ROLL CALL

Members Present:

Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Glenn Miller, SunLine Agency Board Member, City of Indio
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

**Joined the meeting after it was called to order.*

4. PRESENTATIONS

None.

5. FINALIZATION OF AGENDA

Item 10 was pulled from the agenda by staff.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JUNE 24, 2020**

6. APPROVAL OF MINUTES FOR JOINT STA/SSG MAY 27, 2020 BOARD MEETING

Board Vice-Chair Radi moved to approve the minutes of the May 27, 2020 Board meeting. The motion was seconded by Board Member Gregory. The motion was approved by a vote of 8 yes; 0 no; 1 abstain (1 absent)

7. PUBLIC COMMENTS

No public comments were made for non-agenda items.

8. BOARD MEMBER COMMENTS

None.

9. CONSENT CALENDAR

Board Member Miller moved to approve the consent calendar. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain (1 absent)

10. APPROVAL OF FINANCIAL AUDIT SERVICES

Item 10 was pulled from the agenda by staff.

11. ADOPTION OF THE FY21 OPERATING AND CAPITAL BUDGET

Finance/Audit Committee Chair Radi reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Radi moved to approve the Adoption of the FY21 Operating and Capital Budget. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain (1 absent)

**County of Riverside joined the meeting at 12:12 p.m.*

12. PURCHASE OF FIVE HYDROGEN FUEL CELL BUSES

Finance/Audit Committee Chair Radi reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Radi moved to approve the Purchase of Five Hydrogen Fuel Cell Buses. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JUNE 24, 2020**

13. APPROVAL OF THE FY 2021-2023 REFUELED SHORT RANGE TRANSIT PLAN (SRTP)

Strategic Planning & Operational Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the FY 2021-2023 Refueled Short Range Transit Plan (SRTP). The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

14. ZERO-EMISSION BUS (ZEB) ROLLOUT PLAN

Strategic Planning & Operational Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Zero-Emission Bus (ZEB) Rollout Plan. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

15. SUNLINE REGULATORY ADMINISTRATION FY21 BUDGET

Taxi Committee Chair Kelly reported that this item was brought to the committee and they approved the item. SunLine Services Group Board Member Kelly moved to approve the SunLine Regulatory Administration FY21 Budget. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

16. ELECTION OF OFFICERS

Board Chair Kathleen Kelly opened the floor for nominations for Chairperson of the Board. SunLine Board Member Miller nominated Robert Radi and the motion was seconded by Board Member Betts. The motion was approved by a vote of 10 yes; 0 no; 0 abstain

Board Chair Kelly opened the floor for nominations of Vice-Chairperson of the Board. Supervisor Perez nominated Glenn Miller and the motion was seconded by Board Member Betts. The motion was approved by a vote of 10 yes; 0 no; 0 abstain

17. COMMITTEE APPOINTMENTS

Board Chair Kathleen Kelly suggested that the Committee Appointments be tabled until the July Board meeting. A motion was made by Board Member Townsend to table the discussion and vote and seconded by Board Member Gregory. The motion was approved by a vote of 10 yes; 0 no; 0 abstain

18. TAXICAB WHEELCHAIR-ACCESSIBLE VEHICLE (WAV) COMPLAINT

Michal Brock provided an oral report on this information only item. Public comments were made by Bill Meyers, Yellow Cab of the Desert.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JUNE 24, 2020**

19. GENERAL COUNSEL

General counsel had no updates to report.

20. CEO/GENERAL MANAGER'S REPORT

CEO/General Manager, Lauren Skiver, provided a brief oral report.

21. CLOSED SESSION

a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)

Position Title: CEO/General Manager

No reportable action.

22. NEXT MEETING DATE

July 22, 2020 at 12 p.m.

23. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:57 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for May 2020

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were or will be reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For May, the largest payments issued was to NEL Hydrogen Inc for milestone payment of the Hydrogen Refueling Station.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
May 2020**

NOTE: 1). Bold check payments represent "pass through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NEL HYDROGEN INC.	WIP-Hydrogen Refueling Station	682818	05/20/2020	450,424.00
GP STRATEGIES	WIP-CNG Fueling Station	682897	05/27/2020	394,522.69
PERMA - INSURANCE	General Liability & Workers Comp Premium	682768	05/13/2020	157,755.07
IMPERIAL IRRIGATION DIST	WIP-CNG Fueling Station	682692	05/06/2020	122,577.91
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682726</u>	<u>05/06/2020</u>	<u>106,323.46</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682835</u>	<u>05/20/2020</u>	<u>106,174.12</u>
IMPERIAL IRRIGATION DIST	Utilities	682754	05/13/2020	69,125.59
SO CAL GAS CO.	Utilities	682830	05/20/2020	43,286.69
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>682865</u>	<u>05/27/2020</u>	<u>38,122.47</u>
WSP USA INC.	TDM & Vanpool Program	682838	05/20/2020	25,020.79
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	682698	05/06/2020	24,908.24
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	682807	05/20/2020	22,933.86
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	682877	05/27/2020	21,878.48
HDR ENGINEERING, INC.	Planning Consultant	682748	05/13/2020	20,435.78
DESERT AIR CONDITIONING, INC.	WIP- Fixed Assets Facility Improvements/Structures	682743	05/13/2020	19,341.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	682839	05/20/2020	15,510.00
OLD GREEN HOUSE LLC	Planning Consultant	682787	05/13/2020	13,875.00
ZEN AND THE ART OF CLEAN ENERGY	WIP-Hydrogen Electric Hybrid FCB & Station	682781	05/13/2020	10,575.00
VERIZON WIRELESS	Wireless Telephone Service	682729	05/06/2020	10,468.09
LUMINATOR TECHNOLOGY GROUP, INC.	WIP-FY2020 Replacement & Exp Paratransit Buses	682874	05/27/2020	10,392.22
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	682733	05/13/2020	10,023.61
KAMBRIAN CORPORATION	Computer Network Software Agmt (3 Years)	682756	05/13/2020	9,287.19
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	682833	05/20/2020	8,726.23
VEHICLE TECHNICAL CONSULTANTS, INC.	WIP-Replacement of 6 Fixed Route Buses (Inspection service)	682892	05/27/2020	8,700.00
PSOMAS	WIP- CNG Station Construction Mgt	682898	05/27/2020	8,099.90
ROBERT HALF	Temporary Help	682886	05/27/2020	8,000.00
ROBERT HALF	Temporary Help	682827	05/20/2020	7,787.50
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	682715	05/06/2020	7,418.45
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	682871	05/27/2020	7,240.00
AMALGAMATED TRANSIT UNION	Union Dues	682675	05/06/2020	6,653.82
AMALGAMATED TRANSIT UNION	Union Dues	682790	05/20/2020	6,641.32
NFI PARTS	Inventory Repair Parts	682788	05/20/2020	6,170.24
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	682782	05/13/2020	5,949.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682821	05/20/2020	5,860.31
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	682796	05/20/2020	5,856.15
NFI PARTS	Inventory Repair Parts	682673	05/06/2020	5,817.05
NFI PARTS	Inventory Repair Parts	682841	05/27/2020	5,209.42
HD INDUSTRIES	Inventory Repair Parts	682866	05/27/2020	5,059.02

**SunLine Transit Agency
Checks \$1,000 and Over
May 2020**

NOTE: 1). Bold check payments represent "pass through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
BATTERY SYSTEMS, INC.	Inventory Repair Parts	682736	05/13/2020	5,058.38
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682717	05/06/2020	4,912.99
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	682834	05/20/2020	4,898.75
TRAPEZE SOFTWARE GROUP INC.	Computer Network Software Agmt	682725	05/06/2020	4,425.00
BURRTEC WASTE & RECYCLING SERVICES	Emergency Preparedness Supplies	682849	05/27/2020	4,258.37
HOME DEPOT CREDIT SERVICES	Facility Maintenance	682750	05/13/2020	4,118.82
TPX COMMUNICATIONS	Communications	682899	05/27/2020	4,114.57
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	682859	05/27/2020	4,093.61
PALM SPRINGS UNIFIED SCHOOL DISTRICT	WIP-Operation Facility	682732	05/11/2020	4,066.26
NORTON MEDICAL INDUSTRIES	Medical Exams	682700	05/06/2020	4,013.05
LARRY MOULTHROP'S DESK LLC	Consulting Services	682694	05/06/2020	4,000.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682771	05/13/2020	3,863.35
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	682851	05/27/2020	3,857.83
AMETZA ARIZONA, LLC.	Lubricants & Oils	682846	05/27/2020	3,799.67
VERICOM, LLC.	WIP-Fixed Assets-Maintenance Equipment	682893	05/27/2020	3,771.25
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682829	05/20/2020	3,635.75
ANDREA CARTER & ASSOCIATES	Marketing Consultant	682791	05/20/2020	3,500.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	682795	05/20/2020	3,241.25
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	682680	05/06/2020	3,241.25
TIME WARNER CABLE	Utilities	682778	05/13/2020	3,231.85
CUMMINS SALES AND SERVICE	Computer Network Software Agmt	682802	05/20/2020	3,080.00
NAPA AUTO PARTS	Inventory Repair Parts	682760	05/13/2020	3,039.36
BALLARD POWER SYSTEMS	Inventory Repair Parts	682793	05/20/2020	3,014.33
DESERT PARADISE CONSTRUCTION, LLC	WIP-Operation Facility	682745	05/13/2020	3,000.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	682688	05/06/2020	2,899.89
DESERT PARADISE CONSTRUCTION, LLC	WIP-Operation Facility	682804	05/20/2020	2,880.00
GRAFFITI SHIELD, INC	Emergency Preparedness Supplies	682863	05/27/2020	2,790.51
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	682737	05/13/2020	2,761.16
GLOBAL HEALTHCARE PRODUCT SOLUTIONS LLC	Emergency Preparedness Supplies	682811	05/20/2020	2,572.90
PRUDENTIAL OVERALL SUPPLY	Uniforms	682885	05/27/2020	2,546.75
AMETZA ARIZONA, LLC.	Lubricants & Oils	682676	05/06/2020	2,525.48
HD INDUSTRIES	Inventory Repair Parts	682747	05/13/2020	2,399.74
SC FUELS	Lubricants & Oils	682772	05/13/2020	2,301.49
URRUTIA MARKS ARCHITECTS	WIP-Indio Facility Improvements	682697	05/06/2020	2,227.35
BATTERY SYSTEMS, INC.	Inventory Repair Parts	682848	05/27/2020	2,220.69
IMPERIAL IRRIGATION DIST	Utilities	682814	05/20/2020	2,210.04
PAUL ASSOCIATES	Printing Expense	682882	05/27/2020	2,169.80
JANEK CORPORATION THE	Inventory Repair Parts	682869	05/27/2020	2,155.00
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	682803	05/20/2020	2,131.74

**SunLine Transit Agency
Checks \$1,000 and Over
May 2020**

NOTE: 1). Bold check payments represent "pass through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SAMUEL MESTER	<i>WIP-COVID 19 Capital Expenditures</i>	<i>682718</i>	<i>05/06/2020</i>	<i>2,000.35</i>
PLAZA TOWING, INC.	Towing Services Agreement	682769	05/13/2020	1,950.00
DESERT URGENT CARE	Medical Exams	682815	05/20/2020	1,800.00
JESSE FRESCAS JR.	<i>WIP-Indio Facility Improvements</i>	<i>682816</i>	<i>05/20/2020</i>	<i>1,760.00</i>
CALACT	Emergency Preparedness Supplies	682850	05/27/2020	1,711.56
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	682891	05/27/2020	1,710.28
WESTPORT DALLAS, INC.	Inventory Repair Parts	682896	05/27/2020	1,680.64
NFI PARTS	Inventory Repair Parts	682734	05/13/2020	1,671.72
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682853	05/27/2020	1,632.73
PLAZA TOWING, INC.	Towing Services Agreement	682708	05/06/2020	1,600.00
ROBERT HALF	Temporary Help	682713	05/06/2020	1,600.00
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	682875	05/27/2020	1,585.86
SMARTDRIVE SYSTEMS, INC.	General Services	682774	05/13/2020	1,580.00
WESTPORT DALLAS, INC.	Inventory Repair Parts	682780	05/13/2020	1,572.89
GILLIG LLC	Inventory Repair Parts	682690	05/06/2020	1,564.12
MURCHISON & CUMMING, LLP	Insurance Loss	682759	05/13/2020	1,534.50
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	682779	05/13/2020	1,532.88
MILE3 WEB DEVELOPMENT	Website Maintenance	682783	05/13/2020	1,478.00
COMPLETE COACH WORKS	Outside Repair-Fixed Route	682852	05/27/2020	1,455.00
ALLIED REFRIGERATION, INC	Air conditioning Expenditures	682845	05/27/2020	1,283.84
OFFICE DEPOT	Office Supplies	682702	05/06/2020	1,260.87
STANTEC ARCHITECTURE, INC.	<i>WIP-Operation Facility</i>	<i>682777</i>	<i>05/13/2020</i>	<i>1,239.84</i>
HIRERIGHT, LLC	Employment Background Services	682749	05/13/2020	1,225.53
DESERT SUN PUBLISHING CO., THE	Advertising	682805	05/20/2020	1,207.80
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682742	05/13/2020	1,194.03
VINCENT PRINTING COMPANY, INC.	Advertising	682894	05/27/2020	1,188.30
SC FUELS	Lubricants & Oils	682719	05/06/2020	1,184.69
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682801	05/20/2020	1,150.42
IMPERIAL IRRIGATION DIST	Utilities	682867	05/27/2020	1,128.22
OFFICE DEPOT	Office Supplies	682820	05/20/2020	1,117.06
PARKHOUSE TIRE, INC.	Inventory Repair Parts	682767	05/13/2020	1,057.56
QUADIENT FINANCE USA, INC.	Postage	682786	05/13/2020	1,000.00
SOUTHWEST NETWORKS, INC.	IT Support Services	682831	05/20/2020	1,000.00
Total Checks Over \$1,000	\$1,988,836.59			
Total Checks Under \$1,000	\$28,797.95			
Total Checks	\$2,017,634.54			

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for May 2020

Summary:

The attached report summarizes the Agency's credit card expenses for April 2020 with a statement closing date of June 3, 2020.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 06/03/20

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	5/11/2020	5/11/2020	Sams Club	Thank You Items to Make Snack Bags for Frontline Employees		\$280.28
2	5/13/2020	5/13/2020	Office Depot	Replacement Ink Cartridge for CEO/General Manager Printer		\$92.42
Credits and Charges:					\$0.00	\$372.70

CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	06/03/20
Days in Billing Cycle	31
Next Statement Date	07/03/20

For 24-Hour Customer Service Call:
800-231-5511

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Elite Card Payment Center PO Box 77066
Minneapolis, MN 55480-7766

Credit Line	\$40,000
Available Credit	\$37,865

Payment Information

New Balance	\$166.65
Current Payment Due (Minimum Payment)	\$166.65
Current Payment Due Date	06/28/20

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

Account Summary

Previous Balance		\$42.41
Credits	-	\$206.05
Payments	-	\$42.41
Purchases & Other Charges	+	\$372.70
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$166.65

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$202.32
Cash Earned this Month		\$3.73
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$206.05
Year to Date Cash Back Awarded		\$332.22

See reverse side for important information.

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$166.65
Total Amount Due (Minimum Payment)	\$166.65
Current Payment Due Date	06/28/20

Print address or phone changes:

Work ()

Amount Enclosed:



ELITE CARD PAYMENT CENTER YTG
PO BOX 77066 29
MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501

13935
6305





Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$166.65 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$372.70

Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

Trans	Post	Reference Number	Description	Credits	Charges
05/28	05/28	F326800H500CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$42.41-	42.41	
06/03	06/03		WELLS FARGO CASH BACK - CREDIT	206.05	
Transaction Summary For LAURA SKIVER Sub Account Number Ending In [REDACTED]					
05/11	05/11	2444500GMBLLR4N5Z	SAMS CLUB #6609 PALM DESERT CA		280.28
05/13	05/13	2413746GPEJ6ZQ5NQ	OFFICEMAX/DEPOT 6753 800-463-3768 CA		92.42
			TOTAL \$372.70		
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

We're updating our Online Access Agreement effective September 30, 2020. To see what is changing, please visit wellsfargo.com/online-banking/updates.

What can alerts do for your business?*

Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.

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*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for May 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as Fiscal Year To Date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception of the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of May 31, 2020, the Agency's revenues net of subsidies are favorable \$1,952,652 or 46.2% over the FYTD budget. Expenditures are \$4,277,971 under budget or 11.4% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
May 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,799,649	2,316	251,968	(249,652)	2,016,016	2,603,674	(587,658)	28.0%
Other Revenue	1,773,184	396,374	147,765	248,609	4,165,728	1,625,419	2,540,310	-134.9%
Total Operating Revenue	4,572,833	398,690	399,734	(1,044)	6,181,744	4,229,092	1,952,652	-35.2%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,184,452	860,052	848,704	(11,348)	9,007,289	9,335,748	328,459	11.6%
Operator & Mechanic Overtime	1,226,700	53,827	102,225	48,398	1,006,906	1,124,475	117,569	17.9%
Administration Salaries & Wages	6,294,403	496,624	524,534	27,909	5,115,098	5,769,869	654,771	18.7%
Administration Overtime	79,284	4,427	6,607	2,180	62,069	72,677	10,609	21.7%
Fringe Benefits	10,617,317	839,605	884,776	45,171	8,318,906	9,732,541	1,413,634	21.6%
Communications	232,500	18,336	19,375	1,039	212,042	213,125	1,083	8.8%
Legal Services	354,596	13,377	29,550	16,173	174,010	325,046	151,037	50.9%
Computer/Network Software Agreement	609,553	59,711	50,796	(8,915)	494,228	558,757	64,529	18.9%
Uniforms	118,706	3,614	9,892	6,278	64,615	108,814	44,199	45.6%
Contracted Services	501,193	25,728	41,766	16,038	388,567	459,427	70,860	22.5%
Equipment Repairs	11,750	259	979	720	5,046	10,771	5,725	57.1%
Security Services	117,337	9,911	9,778	(133)	80,713	107,559	26,845	31.2%
Fuel - CNG	1,364,951	90,850	113,746	22,895	1,186,952	1,251,205	64,253	13.0%
Fuel - Hydrogen	565,200	69,470	47,100	(22,370)	522,659	518,100	(4,559)	7.5%
Tires	262,944	13,922	21,912	7,990	183,051	241,032	57,981	30.4%
Office Supplies	75,028	4,578	6,252	1,674	48,481	68,776	20,295	35.4%
Travel/Training	142,475	120	11,873	11,753	77,451	130,602	53,151	45.6%
Repair Parts	1,503,128	144,930	125,261	(19,669)	1,341,796	1,377,867	36,072	10.7%
Facility Maintenance	45,750	3,544	3,813	268	38,061	41,938	3,877	16.8%
Electricity - CNG & Hydrogen	552,204	76,554	46,017	(30,537)	480,892	506,187	25,295	12.9%
Natural Gas	1,335,000	78,986	111,250	32,264	1,021,206	1,223,750	202,544	23.5%
Water and Gas	7,700	490	642	151	6,773	7,058	285	12.0%
Insurance Losses	1,312,523	(35,497)	109,377	144,874	1,025,342	1,203,146	177,804	21.9%
Insurance Premium - Property	18,626	1,517	1,552	35	19,131	17,074	(2,057)	-2.7%
Repair Claims	53,488	0	4,457	4,457	5,199	49,031	43,831	90.3%
Fuel Taxes	116,500	9,559	9,708	149	89,003	106,792	17,789	23.6%
Other Expenses	4,907,624	308,111	408,969	100,858	3,817,523	4,498,656	681,132	22.2%
Self Consumed Fuel	(1,770,782)	(160,320)	(147,565)	(12,755)	(1,634,174)	(1,623,217)	10,957	7.7%
Total Operating Expenses (Before Depreciation)	40,840,150	2,992,284	3,403,346	411,062	33,158,833	37,436,804	4,277,971	18.8%
Operating Expenses in Excess of Operating Revenue		\$ (2,593,594)			\$ (26,977,089)			
Subsidies:								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	516,757	602,169	85,412	5,375,012	6,623,861	1,248,849	25.6%
State - LTF, LCTOP	21,191,641	1,515,483	1,765,970	250,487	15,763,195	19,425,671	3,662,476	25.6%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	561,354	654,137	92,783	5,838,882	7,195,509	1,356,626	25.6%
Total Subsidies	36,267,317	2,593,594	3,022,276	428,682	26,977,089	33,245,041	6,267,952	25.6%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
May 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	28,402,156	2,254,535	2,366,846	112,311	23,510,268	26,035,309	2,525,041	17.2%
Services	3,806,001	230,262	317,167	86,905	2,864,393	3,488,835	624,441	24.7%
Fuels & Lubricants	2,147,580	173,800	178,965	5,165	1,863,326	1,968,615	105,289	13.2%
Tires	262,944	13,922	21,912	7,990	183,051	241,032	57,981	30.4%
Materials and Supplies	1,964,028	179,422	163,669	(15,753)	1,653,435	1,800,359	146,924	15.8%
Utilities	2,172,904	179,058	181,075	2,017	1,765,666	1,991,829	226,162	18.7%
Casualty & Liability	2,155,119	32,845	179,593	146,748	1,792,245	1,975,526	183,280	16.8%
Taxes and Fees	116,500	9,559	9,708	149	89,003	106,792	17,789	23.6%
Miscellaneous Expenses	1,583,700	79,201	131,975	52,774	1,071,619	1,451,725	380,106	32.3%
Self Consumed Fuel	(1,770,782)	(160,320)	(147,565)	(12,755)	(1,634,174)	(1,623,217)	10,957	7.7%
Total Operating Expenses (Before Depreciation)	40,840,150	2,992,284	3,403,346	411,062	33,158,833	37,436,804	4,277,971	18.8%
Revenues:								
Passenger Revenue	2,799,649	2,316	251,968	(249,652)	2,016,016	2,603,674	(587,658)	28.0%
Other Revenue	1,773,184	396,374	147,765	248,609	4,165,728	1,625,419	2,540,310	-134.9%
Total Operating Revenue	4,572,833	398,690	399,734	(1,044)	6,181,744	4,229,092	1,952,652	-35.2%
Net Operating Gain (Loss)		\$ (2,593,594)			\$ (26,977,089)			
Subsidies:								
Local - Measure A, Buzz Service	7,226,030	516,757	602,169	85,412	5,375,012	6,623,861	1,248,849	25.6%
State - LTF, SGR, LCTOP	21,191,641	1,515,483	1,765,970	250,487	15,763,195	19,425,671	3,662,476	25.6%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	561,354	654,137	92,783	5,838,882	7,195,509	1,356,626	25.6%
Total Subsidies	36,267,317	2,593,594	3,022,276	428,682	26,977,089	33,245,041	6,267,952	25.6%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For May ridership is at 14.4% below FY19 FYTD totals.
- Total system ridership is 562,918 trips below FY19 FYTD amounts.

Ridership				
	FY19-May	FY20-May	Variance	%Δ
Fixed Route	371,857	150,202	(221,655)	-59.6%
Paratransit	13,402	4,027	(9,375)	-70.0%
SolVan	1,811	1,096	(715)	-39.5%
System Total	387,070	155,325	(231,745)	-59.9%

Ridership				
	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	3,738,889	3,208,350	(530,539)	-14.2%
Paratransit	142,895	117,249	(25,646)	-17.9%
SolVan	21,258	14,525	(6,733)	-31.7%
System Total	3,903,042	3,340,124	(562,918)	-14.4%

Other Revenue - Favorable

- The favorable variance is attributed to an increase in outside fueling revenue, advertising revenue, and accrued CNG rebate revenue.
- CNG rebate revenue has a large positive variance due to accrued revenue. Congress passed a funding bill that includes renewal of compressed natural gas (CNG) tax credits. This incentive originally expired on December 31, 2017, but was retroactively extended through December 31, 2020. SunLine accrued \$2M in CNG rebate revenue in FY20.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.

Operator & Mechanic Overtime - Favorable

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.
- A budget adjustment was executed to cover increased expenditures in overtime.
- Budget is on a 1/12 straight line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

May			
	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 68,750	\$ 43,099	\$ 25,651
Paratransit	\$ 22,500	\$ 5,508	\$ 16,992
Mechanics	\$ 10,000	\$ 4,004	\$ 5,996
Stops and Zones	\$ 642	\$ 859	\$ (217)

FYTD-May			
	FYTD Budget	FYTD OT Expense	Variance
Fixed Route	\$ 756,250	\$ 729,274	\$ 26,976
Paratransit	\$ 247,500	\$ 171,722	\$ 75,778
Mechanics	\$ 110,000	\$ 97,741	\$ 12,259
Stops and Zones	\$ 7,058	\$ 6,214	\$ 844

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency (e.g. Human Resources Generalist, Field Supervisor, ZEB Administrator).

Administration Overtime - Favorable

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules. Savings in administrative overtime are attributed to staffs efforts to minimize overtime costs.

Fringe Benefits - Favorable

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.
- Some fringe benefit expenditures are variable and occur at different times of the year (e.g., 457 match contribution, health plan increase).

Communications -Favorable

- A budget adjustment was executed to cover overages due to a new telephone contract and an upgrade to emergency phones to replace 3G devices.

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

Computer/Network Software Agreement - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- The following programs will be incurred in the latter part of the year:
 - Barracuda - provides web filters, spam filters, and email archive
 - Keystone - support for CISCO devices
 - Cummins Software - utilize to run diagnostics on Cummins engines
 - Lansweeper - network management tool

Uniforms - Favorable

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The favorable balance is due to operators not yet using their annual credit. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

Contracted Services - Favorable

- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on an as needed basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

Equipment Repairs - Favorable

- Equipment repair cost vary depending on the needs of the Agency (i.e., Shop Equipment, Farebox).

Security Services - Favorable

- Savings are attributed to lower services required at the transit hub in Division I.

Fuel - CNG - Favorable

- Internal consumption has decreased by 109,117 GGE's below FY19 FYTD amounts. The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency. Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

Internal GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
May FY19	108,778				
May FY20	93,617	(15,161)	4,223	-13.94%	4.72%
April FY20	89,394				
FYTD May FY19	1,268,015				
FYTD May FY20	1,158,898	(109,117)		-8.61%	

Fuel - Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. Also, there are more hydrogen fuel cell buses in the Agency fleet. A budget adjustment was executed and the expenses are within an allowable range of the budgeted amount.

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects not yet commenced.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts - Favorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs. A budget adjustment was executed to cover actual costs.
- In May, fixed route had costs of \$119,695 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement).
- In May, paratransit had expenses of \$20,337 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement).
- In May, support vehicle repair parts had a cost of \$3,729 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement).

Facility Maintenance - Favorable

- Facility maintenance expenditures are within an acceptable range of the budgeted amount.

Electricity - CNG & Hydrogen - Favorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. A budget adjustment was executed to cover the actual costs for power.

Natural Gas - Favorable

- In May, there was a decrease of 59 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 79,639 GGE's above FY19 FYTD amounts.
- Fuel sales have been higher than estimated projections for FY20.

Outside GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
May FY19	17,076				
May FY20	28,379	11,303	(59)	66.19%	-0.21%
April FY20	28,438				
FYTD May FY19	189,517				
FYTD May FY20	269,157	79,639		42.02%	

Water and Gas - Favorable

- A budget adjustment was executed to cover additional water and sewer costs for the hydrogen station.

Insurance Losses - Favorable

- The Favorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Unfavorable

- The unfavorable variance is due to the annual flood insurance premium paid in March.

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- The savings in repair claim expenses are attributed to collisions being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Favorable

- Outside fueling sales are currently \$229,856 above FY19 FYTD amounts.
- For May, sales have increased by \$29 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
May FY19	\$ 46,812				
May FY20	\$ 76,958	\$ 30,146	\$ 29	64.40%	0.04%
April FY20	\$ 76,929				
FYTD May FY19	\$ 498,221				
FYTD May FY20	\$ 728,078	\$ 229,856		46.14%	

Other Expenses - Favorable

- Costs vary from month to month depending on the needs of the agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self Consumed Fuel - Favorable

- Self consumed fuel expenses are within an acceptable range of the budget.

Mileage

	May FY19	May FY20	Variance	%Δ
Fixed Route	333,272	308,390	(24,883)	-7.5%
Paratransit	101,811	51,213	(50,598)	-49.7%
System Total	435,083	359,603	(75,481)	-17.3%

Mileage FYTD-May

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	3,471,859	3,466,573	(5,286)	-0.2%
Paratransit	1,086,617	975,587	(111,030)	-10.2%
System Total	4,558,476	4,442,160	(116,316)	-2.6%

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for June 2020

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts signed in excess of \$25,000 and less than \$100,000. This ensures the Board is aware of the obligations entered under the CEO/General Manager's authority.

- For the month of June 2020, there were two (2) agreements and two (2) purchase orders executed between \$25,000 and \$100,000:

VENDOR	PURPOSE
Remix	Remix License
NPG, Inc.	Asphalt Slurry Seal
Golden Star Technology	Replacement of Agency Desktops
Avail Technologies	Avail Equipment and Services for MCI Buses

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$100,000

June 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Remix	Remix License	This software is needed to help the Agency sketch transit scenarios, estimate costs in real time and upload route data.	FY21 Budget FY22 Budget FY23 Budget	\$ 77,200.00	\$ 77,200.00	Executed Agreement
NPG, Inc.	Asphalt Slurry Seal	To protect asphalt of Administration parking and Transit Hub to extend the overall lifespan of the parking lot.	SRTP 2018/2019	\$ 107,250.00	\$ 25,444.00	Executed Agreement
Golden Star Technology	Replacement of Agency Desktops	Need to replace Agency desktops that are older than five (5) years.	SRTP 2017/2018	\$ 450,000.00	\$ 62,579.15	Executed Purchase Order
Avail Technologies	Avail Equipment and Services for MCI Buses	Need equipment for two (2) new MCI buses.	SRTP 2017/2018	\$ 65,000.00	\$ 34,304.59	Executed Purchase Order

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary May 2020

Summary:

- The pension asset summary demonstrates the market value of all assets as well as the total asset allocation for SunLine's bargaining and non-bargaining retirement plans. The following table states the target and range values for asset allocations based on the current investment policy:

	Target	Range
Equities	60%	35 – 75%
Fixed Income	40%	25 – 64%
Cash & Equivalent	0%	0 – 10%

- For the month of May, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

	Actual	Range
Equities	54.38%	35 – 75%
Fixed Income	44.94%	25 – 64%
Cash & Equivalent	0.68%	0 – 10%

Non-Union

	Actual	Range
Equities	54.38%	35 – 75%
Fixed Income	44.97%	25 – 64%
Cash & Equivalent	0.65%	0 – 10%

- For the month of May, the market value of assets increased by \$1,096,402 and \$1,103,430 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value - Non-Union
April 2020	\$29,162,592	\$29,390,258
May 2020	\$30,258,994	\$30,493,688
Increase (Decrease)	\$1,096,402	\$1,103,430

Recommendation:

Receive and file.

00284401
 20-01-B-61-156-01
 100-13-02869-01



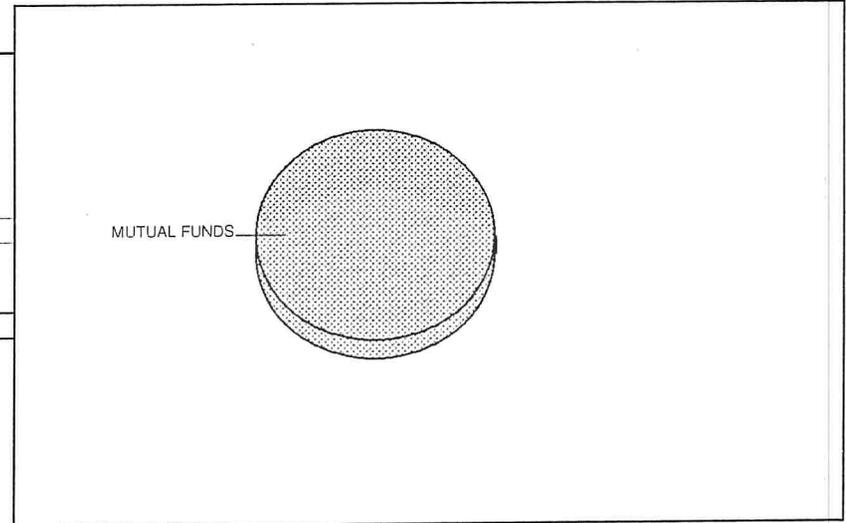
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 28
 Period from May 1, 2020 to May 31, 2020

ASSET SUMMARY

ASSETS	05/31/2020 MARKET	05/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	206,332.65	206,332.65	0.68
Mutual Funds-Equity	16,454,560.28	14,845,061.54	54.38
Mutual Funds-Fixed Income	13,598,084.82	13,361,896.27	44.94
Total Assets	30,258,977.75	28,413,290.46	100.00
Accrued Income	16.62	16.62	0.00
Grand Total	30,258,994.37	28,413,307.08	100.00

Estimated Annual Income 745,114.88



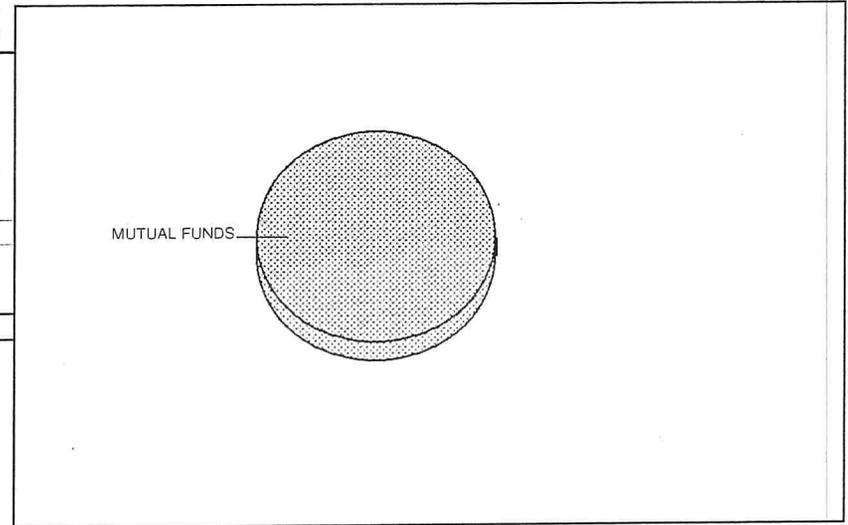
ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

ASSET SUMMARY

ASSETS	05/31/2020 MARKET	05/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	198,527.17	198,527.17	0.65
Mutual Funds-Equity	16,582,753.97	14,966,022.87	54.38
Mutual Funds-Fixed Income	13,712,391.32	13,475,559.79	44.97
Total Assets	30,493,672.46	28,640,109.83	100.00
Accrued Income	15.78	15.78	0.00
Grand Total	30,493,688.24	28,640,125.61	100.00

Estimated Annual Income 751,095.16



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for June 2020

Summary:

Monthly Ridership			Variance	
	Jun 2019	Jun 2020	Net	Percent
Fixed Route	300,561	171,540	(129,021)	-42.9%
SolVan	1,767	1,096	(669)	-37.9%
Sundial	12,437	4,877	(7,560)	-60.8%
System Total*	314,765	177,513	(137,250)	-43.6%

* The COVID-19 caused a major national and global disruption with the closures of businesses, schools, entertainment venues, and the enforcement of state and local public health policies. In June 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership reflected on a decrease of 137,250 rides or (43.6%) compared to the same month of the previous year.

Consequently, the year-to-date system ridership dropped by 700,168 rides or (16.6%) compared to the previous fiscal year.

June 2020 Year-to-date Ridership	
Fiscal Year 2019	4,217,807
Fiscal Year 2020	3,517,639
Ridership decrease	(700,168)

Recommendation:

Receive and file.



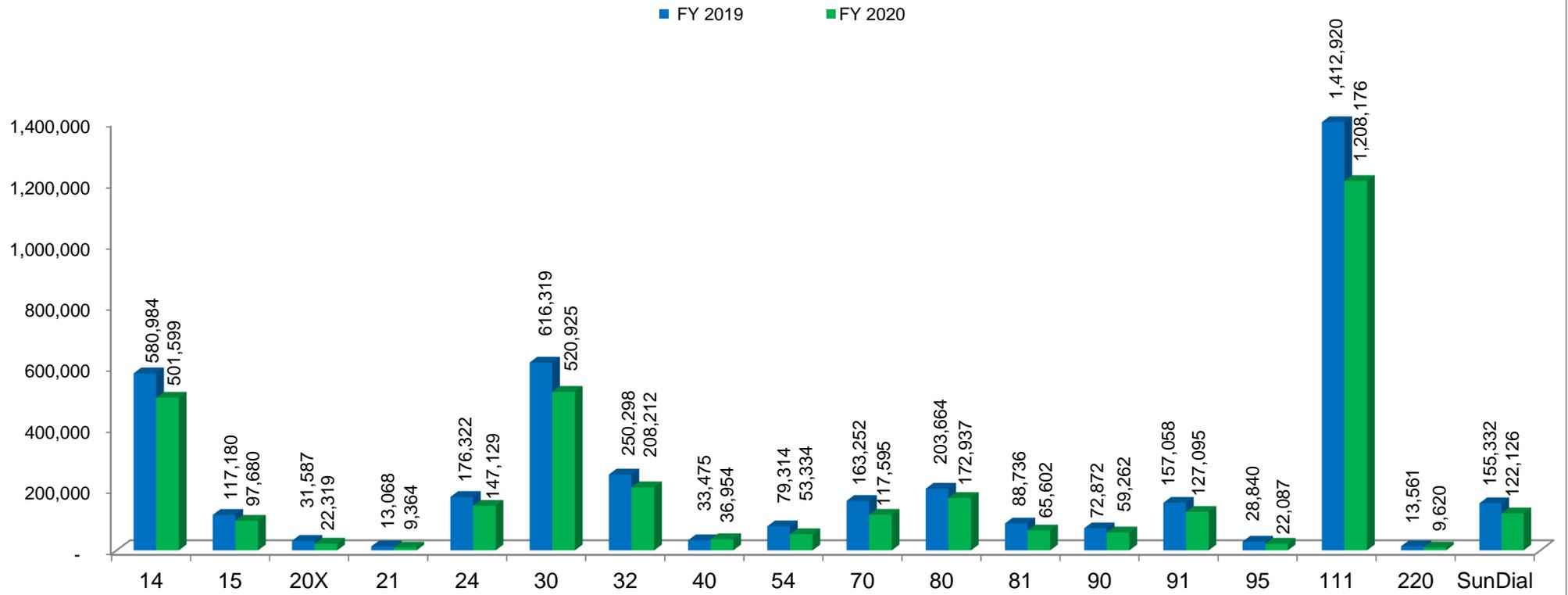
SunLine Transit Agency Monthly Ridership Report June 2020

		FY 2020 & 2019												
		Jun 2020	Jun 2019	May 2020	FY 2020 Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Route	Fixed Route Description										Monthly	YTD	Monthly	YTD
14	DHS/PS	28,216	43,236	25,921	(15,020)	-34.7%	501,599	580,984	(79,385)	-13.7%	1,542	18,752	456	4,505
15	DHS	4,575	7,818	4,201	(3,243)	-41.5%	97,680	117,180	(19,500)	-16.6%	152	1,940	110	1,701
20X	DHS/PD	-	1,829	-	(1,829)	-100.0%	22,319	31,587	(9,268)	-29.3%		482		39
21	PD	-	733	-	(733)	-100.0%	9,364	13,068	(3,704)	-28.3%		277		101
24	PS	7,604	12,469	6,908	(4,865)	-39.0%	147,129	176,322	(29,193)	-16.6%	371	5,950	148	1,724
30	CC/PS	29,034	47,579	24,407	(18,545)	-39.0%	520,925	616,319	(95,394)	-15.5%	1,583	20,347	594	5,251
32	PD/RM/TP/CC/PS	9,490	17,824	8,602	(8,334)	-46.8%	208,212	250,298	(42,086)	-16.8%	658	10,087	155	1,892
40	PS/BUZZ	-	3,848	-	(3,848)	-100.0%	36,954	33,475	3,479	10.4%	-	-	-	-
54	Indio/LQ/IW/PD	-	4,396	-	(4,396)	-100.0%	53,334	79,314	(25,980)	-32.8%	-	1,836	-	366
70	LQ/BD	3,910	10,661	3,297	(6,751)	-63.3%	117,595	163,252	(45,657)	-28.0%	434	6,177	40	416
80	Indio	5,677	13,927	5,756	(8,250)	-59.2%	172,937	203,664	(30,727)	-15.1%	284	3,536	98	2,144
81	Indio	2,533	5,426	2,091	(2,893)	-53.3%	65,602	88,736	(23,134)	-26.1%	101	878	35	337
90	Coachella/Indio	3,245	6,095	2,857	(2,850)	-46.8%	59,262	72,872	(13,610)	-18.7%	123	959	41	789
91	I/Cch/Th/Mec/Oas	4,756	11,569	5,347	(6,813)	-58.9%	127,095	157,058	(29,963)	-19.1%	176	2,259	30	561
95	I/Cch/Th/Mec/NS	1,022	2,476	1,036	(1,454)	-58.7%	22,087	28,840	(6,753)	-23.4%	69	512	2	91
111	PS to Indio	71,478	109,557	59,779	(38,079)	-34.8%	1,208,176	1,412,920	(204,744)	-14.5%	5,589	57,266	1,123	12,123
220	PD to Riverside	-	1,118	-	(1,118)	-100.0%	9,620	13,561	(3,941)	-29.1%	-	349	-	95
Fixed Route Total		171,540	300,561	150,202	(129,021)	-42.9%	3,379,890	4,039,450	(659,560)	-16.3%	11,082	131,607	2,832	32,135
SolVan		1,098	1,767	1,096	(669)	-37.9%	15,623	23,025	(7,402)	-32.1%				
Demand Response														
SunDial		4,877	12,437	4,027	(7,560)	-60.8%	122,126	155,332	(33,206)	-21.4%				
System Total		177,515	314,765	155,325	(137,250)	-43.6%	3,517,639	4,217,807	(700,168)	-16.6%				
		Jun-20	Jun-19	May-20										
Weekdays:		22	20	20										
Saturdays:		4	5	5										
Sundays:		4	5	6										
Total Days:		30	30	31										

*On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for June 2020.

**SunLine Transit Agency
Monthly Ridership Report
June - 2020**

Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for June 2020

Summary:

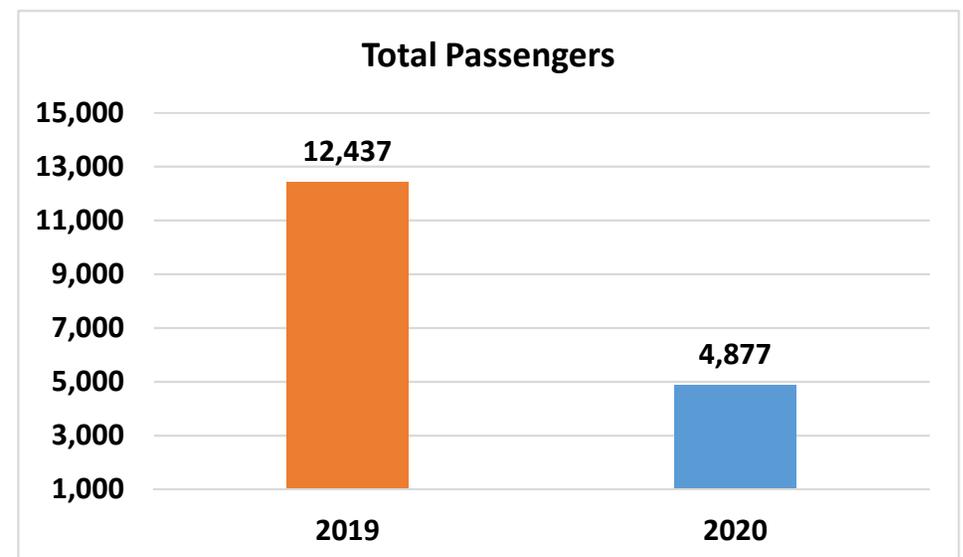
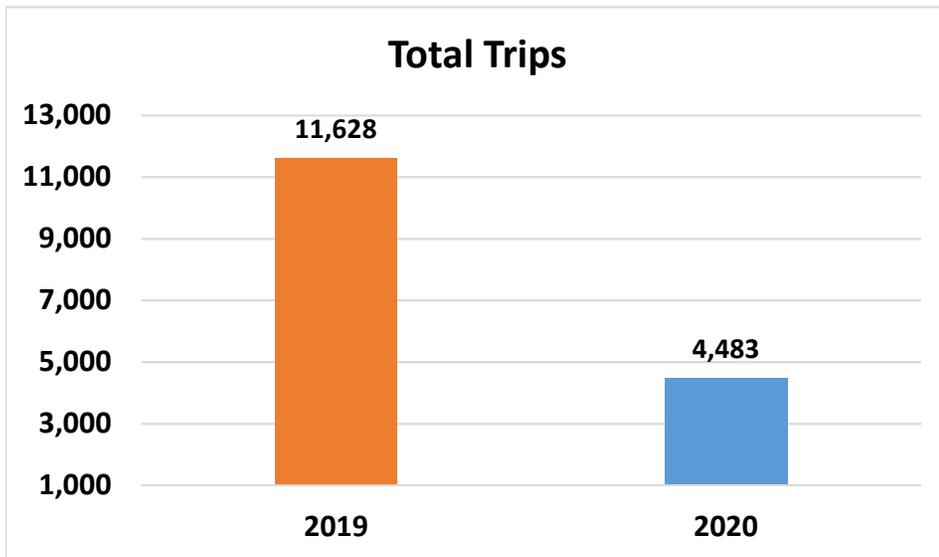
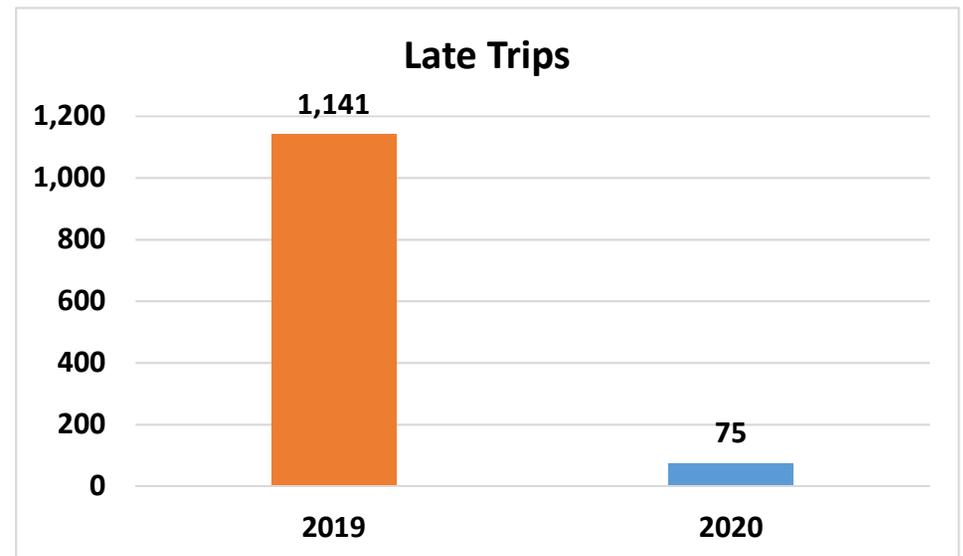
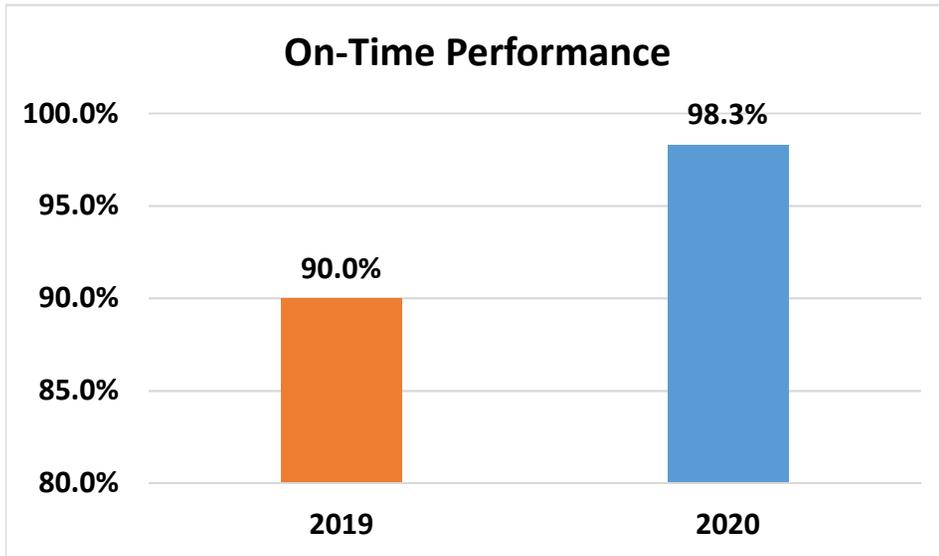
The attached report summarizes SunDial's operation for June 2020. The on-time performance for the month was 98.3%. There were a total of 75 late trips compared to last year which had 1,141. The total trips decreased by 61.4% from the the same period last year and the total passengers decreased by 60.7%. The total miles traveled decreased by 28.5% and the total mobility device boardings decreased by 48.2%.

Recommendation:

Receive and file.

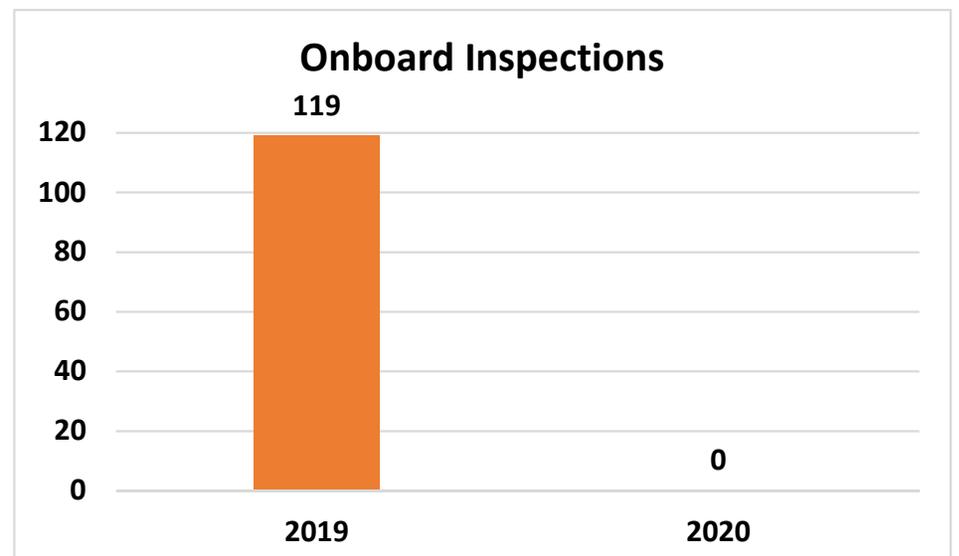
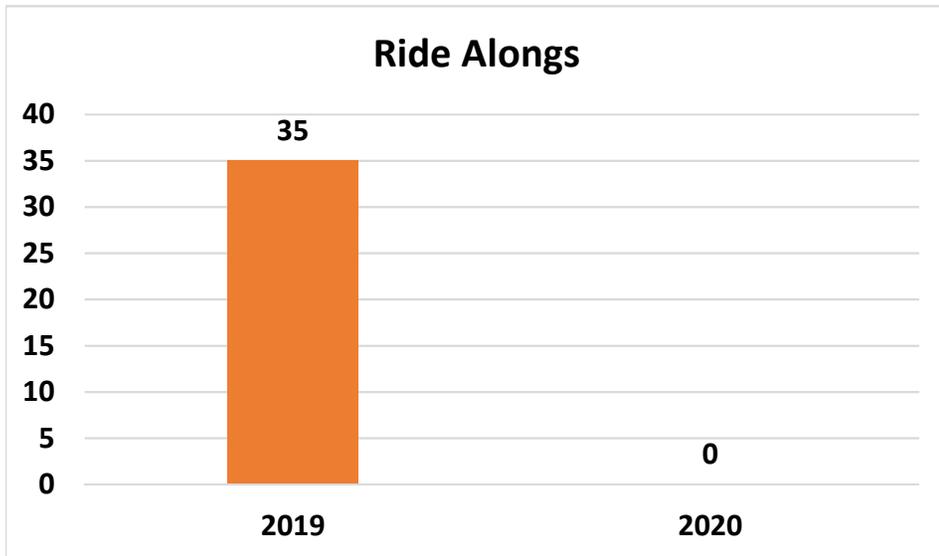
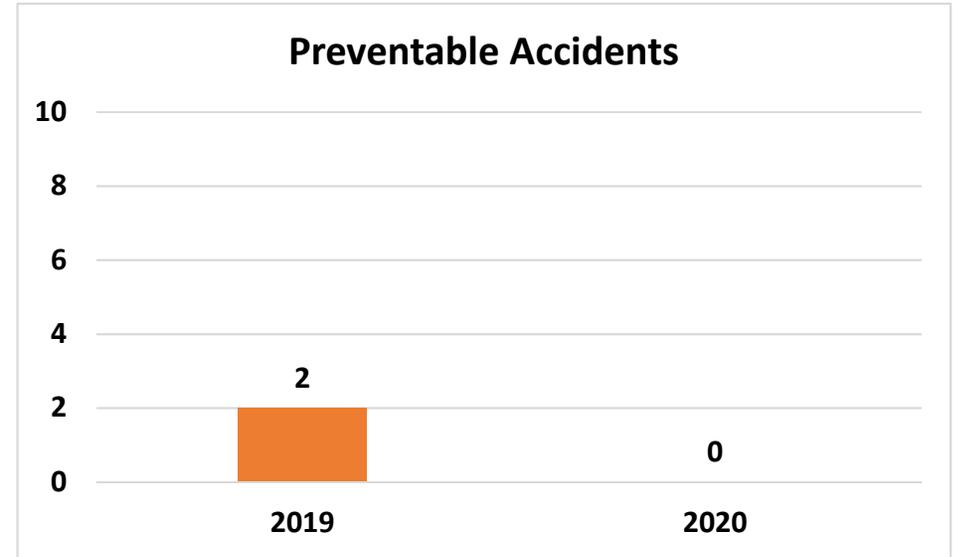
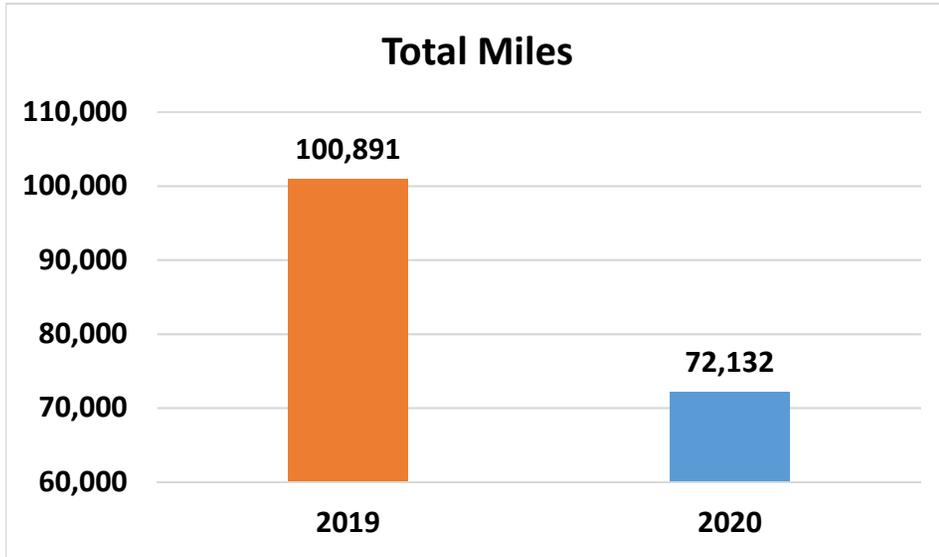
SunDial Operational Notes

JUNE 2019 vs. JUNE 2020

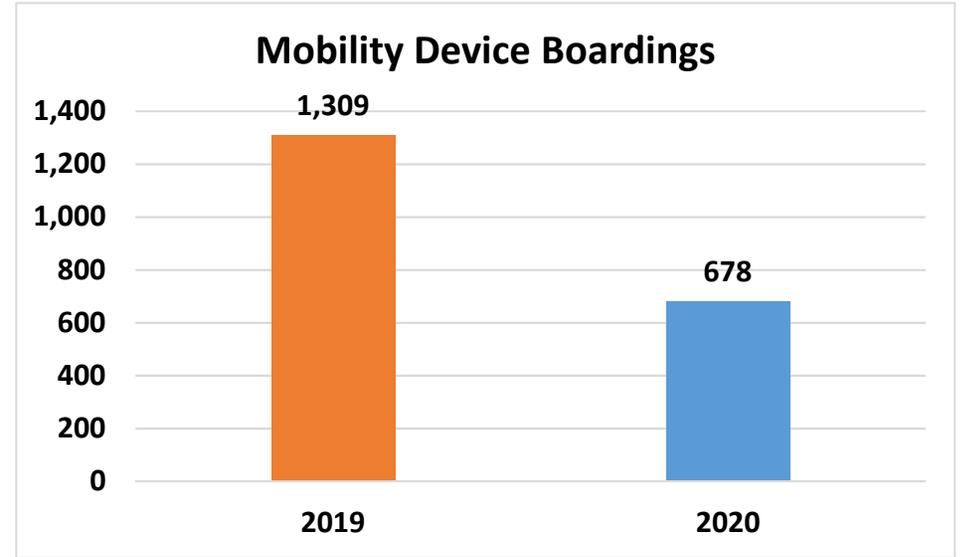
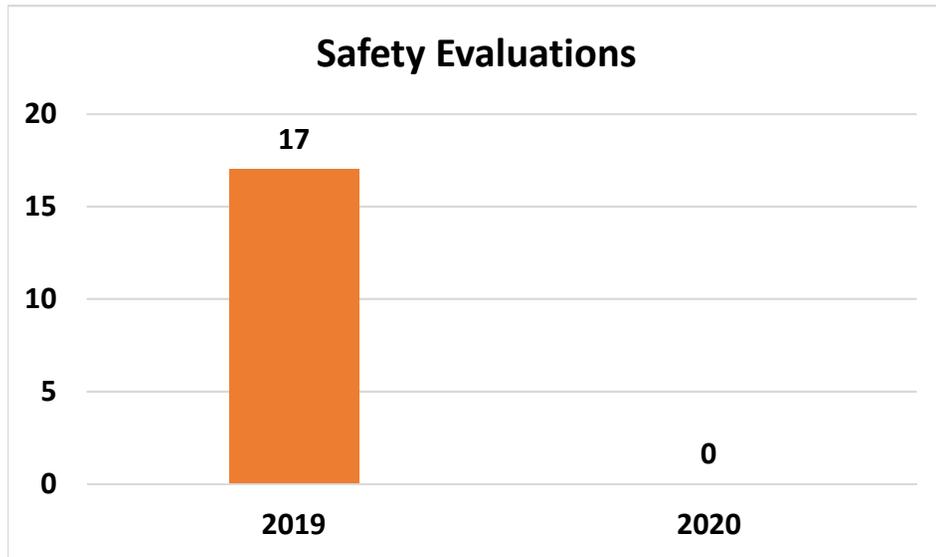


SunDial Operational Notes

JUNE 2019 vs. JUNE 2020



SunDial Operational Notes JUNE 2019 vs. JUNE 2020



SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for July 2020

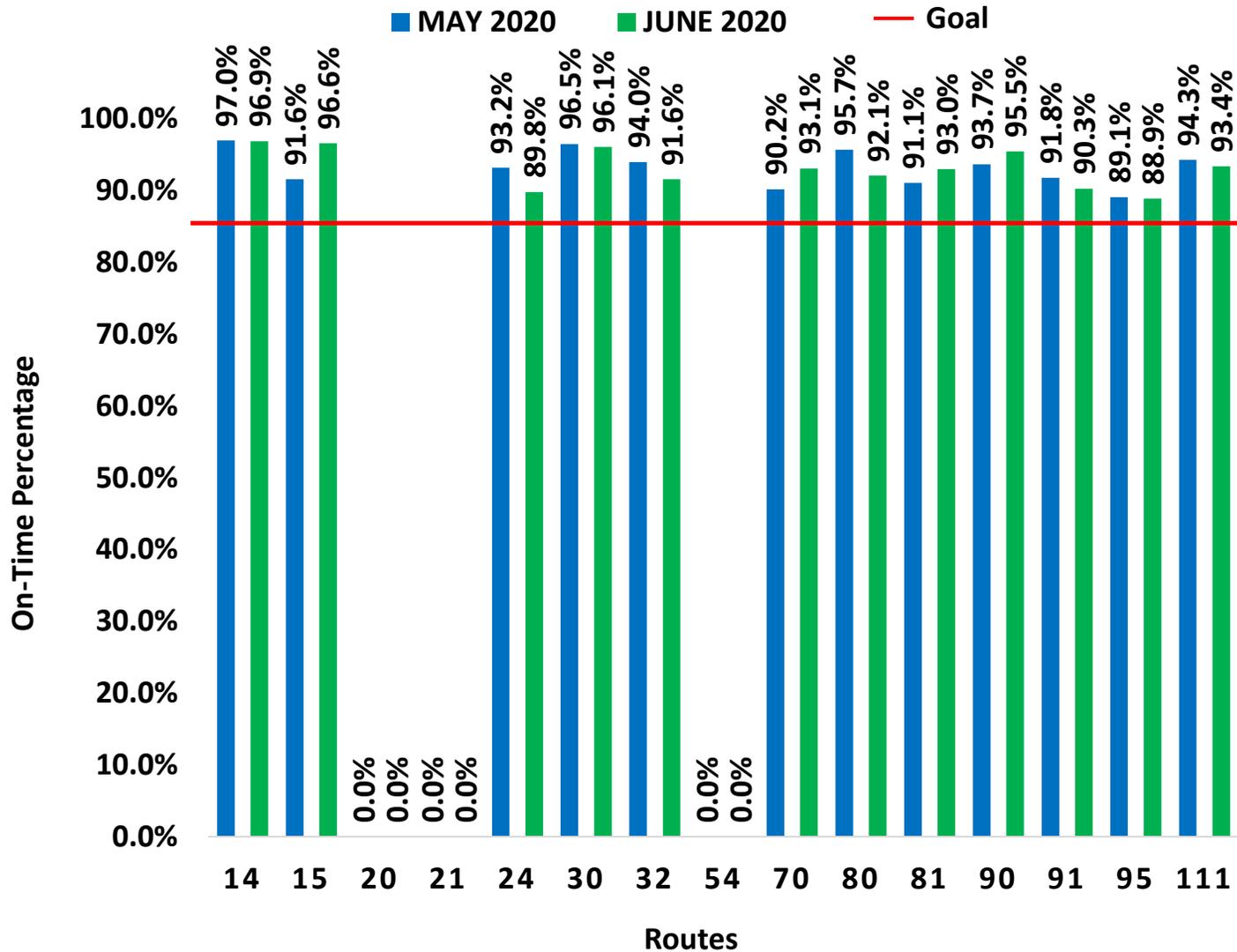
Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absence, advertising revenue, fixed route customer feedback, paratransit customer feedback, and system performance.

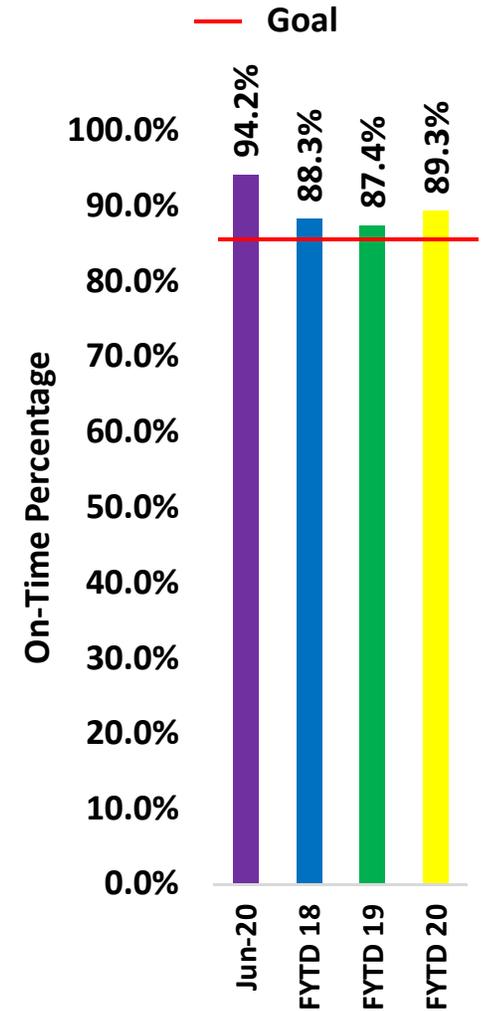
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On-Time Performance System Wide

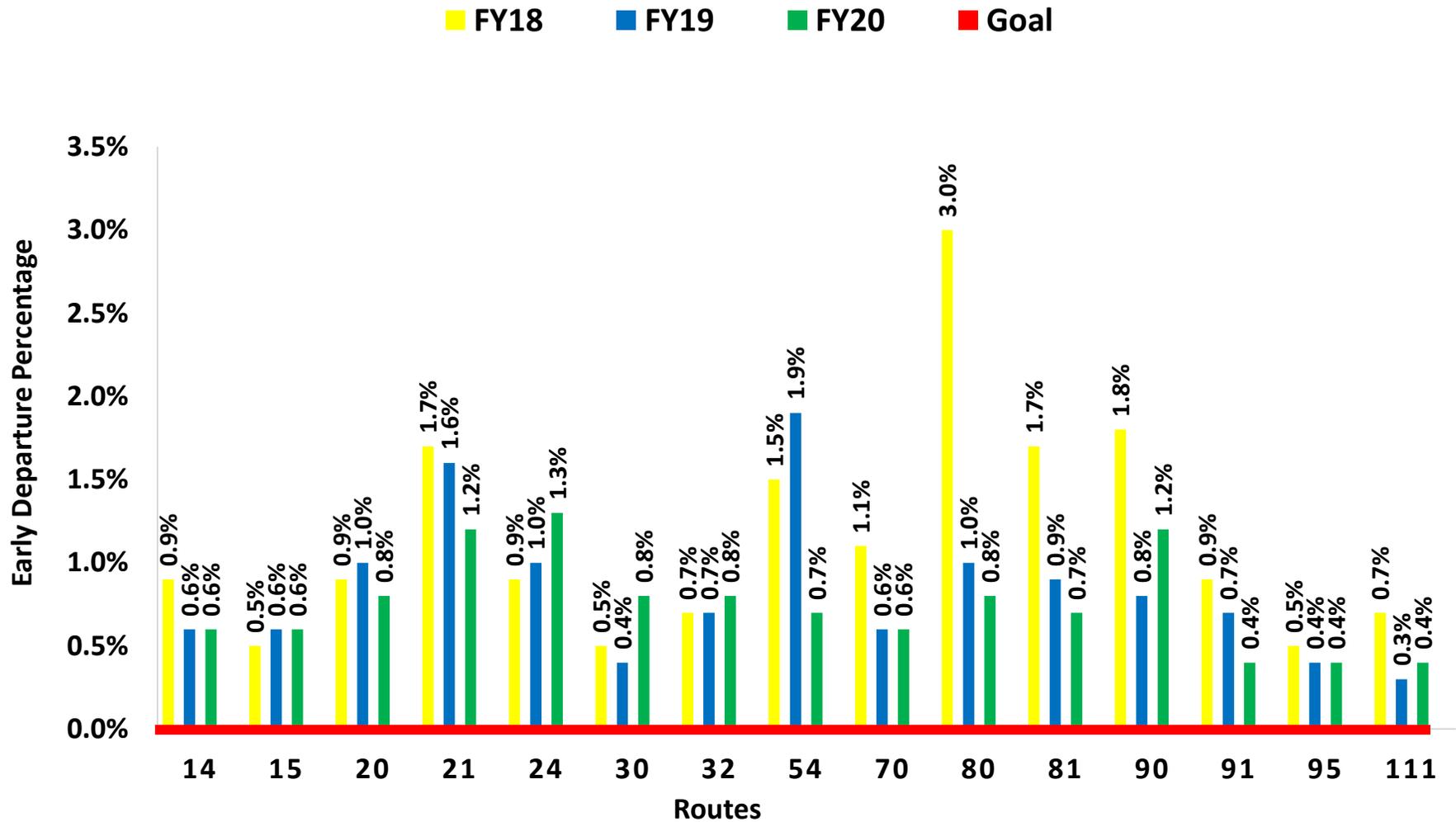


Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

Goal: Minimum target for On-Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

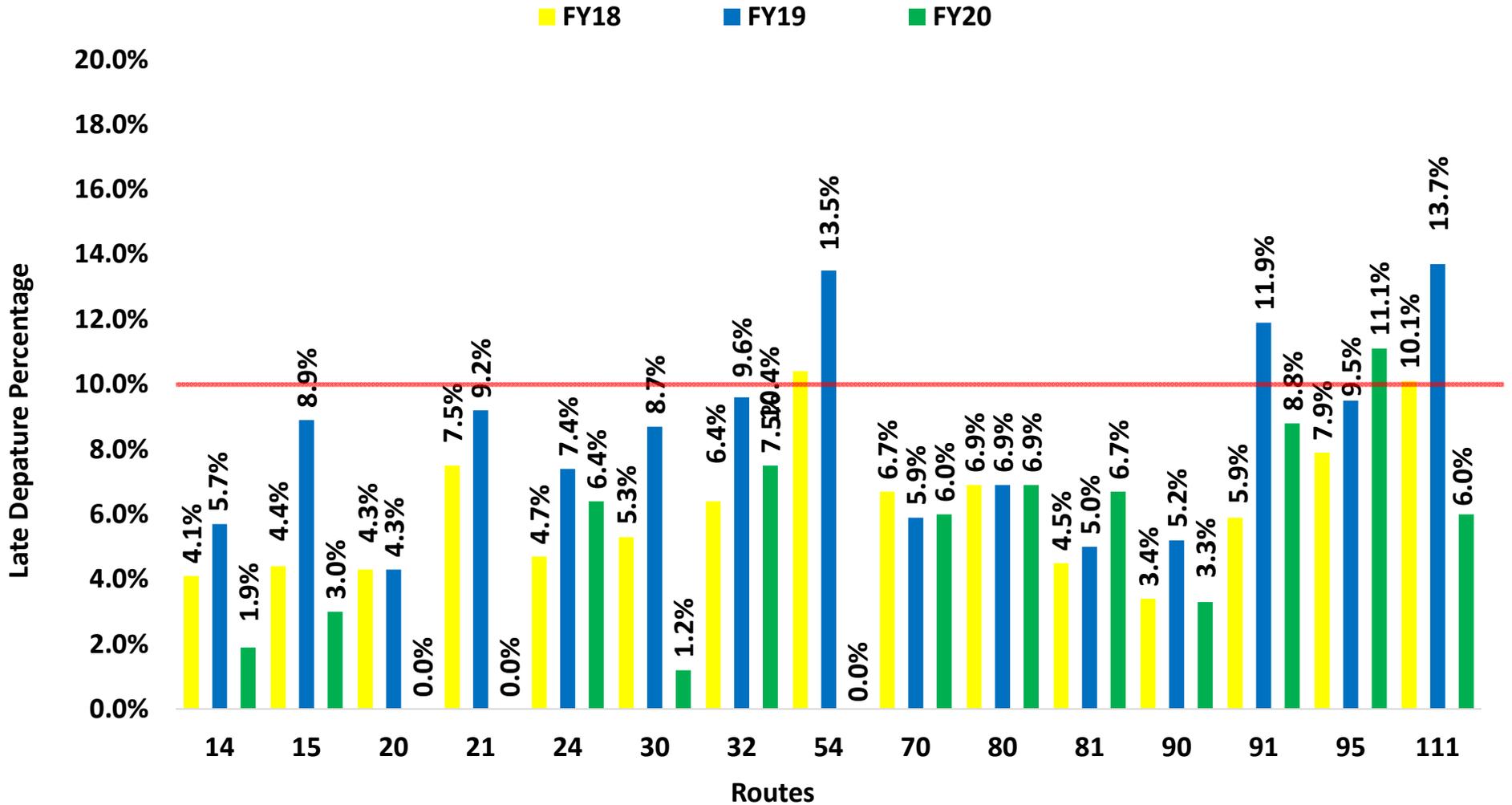
Early Departures by Route FYTD



Definition: When a bus leaves a time point, ahead of the scheduled departure time.

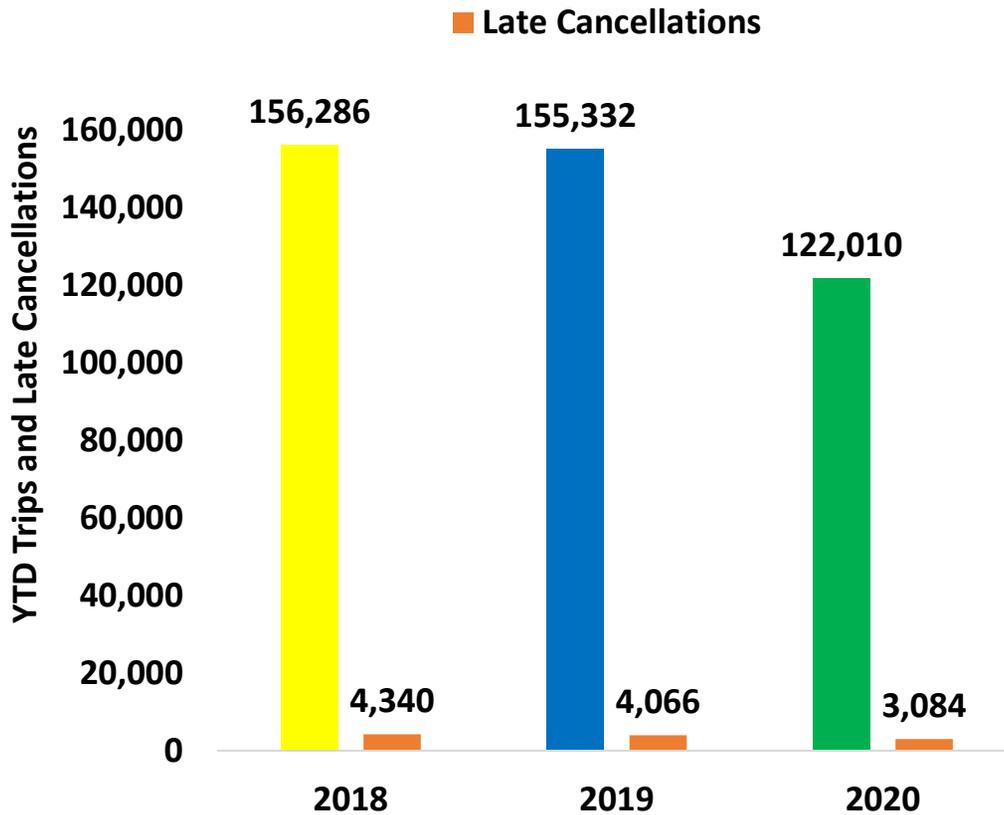
Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route June

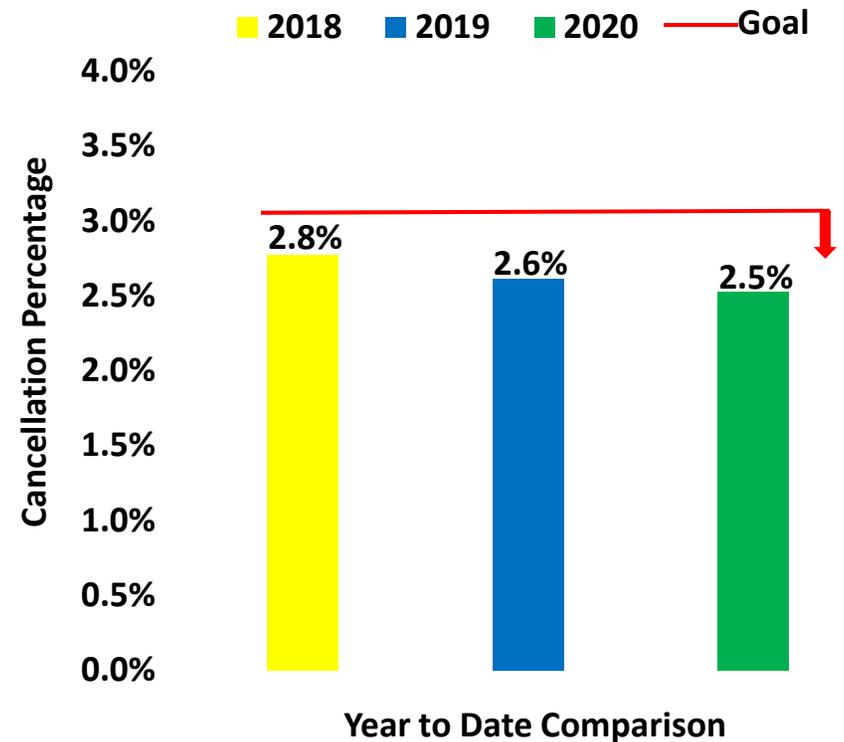


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The route is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%.

Total Trips vs Late Cancellations FYTD



Late Cancellation Percentage FYTD

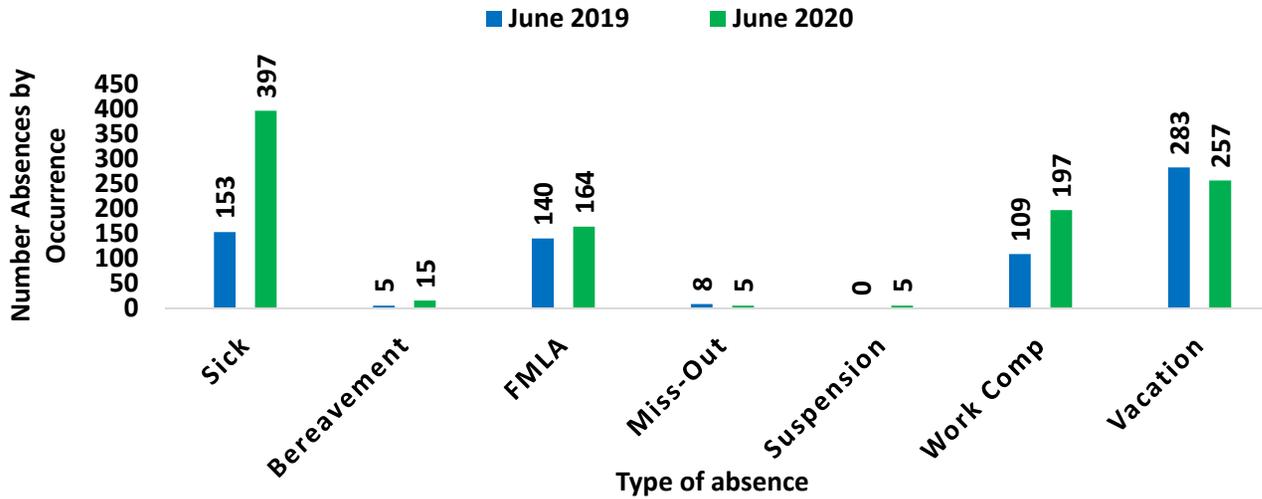


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

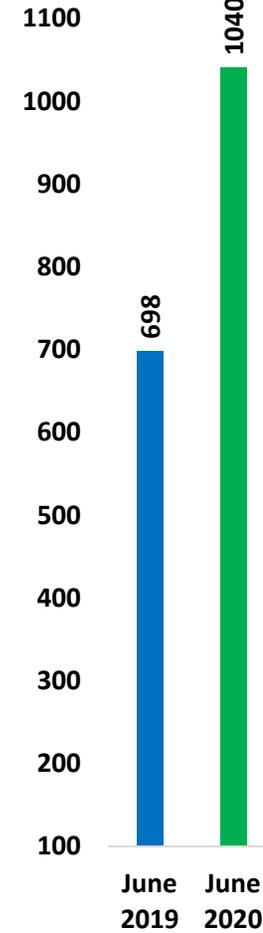
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

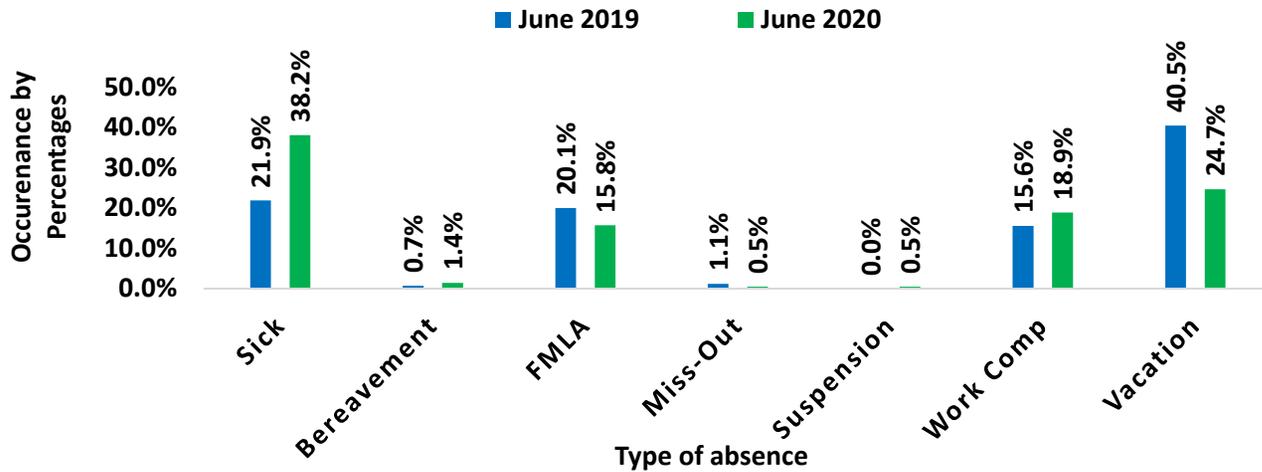
Driver Absence Occurrences



Total Absence Occurrences

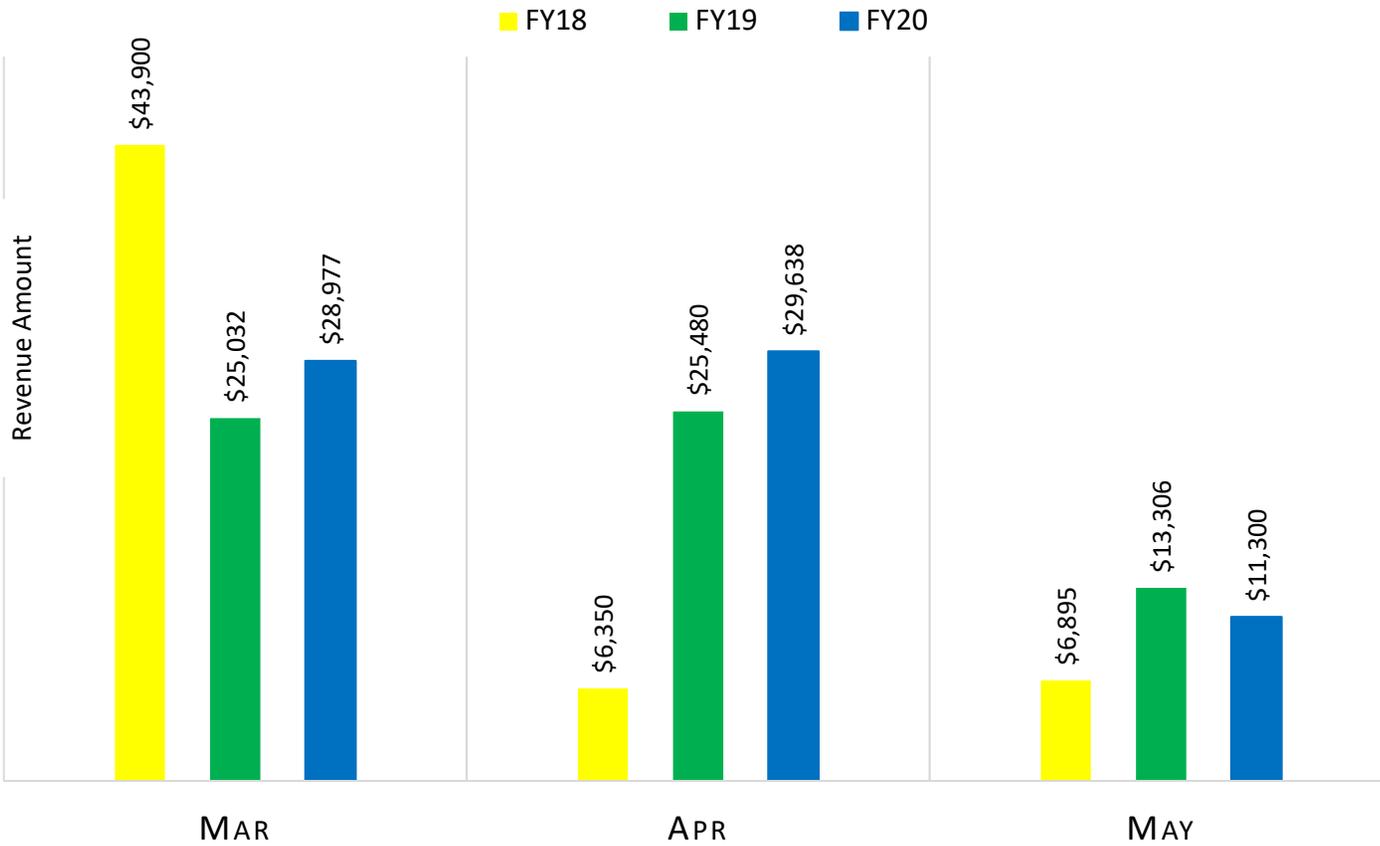


Driver Absence Occurrences by Percentages

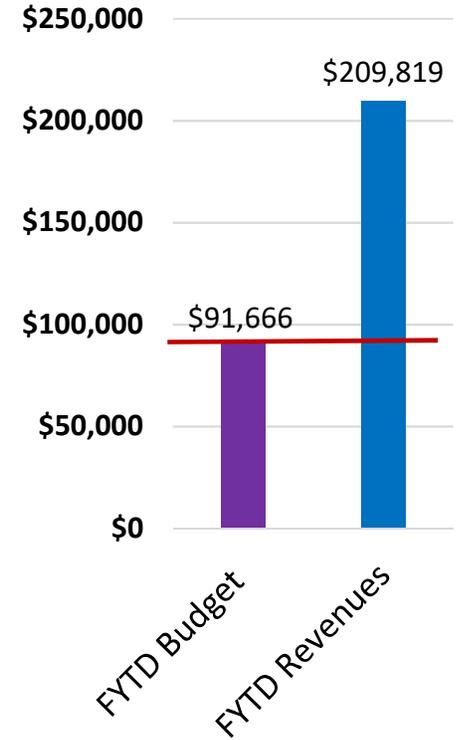


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending.
Absences include unscheduled for Fixed Route drivers.

Advertising Revenue FYTD20

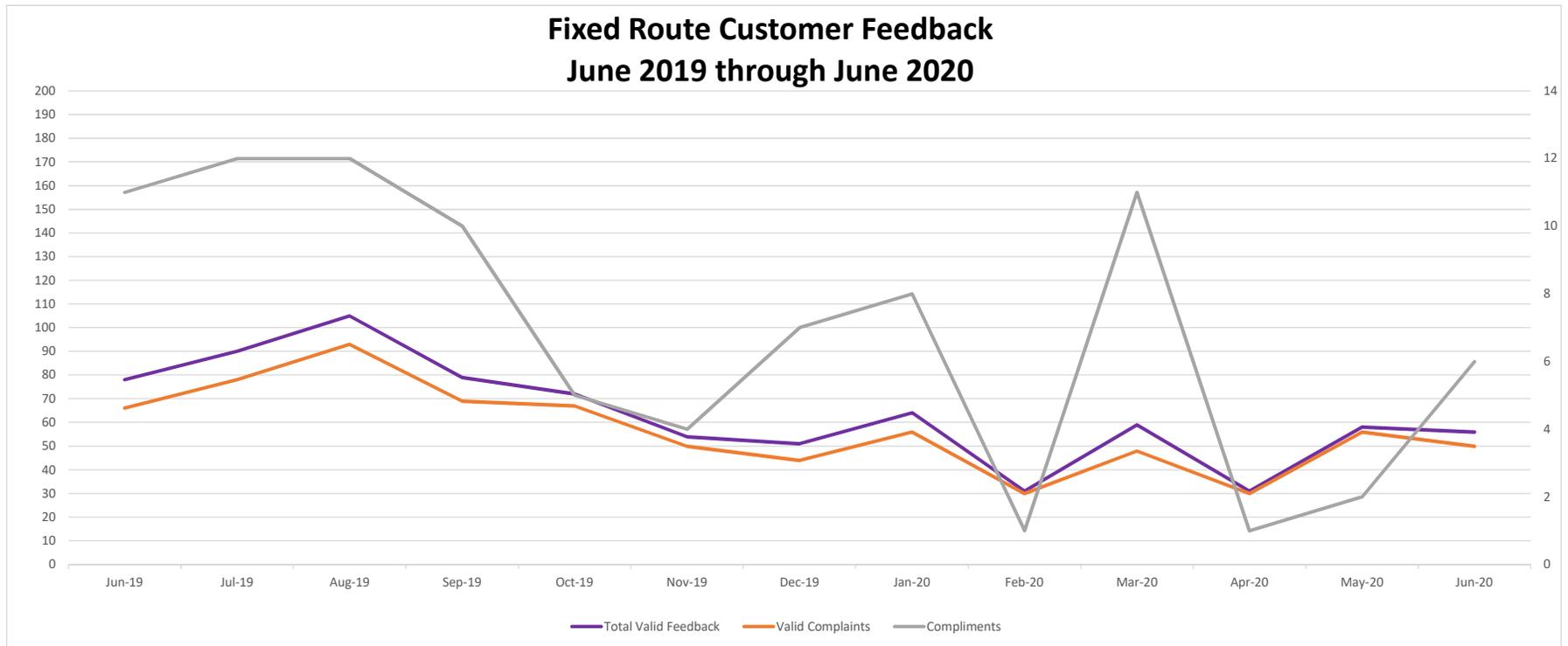


FYTD Budget vs FYTD Agency Revenues - May 2020



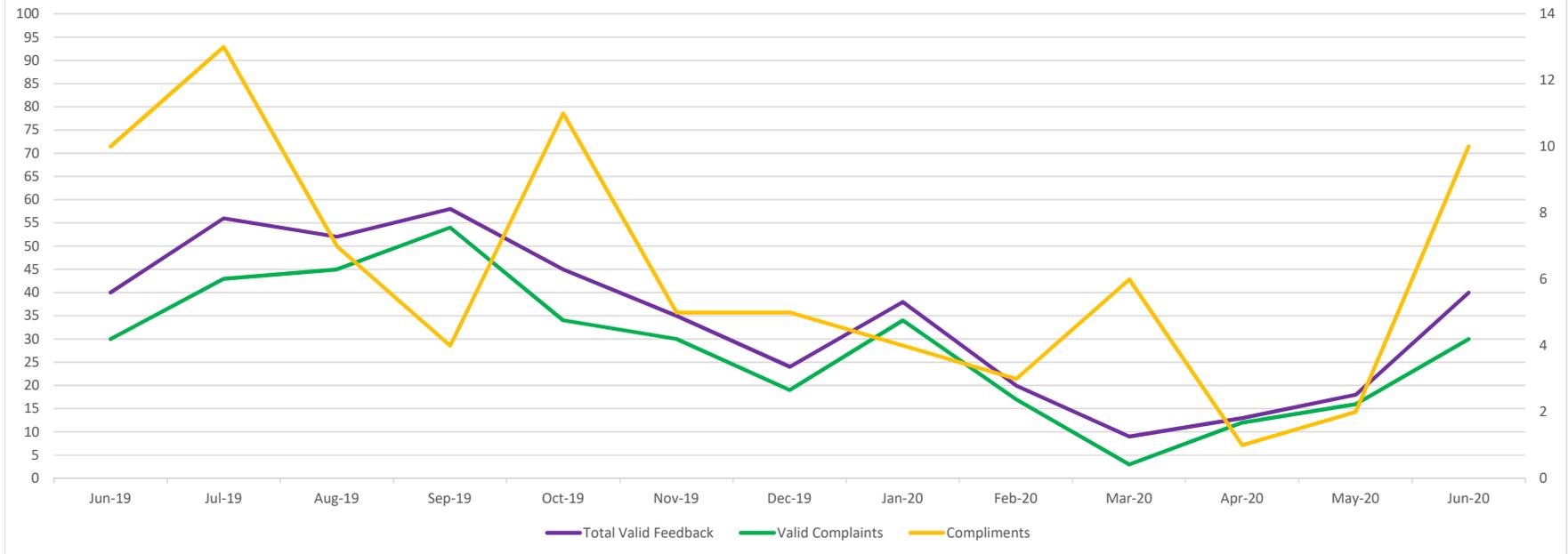
Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY20 is \$100,000.

Fixed Route Customer Feedback June 2019 through June 2020



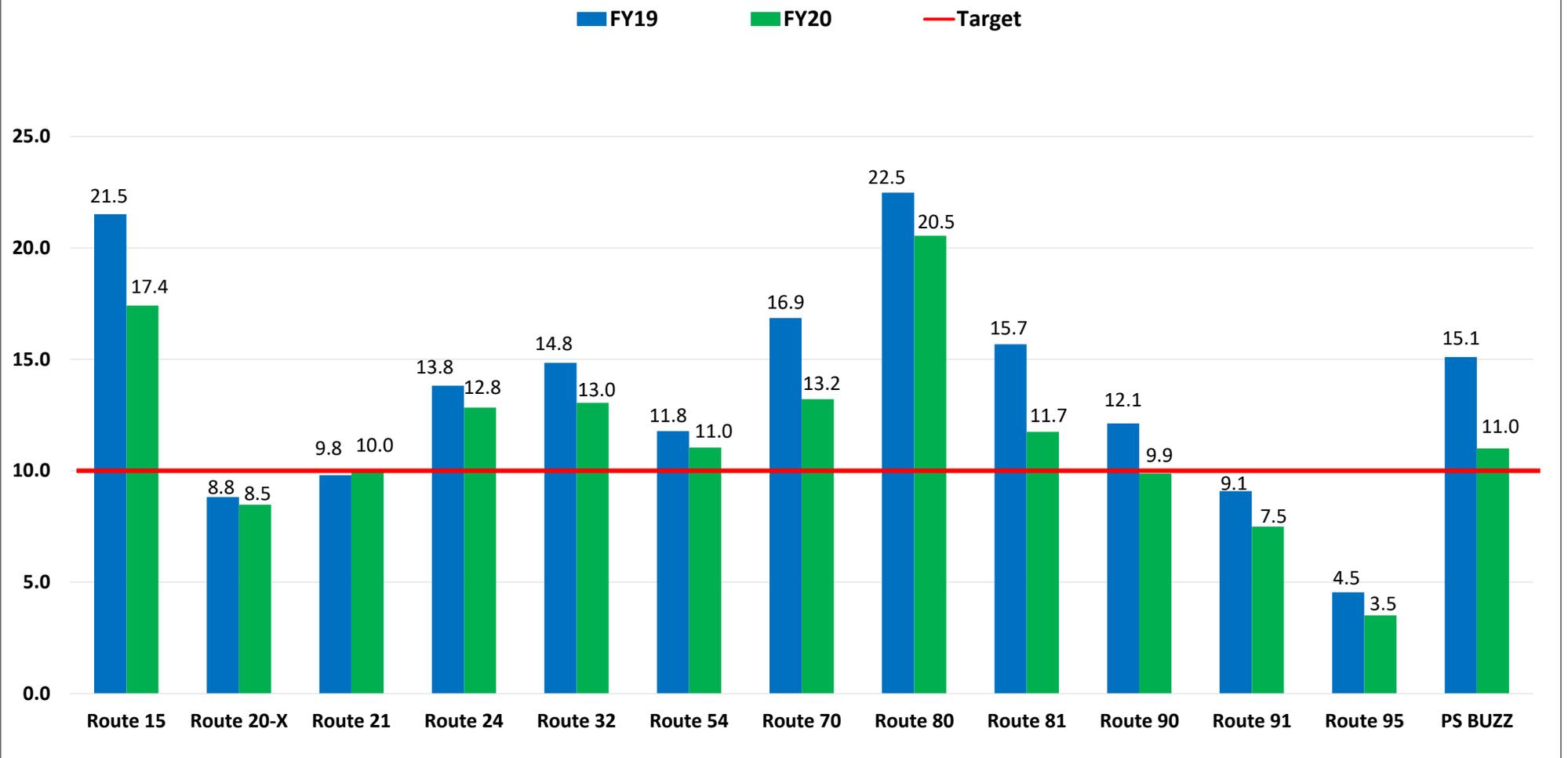
Valid fixed route feedback comprised of compliments and complaints for June 2020

Paratransit Customer Feedback June 2019 through June 2020



Valid paratransit feedback comprised of compliments and complaints for June 2020

FYTD System Performance - Local Routes

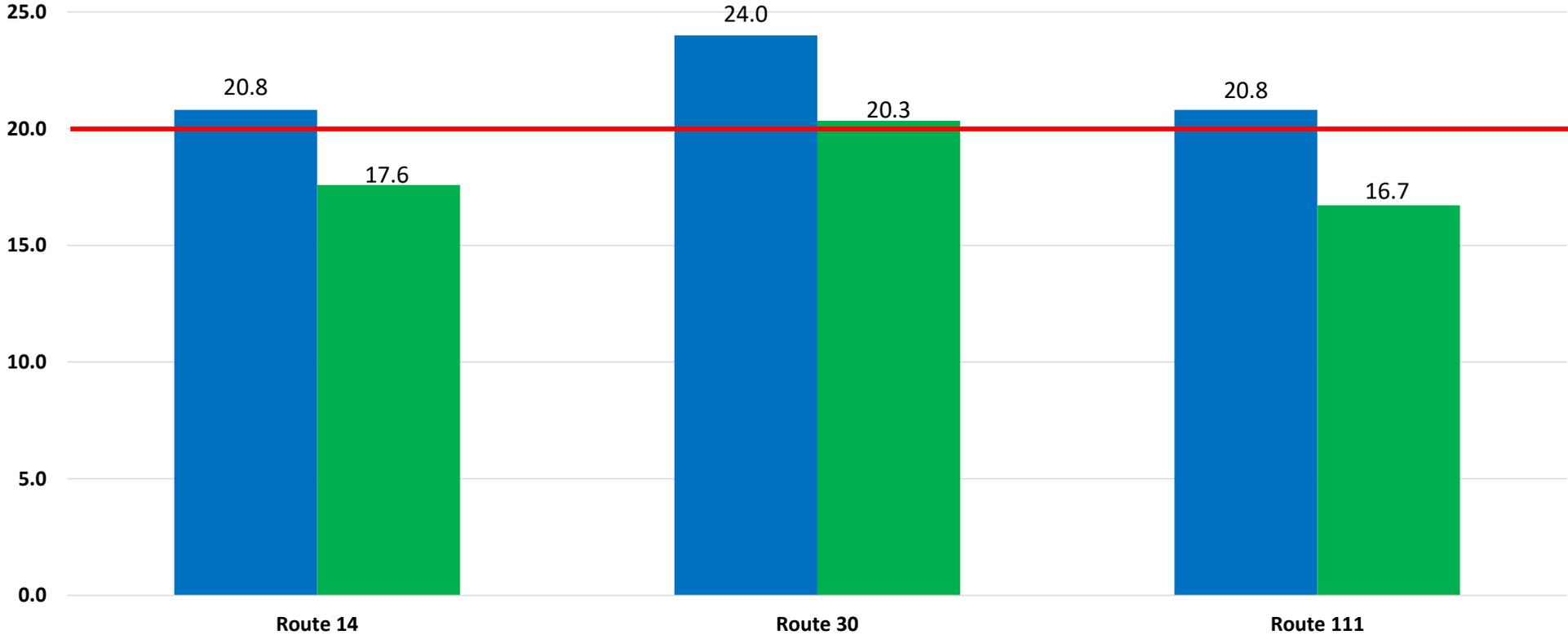


The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

****Routes 20-X, 21, 54 and PS BUZZ display data up until March 2020 when the Agency started Level 3 Sunday service.****

FYTD System Performance - Trunk Routes

FY19 FY20 Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for June 2020

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date June 2020.

Recommendation:

Receive and file.

FY 19/20	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X	X	X	X	10	10	
Palm Desert	X		X	X		X	X	X	X	X	X	X	10	10	
Palm Springs			X	X		X		X	X	X	X	X	10	8	
Cathedral City	X		X	X		X	X	X	X	X	X	X	10	10	
Rancho Mirage	X		X	X			X	X	X	X	X	X	10	9	
Indian Wells	X		X	X		X	X	X	X	X	X	X	10	10	
La Quinta	X		X	X		X	X	X	X	X	X	X	10	10	
Indio	X		X	X		X	X	X	X	X	X	X	10	10	
Coachella			X	X				X	X		X	X	10	6	
County of Riverside	X			X		X	X	X	X	X	X	X	10	9	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q1 of Calendar Year 2020

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the first quarter of calendar year 2020. The report shows market value, asset allocation percentage and performance compared to benchmarks.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	27,391,174	100.00	-12.16	-12.16	-3.24	N/A	N/A	2.78	07/01/2017
<i>Blended Benchmark</i>			-11.71	-11.71	-1.72	N/A	N/A	4.22	07/01/2017
<i>PFM Blended Benchmark</i>			-12.27	-12.27	-3.21	N/A	N/A	2.62	07/01/2017
Equities	14,856,037	54.24	-21.18	-21.18	-11.53	N/A	N/A	0.73	07/01/2017
<i>Russell 3000 Index</i>			-20.90	-20.90	-9.13	4.00	5.77	3.25	07/01/2017
<i>PFM Blended Equity Benchmark</i>			-21.76	-21.76	-11.40	1.93	3.54	3.77	01/01/2017
Vanguard Total Stock Index	6,984,484	25.50	-20.86	-20.86	-9.23	3.99	5.74	3.23	07/01/2017
<i>Russell 3000 Index</i>			-20.90	-20.90	-9.13	4.00	5.77	3.25	07/01/2017
Vanguard Total Stock Market ETF	1,727,394	6.31	-20.89	-20.89	-9.26	3.99	5.74	N/A	04/01/2020
<i>Russell 3000 Index</i>			-20.90	-20.90	-9.13	4.00	5.77	N/A	04/01/2020
Jensen Quality Growth Fund	971,533	3.55	-17.22	-17.22	-6.46	8.40	8.79	-6.46	04/01/2019
<i>S&P 500</i>			-19.60	-19.60	-6.98	5.10	6.73	-6.98	04/01/2019
Vanguard Total International Stock	2,222,336	8.11	-24.30	-24.30	-16.57	-2.55	-0.68	-4.76	07/01/2017
Vanguard Total International Stock ETF	674,717	2.46	-24.30	-24.30	-16.52	-2.52	-0.66	N/A	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			-23.36	-23.36	-15.57	-1.96	-0.64	N/A	04/01/2020
J. O. Hambro International Select	1,875,643	6.85	-15.45	-15.45	-10.39	1.70	0.71	0.57	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-23.36	-23.36	-15.57	-1.96	-0.64	-4.12	07/01/2017
Hartford Schrodgers Emerging Markets Equity	399,932	1.46	-23.18	-23.18	-15.00	-0.13	1.04	-11.70	03/01/2018
<i>MSCI EM (net)</i>			-23.60	-23.60	-17.69	-1.62	-0.37	-13.01	03/01/2018
Fixed Income	12,325,308	45.00	-2.60	-2.60	3.17	N/A	N/A	2.90	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			3.15	3.15	8.93	4.82	3.36	4.73	07/01/2017
Baird Core Plus	3,552,571	12.97	0.04	0.04	6.23	4.26	3.39	3.99	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			3.15	3.15	8.93	4.82	3.36	4.73	07/01/2017
DoubleLine Core Fixed Income	2,632,292	9.61	-3.29	-3.29	1.42	2.54	2.35	1.72	09/01/2017
PGIM Total Return Bond Fund	4,084,719	14.91	-2.84	-2.84	3.81	3.99	3.29	3.07	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			3.15	3.15	8.93	4.82	3.36	4.50	09/01/2017
Voya Intermediate Bond	1,302,004	4.75	-1.52	-1.52	4.67	3.84	3.10	-1.52	01/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			3.15	3.15	8.93	4.82	3.36	3.15	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	753,722	2.75	-4.74	-4.74	3.36	3.53	2.79	-3.50	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-4.72	-4.72	3.37	3.72	3.32	-3.49	10/01/2019
Cash & Equivalent	209,829	0.77	0.33	0.33	1.83	N/A	N/A	1.66	07/01/2017
First American Prime Obligation - Z	209,829	0.77	0.31	0.31	1.95	1.79	1.17	1.87	07/01/2017

Returns are net of mutual fund fees.
Returns are expressed as percentages.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	27,163,022	100.00	-12.15	-12.15	-3.22	N/A	N/A	2.80	07/01/2017
<i>Blended Benchmark</i>			-11.71	-11.71	-1.72	N/A	N/A	4.22	07/01/2017
<i>PFM Blended Benchmark</i>			-12.27	-12.27	-3.21	N/A	N/A	2.62	07/01/2017
Equities	14,732,730	54.24	-21.19	-21.19	-11.53	N/A	N/A	0.79	07/01/2017
<i>Russell 3000 Index</i>			-20.90	-20.90	-9.13	4.00	5.77	3.25	07/01/2017
<i>PFM Blended Equity Benchmark</i>			-21.76	-21.76	-11.40	1.93	3.54	0.67	07/01/2017
Vanguard Total Stock Index	6,926,940	25.50	-20.86	-20.86	-9.23	3.99	5.74	3.23	07/01/2017
<i>Russell 3000 Index</i>			-20.90	-20.90	-9.13	4.00	5.77	3.25	07/01/2017
Vanguard Total Stock Market ETF	1,713,214	6.31	-20.89	-20.89	-9.26	3.99	5.74	N/A	04/01/2020
<i>Russell 3000 Index</i>			-20.90	-20.90	-9.13	4.00	5.77	N/A	04/01/2020
Jensen Quality Growth Fund	963,437	3.55	-17.22	-17.22	-6.46	8.40	8.79	-6.46	04/01/2019
<i>S&P 500</i>			-19.60	-19.60	-6.98	5.10	6.73	-6.98	04/01/2019
Vanguard Total International Stock	2,203,470	8.11	-24.30	-24.30	-16.57	-2.55	-0.68	-4.76	07/01/2017
Vanguard Total International Stock ETF	669,346	2.46	-24.30	-24.30	-16.52	-2.52	-0.66	N/A	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			-23.36	-23.36	-15.57	-1.96	-0.64	N/A	04/01/2020
J. O. Hambro International Select	1,859,790	6.85	-15.45	-15.45	-10.39	1.70	0.71	0.57	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-23.36	-23.36	-15.57	-1.96	-0.64	-4.12	07/01/2017
Hartford Schrodgers Emerging Markets Equity	396,534	1.46	-23.18	-23.18	-15.00	-0.13	1.04	-11.70	03/01/2018
<i>MSCI EM (net)</i>			-23.60	-23.60	-17.69	-1.62	-0.37	-13.01	03/01/2018
Fixed Income	12,223,743	45.00	-2.60	-2.60	3.17	N/A	N/A	2.89	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			3.15	3.15	8.93	4.82	3.36	4.73	07/01/2017
Baird Core Plus	3,523,322	12.97	0.04	0.04	6.23	4.26	3.39	3.99	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			3.15	3.15	8.93	4.82	3.36	4.73	07/01/2017
DoubleLine Core Fixed Income	2,610,643	9.61	-3.29	-3.29	1.42	2.54	2.35	1.72	09/01/2017
PGIM Total Return Bond Fund	4,050,950	14.91	-2.84	-2.84	3.81	3.99	3.29	3.07	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			3.15	3.15	8.93	4.82	3.36	4.50	09/01/2017
Voya Intermediate Bond	1,291,311	4.75	-1.52	-1.52	4.67	3.84	3.10	-1.52	01/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			3.15	3.15	8.93	4.82	3.36	3.15	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	747,516	2.75	-4.74	-4.74	3.36	3.53	2.79	-3.50	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-4.72	-4.72	3.37	3.72	3.32	-3.49	10/01/2019
Cash Equivalent	206,548	0.76	0.33	0.33	1.83	N/A	N/A	1.66	07/01/2017
First American Prime Obligation - Z	206,548	0.76	0.31	0.31	1.95	1.79	1.17	1.87	07/01/2017

Returns are net of mutual fund fees.
Returns are expressed as percentages.

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Project Update for 2nd Quarter Calendar Year 2020

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the 2nd quarter of calendar year 2020, there are nine (9) large projects in progress.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2020

Project Title	Brief Description	Current Status	Funding
CNG Fueling Station	CNG station will be located at Division I and will replace the existing station that has exceeded its useful life.	Construction of the CNG fueling station is in progress. Construction and commissioning of the station is expected to be completed by the third quarter of 2020.	\$8,000,778
Solar Carports	Project to complete solar carports at the Administrative parking lot at Division I.	Solar carport installation has been completed. Work related to energizing the system in coordination with IID is in progress.	\$656,815
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings in Division I.	Construction permits from the county have been received and the construction has begun, footings and concrete floor have been placed, masonry work is starting.	\$8,100,000
5 Hydrogen Buses & On-Site Hydrogen Fueling Station	This project will deploy five (5) new 40' fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses have been delivered to SunLine and are in service. Temporary hydrogen dispenser is operational. Commissioning of the hydrogen station and permanent dispensers are in progress.	\$15,571,561
Facility Improvements Division II	Project will provide much needed improvements at Division II such as: roof repair, relocating operator and dispatch area along with other improvements as needed.	Facilities improvement work is in progress. The contractor has completed the flooring, bathrooms and countertops. Contract for the purchase and installation of furniture, fixtures and equipment has been completed.	\$1,000,000
Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	Project Manager is in process of finalizing the contract with the Architect & Engineering firm for the Center of Excellence Facility.	\$3,097,654
Purchase of Two (2) CNG MCI Over the Road Replacement Buses	Project to procure two (2) 55 passenger over the road MCI CNG buses.	Buses were delivered end of May and are being prepped with make-ready equipment.	\$1,682,612
Purchase of Six (6) CNG New Flyer Fixed Route Replacement Buses	Project to procure six (6) New Flyer CNG buses.	All six (6) buses have been delivered, make-ready, registrations have been completed and buses are in service.	\$4,080,982

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2020

Purchase of 15 Paratransit Vehicles	Project to procure 15 Paratransit vehicles.	Vehicles are in production and expected to be delivered in the third quarter of 2020.	\$2,375,076
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SunLine Services Group**CONSENT CALENDAR**

DATE: July 22, 2020

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for May 2020

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were or will be reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For May, the largest payment issued represents reimbursements made to Sunline Transit Agency (STA) for SunLine Regulatory Administration (SRA) employees paid through the regular payroll process. Additionally, it includes payments made to STA for allocations of overhead costs for SRA operations.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
May 2020**

NOTE: 1). Bold check payments represent "pass through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	SRA Overhead May 2020 and Payroll Liabilities 5/1/20	90777	05/06/2020	6,956.71
SUNLINE TRANSIT AGENCY	Payroll Liabilities 5/15/20	90783	05/20/2020	4,782.71
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service Apr 2020	90780	05/13/2020	1,320.00
Total Checks Over \$1,000	\$13,059.42			
Total Checks Under \$1,000	\$2,194.33			
Total Checks	\$15,253.75			

SunLine Services Group
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for May 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as Fiscal Year To Date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception is the taxicab business permit fee that is budgeted on a Board approved installment plan.

- As of May 31, 2020, the organization's revenues are unfavorable \$57,854 or 24.9% below the FYTD budget. Expenditures are \$47,869 below budget or 20.5% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$10,689).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
May 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY20 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	5,000	100	417	(317)	1,300	4,583	(3,283)	74.0%
New Driver Permit Revenue	7,500	-	625	(625)	2,595	6,875	(4,280)	65.4%
Taxi Business Permit	180,000	-	13,476	(13,476)	120,762	173,012	(52,250)	32.9%
Driver Transfer Revenue	500	-	42	(42)	300	458	(158)	40.0%
Driver Renewal Revenue	5,000	100	417	(317)	2,350	4,583	(2,233)	53.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	30	46	(16)	40.0%
Vehicle Permit Revenue	45,000	3,613	3,750	(138)	46,425	41,250	5,175	-3.2%
Other Revenue	500	-	42	(42)	1,025	458	567	-105.0%
Operator Application Fee	1,500	-	125	(125)	-	1,375	(1,375)	100.0%
Total Revenue	245,050	3,813	18,897	(15,084)	174,787	232,641	(57,854)	28.7%
Expenses:								
Salaries and Wages	93,706	7,877	7,809	(68)	68,611	85,897	17,286	26.8%
Fringe Benefits	73,861	5,947	6,155	208	49,256	67,706	18,450	33.3%
Services	61,570	1,169	5,131	3,962	48,377	56,439	8,062	21.4%
Supplies and Materials	5,216	649	435	(214)	3,039	4,781	1,742	41.7%
Utilities	4,833	403	403	-	4,433	4,430	(3)	8.3%
Casualty and Liability	7,973	664	664	-	7,304	7,309	5	8.4%
Taxes and Fees	300	-	25	25	4	275	271	98.6%
Miscellaneous	7,100	64	592	527	4,453	6,508	2,056	37.3%
Total Expenses	254,559	16,774	21,213	4,440	185,476	233,346	47,869	27.1%
Total Operating Surplus (Deficit)	\$ (9,509)	\$ (12,961)			\$ (10,689)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to SSG Taxicab Industry Emergency Relief Measure.
SSG CEO/General Manager, Lauren Skiver, approved an emergency relief measure agreement on April 2, 2020, providing needed financial relief due to the COVID-19 Pandemic. The emergency measure waives monthly installments of the Annual Taxicab Business Permit fee from March 2020 through June 2020. Additionally, the emergency measure waives the Annual Business Permit Renewal Application fee that would be due for each taxicab business planning to renew their Annual Business Permit, effective July 1, 2020.
- As of FYTD FY20 there is a decrease of 56,146 Taxi Trips compared to the FYTD FY19.

Taxi Trips				
	FY19-May	FY20-May	Variance	%Δ
Trips	16,760	4,616	(12,144)	-72.5%

Taxi Trips				
	FYTD-FY19	FYTD-FY20	Variance	%Δ
Trips	198,307	142,161	(56,146)	-28.3%

Salaries and Wages - Favorable

- Saving in salaries and wages are due to a position that was vacant for part of FY20, and lower expenses for allocated salaries.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to a position that was vacant for part of FY20, and lower balances for accruals.

Services - Favorable

- Service expenses are within an acceptable range of the budget.

Supplies and Materials - Favorable

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

Utilities - Unfavorable

- Utility expenses are within an acceptable range of the budget.

Casualty and Liability - Favorable

- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees - Favorable

- Savings are attributed to lower fuel taxes fees incurred.

Miscellaneous - Favorable

- The favorable variance is attributed to lower expenditures for staff development, memberships, and subscriptions.

SunLine Services Group
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – June 2020

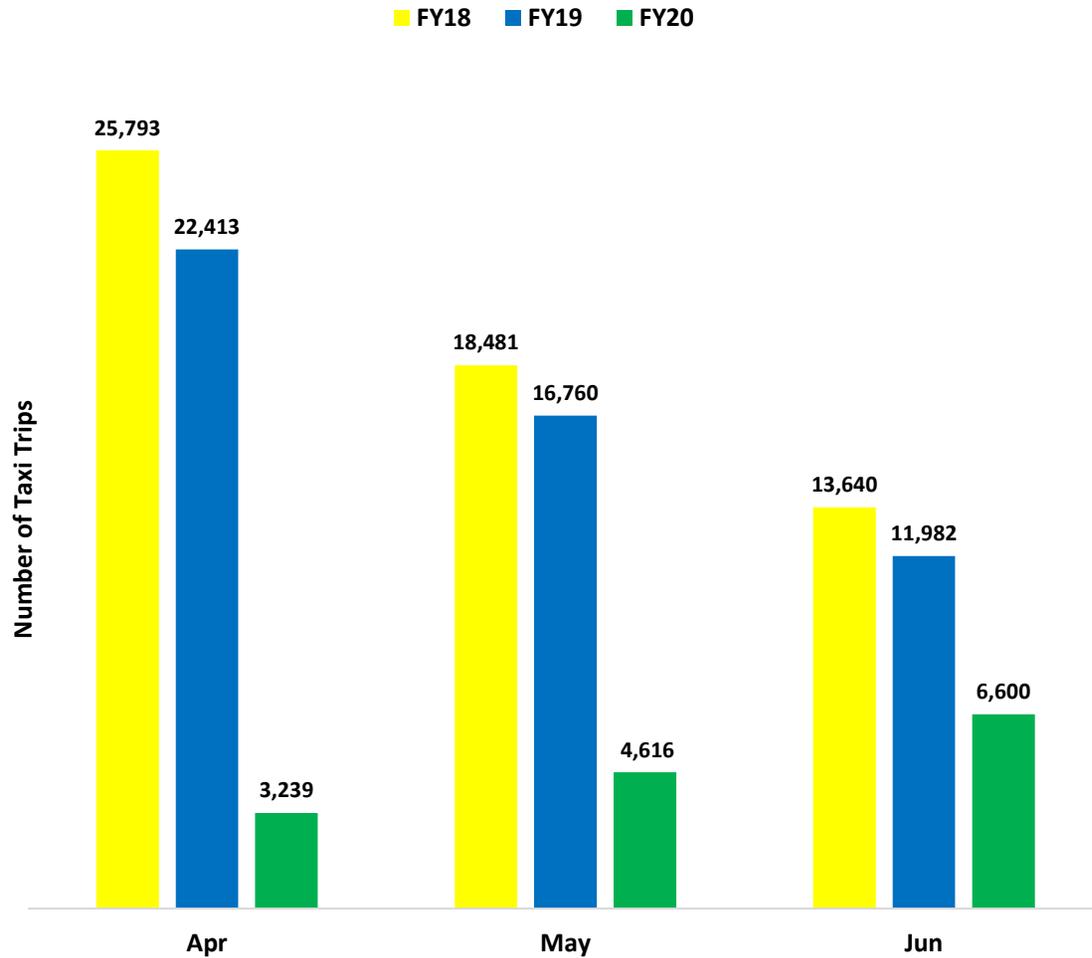
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. There were 5,382 fewer taxi trips in June 2020 compared to June 2019. The decrease in trips for June 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 61,528 fewer taxi trips for FYTD20 compared to FYTD19.

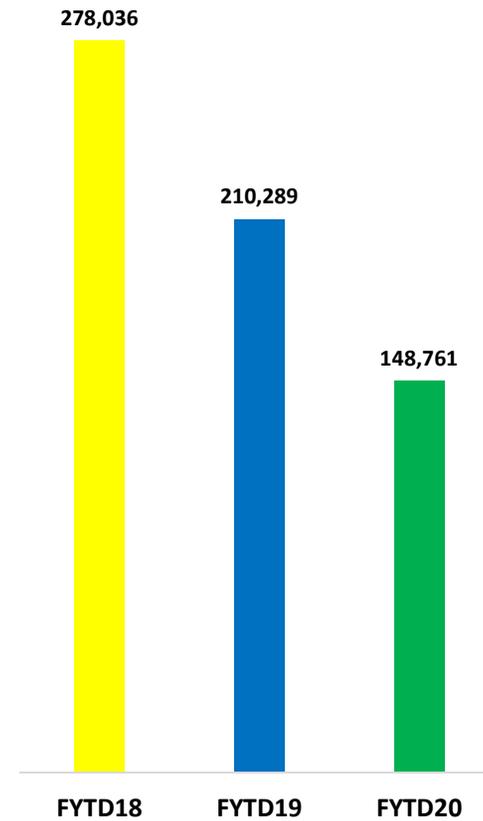
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison - As of June 2020



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2018, 2019 and 2020.

SunLine Services Group
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) May 2020

Summary:

The chart displays revenue and expenses for the current month and two (2) previous months. Revenues are generated by taxi business permit fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

For May:

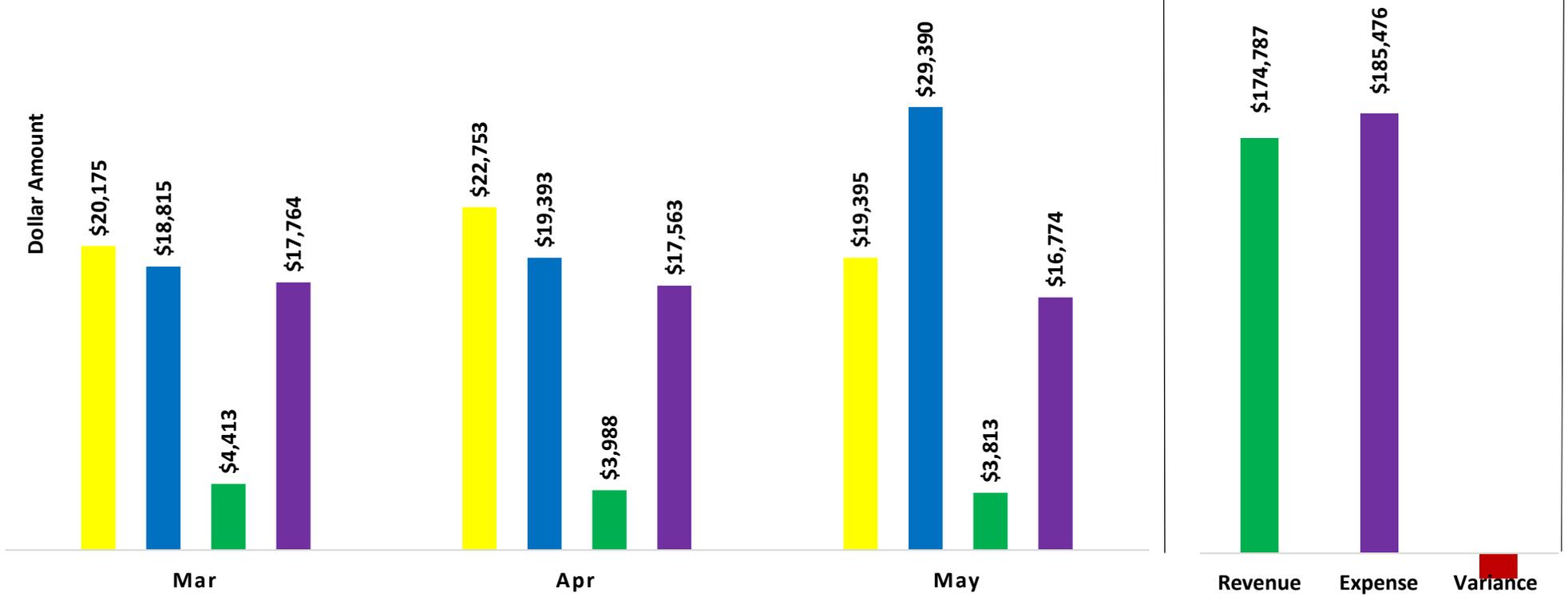
- Variance chart displays the total fiscal year to date variance between revenue and expenses for the 2020 fiscal year.
- An unfavorable variance for May 2020 is due to the Taxi Business Emergency Relief Measure waving the March – June 2020 Business Permit fee installments.
- Expenses for the current fiscal year are greater than revenues by \$10,689.
- SSG is estimated to finish the fiscal year with a budget deficit of (\$25,152). Operating fund reserves will be used to cover this deficit.

Recommendation:

Receive and file.

Revenue vs. Expense Three (3) Month Comparison As of May 2020

■ Rev FY19
 ■ Exp FY19
 ■ Rev FY20
 ■ Exp FY20



The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY20.

SunLine Transit Agency

DATE: July 22, 2020 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Tina Hamel, DBELO/EEO/Compliance/Eligibility Officer

RE: Equal Employment Opportunity & Affirmative Action Program
Statement Approval Pursuant to Title VII of the Civil Rights Act of
1964 and the Federal Transit Administration's Circular 4704.1A

Recommendation

Recommend that the Board of Directors approve SunLine's Equal Employment Opportunity & Affirmative Action Program and authorize the CEO/General Manager to sign and implement the program.

Background

SunLine Transit Agency has an established Equal Employment Opportunity & Affirmative Action (EEO/AA) Program pursuant to Title VII of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal Transit Administration's (FTA) Circular 4704.1A "Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients," dated April 20, 2017.

SunLine must issue a signed and dated policy statement that expresses SunLine's commitment to its EEO/AA Program, state its objectives and outline responsibilities for its implementation. SunLine must circulate the statement throughout the organization.

SunLine is a recipient of federal funds and is required to submit an updated plan to the FTA every four (4) years. This document updates our program to reflect any census and operating changes that have occurred since the previous program that was submitted and approved by the FTA. It provides employment data by departments, job categories, gender, race and salary. It also identifies areas of underutilization and establishes goals to improve the recruitment of females and minorities. Staff is asking that the Board of Directors approve the policy statement and affirm its support of EEO/AA by approving this program.

Financial Impact

No fiscal impact.



**EQUAL EMPLOYMENT OPPORTUNITY
&
AFFIRMATIVE ACTION PROGRAM**

July 2020

**32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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Introduction

SunLine Transit Agency (SunLine) was formed as a Joint Powers Authority in July 1977 by Riverside County and the cities of the Coachella Valley to operate a public transit system within the eastern portion of Riverside County. As the valley matured and grew, each of the cities joined the JPA until finally, all nine were members. The current members are Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and Riverside County.

SunLine is governed by a Board of Directors representing each of the ten entities. The County's representative is a member of the Board of Supervisors, and each city has its mayor or a member of its city council serve as its representative.

SunLine also operates the SunDial dial-a-ride system for persons with disabilities. SunLine's primary fixed route system operates 19 hours every day of the year with the exception of Thanksgiving and Christmas. Bargaining unit employees (motor coach operators, paratransit operators, mechanics and facility maintainers) are represented by the Amalgamated Transit Union, Local 1277.

As of June 2019, SunLine employed 370 persons. SunLine is a proud supporter of Equal Employment Opportunity and Affirmative Action (EEO/AA). Our statement of policy and affirmative action goals reflect SunLine's commitment to maintain a diversified and motivated workforce.

Equal Employment Opportunity: Policy Statement

SunLine Transit Agency is committed to equal employment opportunity. This commitment starts with the Board of Directors, which supports a results-oriented program aimed at achieving equal employment opportunity throughout all organizational levels at SunLine. The mission of SunLine is “To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.” Fundamental to SunLine’s mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with dignity and respect.

SunLine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SunLine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, disability, age, national origin, ancestry, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sexual orientation, victim of domestic violence, sexual assault, or stalking, protected veteran status, or any other legally protected status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary actions, termination, layoff, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who believes they have been discriminated or harassed has the right to file a complaint alleging such with the appropriate official.

SunLine will not tolerate discrimination or harassment based on any of the listed characteristics. Every employee has an obligation to ensure the work place is free of discrimination and harassment. Any employee, who has knowledge of or witnesses, discrimination or harassment must report it to their supervisor, manager, or EEO Officer. Additionally, SunLine expects its contractors to embrace the principles of EEO and to provide workplaces free of discrimination and harassment.

Equal opportunity can best be achieved through programmed recruitments and personnel practices aligned with Title VII and the Agency’s Affirmative Action Plans. Continued efforts to achieve and sustain equal employment opportunities for every employee and applicant requires participation from all levels throughout the Agency, especially at the management and supervisory levels. SunLine will remain proactive in ensuring compliance with its Affirmative Action Plan.

SunLine employees are critical in promoting SunLine as an employer of choice. All current employees of SunLine are requested to encourage qualified disabled persons, minorities, women, special disabled veterans, and Vietnam Era veterans to apply for employment.

SunLine prohibits retaliation against anyone through harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights to any

federal, state or local law regarding EEO, Title VII for qualified individuals with disabilities, or qualified protected veterans.

Our employees have a right to work in an environment free from discrimination and it is the responsibility of every manager and supervisor to assure that a non-discriminatory environment exists. All department heads, managers and supervisors are assigned specific tasks in relation to SunLine’s EEO/AA plan and understand that their work performance will be evaluated on the basis of the compliance with and support of the EEO/AA policies and practices, among other Agency policies.

The assignment of the operational task and accountability for implementing the EEO/AA programs is the responsibility of the Compliance Officer. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Tina Hamel, DBELO/EE0/Compliance/Eligibility Officer. She can be reached at (760) 343-3456 Ext. 1445 or via email at thamel@sunline.org. Ms. Hamel reports directly to me regarding EEO issues and acts with my authority with all levels of management, labor unions, and employees. All applicants and employees have a right to file complaints alleging discrimination with their direct supervisor, manager, department head or the Compliance Officer. In addition, our expectation is that all employees will lend their active support to EEO principles and practices.

The successful achievement of SunLine’s EEO/AA program goals will benefit all employees by creating a more diverse working environment.

Lauren L. Skiver
CEO/General Manager
SunLine Transit Agency

Date

General Objectives

The general objectives of this Equal Employment Opportunity/Affirmative Action Program are to achieve and maintain employment levels for members of protected classes within the various job group categories throughout the organization in proportion to their availability in the local labor market. This will be achieved through targeted recruitments, increased hiring, promotion and training of qualified applicants and employees in these protected classes.

In order to achieve a work place that reflects the demographics of the communities served, SunLine will do the following:

- Evaluate personnel transactions and enforce the use of objective employment practices to ensure that members of these protected classes are not adversely impacted.
- Assign responsibility and accountability for Affirmative Action progress. The most crucial parts for the policy implementation are at the department heads, manager and supervisory levels where decisions affecting hiring, assignments, training, promotions, compensation and disciplinary actions are made.
- Provide training on personnel policies and fair employment practices to department heads, managers and supervisors to increase awareness and acceptance of race/cultural, sex and disability differences among employees and prohibiting unlawful harassment of employees in the workplace.
- Advertise and target recruitments to these populations that are underrepresented at various levels of the organization.
- Ensure that employees of an underrepresented class are provided the opportunity to attend necessary training and/or given special projects or assignments to make them competitive for promotions.
- Partner with local schools, colleges and universities to target underrepresented groups within a job group category to provide internships and promote development within an occupational specialty.
- Ensure employee recognition and incentives for performance and contributions to SunLine are awarded fairly to all employees regardless of status.

Designation of Responsibility

A. Program Responsibility

The primary responsibility for the establishment of the EEO/Affirmative Action Program rests with SunLine's Board of Directors. They are charged to:

- Set policy and provide leadership necessary to achieve affirmative action goals.
- Express commitment to the goal of establishing work force parity with the community's qualified work force.

The Board of Directors designates the CEO/General Manager to express and carry out the responsibilities of the Board of Directors on a day-to-day basis.

B. Agency Affirmative Action Officer

The assignment of the operational tasks and accountability for implementing the program as the EEO/Affirmative Action Officer is the responsibility of the Compliance Officer. The Compliance Officer shall have the responsibility to audit the requirements of the program and to:

- Establish and direct SunLine's EEO/AA Program to meet federal and state requirements and achieve utilization goals.
- Develop and reaffirm equal employment opportunity in all personnel actions taken by SunLine.
- Create a pro-active attitude among members of the management team for formal dissemination, both internal and external.
- Discuss equal opportunity at meetings with management staff members.
- Assure that management members understand their personal performance evaluations will reflect their performance as measured against the EEO/Affirmative Action Program.
- Develop the EEO/Affirmative Action Program and techniques for communication of policy. Provide training to all responsible personnel.
- Ensure the job-relatedness of all aspects of the personnel processes and concurs in all hires and promotions.

- Improve recruitment efforts to increase the number of qualified minority, women and disabled applicants.
- Inform all new employees of the EEO/Affirmative Action Program and Discrimination Complaint procedure. Assure that current legal information affecting affirmative action is disseminated to responsible officials.
- Investigate any discrimination complaint filed by employees and/ or applicants, and recommend appropriate remedies. Track all complaints, records of EEO inquiry and submits annual reports to that effect.
- Submits status reports concerning the program to the Board of Directors through the CEO/General Manager.
- Identify EEO/Affirmative Action problem area. Assist managerial and supervisory personnel in arriving at solutions to EEO/Affirmative Action problems and assists management in collecting and analyzing employment data. Design and implement audit and reporting systems which will:
 - Measure program effectiveness.
 - Identify areas requiring remedial action.
 - Determine degree to which goals and objectives have been attained.
- Serve as liaison between SunLine and relevant enforcement/reporting agencies and minority organizations as well as community action groups concerned with employment opportunities of minorities, women and the disabled.
- Assists in recruiting minority, persons with disabilities and women applicants and establish outreach sources for use by Human Resources.
- Assist in the identification of EEO/Affirmative Action problem areas and establishing of departmental goals and objectives.
- Become actively involved with local minority organizations, women's organizations, community action groups and community service programs.
- Perform periodic audits of training programs, hiring and promotion patterns to remove, as necessary, impediments to the attainment of SunLine's goals and objectives.

- Conduct regular discussions with supervisors and employees to be certain the EEO/Affirmative Action Policy is being followed.
- Conduct a review of the qualifications of all employees to ensure that minorities, women and persons with disabilities are given full opportunities for transfers and promotions
- Provide career counseling for all employees.
- Conduct periodic audits to ensure that:
 - Appropriate EEO/Affirmative Action posters are properly displayed.
 - All employee facilities are, in fact, desegregated, both in policy and use, and that locker rooms and restrooms are comparable for both sexes.
 - Minority, female and persons with disabilities are afforded a full opportunity and are encouraged to participate in all of SunLine’s sponsored educational, training, recreational, and social activities.
- Understand that their work performance is being evaluated on the basis of their EEO/Affirmative Action efforts and results, as well as other criteria.
- Take action to ensure acceptance by all employees of those placed through affirmative action efforts.
- Ensure that all interviews, offer of employment and/or wage commitments (equal pay regardless of race or sex) are consistent with the EEO guidelines.
- Participates in the review and/or investigation of complaints alleging discrimination.

C. Responsibilities of Management

All department heads, managers and supervisors are responsible to work with the EEO/Affirmative Action Officer to ensure the effectiveness of the affirmative action program include, but are not limited to, the following:

- Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary.
- Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.

- Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

Dissemination of Policy

A variety of means will be used to disseminate the program to employees, job applications, and the community. The EEO/Affirmative Action Officer is responsible to ensure that all of the following are accomplished:

A. Internal Dissemination

The SunLine Board of Directors is committed to supporting the EEO/Affirmative Action Program as indicated in the “Policy Statement” section and the section to follow:

The following policy statement is included in the Employee Handbook, which is given to all employees at the time of hire:

SunLine is an Equal Employment Opportunity/Affirmative Action employer and is committed to a policy of equal employment opportunity for applicants and employees. As an equal opportunity employer decisions made concerning employment with SunLine will not be based on race, sex, color, ancestry, national origin, alienage, gender, sexual orientation, religion, creed, age, marital status, family status, pregnancy, military status, veteran status, medical condition, disability, genetic information or any other legally protected status. Employment decisions will comply with all laws prohibiting discrimination. SunLine’s employment practices seek to place employees in the job that best suits their abilities, interests, and skills, as well as SunLine’s needs.

SunLine recognizes the value of different cultures and their meaningful contributions to the development of our society.

The Harassment Policy is also disseminated to employees through the Employee Handbook, which is provided to all employees as a part of their orientation process. The Employee Handbook states:

In keeping with our commitment to provide a work environment that is free of discrimination, SunLine strictly prohibits and will not tolerate harassment in any form, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, disability, veteran status or genetics. Verbal, physical and visual conduct that create an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance is also considered harassment.

Our management policy prohibits any employee or management person from any conduct (acts, words, or suggestions), which could be interpreted as related to sexual suggestion or harassment.

Any employee who believes they have been harassed by a co-worker or supervisor should promptly report the facts of the incident or incidents and the names of the individuals involved (generally in writing) to their supervisor. The Human Resources Department receives and reviews all complaints. If the determination from the Human Resources Department that the particular complaints fall within the guidelines for further investigation regarding possible EEO/Affirmative Action violations, the EEO/Affirmative Action Officer will investigate all such claims, all complaints demand a file to be opened and are tracked through filing systems of the Compliance Office. The complete particulars and appropriate corrective action may be reviewed with the CEO/General Manager before it is implemented. While SunLine holds everyone accountable to adhere to the policy of non-discrimination and prohibition of harassment of any kind, supervisors, managers and department heads are held to even higher standard because of their position of authority.

The actions that may be taken against an offender are the same as for any other disciplinary action. They include an oral warning, written warning, suspension and/or discharge. In addition to any disciplinary action, the offender may also be ordered to participate in non-disciplinary programs such as the Employee Assistance Program.

The actions which may be taken for the victim include written apology, shielding from backlash or retaliation, retraction of improper adverse action, leave of absence or special counseling.

To ensure that all current employees are aware of job opportunities for promotion and/or transfer, SunLine uses a job posting system. All postings are placed on all SunLine bulletin boards and posted on SunLine's intranet page.

SunLine posts the required federal and state EEO posters on all SunLine bulletin boards.

Certain employees of SunLine are currently represented by the Amalgamated Transit Union (ATU). The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following nondiscrimination provision in Article G-2, Section 1, paragraph 2:

SunLine and the Union agree that they shall not discriminate against any employee because of race, color, sex, sexual orientation, age, national origin, political or religious opinions or affiliation or citizenship status. SunLine and the Union shall meet and confer on any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws.

B. External Dissemination

All recruiting sources are informed of SunLine's EEO/Affirmative Action Program both orally and in writing. These sources are requested to actively recruit minorities, women and persons with disabilities for all positions listed.

When employment advertisements are placed they are placed in minority as well as other news media. All advertisements will contain the footer, "An EEO/Affirmative Action Employer."

Appropriate minority and women's organizations, community agencies, community leaders, secondary school, and colleges are notified of SunLine's policy.

Prospective employees are informed of the existence of the EEO/Affirmative Action Program and such elements that will enable them to avail themselves of its benefits.

Written notification of this policy is sent to all contractors, sub-contractors, vendors and suppliers requesting appropriate action on their part.

Utilization Analysis

The purpose of a utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. The utilization analysis is also used to set placement goals for job groups that experienced underutilization.

SunLine's utilization analysis is comprised of three parts. These parts are:

- Examination of current workforce
- Availability analysis
- Utilization analysis with goals for next period

The current workforce analysis is based on SunLine's employment records as of April 2020. The appendices following this document are: "Job Group Analysis and Description", "Utilization Analysis by Job Category Chart", "Salary Analysis", "Employment Practices Charts", "Organizational Chart", and "EEO Concurrence Compliance Checklist".

Availability analysis was completed by analyzing the eight factors listed in the Federal Register Affirmative Action Program guidelines to arrive at the percent of females and minorities available in each job group. The latest census data available for Riverside County (the recruiting area for SunLine) was the source data. The eight factors are:

- Minority and female population in the applicable labor market area
- Minority and female unemployment force in the applicable labor market
- Percent of minority and female workforce as compared with the total workforce in the labor market area
- General availability of minorities and females having requisite skills in the labor market area
- The availability of minorities and females having requisite skills in an area in which SunLine can reasonably recruit; an expanded area may be utilized in some efforts
- The availability of promotable minorities and females in SunLine
- The existence of training institutions capable of training a person requisite skills
- The degree of training SunLine is reasonably able to undertake as a means of making all job classes available to minorities and females

Goals and Timetables

In SunLine's last report the minority population was 76% and no job group category was underutilized. SunLine's current minority population is 80%.

Since our last reporting we have increased our minority population by 4%, but are currently showing an underutilization in our Service-Maintenance category for two female minority groups. The two groups showing an underutilization for our current reporting period are: Hispanic/Latino (female) and Asian (female).

Although we still have an underutilization of females; we are continuing to make strides to correct this area. In our previous evaluation, 26% of the workforce was female. Our total increased to 29% of the current workforce. Since our last reporting SunLine continues to meet its goals for females in the following categories: Officials and Administrators, Technicians, Protective Service, Para-Professionals, and Skilled Craft Workers. Females are underutilized in the following job group categories: Professionals, Administrative Support, and Service-Maintenance Workers.

We have and will continue to address this underutilization of females. In fact, SunLine has seen an increase in the number of females being hired since our last reporting period. The increase in females hired has ranged from 21% to 50% per fiscal year.

Goals for the period ahead are shown in Appendix B. The 80% rule of thumb or "Whole Person Rule" was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a goal was established.

In establishing placement goals, SunLine applied the following principles:

- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. The Placement goals are guideposts that may be used as a measure of SunLine's progress in remedying areas of underutilization in our workforce.
- In all employment decisions, SunLine makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.

- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Agency to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

SunLine believes that through our good faith efforts to making all aspects of our EEO/AA programs work, we will achieve our placement goals. These placement goals are attainable with continued outreach and recruitment efforts targeted towards increasing a diverse pool of qualified applicants and with the implementation of action-oriented programs.

The Short Term Placement Goals have been established to address the more immediate actions needed over the next year to achieve our Long Term Placement Goals. Recruiting efforts will continue to concentrate on both females and minorities with an emphasis on those job groups where underutilization has occurred. Efforts will be increased to attract females from like positions from other public agencies. Searches will be made through trade publications and professional associations. SunLine will utilize female staff from our underutilized categories at job fairs to promote careers to females. The Agency will continue to develop internal female candidates.

SunLine provides a variety of training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment, safety, alternative fuels training for mechanics, mentor training for operators and management development.

One training program that has been implemented is SunLine University. Classes are offered on property and instructors range from department heads and managers, to professors from College of the Desert, our local community college. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest. We also offer external opportunities for growth with our Leadership Academy, Track 3B (SunLine University), participation in the Transit and Paratransit Management Certificate Program, and continuing to offer our Educational Reimbursement Program. These are some of the positive steps in our good faith efforts to contribute toward achieving our Affirmative Action goals.

SunLine's Long Term Goals are established to correct areas of female underutilization in the following EEO-4 Categories and are established for achievement in a four-year period:

- Increase female Professionals by 6 females
- Increase female Administrative Support by 9 females
- Increase female Service-Maintenance Workers by 48 females including
 - Hispanic/Latino females 21
 - Asian females 5

Affirmative Action Program

A review of total operations has been made to identify any problem area where appropriate corrective action will be instituted.

Underutilization is referenced in Appendix B for analysis. Goals have been established to provide needed correction.

Promotions and Transfers are available to all employees through our job posting system. All qualified employees (meeting minimum qualifications) who request a transfer or who apply for an opening are included in the selection processes. In all cases, SunLine will select the most qualified candidate to fill a vacant position.

Employment Application is in compliance with all legal requirements and has been revised to incorporate the provisions of the Americans with Disabilities Act (ADA).

Selection Criteria are uniform for all applicants competing for a specific position. All qualified applicants are considered equally. Supervisors and those who make hiring decisions are aware of SunLine's goals and are actively involved in their achievement.

Job Descriptions are written to eliminate any unfair advantages. Related equivalent experience can be used to qualify in lieu of educational requirements. For example, if a position requires a bachelor's degree and one year experience, an applicant with five years related equivalent work experience would qualify. That is, four years of experience to equal the degree requirement and one year of additional experience.

Testing consists of a formal interview panel and for some classifications, there is a basic skills tests consisting of 52 questions.

SunLine Sponsored Social Events and Special Programs are held for all employees and all employees are encouraged to participate.

All Facilities of SunLine are integrated. This includes offices, lunchrooms, restrooms, and all employee areas.

Seniority practices are governed by the MOU and the Employee Handbook. These seniority provisions do not have a disparate impact on minority group status or sex, for length of service or type of job held.

Management Support of this policy is insisted upon by the Board of Directors and the CEO/General Manager of SunLine Transit Agency.

Training for career improvement is provided to employees on an as-needed basis (i.e. mechanic's training). This training is given to all employees in a job group with no disparity by minority group status or sex.

Recruiting Area is large enough to include several minority communities. Public and private transportation is available equally to minority, females, and persons with disabilities.

Employee Attitude toward Equal Employment Opportunity is good and monitored by the Human Resources Department through exit interview and casual contact with various employees throughout SunLine. All employees have access to the Human Resources Department and other administrative management at all times, either casually or by appointment.

Technical Compliance is achieved through the posting of all required notices on SunLine bulletin boards. Applications for employment are retained in accordance with federal guidelines. Notice of our commitment to Equal Employment Opportunity/Affirmative Action is transmitted externally and internally as discussed elsewhere in this document.

SunLine Employee Handbook includes a special procedure for the investigation of complaints of discrimination or harassment under the Equal Employment Policy and Harassment Policy. This special procedure is as follows:

Employees who believe that they have been the subject of harassment, should contact (by phone, mail, or a visit) STA's representative for complaints or any STA supervisor or manager. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors or managers must report any complaints received immediately to the EEO Officer.

Employees also have the option of contacting the California Department of Fair Employment and Housing (DFEH) at <http://www.dfeh.ca>. or the federal Equal Employment Opportunity Commission (EEOC), www.eeoc.gov.

The EEO Officer will cause an investigation to be conducted by personally investigating or assigning appropriate staff or an external investigator. Everyone involved in an investigation will be admonished prior to any interviews that the matters under investigation are serious; that the employee/applicant must be honest and forthright in their responses; that they are not to discuss the matter with anyone other than the investigator; that they are not to interfere with the investigation or destroy evidence; and that retaliation against anyone participating in the investigation is prohibited.

The investigation process will incorporate the following:

- The complainant will be interviewed to clarify specific details about the alleged act(s) based on his or her recollection – the “who, what, when, where and why” of the incident; any witnesses or others who have mentioned similar treatment. Additionally, the

complainant would have the opportunity to provide any documents or evidence to support the claim.

- The accused will be interviewed to learn specific details about the alleged act based on his or her recollection. This is an opportunity for the accused to provide a response to the allegations and identify any witnesses, documents or other evidence regarding the specific allegations. The accused must be advised that, if the allegations are founded, he or she will be subject to disciplinary action up to and including termination.
- Interview witnesses and other individuals who may have first-hand knowledge regarding the matter(s) under investigation.
- Review any documents or evidence that may be available that are relevant to determining the facts of the case, which may include, but are not limited to, emails, computer usage, and video tapes.
- Conduct follow up interviews with the complainant, the accused or witnesses as may be necessary.
- Determine timeline of events, determine facts based on evidence, collaboration of witness statements, and witness credibility. Once the facts are established, the investigator must make a finding and recommendation. A finding may be, substantiated, partially substantiated, inconclusive, or unfounded.
- The investigator makes the determination as to the findings of the discrimination or harassment. If the complaint is deemed substantiated or partially substantiated, the Compliance Officer will determine the appropriate action. The details and the decision response are to be reviewed with the General Manager/CEO before being implemented. The decision is final and binding.
- The Compliance Officer will issue the decision to the complainant in a meeting and in writing and advise the accused of the decision in the same manner. He or she will assure that any disciplinary action determined is promptly taken.
- The final step is to advise witnesses and/or supervisors of the outcome only to the extent they may need to know to bring closure to the investigation. In addition, efforts to monitor the situation to protect the complainant and other potential victims are implemented.

Assessment of Employment Practices

SunLine has a policy to aggressively recruit the most qualified people to staff the agency. It affords equal opportunity for employment, selection, training, promotion, compensation and benefits to all persons without regard to race, color, age, sex, religion, national origin, marital status, disability, ancestry or any other protected class not related to the requirements of the work assignment.

The Human Resources Department shall be responsible for establishing recruitment and referral procedures and shall be responsible for all employment activity in SunLine.

SunLine actively seeks minorities and females for all employment opportunities. Recruitment orders and/or notices are distributed to various sources including, but not limited to, those agencies listed below:

Riverside County Workforce Development Center

44-199 Monroe Street

Indio, CA 92201

<https://rivcoworkforce.com/Home> (includes website)

College of The Desert

43-500 Monterey Avenue

Palm Desert, CA 92260

Transit Talent.com

www.transittalent.com

Newspaper advertising is normally placed in the Riverside Press-Enterprise and the Palm Springs Desert Sun. The Press-Enterprise is circulated in the high-minority communities located in eastern and western Riverside County.

The majority of applicants for positions below the professional and managerial level gain knowledge of openings through the state and county workforce development offices, newspaper advertisements, SunLine's website, www.sunline.org, and through the various organizations receiving a recruitment notice. Other sources of applicants are walk-ins and friends and relatives of SunLine employees.

Professional and managerial applicants are usually the result of local, regional and national newspaper and industry journal advertising, national job boards or respondents to recruitment notices sent to the various transit properties and public agencies.

The statistical information to support applicant flow data is voluntarily completed by applicants. A personnel requisition assists in tracking not only the sources of communicating the opening,

but recording of applicants and source. In the period, March 2016 – April 2020, the applicant flow data evaluation shows that 35% of our applicants are female and 78% are minority. Female applicants increased from the previous report from 26% to 35%, an increase of 9%. Additionally, the number of minority applicants increased since the last report up 3% from 75% to the current 78%. This is a reflection of SunLine’s continuing efforts to recruit females and minorities.

Selection procedures commence with the completion of an agency employment application.

The Human Resources Department conducts the initial review of the applicant’s qualifications using a system specially designed to be relevant to the job specifications shown on the Personnel Requisition and contained in the job description. Those applicants meeting the minimum requirements will be referred for an interview with the hiring manager or supervisor.

Prior to the panel interview, the Human Resources Department verifies previous employment history with the applicant as well as the driving record (for positions requiring a Class B driver’s license, or which will involve driving company vehicles) and the DMV report is requested when the application is submitted.

Following the interview and subsequent testing (noted above), a review of all formal candidates with the hiring manager is conducted to select the most qualified applicants to participate in a panel interview.

Where interview panels are used, they shall include minority or female members wherever practical or applicable. Interview questions are pre-planned and all candidates will receive the same battery of questions. All questions are constructed in such a way as to assure that they are relevant to the job in question and in no way infringe on any individual privacy matters. In the event of any non-agency staff for a panel, the member will be given an orientation in proper interviewing techniques, including agency commitment to Equal Employment Opportunity/Affirmative Action guidelines prior to commencement of the interviews.

The applicants that complete the panel interview process are then considered for selection. If applicable, applicants for specified positions are given a written test of basic skills on a pass/fail basis. For positions that are represented by the union, Human Resources will review the terms and conditions of employment as agreed to in the Memorandum of Understanding. The best candidate is selected and a written conditional offer is made to the most qualified candidate. A formal, conditional offer is made that allows the agency to commence the required testing and background investigations.

The applications of finalists that are deemed eligible for hire will be filed for future consideration.

The results of all physical examinations required by SunLine prior to employment shall be used in confidence. No person outside of the Human Resources Department will be given specific results. However, any limitations or restrictions listed by the doctor will be discussed with the hiring news as part of an interactive process to determine any reasonable accommodations.

All new employees report to the Human Resources Department on their first day of employment for orientation. An orientation checklist is used to assure that all major areas of SunLine orientation, including special departmental procedures are covered. The employee, as well as the person(s) conducting the orientation, must sign the check list showing completion of each item. The completed checklist becomes a permanent part of the employee personnel file.

Seniority is not a part of any decision relation to promotions and transfers outside of the bargaining unit. Any matters within the bargaining unit which relate to seniority are contained in the MOU; such requirements have no disparate impact on any members of any protected class of employee. With the job posting system mentioned earlier, SunLine demonstrates its desire to fill job vacancies by promotion, transfer or qualified internal candidates whenever possible. The skills, attitudes and abilities demonstrated by past performance will be evaluated in considering internal candidates.

Compensation and benefits programs of SunLine are administered according to SunLine policy and requirements as set forth in the MOU for the bargaining unit personnel. These policies are applied uniformly and have no relationship to race, color, national origin or any other protected class. Some benefit levels and SunLine contributions toward benefits may vary in amount by employee groups: non-bargaining unit and bargaining unit personnel. The variation is the result of a negotiated labor agreement. Therefore, these benefits and contributions are governed by the Employee Handbook and MOU.

Termination and Disciplinary practices are established for all personnel through the Employee Handbook and for bargaining unit employees, the MOU. A probationary period applies to all employees either as new hires or for transfers and promotions. If an employee during the orientation period is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released.

If an employee who has completed the orientation period performs in an unsatisfactory manner, the immediate supervisor will discuss the job performance with the employee. All employees are provided a period of time to improve performance deficiencies. The employee may be dismissed if no improvement is noted at the end of mutually agreed period of probation.

Discipline procedures are contained within SunLine's Employee Handbook for non-bargaining personnel and bargaining personnel are governed by the requirements of the MOU. All policies and procedures are progressive in nature and is administered without regard to any protected characteristics or classes.

The supervisor reviews the specific incident(s) with Human Resources prior to issuing the discipline that may result in loss of pay. This review has the purpose of assuring consistency in the application of policy and is a positive step toward the correction of the behavior. In the case of a disagreement between an employee and management all employees have access to the use of a grievance/complaint process which is set forth in the Employee Handbook and MOU of

SunLine. No supervisor or department head may summarily dismiss an employee who has completed the orientation period.

When all corrective procedures have been exhausted, the employee is handled through appropriate and legal due process.

Internal Monitoring and Reporting Plan

In an effort to monitor goals and SunLine's commitment to Equal Employment/Affirmative Action, the Compliance Officer is responsible for submitting an annual summary of the progress made over the preceding 12 months to the General Manager/CEO. Assessments and any actions to provide correction will be determined and implemented. The evaluation process will highlight the policies and objectives that were accomplished. New objectives and timetables to remedy any deficiencies will be included in the report.

The Compliance Officer audits personnel activity on a monthly basis in order to measure the effectiveness of the Affirmative Action Program. The following actions are key to the auditing and reporting system:

- Monitoring of all personnel activity including: placements, transfers, promotions, terminations, and compensation at all levels to ensure nondiscrimination
- Requiring internal reporting on a scheduled basis as to the degree to which equal opportunity and organizational objectives are attained
- Review report results will all levels of management
- Advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance

Appendix A

Job Group Analysis and Description

OFFICIALS AND ADMINISTRATORS

JOB GROUP 1

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>CEO/GENERAL MANAGER CHIEF OF HUMAN RELATIONS CHIEF FINANCIAL OFFICER CHIEF TRANSPORTATION OFFICER CHIEF MAINTENANCE OFFICER CHIEF PERFORMANCE OFFICER CHIEF SAFETY OFFICER/TAXI ADMIN. CHIEF OF PUBLIC AFFAIRS & CLERK OF THE BOARD DEPUTY CHIEF FINANCIAL OFFICER DEPUTY CHIEF OF TRANSPORTATION DEPUTY CHIEF OPERATING OFFICER-MAINTENANCE DEPUTY CHIEF SAFETY OFFICER/TAXI ADMINISTRATOR</p>	<p>CEO/GENERAL MANAGER FEEDER POSITION(S): CHIEF PERFORMANCE OFFICER CHIEF OPERATIONS OFFICER CHIEF FINANCIAL OFFICER</p> <p>CHIEF OF HUMAN RELATIONS FEEDER POSITION(S): HUMAN RESOURCES MANAGER</p>	<p>CHIEF PERFORMANCE OFFICER FEEDER POSITION(S): DEPUTY CPO/CAPITAL PROJECTS</p> <p>CHIEF SAFETY OFFICER FEEDER POSITION(S): DEPUTY CHIEF SAFETY OFFICER</p> <p>DEPUTY CHIEF FINANCIAL OFFICER FEEDER POSITION(S): ACCOUNTING MANAGER</p>
<p>SKILL SET</p> <p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>	<p>CHIEF FINANCIAL OFFICER FEEDER POSITION(S): DEPUTY CHIEF FINANCIAL OFFICER</p> <p>CHIEF OPERATING OFFICER FEEDER POSITION(S): DEPUTY COO SUPERINTENDENT OF TRANSPORTATION</p>	<p>DEPUTY CHIEF OPERATING OFFICER FEEDER POSITION(S): SUPERINTENDENT OF TRANSPORTATION</p> <p>DEPUTY CHIEF SAFETY OFFICER FEEDER POSITION(S): SENIOR SAFETY OFFICER</p>

PROFESSIONALS

JOB GROUP 2

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p style="text-align: center;"> ACCOUNTING MANAGER ALTERNATIVE FUELS MANAGER HUMAN RESOURCES MANAGER SUPERINTENDENT OF TRANSPORTATION FACILITIES MAINTENANCE SUPERINTENDENT SUPERINTENDENT OF SAFETY & TRAINING MATERIALS & INVENTORY MANAGER PARATRANSIT OPERATIONS MANAGER TAXI ADMINISTRATOR TRANSIT PLANNING MANAGER COMPLIANCE OFFICER </p>	<p style="text-align: center;"> ALTERNATIVE FUELS MANAGER FEEDER POSITION(S): ALTERNATIVE FUELS TECHNICIAN </p> <p style="text-align: center;"> HUMAN RESOURCES MANAGER FEEDER POSITION(S): HUMAN RESOURCES TECH. </p> <p style="text-align: center;"> FACILITIES MAINT. SUPERINTENDENT FEEDER POSITION(S): FACILITIES MAINTENANCE SUPERVISOR </p> <p style="text-align: center;"> MATERIALS & INVENTORY MANAGER FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN </p> <p style="text-align: center;"> PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR </p> <p style="text-align: center;"> ACCOUNTING MANAGER FEEDER POSITION(S): SENIOR ACCOUNTANT </p> <p style="text-align: center;"> PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR </p>	<p style="text-align: center;"> SUPERINTENDENT OF TRANSPORTATION FEEDER POSITION(S): PARATRANSIT OPERATIONS MANAGER LEAD CONTROLLER SENIOR SUPERVISOR </p> <p style="text-align: center;"> SUPERINTENDENT OF TRAINING & SAFETY FEEDER POSITION(S): SENIOR TRAINING SUPERVISOR SENIOR SAFETY SUPERVISOR </p> <p style="text-align: center;"> PARATRANSIT OPERATIONS MANAGER FEEDER POSITION: LEAD CONTROLLER SENIOR SUPERVISOR </p> <p style="text-align: center;"> TAXI ADMINISTRATOR FEEDER POSITION(S): ASST. TAXI CAB ADMINISTRATOR 1 </p> <p style="text-align: center;"> TRANSIT PLANNING MANAGER FEEDER POSITION(S): PLANNING ANALYST </p> <p style="text-align: center;"> COMPLIANCE OFFICER FEEDER POSITION(S): NONE </p>
SKILL SET		
<p style="text-align: center;"> POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH. </p> <p style="text-align: center;"> EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS. </p>		

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TECHNICIANS

JOB GROUP 3

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

POSITION TITLES	ADVANCEMENT
<p>ADMINISTRATIVE ANALYST</p> <p>MATERIALS & INVENTORY SUPERVISOR</p> <p>ASSISTANT IT ADMINISTRATOR</p> <p>IT DESKTOP SUPPORT TECHNICIAN</p>	<p>ASSISTANT IT ADMINISTRATOR FEEDER POSITION(S): IT DESKTOP SUPPORT TECHNICIAN</p> <p>ADMINISTRATIVE ANALYST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANTS</p> <p>MATERIALS & INVENTORY SUPERVISOR FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN</p> <p>IT DESKTOP SUPPORT TECHNICIAN FEEDER POSITION(S): NONE</p>
SKILL SET	
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>	

PROTECTIVE SERVICE WORKERS

JOB GROUP 4

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

POSITION TITLES	ADVANCEMENT
<p data-bbox="404 898 764 924">SENIOR SAFETY OFFICER</p> <p data-bbox="462 957 706 982">SAFETY OFFICER</p>	<p data-bbox="1076 924 1308 982">SENIOR SAFETY OFFICER FEEDER POSITION(S): SAFETY OFFICER</p> <p data-bbox="1089 1041 1295 1171">SAFETY OFFICER FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR</p>
SKILL SET	
<p data-bbox="363 1423 805 1545">EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THIS POSITION.</p>	

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PARA-PROFESSIONALS

JOB GROUP 5

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p style="text-align: center;"> LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT CONTROLLER SENIOR SUPERVISOR FIELD SUPERVISOR TRAINING SUPERVISOR OPERATIONS SYSTEM SPECIALIST OPERATIONS LABOR RELATIONS SUPERVISOR STOPS & ZONES SUPERVISOR </p>	<p style="text-align: center;"> LEAD CONTROLLER (FIXED ROUTE AND PARA) FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) SENIOR SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR FIELD SUPERVISOR FEEDER POSITION(S): MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> OPERATIONS SYSTEM SPECIALIST FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) FIELD SUPERVISOR OPERATIONS LABOR RELATIONS SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR ADMINISTRATIVE ASSISTANT MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>
SKILL SET	<p style="text-align: center;"> TRAINING SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR CONTROLLER (FIXED ROUTE & PARA) FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> STOPS & ZONES SUPERVISOR FEEDER POSITION(S): STOPS & ZONES TECHNICIAN A </p>
<p style="text-align: center;"> EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS. </p>		

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ADMINISTRATIVE SUPPORT

JOB GROUP 6

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING ASSISTANT PAYROLL ACCOUNTANT ADMINISTRATIVE ASSISTANT CLERK OF THE BOARD COIN COUNTER CONTRACTS ASSISTANT CUSTOMER SERVICE REPRESENTATIVE MARKETING SPECIALIST GRANTS ANALYST PARATRANSIT RESERVATIONIST PLANNING ANALYST PROJECT MANAGER ASSISTANT SENIOR ADMINISTRATIVE ASSISTANT TRANSIT PLANNING TECHNICIAN</p>	<p>ACCOUNTING ASSISTANT FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>SENIOR ADMINISTRATIVE ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>CLERK OF THE BOARD FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>COIN COUNTER FEEDER POSITION(S): NONE</p> <p>PAYROLL ACCOUNTANT FEEDER POSITION(S): ACCOUNT TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>MARKETING SPECIALIST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>	<p>TRANSIT PLANNING ANALYST & TECHNICIAN FEEDER POSITION(S): CONTROLLER FIELD SUPERVISOR MOTOR COACH OPERATOR</p> <p>ACCOUNTING CLERK FEEDER POSITION(S): COIN COUNTER</p> <p>PARATRANSIT RESERVATIONIST FEEDER POSITION(S): CUSTOMER SERVICE REPRESENTATIVE</p> <p>GRANTS ANALYST FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>PROJECT MANAGER ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>
SKILL SET		
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

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SKILLED CRAFT WORKERS

JOB GROUP 7

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

POSITION TITLES

**FACILITY CONSTRUCTION SPECIALIST
BODY MECHANIC
ELECTRONIC FAREBOX TECHNICIAN
FAREBOX ASSISTANT TECHNICIAN
MECHANIC A
MECHANIC A NON-REVENUE
MECHANIC B
STOPS & ZONES TECHNICIAN A
STOPS & ZONES TECHNICIAN B**

SKILL SET

**EMPLOYEES ADVANCING FROM
THE INTERNAL FEEDER POSITION
WILL HAVE DEVELOPED THE SKILLS
NECESSARY TO EXCEL IN THESE
POSITIONS.**

ADVANCEMENT

**FACILITY CONSTRUCTION
SPECIALIST
FEEDER POSITION(S):
FACILITIES MAINTENANCE
TECHNICIAN**

**BODY MECHANIC
FEEDER POSITION(S):
NONE**

**ELECTRONIC FAREBOX
TECHNICIAN
FEEDER POSITION(S):
FAREBOX ASSISTANT
TECHNICIAN**

**MECHANIC A
FEEDER POSITION(S):
MECHANIC B**

**MECHANIC B
FEEDER POSITION(S):
MATERIALS &
MECHANIC C**

**MECHANIC C
FEEDER POSITION(S):
NONE**

**MECHANIC A
NON-REVENUE
FEEDER POSITION(S):
NONE**

**STOPS & ZONES
TECHNICIAN A
FEEDER POSITION(S):
STOPS & ZONES
TECHNICIAN B**

**STOPS & ZONES
TECHNICIAN B
FEEDER POSITION(S):
NONE**

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SERVICE/MAINTENANCE WORKERS

JOB GROUP 8

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

POSITION TITLES	ADVANCEMENT
<p style="text-align: center;"> PARATRANSIT OPERATOR MOTOR COACH OPERATOR FACILITY MAINTENANCE TECHNICIAN LEAD UTILITY UTILITY ALTERNATIVE FUELS TECHNICIAN </p>	<p style="text-align: center;"> FULL TIME MOTOR COACH OPERATOR FEEDER POSITION(S): PART TIME MOTOR COACH OPERATOR FULL TIME PARATRANSIT OPERATOR FEEDER POSITION(S): PART TIME PARATRANSIT OPERATOR PART TIME MOTOR COACH OPERATOR FEEDER POSITION(S): FULL TIME PARATRANSIT OPERATOR PART TIME PARATRANSIT OPERATOR PART TIME PARATRANSIT OPERATOR FEEDER POSITION(S): NONE FACILITIES MAINTENANCE TECHNICIAN FEEDER POSITION(S): NONE LEAD UTILITY FEEDER POSITION(S): UTILITY UTILITY FEEDER POSITION(S): NONE ALTERNATIVE FUELS TECHNICIAN FEEDER POSITION(S): NONE </p>
SKILL SET	
<p style="text-align: center;"> EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS. </p>	

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Appendix B

Utilization Analysis by Job Category Chart

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
1 - Officials & Administrators																				
Current Workforce	\$70,000-\$237,000	12	4	2	3	3	4	-	-	2	-	-	-	3	-	1	1	-	-	1
Percent in Category	^Entry		33.3%	16.7%	25.0%	25.0%	33.3%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	25.0%	0.0%	8.3%	8.3%	0.0%	0.0%	8.3%
Percent of Availability							40.4%	0.3%	2.3%	11.8%	3.0%	0.1%	1.3%	25.1%	0.3%	2.0%	10.8%	2.4%	0.1%	0.7%
Percent Underutilized													0%			2%				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
2 - Professionals																				
Current Workforce	\$54,000-\$75,000	20	8	6	1	5	8	-	-	6	-	-	-	1	-	-	4	1	-	-
Percent in Category	^Entry		40.0%	30.0%	5.0%	25.0%	40.0%	0.0%	0.0%	30.0%	0.0%	0.0%	0.0%	5.0%	0.0%	0.0%	20.0%	5.0%	0.0%	0.0%
Percent of Availability							26.0%	0.3%	2.4%	7.1%	4.3%	0.0%	0.8%	35.5%	0.3%	3.4%	12.7%	5.6%	0.3%	1.3%
Percent Underutilized													31%				1%			
Underutilized (Yes/No)								No	No	No	No	No	Yes	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	6	-	-	-	-	-	-
Planned percent increase Year 1													5%							
Planned percent increase Year 2													5%							
Planned percent increase Year 3													10%							
Planned percent increase Year 4													11%							
3 - Technicians																				
Current Workforce	\$42,000-\$68,000	3	1	2	0	0	1	-	-	2	-	-	-	-	-	-	-	-	-	-
Percent in Category	^Entry		33.3%	66.7%			33.3%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							26.6%	0.0%	2.1%	12.6%	4.8%	0.0%	0.6%	22.2%	0.3%	4.5%	16.5%	7.8%	0.4%	1.5%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
4 - Protective Service																				
Current Workforce	\$50,000-\$53,000	3	0	3	0	0			1	2										
Percent in Category	^Entry			100.0%			0.0%	0.0%	33.3%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							44.2%	0.9%	7.0%	25.0%	1.4%	0.0%	0.8%	9.9%	0.0%	2.1%	7.0%	0.1%	0.1%	1.3%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
5 - Paraprofessional																				
Current Workforce	\$46,000-\$57,000	30	7	16	1	6	7	-	2	13	-	-	1	1	-	1	3	-	-	2
Percent in Category	^Entry		23.3%	53.3%	3.3%	20.0%	23.3%	0.0%	6.7%	43.3%	0.0%	0.0%	3.3%	3.3%	0.0%	3.3%	10.0%	0.0%	0.0%	6.7%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce	\$13,000-\$59,000	44	5	9	5	25	5	-	1	7	1	-	-	5	-	1	20	2	-	2
Percent in Category	^Entry		11.4%	20.5%	11.4%	56.8%	11.4%	0.0%	2.3%	15.9%	2.3%	0.0%	0.0%	11.4%	0.0%	2.3%	45.5%	4.5%	0.0%	4.5%
Percent of Availability							17.5%	0.1%	2.2%	12.1%	1.9%	0.2%	0.7%	32.2%	0.4%	3.7%	24.1%	3.3%	0.1%	1.4%
Percent Underutilized														21%		1%				
Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	No	No	No	No
Number Needed to Reach Parity							-	-	-	-	-	-	-	9	-	-	-	-	-	-
Planned percent increase Year 1														5%						
Planned percent increase Year 2														5%						
Planned percent increase Year 3														5%						
Planned percent increase Year 4														6%						

Job Category Use EEO-4	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
7 - Skilled Craft																				
Current Workforce	\$42,000-\$64,000	30	2	27	0	1	2	-	4	23	-	-	-	-	-	1	-	-	-	-
Percent in Category	^Entry		6.7%	90.0%		3.3%	6.7%	0.0%	13.3%	76.7%	0.0%	0.0%	0.0%	0.0%	0.0%	3.3%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							36.6%	0.3%	2.1%	53.1%	1.9%	0.2%	1.7%	1.6%	0.0%	0.1%	2.1%	0.3%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
8 - Service-Maintenance																				
Current Workforce	\$25,000-\$50,000	228	27	142	8	51	27	-	13	121	5	-	3	8	-	11	38	-	-	2
Percent in Category	^Entry		11.8%	62.3%	3.5%	22.4%	11.8%	0.0%	5.7%	53.1%	2.2%	0.0%	1.3%	3.5%	0.0%	4.8%	16.7%	0.0%	0.0%	0.9%
Percent of Availability							14.5%	0.1%	2.0%	34.4%	2.2%	0.3%	1.2%	13.2%	0.2%	2.2%	26.2%	2.5%	0.2%	0.8%
Percent Underutilized											0%			10%			10%	3%		
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	Yes	Yes	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	22	-	-	21	5	-	-
Planned percent increase Year 1														2%			2%	0%		
Planned percent increase Year 2														2%			2%	1%		
Planned percent increase Year 3														3%			3%	1%		
Planned percent increase Year 4														3%			3%	1%		

Notes: Data source 2010 Census. The "Percent of Availability" for the Paraprofessionals category is left blank due to the 2010 Census not having a Paraprofessional category to gather the information from. The 2010 Census data shows two Protective Service categories, Sworn and Non-Sworn. For our Protective Service category we used the Non-Sworn census data. Planned percentage increases per year are based on percent underutilized. Please refer to "Utilization Analysis" page 14 and "Goals & Timetables" page 15 for narrative.

Appendix C

Salary Analysis

Salary Analysis: Officials & Administrators

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
CEO/General Manager	Officials & Administrators	\$ 236,524.00	0 1	0 0	Male Female	0 1	1					
Chief Financial Officer	Officials & Administrators	\$ 93,600.00	1 0	1 0	Male Female	1 0					1	
Chief Performance Officer	Officials & Administrators	\$ 136,427.00	1 0	0 0	Male Female	1 0	1					
Chief Maintenance Officer	Officials & Administrators	\$ 120,000.00	1 0	0 0	Male Female	1 0	1					
Chief of Human Relations	Officials & Administrators	\$ 70,866.40	0 1	0 0	Male Female	0 1	1					
Chief of Public Affairs & Clerk of the Board	Officials & Administrators	\$ 70,117.00	0 1	0 0	Male Female	0 1	1					
Chief Safety Officer/Taxi Administrator	Officials & Administrators	\$ 94,245.00	1 0	0 0	Male Female	1 0	1					
Chief Transportation Officer	Officials & Administrators	\$ 93,600.00	1 0	0 0	Male Female	1 0	1					
Deputy Chief Financial Officer	Officials & Administrators	\$ 73,964.00	0 1	0 1	Male Female	0 1		1				
Deputy Chief of Transportation	Officials & Administrators	\$ 77,043.00	0 1	0 1	Male Female	0 1					1	
Deputy Chief Safety Officer/Taxi Administrator	Officials & Administrators	\$ 59,758.40	0 1	0 1	Male Female	0 1						1
Deputy Chief Operating Officer-Maintenance	Officials & Administrators	\$ 80,122.00	1 0	1 0	Male Female	1 0					1	
Department Total			12	5	Male	5	4	0	0	0	2	0
% of Total				42%	% of Total	42%	33%	0%	0%	0%	17%	0%
					Female	5	3	1	0	0	1	1
					% of Total	42%	25%	8%	0%	0%	8%	8%

Salary Analysis: Professionals

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Superintendent of Transportation	Professionals	\$ 75,088.00	1	1	Male	1					1	
			0	0	Female	0						
Alternative Fuels Manager	Professionals	\$ 72,467.00	1	0	Male	1	1					
			0	0	Female	0						
Facilities Maintenance Superintendent	Professionals	\$ 70,408.00	1	0	Male	1	1					
			0	0	Female	0						
Procurement Manager	Professionals	\$ 70,283.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Superintendent	Professionals	\$ 69,992.00	1	1	Male	1					1	
			0	0	Female	0						
Maintenance Program Specialist Supervisor	Professionals	\$ 67,309.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Lead Supervisor	Professionals	\$ 67,163.00	1	1	Male	1					1	
			0	0	Female	0						
Accounting Manager	Professionals	\$ 66,186.00	0	0	Male	0						
			1	1	Female	1			1			
Human Resources Manager	Professionals	Vacant	0	0	Male	0						
			0	0	Female	0						
Senior Accountant	Professionals	\$ 65,853.00	0	0	Male	0						
			1	1	Female	1					1	
Superintendent of Facilities	Professionals	\$ 66,560.00	1	1	Male	1						1
			0	0	Female	0						
Transit Planning Manager	Professionals	Vacant	0	0	Male	0						
			0	0	Female	0						
Budget Manager/Financial Analyst	Professionals	\$ 64,688.00	0	0	Male	0						
			1	1	Female	1					1	
Superintendent of Safety & Training	Professionals	\$ 60,986.00	1	1	Male	1					1	
			0	0	Female	0						
Paratransit Operations Manager	Professionals	\$ 60,590.00	1	0	Male	1	1					
			0	0	Female	0						
Facility Maintenance Supervisor	Professionals	\$ 60,029.00	1	0	Male	1	1					
			0	0	Female	0						
Maintenance Supervisor	Professionals	\$ 64,834.00	1	1	Male	1					1	
			0	0	Female	0						

Salary Analysis: Professionals (Cont.)

Maintenance Supervisor	Professionals	\$ 64,480.00	1	0	Male	1	1					
			0	0	Female	0						
Taxi Administrator	Professionals	\$ 59,237.00	0	0	Male	0						
			1	0	Female	1	1					
Project Manager	Professionals	\$ 58,906.00	1	1	Male	1			1			
			0	0	Female	0						
Customer Service Manager	Professionals	\$ 57,491.00	0	0	Male	0						
			1	1	Female	1					1	
Marketing & Events Manager	Professionals	\$ 55,994.00	1	1	Male	1						1
			0	0	Female	0						
DBELO/EEO/Compliance/Eligibility Officer	Professionals	\$ 54,080.00	0	0	Male	0						
			1	1	Female	1						1
Department Total			21	13	Male	15	7	0	1	0	6	1
% of Total				62%	% of Total	71%	33%	0%	5%	0%	29%	5%
					Female	6	1	0	1	0	4	0
					% of Total	29%	5%	0%	5%	0%	19%	0%

Salary Analysis: Technicians

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Materials & Inventory Supervisor	Technicians	\$ 46,280.00	1	1	Male	1					1	
			0	0	Female	0						
Assistant IT Administrator	Technicians	\$ 68,453.00	1	0	Male	1	1					
			0	0	Female	0						
IT Desktop Support Technician	Technicians	\$ 41,600.00	1	1	Male	1					1	
			0	0	Female	0						
Department Total			3	2	Male	3	1	0	0	0	2	0
% of Total				67%	% of Total	100%	33%	0%	0%	0%	67%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

Salary Analysis: Protective Service Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Safety Officer	Protective Service	\$ 52,541.00	1	1	Male	1					1	
			0	0	Female	0						
Safety Officer	Protective Service	\$ 51,376.00	1	1	Male	1		1				
			0	0	Female	0						
Safety Officer	Protective Service	\$ 50,128.00	1	1	Male	1					1	
			0	0	Female	0						
Department Total			3	3	Male	3	0	1	0	0	2	0
% of Total				100%	% of Total	100%	0%	33%	0%	0%	67%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

Salary Analysis: Para-Professionals

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Fixed Route Lead Controller	Para-Professionals	\$ 57,200.00	1	1	Male	1					1	
					Female	0						
Fixed Route Senior Supervisor	Para-Professionals	\$ 55,744.00	1	1	Male	1					1	
					Female	0						
Stops & Zones Supervisor	Para-Professionals	\$ 54,371.00	1	1	Male	1					1	
					Female	0						
Training Supervisor	Para-Professionals	\$ 54,080.00	2	2	Male	2		1				1
					Female	0						
Controller (Fixed Route & Paratransit)	Para-Professionals	\$ 54,080.00	5	3	Male	5	2				3	
					Female	5	1	1		2	1	
Paratransit Lead Controller	Para-Professionals	\$ 54,080.00	1	1	Male	1					1	
					Female	0						
Operations System Specialist	Para-Professionals	\$ 54,080.00	1	0	Male	1	1					
					Female	0						
Operations Labor Relations Supervisor	Para-Professionals	\$ 50,086.40	0	0	Male	0						
					Female	1	1					1
Field Supervisor	Para-Professionals	\$ 48,402.00	1	1	Male	1					1	
					Female	0						
Field Supervisor	Para-Professionals	\$ 48,069.00	2	0	Male	2	2					
					Female	0						
Field Supervisor	Para-Professionals	\$ 47,840.00	1	1	Male	1					1	
					Female	0						
Field Supervisor	Para-Professionals	\$ 47,611.00	1	0	Male	1	1					
					Female	0						
Field Supervisor	Para-Professionals	\$ 47,195.00	1	1	Male	1		1				
					Female	0						
Field Supervisor	Para-Professionals	\$ 46,904.00	1	1	Male	1					1	
					Female	0						
Field Supervisor	Para-Professionals	\$ 45,760.00	4	3	Male	4	1				3	
					Female	1					1	
Department Total			30	22	Male	23	7	2	0	0	13	1
%				73%	% of Total	77%	23%	7%	0%	0%	43%	3%
					Female	7	1	1	0	0	3	2
					% of Total	23%	3%	3%	0%	0%	10%	7%

Salary Analysis: Administrative Support Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Financial Operations Analyst	ASW	\$ 55,058.00	0	0	Male	0						
			1	1	Female	1						1
Risk Management Specialist	ASW	\$ 52,000.00	1	1	Male	1		1				
			0	0	Female	0						
Accounting Technician II	ASW	\$ 37,752.00	0	0	Male	0						
			1	1	Female	1						1
Accounting Technician	ASW	\$ 45,531.00	0	0	Male	0						
			1	1	Female	1						1
Accounting Technician	ASW	\$ 40,560.00	0	0	Male	0						
			1	1	Female	1						1
Accounting Technician	ASW	\$ 39,520.00	1	0	Male	1	1					
			0	0	Female	0						
Accounting Technician	ASW	\$ 35,526.00	0	0	Male	0						
			1	0	Female	1	1					
Grants Analyst	ASW	\$ 47,840.00	0	0	Male	0						
			1	1	Female	1						1
Project Manager Assistant	ASW	\$ 45,219.00	0	0	Male	0						
			1	1	Female	1						1
Assistant Project Manager	ASW	\$ 45,906.00	0	0	Male	0						
			1	1	Female	1						1
Project Manager Assistant	ASW	\$ 39,707.00	0	0	Male	0						
			2	1	Female	2	1		1			
ADA Eligibility/Compliance Specialist	ASW	\$ 43,035.00	0	0	Male	0						
			1	1	Female	1		1				
Administrative Assistant	ASW	\$ 35,110.00	0	0	Male	0						
			1	1	Female	1						1
Administrative Assistant	ASW	\$ 35,090.00	0	0	Male	0						
			1	0	Female	1	1					
Transit Planning Analyst	ASW	\$ 48,547.00	1	1	Male	1						
			0	0	Female	0						1
Transit Planning Research Data Analyst	ASW	\$ 49,275.00	1	1	Male	1						
			0	0	Female	0						1
Transit Infrastructure Technician	ASW	\$ 48,318.00	1	1	Male	1						
			0	0	Female	0						1
Transit Communications Service Specialist	ASW	\$ 51,917.00	0	0	Male	0						
			1	0	Female	1	1					
Contracts Assistant	ASW	\$ 49,608.00	0	0	Male	0						
			1	1	Female	1			1			

Salary Analysis: Administrative Support Workers (Cont.)

Contracts Assistant	ASW	\$ 29,931.00	0	0	Male	0						
			1	1	Female	1					1	
Senior Administrative Assistant - Taxi	ASW	\$ 37,440.00	0	0	Male	0						
			1	1	Female	1					1	
Senior Administrative Assistant - Operations	ASW	\$ 30,264.00	1	1	Male	1					1	
			0	0	Female	0						
Performance Projects Assistant	ASW	\$ 47,216.00	0	0	Male	0						
			1	1	Female	1						1
Procurement Specialist	ASW	\$ 42,245.00	1	0	Male	1	1					
			0	0	Female	0						
Marketing Specialist	ASW	\$ 41,018.00	1	0	Male	1	1					
			0	0	Female	0						
Human Resources Technician	ASW	\$ 38,605.00	0	0	Male	0						
			1	1	Female	1					1	
Customer Service Representative	ASW	\$ 38,480.00	0	0	Male	0						
			1	0	Female	1	1					
Marketing Specialist	ASW	\$ 38,480.00	0	0	Male	0						
			1	1	Female	1					1	
Human Resources Specialist	ASW	\$ 37,960.00	1	0	Male	1	1					
			0	0	Female	0						
Paratransit Reservationist	ASW	\$ 37,835.00	0	0	Male	0						
			1	1	Female	1					1	
Materials & Inventory Technician	ASW	\$ 34,070.00	1	0	Male	1	1					
			0	0	Female	0						
Customer Service Representative	ASW	\$ 33,592.00	0	0	Male	0						
			1	1	Female	1					1	
Customer Service Representative	ASW	\$ 33,093.00	1	1	Male	1					1	
			0	0	Female	0						
Paratransit Reservationist	ASW	\$ 32,032.00	0	0	Male	0						
			1	1	Female	1					1	
Front Office Receptionist	ASW	\$ 31,678.00	0	0	Male	0						
			1	1	Female	1					1	
Coin Counter	ASW	\$ 30,181.00	0	0	Male	0						
			1	1	Female	1					1	
Paratransit Reservationist	ASW	\$ 29,328.00	1	1	Male	1					1	
			2	2	Female	2					2	
Coin Counter	ASW	\$ 12,792.00	1	1	Male	1					1	
			0	0	Female	0						
Coin Counter	ASW	\$ 12,593.00	0	0	Male	0						
			1	1	Female	1					1	
Coin Counter	ASW	\$ 12,480.00	0	0	Male	0						
			1	1	Female	1					1	
Department Total			43	33	Male	13	5	1	0	0	7	0
% of Total				77%	% of Total	30%	12%	2%	0%	0%	16%	0%
					Female	31	5	1	2	0	20	2
					% of Total	72%	12%	2%	5%	0%	47%	5%

Salary Analysis: Skilled Craft Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Mechanic A - Revenue	Skilled Craft Worker	\$ 63,585.60	12	12	Male	12					12	
			1	1	Female	1		1				
Body Mechanic	Skilled Craft Worker	\$ 63,585.60	1	0	Male	1	1					
			0	0	Female	0						
Mechanic A - Non-Revenue	Skilled Craft Worker	\$ 63,585.60	4	4	Male	4					4	
			0	0	Female	0						
Mechanic A - Non-Revenue	Skilled Craft Worker	\$ 56,305.60	1	1	Male	1					1	
			0	0	Female	0						
Facility Construction Specialist	Skilled Craft Worker	\$ 55,640.00	1	1	Male	1					1	
			0	0	Female	0						
Electronic Farebox Technician	Skilled Craft Worker	\$ 51,646.00	1	0	Male	1	1					
			0	0	Female	0						
Mechanic A - Revenue	Skilled Craft Worker	\$ 51,625.60	1	1	Male	1					1	
			0	0	Female	0						
Mechanic B	Skilled Craft Worker	\$ 50,731.20	1	1	Male	1					1	
			0	0	Female	0						
Stops & Zones Technician A	Skilled Craft Worker	\$ 49,712.00	4	4	Male	4			2		2	
			0	0	Female	0						
Stops & Zones Technician B	Skilled Craft Worker	\$ 46,051.20	3	3	Male	3		2			1	
			0	0	Female	0						
Farebox Assistant Technician	Skilled Craft Worker	\$ 41,870.00	1	1	Male	1					1	
				0	Female	0						
Department Total			31	29	Male	30	2	4	0	0	24	0
% of Total				94%	% of Total	97%	6%	13%	0%	0%	77%	0%
					Female	1	0	1	0	0	0	0
					% of Total	3%	0%	3%	0%	0%	0%	0%

Salary Analysis: Service/Maintenance Workers

Job Title	EEO-4 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Facility Maintenance Technician	Service/Maint	\$ 49,712.00	2	2	Male	2					2	
			0	0	Female	0						
Full Time Motor Coach Operator	Service/Maint	\$ 48,297.60	111	93	Male	93	18	10	3		78	2
			38	32	Female	32	6	7			25	
Utility	Service/Maint	\$ 46,051.20	11	10	Male	11	1				10	
			1	1	Female	1					1	
Alternative Fuels Technician	Service/Maint	\$ 43,243.00	1	1	Male	1					1	
			0	0	Female	0						
Full Time Paratransit Operator	Service/Maint	\$ 38,209.60	1	19	Male	25	6	1			17	1
			13	12	Female	13	1	3			7	2
Full Time Motor Coach Operator	Service/Maint	\$ 36,223.20	0	0	Male	0						
			1	1	Female	1					1	
Part Time Motor Coach Operator	Service/Maint	\$ 36,223.20	11	9	Male	11	2	1	1		7	
			1	0	Female	1	1					
Full Time Paratransit Operator	Service/Maint	\$ 35,068.80	2	2	Male	2			1		1	
			1	1	Female	1					1	
Part Time Motor Coach Operator	Service/Maint	\$ 34,663.20	0	0	Male	0						
			3	3	Female	3		1			2	
Part Time Paratransit Operator	Service/Maint	\$ 28,657.20	1	1	Male	1		1				
			0	0	Female	0						
Part Time Paratransit Operator	Service/Maint	\$ 26,301.60	5	5	Male	5					5	
			1	1	Female	1					1	
Department Total			204	193	Male	151	27	13	5	0	121	3
% of Total				95%	% of Total	74%	13%	6%	2%	0%	59%	1%
					Female	53	8	11	0	0	38	2
					% of Total	26%	4%	5%	0%	0%	19%	1%

Appendix D

Employment Practices

Charts

Hires-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	14	9	7	6	-	-	2	-	4	1	1	-	-	-	-	2
Total Hires	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	28.6%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes
2 - Professionals																
Number Applied	21	6	6	3	-	-	1	-	14	2	-	-	-	-	-	1
Total Hires	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	4.8%	16.7%	16.7%	33.3%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	28.6%	100.0%	50.0%	100.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	42	2	13	-	-	-	3	1	25	1	-	-	-	-	1	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	2.4%	0.0%	7.7%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	50	21	18	5	-	-	1	4	28	9	-	-	-	-	3	3
Total Hires	3	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	6.0%	0.0%	5.6%	0.0%	N/A	N/A	N/A	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	NA	77.8%	0.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes

Hires-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	103	158	33	39	-	1	10	16	53	73	2	12	-	-	5	17
Total Hires	6	11	4	1	-	-	1	1	1	6	-	1	-	-	-	2
Selection Rate	5.8%	7.0%	12.1%	2.6%	N/A	N/A	10.0%	6.3%	1.9%	8.2%	N/A	8.3%	N/A	N/A	N/A	11.8%
Ratio to Highest Rate	83.7%	100.0%	100.0%	21.2%	N/A	N/A	82.5%	51.6%	15.6%	67.8%	N/A	68.8%	N/A	N/A	N/A	97.1%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	14	1	2	-	-	-	-	-	12	-	-	-	-	-	-	1
Total Hires	2	-	-	-	-	-	1	1	1	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	8.3%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes
8 - Service-Maintenance																
Number Applied	108	28	16	5	-	-	11	2	69	18	5	1	-	-	7	2
Total Hires	25	7	5	2	-	-	1	1	18	3	1	-	-	-	-	1
Selection Rate	23.1%	25.0%	31.3%	40.0%	N/A	N/A	9.1%	N/A	26.1%	16.7%	20.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	92.6%	100.0%	78.1%	100.0%	N/A	N/A	22.7%	N/A	65.2%	41.7%	50.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	24	1	15	1	-	-	2	-	6	-	1	-	-	-	-	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	4.2%	0.0%	6.7%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A

Notes:

Promotions-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	4	-	2	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Promotions	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	75.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	15	2	5	-	-	-	-	-	10	1	-	-	-	-	-	1
Total Promotions	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	13.3%	0.0%	20.0%	N/A	N/A	N/A	N/A	N/A	10.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	50.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	20	5	5	1	-	-	1	1	14	2	-	-	-	-	-	1
Total Promotions	3	-	1	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	15.0%	0.0%	20.0%	0.0%	N/A	N/A	100.0%	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	20.0%	0.0%	N/A	N/A	100.0%	0.0%	7.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes

Promotions-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	3	-	-	-	-	-	-	-	2	-	1	-	-	-	-	-
Total Promotions	2	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-
Selection Rate	66.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	No	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	10	-	2	-	-	-	-	-	8	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	10.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	12.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
Total Promotions	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	1	-	-	-	-	2	1	-	-	-	-	-	1
Total Trained	8	2	6	1	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	88.9%	66.7%	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	75.0%	85.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	8	1	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	6	1	5	1	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	50.0%	100.0%	62.5%	100.0%	N/A	N/A	N/A	N/A	25.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	50.0%	100.0%	62.5%	100.0%	N/A	N/A	N/A	N/A	25.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Trained	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Training Rate	33.3%	100.0%	50.0%	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	33.3%	100.0%	50.0%	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	16	3	4	1	-	-	-	1	1	11	1	-	-	-	-	-
Total Trained	11	-	3	-	-	-	-	-	-	8	-	-	-	-	-	-
Training Rate	68.8%	0.0%	75.0%	0.0%	N/A	N/A	0.0%	0.0%	72.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	0.0%	97.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Training-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	11	28	4	8	-	-	2	2	4	16	1	2	-	-	-	-
Total Trained	6	17	2	7	-	-	-	1	3	7	1	2	-	-	-	-
Training Rate	54.5%	60.7%	50.0%	87.5%	N/A	N/A	0.0%	50.0%	75.0%	43.8%	100.0%	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	89.8%	100.0%	50.0%	87.5%	N/A	N/A	0.0%	50.0%	75.0%	43.8%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	27	1	3	-	-	-	5	1	19	-	-	-	-	-	-	-
Total Trained	2	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-
Training Rate	7.4%	0.0%	0.0%	N/A	N/A	N/A	20.0%	0.0%	5.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	0.0%	26.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service Maintenance																
Total Workforce	163	50	34	8	-	1	15	8	108	31	4	-	-	-	2	2
Total Trained	25	7	5	2	-	-	1	1	18	3	1	-	-	-	-	1
Training Rate	15.3%	14.0%	14.7%	25.0%	N/A	N/A	6.7%	12.5%	16.7%	9.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	91.3%	58.8%	100.0%	N/A	N/A	26.7%	50.0%	66.7%	38.7%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	1			-	-	2	1	-	-	-	-	-	1
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	8	1			-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2				-	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-					-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	16	3	4	1			1	1	11	1	-	-	-	-	-	-
Total Involuntary Terminations	1	1					1	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	6.3%	33.3%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	18.8%	100.0%	100.0%	N/A	N/A	0.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Terminations-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	11	28	4	8			2	2	4	16	1	2	-	-	-	-
Total Involuntary Terminations	-	1					-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	3.6%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																
Total Workforce	163	50	34	8		1	15	8	108	31	4	-	-	-	2	2
Total Involuntary Terminations	2	-	1				1	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	1.2%	0.0%	2.9%	0.0%	N/A	N/A	6.7%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2016

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19							
Verbal	9	1						1	9							
Discipline Rate	33.3%	100.0%	0.0%	N/A	N/A	N/A	0.0%	100.0%	47.4%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	33.3%	100.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	5	-	1						4							
Discipline Rate	18.5%	0.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	21.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	2	-							2							
Discipline Rate	7.4%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	163	50	34	8		1	15	8	108	31	4				2	2
Verbal	6	2	1				1	1	4	1						
Discipline Rate	3.7%	4.0%	2.9%	0.0%	N/A	N/A	6.7%	12.5%	3.7%	3.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	92.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Written	2	1							2	1						
Discipline Rate	1.2%	2.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	1.9%	3.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	61.3%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	2	1						2	2						
Discipline Rate	1.8%	4.0%	2.9%	0.0%	N/A	N/A	0.0%	0.0%	1.9%	6.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	46.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Hires	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	23	3	8	-	-	-	1	-	11	3	1	-	-	-	2	-
Total Hires	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	8.7%	0.0%	12.5%	N/A	N/A	N/A	0.0%	N/A	9.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	N/A	72.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Hires-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	53	80	10	21			3	8	40	40	-	4	-	-	-	7
Total Hires	4	9	1	4	-	-	1	-	2	5	-	-	-	-	-	-
Selection Rate	7.5%	11.3%	10.0%	19.0%	N/A	N/A	33.3%	0.0%	5.0%	12.5%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	67.1%	100.0%	30.0%	57.1%	N/A	N/A	100.0%	0.0%	15.0%	37.5%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Number Applied	90	8	10	-	-	-	10	-	68	8	1	-	-	-	1	-
Total Hires	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Selection Rate	3.3%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	4.4%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	168	77	29	12	2	-	23	12	102	42	2	-	-	-	10	11
Total Hires	23	7	4	-	-	-	1	-	18	7	-	-	-	-	-	-
Selection Rate	13.7%	9.1%	13.8%	0.0%	N/A	N/A	4.3%	0.0%	17.6%	16.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	66.4%	78.2%	0.0%	N/A	N/A	24.6%	0.0%	100.0%	94.4%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	No	No	N/A	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	23	4	6	3	-	-	6	-	10	1	-	-	-	-	1	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A

Notes:

Promotions-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	1				-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	1				-	-	-	-	1	-	-	-	-	-	-
Selection Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	1		1	-	-	-	-	-	-	1	-	-	-	-	-
Total Promotions	1	1	-	1	-	-	-	-	-	-	1	-	-	-	-	-
Selection Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	27	3	8	1	-	-	3	-	14	2	1	-	-	-	1	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	3.7%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	7.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	0.0%	N/A	N/A	0.0%	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	N/A	No	Yes	Yes	N/A	N/A	N/A	Yes	N/A

Promotions-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	-	3	-	-	-	-	-	1	-	1	-	-	-	-	-	1
Total Promotions	-	3	-	-	-	-	-	1	-	1	-	-	-	-	-	1
Selection Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	2	-	-	-	-	2	-	-	-	-	-	-	1
Total Trained	6	2	5	1	-	-	-	-	1	-	-	-	-	-	-	1
Training Rate	66.7%	66.7%	71.4%	50.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	71.4%	50.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	11	3	7	2	-	-	-	-	4	1	-	-	-	-	-	-
Total Trained	10	3	7	2	-	-	-	-	3	1	-	-	-	-	-	-
Training Rate	90.9%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	75.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	90.9%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	75.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Total Trained	3	1	2	-	-	-	-	-	1	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	3	4	1	-	-	-	1	1	12	1	-	-	-	-	-
Total Trained	16	2	3	1	-	-	-	1	-	12	1	-	-	-	-	-
Training Rate	94.1%	66.7%	75.0%	100.0%	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	70.8%	75.0%	100.0%	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Training-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	12	32	4	8	-	-	2	2	5	19	1	2	-	-	-	1
Total Trained	9	29	4	8	-	-	1	2	3	17	1	2	-	-	-	-
Training Rate	75.0%	90.6%	100.0%	100.0%	N/A	N/A	50.0%	100.0%	60.0%	89.5%	100.0%	100.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	82.8%	100.0%	100.0%	100.0%	N/A	N/A	50.0%	100.0%	60.0%	89.5%	100.0%	100.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	Yes	No	No	No	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	27	1	3	-	-	-	5	1	19	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	11.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	15.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																
Total Workforce	171	53	34	8	-	1	16	8	115	34	4	-	-	-	2	2
Total Trained	26	11	5	1	-	-	2	1	19	9	-	-	-	-	-	-
Training Rate	15.2%	20.8%	14.7%	12.5%	N/A	N/A	12.5%	12.5%	16.5%	26.5%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	73.3%	100.0%	55.6%	47.2%	N/A	N/A	47.2%	47.2%	62.4%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	2			-	-	2		-	-	-	-	-	1
Total Involuntary Terminations	1	-	1				-	-	-		-	-	-	-	-	-
Involuntary Termination Rate	11.1%	0.0%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	11	3	7	2			-	-	4	1	-	-	-	-	-	-
Total Involuntary Terminations	1	1		1			-	-	1		-	-	-	-	-	-
Involuntary Termination Rate	9.1%	33.3%	0.0%	50.0%	N/A	N/A	N/A	N/A	25.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	27.3%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	3	1	2				-	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	4	-					-	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	3	4	1			1	1	12	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Terminations-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	12	32	4	8			2	2	5	19	1	2	-	-	-	1
Total Involuntary Terminations	2	1		1			1	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	16.7%	3.1%	0.0%	12.5%	N/A	N/A	50.0%	0.0%	20.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	18.8%	100.0%	100.0%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	No	No	No	No	N/A	N/A	N/A	No
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	171	53	34	8		1	16	8	115	34	4	-	-	-	2	2
Total Involuntary Terminations	7	2	3				-	-	4	2	-	-	-	-	-	-
Involuntary Termination Rate	4.1%	3.8%	8.8%	0.0%	N/A	N/A	0.0%	0.0%	3.5%	5.9%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	92.2%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	7	2					2							1
Demotion	1	-	1													
Discipline Rate	11.1%	0.0%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
2 - Professionals																
Total Workforce	11	3	7	2					4	1						
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														

Discipline-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	17	3	4	1			1	1	12	1						
Verbal	1	-	1													
Discipline Rate	5.9%	0.0%	25.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
6 - Administrative Support																
Total Workforce	12	32	4	8			2	2	5	19	1	2				1
Verbal	-	1								1						
Discipline Rate	0.0%	3.1%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	5.3%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														

Discipline-Reporting Period Beginning April 2017

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	27	1	3				5	1	19							
Verbal	5	-							5							
Discipline Rate	18.5%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	26.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	1	1						1	1							
Discipline Rate	3.7%	100.0%	0.0%	N/A	N/A	N/A	0.0%	100.0%	5.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	3.7%	100.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
8 - Service-Maintenance																
Total Workforce	171	53	34	8		1	16	8	115	34	4				2	2
Verbal	9	-	2						7							
Discipline Rate	5.3%	0.0%	5.9%	0.0%	N/A	N/A	0.0%	0.0%	6.1%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Written	1	-							1							
Discipline Rate	0.6%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.9%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	4	3	1						3	3						
Discipline Rate	2.3%	5.7%	2.9%	0.0%	N/A	N/A	0.0%	0.0%	2.6%	8.8%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	41.3%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-														
Total Hires	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	10	3	2	-	-	-	2	-	3	2	2	-	-	-	1	1
Total Hires	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	10.0%	0.0%	0.0%	N/A	N/A	N/A	50.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	Yes
4 - Protective Service																
Number Applied	18	4	7	-	-	-	3	-	8	3	-	-	-	-	-	1
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	5.6%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	12.5%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes
5 - Paraprofessional																
Number Applied	95	34	30	12	-	-	16	5	46	16	-	-	-	-	3	1
Total Hires	7	2	1	-	-	-	1	1	5	-	-	-	-	-	-	1
Selection Rate	7.4%	5.9%	3.3%	0.0%	N/A	N/A	6.3%	20.0%	10.9%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	79.8%	16.7%	0.0%	N/A	N/A	31.3%	100.0%	54.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	N/A

Hires-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPi		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	55	109	11	17	-	-	6	11	33	71	1	2	-	-	4	8
Total Hires	4	9	2	1	-	-	-	-	1	6	1	1	-	-	-	1
Selection Rate	7.3%	8.3%	18.2%	5.9%	N/A	N/A	0.0%	0.0%	3.0%	8.5%	N/A	N/A	N/A	N/A	0.0%	12.5%
Ratio to Highest Rate	88.1%	100.0%	100.0%	32.4%	N/A	N/A	0.0%	0.0%	16.7%	46.5%	N/A	N/A	N/A	N/A	0.0%	68.8%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	23	2	3	-	-	-	3	-	15	2	-	-	-	-	2	-
Total Hires	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	13.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	Yes	N/A
8 -Service-Maintenance																
Number Applied	352	101	68	18	1	-	40	23	225	48	6	1	1	-	11	11
Total Hires	20	10	2	1	-	-	4	3	14	6	-	-	-	-	-	-
Selection Rate	5.7%	9.9%	2.9%	5.6%	N/A	N/A	10.0%	13.0%	6.2%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	57.4%	100.0%	22.5%	42.6%	N/A	N/A	76.7%	100.0%	47.7%	95.8%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPi		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPi		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	7	-	1	-	-	-	2	-	3	-	-	-	-	-	1	-
Total Hires	3	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	42.9%	N/A	100.0%	N/A	N/A	N/A	0.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A

Notes:

Promotions-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	13	4	6	1	-	-	1	-	6	-	-	-	-	-	-	3
Total Promotions	3	1	2	-	-	-	-	-	1	-	-	-	-	-	-	1
Selection Rate	23.1%	25.0%	33.3%	0.0%	N/A	N/A	0.0%	N/A	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	33.3%
Ratio to Highest Rate	92.3%	100.0%	100.0%	0.0%	N/A	N/A	0.0%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Number Applied	4	4	2	2	-	-	-	1	2	1	-	-	-	-	-	-
Total Promotions	1	1	-	1	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	25.0%	25.0%	0.0%	50.0%	N/A	N/A	N/A	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	11	1	3	-	-	-	1	-	7	1	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	9.1%	0.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	62	28	22	7	-	-	10	-	27	18	-	-	-	-	3	3
Total Promotions	4	4	1	-	-	-	-	-	3	3	-	-	-	-	-	1
Selection Rate	6.5%	14.3%	4.5%	0.0%	N/A	N/A	0.0%	N/A	11.1%	16.7%	N/A	N/A	N/A	N/A	0.0%	33.3%
Ratio to Highest Rate	45.2%	100.0%	13.6%	0.0%	N/A	N/A	0.0%	N/A	33.3%	50.0%	N/A	N/A	N/A	N/A	0.0%	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No

Promotions-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	1	6	1	3	-	-	-	-	-	2	-	-	-	-	-	1
Total Promotions	-	4	-	1	-	-	-	-	-	2	-	-	-	-	-	1
Selection Rate	0.0%	66.7%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	NA	100.0%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	No
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2	-	-	-	-	2	-	-	-	-	-	-	1
Total Trained	6	2	4	1	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	75.0%	66.7%	66.7%	50.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	88.9%	66.7%	50.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1	-	-	-	-	5	1	-	-	-	-	-	-
Total Trained	11	2	7	1	-	-	-	-	4	1	-	-	-	-	-	-
Training Rate	84.6%	100.0%	87.5%	100.0%	N/A	N/A	N/A	N/A	80.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	84.6%	100.0%	87.5%	100.0%	N/A	N/A	N/A	N/A	80.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	4	1	2	-	-	-	-	1	1	1	-	-	-	-	-	-
Total Trained	4	1	2	-	-	-	-	1	1	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	60.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	60.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	5	4	1	-	-	2	2	11	1	-	-	-	-	-	1
Total Trained	15	4	4	1	-	-	2	1	9	1	-	-	-	-	-	1
Training Rate	88.2%	80.0%	100.0%	100.0%	N/A	N/A	100.0%	50.0%	81.8%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	90.7%	100.0%	100.0%	N/A	N/A	100.0%	50.0%	81.8%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	No

Training-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	15	36	7	8	-	-	1	1	5	23	2	3	-	-	-	1
Total Trained	10	30	4	7	-	-	-	1	5	18	1	3	-	-	-	1
Training Rate	66.7%	83.3%	57.1%	87.5%	N/A	N/A	N/A	N/A	100.0%	78.3%	50.0%	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	80.0%	100.0%	57.1%	87.5%	N/A	N/A	N/A	N/A	100.0%	78.3%	50.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	Yes	Yes	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	28	1	3	-	-	-	5	1	20	-	-	-	-	-	-	-
Total Trained	4	-	1	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	14.3%	0.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	15.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	45.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9	-	1	19	11	119	36	4	-	-	-	2	1
Total Trained	33	14	5	4	-	-	5	3	22	7	-	-	-	-	1	-
Training Rate	18.9%	24.1%	16.1%	44.4%	N/A	N/A	26.3%	27.3%	18.5%	19.4%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	78.1%	100.0%	36.3%	100.0%	N/A	N/A	59.2%	61.4%	41.6%	43.8%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2			-	-	2	-	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1			-	-	5	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	4	1	2				1	-	1	1	-	-	-	-	-	-
Total Involuntary Terminations	1	-					1	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	25.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	No	N/A	N/A	N/A	Yes	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-					-	-	5	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	17	5	4	1			2	2	11	1	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No

Terminations-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	15	36	7	8			1	1	5	23	2	3	-	-	-	1
Total Involuntary Terminations	2	1	2				-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	13.3%	2.8%	28.6%	0.0%	N/A	N/A	N/A	N/A	0.0%	4.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	20.8%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	28	1	3				5	1	20	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9		1	19	11	119	36	4	-	-	-	2	1
Total Involuntary Terminations	7	-	2				1	-	4	-	-	-	-	-	-	-
Involuntary Termination Rate	4.0%	0.0%	6.5%	0.0%	N/A	N/A	5.3%	0.0%	3.4%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	6	2					2							1
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	13	2	8	1					5	1						
Verbal	1	-	1													
Discipline Rate	7.7%	0.0%	12.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Personal Improvement Plan	2	-	2													
Discipline Rate	15.4%	0.0%	25.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Demotion	-	1	-	1												
Discipline Rate	0.0%	50.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	17	5	4	1			2	2	11	1						1
Verbal	4	-	3						1							
Discipline Rate	23.5%	0.0%	75.0%	0.0%	N/A	N/A	0.0%	0.0%	9.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
Written	3	-	2						1							
Discipline Rate	17.6%	0.0%	50.0%	0.0%	N/A	N/A	0.0%	0.0%	9.1%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	15	36	7	8			1	1	5	23	2	3				1
Verbal	1	1		1			1									
Discipline Rate	6.7%	2.8%	0.0%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	41.7%	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Written	-	1		1												
Discipline Rate	0.0%	2.8%	0.0%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Suspension	-	1								1						
Discipline Rate	0.0%	2.8%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	4.3%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
Demotion	1	-							1							
Discipline Rate	6.7%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	20.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A

Discipline-Reporting Period Beginning April 2018

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	28	1	3				5	1	20							
Verbal	12	1	1				3	1	8							
Discipline Rate	42.9%	100.0%	33.3%	N/A	N/A	N/A	60.0%	100.0%	40.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	42.9%	100.0%	N/A	N/A	N/A	55.6%	33.3%	83.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	2	-	-				-	-	2							
Discipline Rate	7.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	-	-				-	-	3							
Discipline Rate	10.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	15.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-							
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-							
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-							
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-							
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	175	58	31	9		1	19	11	119	36	4				2	1
Verbal	79	29	9	2			8	7	58	20					4	
Discipline Rate	45.1%	50.0%	29.0%	22.2%	N/A	N/A	42.1%	63.6%	48.7%	55.6%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	90.3%	76.5%	100.0%	N/A	N/A	52.8%	34.9%	45.6%	40.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Written	15	9	3	1				4	11	4	1					
Discipline Rate	8.6%	15.5%	9.7%	11.1%	N/A	N/A	0.0%	36.4%	9.2%	11.1%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	55.2%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	21	10	4				1	1	16	8						1
Discipline Rate	12.0%	17.2%	12.9%	0.0%	N/A	N/A	5.3%	9.1%	13.4%	22.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	69.6%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-	-						
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-	-						
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-				-	-	-	-						
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Hires-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	9	9	6	2			1	1	2	4		1				1
Total Hires	2	1	2		-	-		1			-		-	-	-	-
Selection Rate	22.2%	11.1%	33.3%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	50.0%	33.3%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
2 - Professionals																
Number Applied	98	55	42	16	-	-	4	8	41	24	4	2	-	-	7	5
Total Hires	6	2	2	1	-	-	-	-	3	1	-	-	-	-	1	-
Selection Rate	6.1%	3.6%	4.8%	6.3%	N/A	N/A	0.0%	0.0%	7.3%	4.2%	0.0%	N/A	N/A	N/A	14.3%	0.0%
Ratio to Highest Rate	100.0%	59.4%	33.3%	43.8%	N/A	N/A	0.0%	0.0%	51.2%	29.2%	0.0%	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	No	Yes
3 - Technicians																
Number Applied	50	4	19	-	-	-	8	1	15	3	5	-	-	-	3	-
Total Hires	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	4.0%	0.0%	5.3%	N/A	N/A	N/A	0.0%	N/A	6.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	78.9%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	Yes	N/A	N/A	N/A	Yes	N/A
4 - Protective Service																
Number Applied	-	-														
Total Hires	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	20	3	4	-	-	-	3	-	13	3	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	5.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	7.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A

Hires-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	141	169	44	37	1	-	6	10	71	104	4	7	2	-	13	11
Total Hires	7	7	4	1	-	-	1	-	2	5	-	1	-	-	-	-
Selection Rate	5.0%	4.1%	9.1%	2.7%	N/A	N/A	N/A	0.0%	2.8%	4.8%	N/A	14.3%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	83.4%	63.6%	18.9%	N/A	N/A	N/A	0.0%	19.7%	33.7%	N/A	100.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	Yes	Yes	Yes	N/A	No	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	10	1	1	-	-	-	-	-	9	1	-	-	-	-	-	-
Total Hires	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	20.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	22.2%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	143	41	26	5	2	-	6	7	96	24	8	1	-	-	5	4
Total Hires	22	6	3	1	-	-	1	2	16	3	2	-	-	-	-	-
Selection Rate	15.4%	14.6%	11.5%	20.0%	N/A	N/A	16.7%	28.6%	16.7%	12.5%	25.0%	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	95.1%	40.4%	70.0%	N/A	N/A	58.3%	100.0%	58.3%	43.8%	87.5%	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	Yes	Yes

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	3	2	2	-	1	-	-	-	-	2	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	11	2	4	1	-	-	1	-	6	-	-	1	-	-	-	-
Total Hires	2	1	-	-	-	-	-	-	2	-	-	1	-	-	-	-
Selection Rate	18.2%	50.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	33.3%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A

Notes:

Promotions-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	6	3	3	2	-	-	-	-	3	1	-	-	-	-	-	-
Total Promotions	3	3	2	2	-	-	-	-	1	1	-	-	-	-	-	-
Selection Rate	50.0%	100.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	33.3%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	50.0%	100.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	33.3%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	62	30	17	12	-	-	5	1	31	14	2	-	-	1	7	2
Total Promotions	4	-	1	-	-	-	-	-	2	-	-	-	-	-	1	-
Selection Rate	6.5%	0.0%	5.9%	0.0%	N/A	N/A	0.0%	N/A	6.5%	0.0%	0.0%	N/A	N/A	N/A	14.3%	0.0%
Ratio to Highest Rate	100.0%	NA	41.2%	0.0%	N/A	N/A	0.0%	N/A	45.2%	0.0%	0.0%	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	No	Yes

Promotions-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Number Applied	5	11	2	1	-	1	-	1	2	6	-	-	-	-	1	2
Total Promotions	-	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-
Selection Rate	0.0%	36.4%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	0.0%	66.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	NA	100.0%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	Yes	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes	Yes
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Training-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	6	7	4	-	-	-	-	2	1	-	-	-	-	-	1
Total Trained	4	3	2	2	-	-	-	-	2	-	-	-	-	-	-	1
Training Rate	44.4%	50.0%	28.6%	50.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	88.9%	100.0%	28.6%	50.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	17	3	6	1	-	-	-	-	10	2	-	-	-	-	1	-
Total Trained	15	3	5	1	-	-	-	-	10	2	-	-	-	-	-	-
Training Rate	88.2%	100.0%	83.3%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	88.2%	100.0%	83.3%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	Yes	N/A
3 - Technicians																
Total Workforce	4	-	3	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Trained	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	75.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-	-	-	-	-	-	1	4	-	-	-	-	-	-	-
Total Trained	5	-	-	-	-	-	-	1	4	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	24	7	9	1	-	-	2	1	13	4	-	-	-	-	-	1
Total Trained	21	5	9	-	-	-	2	1	10	4	-	-	-	-	-	-
Training Rate	87.5%	71.4%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	76.9%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	81.6%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	76.9%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes

Training-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	24	37	10	7	-	-	3	1	9	23	2	3	-	-	-	3
Total Trained	13	31	6	6	-	-	-	1	5	19	2	3	-	-	-	2
Training Rate	54.2%	83.8%	60.0%	85.7%	N/A	N/A	0.0%	N/A	55.6%	82.6%	100.0%	100.0%	N/A	N/A	N/A	66.7%
Ratio to Highest Rate	64.7%	100.0%	60.0%	85.7%	N/A	N/A	0.0%	N/A	55.6%	82.6%	100.0%	100.0%	N/A	N/A	N/A	66.7%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	No	No	No	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	29	1	4	-	-	-	4	1	21	-	-	-	-	-	-	-
Total Trained	4	-	1	-	-	-	-	-	3	-	-	-	-	-	-	-
Training Rate	13.8%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	14.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	57.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10	-	-	17	9	129	37	5	-	-	-	3	1
Total Trained	37	12	6	1	-	-	2	3	27	7	2	-	-	-	-	1
Training Rate	19.8%	21.1%	18.2%	10.0%	N/A	N/A	11.8%	33.3%	20.9%	18.9%	40.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	94.0%	100.0%	45.5%	25.0%	N/A	N/A	29.4%	83.3%	52.3%	47.3%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Terminations-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	6	7	4			-	-	2	1	-	-	-	-	-	1
Total Involuntary Terminations	1	1	1				-	-	-	1	-	-	-	-	-	-
Involuntary Termination Rate	11.1%	16.7%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	66.7%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	17	3	6	1			-	-	10	2	-	-	-	-	1	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	5.9%	0.0%	16.7%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	N/A
3 - Technicians																
Total Workforce	4	-	3				-	-	1	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	25.0%	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	5	-					1	-	4	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	24	7	9	1			2	1	13	4	-	-	-	-	-	1
Total Involuntary Terminations	2	-	2				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	8.3%	0.0%	22.2%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No

Terminations-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6 - Administrative Support																
Total Workforce	24	37	10	7			3	1	9	23	2	3	-	-	-	3
Total Involuntary Terminations	1	3					-	-	1	1	-	1	-	-	-	1
Involuntary Termination Rate	4.2%	8.1%	0.0%	0.0%	N/A	N/A	0.0%	N/A	11.1%	4.3%	0.0%	33.3%	N/A	N/A	N/A	33.3%
Ratio to Lowest Rate	100.0%	51.4%	100.0%	100.0%	N/A	N/A	100.0%	N/A	0.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	Yes	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Total Workforce	29	1	4				4	1	21	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	3.4%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	4.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10			17	9	129	37	5	-	-	-	3	1
Total Involuntary Terminations	8	1	2	1			2	-	4	-	-	-	-	-	-	-
Involuntary Termination Rate	4.3%	1.8%	6.1%	10.0%	N/A	N/A	11.8%	0.0%	3.1%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	41.0%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.																

Discipline-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3 - Technicians																
Total Workforce	4	-	3						1							
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
4 - Protective Service																
Total Workforce	5	-					1		4							
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														

Discipline-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	24	7	9	1			2	1	13	4						1
Verbal	2	5		1				3	2							1
Discipline Rate	8.3%	71.4%	0.0%	100.0%	N/A	N/A	0.0%	300.0%	15.4%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Lowest Rate	100.0%	11.7%	100.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	Yes
Written	3	3						2	3	1						-
Discipline Rate	12.5%	42.9%	0.0%	0.0%	N/A	N/A	0.0%	200.0%	23.1%	25.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	29.2%	100.0%	100.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No
Suspension	2	-	1						1							-
Discipline Rate	8.3%	0.0%	11.1%	0.0%	N/A	N/A	0.0%	0.0%	7.7%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	24	37	10	7			3	1	9	23	2	3				3
Verbal	1	1	1									1				
Discipline Rate	4.2%	2.7%	10.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	33.3%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	64.9%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	Yes	N/A	N/A	N/A	No
Written	2	-	2													-
Discipline Rate	8.3%	0.0%	20.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No
<Enter Discipline Type>	-	-														-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	No	N/A	N/A	N/A	No

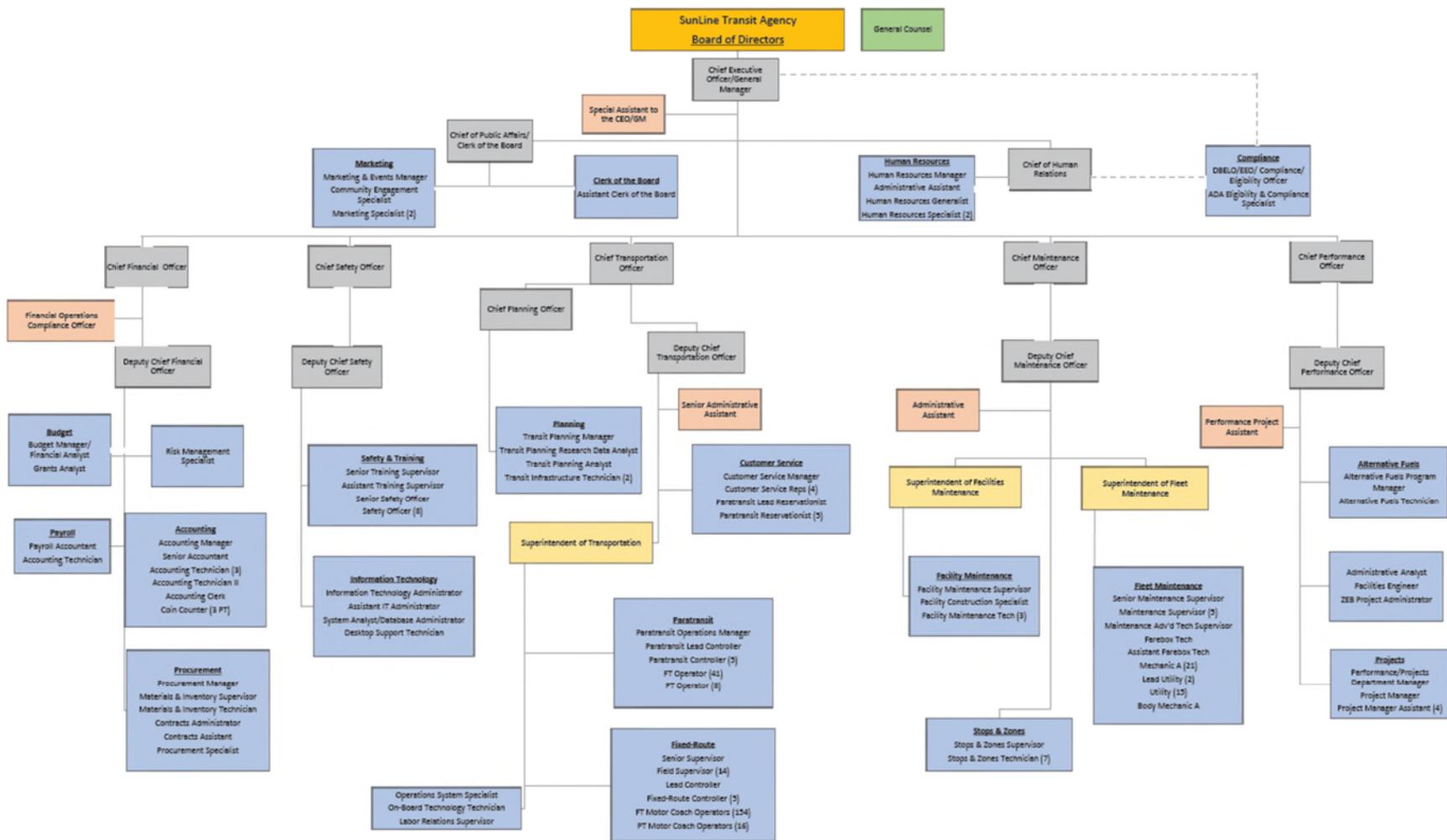
Discipline-Reporting Period Beginning April 2019

Job Category (Use EEO-4)	Total		W		A/I/A/N		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Total Workforce	29	1	4				4	1	21							
Verbal	10	-	1						9							
Discipline Rate	34.5%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	42.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Written	5	-							5							
Discipline Rate	17.2%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	23.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suspension	3	-	1						2							
Discipline Rate	10.3%	0.0%	25.0%	N/A	N/A	N/A	0.0%	0.0%	9.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	187	57	33	10			17	9	129	37	5				3	1
Verbal	108	42	15	4			12	4	77	30	2				2	4
Discipline Rate	57.8%	73.7%	45.5%	40.0%	N/A	N/A	70.6%	44.4%	59.7%	81.1%	40.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	78.4%	88.0%	100.0%	N/A	N/A	56.7%	90.0%	67.0%	49.3%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A
Written	34	9	3	1			4	3	27	5						
Discipline Rate	18.2%	15.8%	9.1%	10.0%	N/A	N/A	23.5%	33.3%	20.9%	13.5%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	86.8%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	Yes	Yes	No	No	N/A	N/A	N/A	N/A	N/A
Suspension	32	11	4	1			1	1	26	7	1				1	2
Discipline Rate	17.1%	19.3%	12.1%	10.0%	N/A	N/A	0.0%	11.1%	20.2%	18.9%	20.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	88.7%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-														
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A

Notes: Please refer to "Assessment of Employment Practices" page 19 for narrative.

Appendix E

Organizational Chart



Appendix F

EEO Concurrence

Compliance Checklist



EEO Concurrence

New Hire and Promotions

<i>Human Resources</i>	<i>Recruitment Information</i>
------------------------	--------------------------------

Department Name _____ Dept. Number _____

Title of Job to be Filled _____ Pay Grade _____

Number of Positions to be Filled _____ Interview Date(s) _____

EEO Job Category _____ Permanent Temporary Part Time

<i>For EEO Use Only</i>	<i>EEO Concurrence Checklist</i>
-------------------------	----------------------------------

1. Is the EEO category underutilized? Yes No If yes, by which of the following:

Women Disabled Black Hispanic Asian Native American Pacific Islander Mixed

2. Indicate: Gender of person(s) selected: Male _____ Female _____

Race of person(s) selected: Black _____ Hispanic _____ Asian _____ Native American _____
Pacific Islander _____ Mixed _____ Caucasian _____

Veteran _____ Non-Veteran _____ Unknown _____

Person(s) with Disability _____ If Known _____

3. Job Posting

_____ Checked requisite posting period

_____ Compared posting to job description

_____ Reviewed justification for internal or departmental only posting (if applicable)

_____ Verified Recruitment Plan – Ensure memo/e-mail is part of the packet

4. Job Description Review

_____ Determine whether this is an (1) existing position title or a (2) newly created position

_____ Examine whether the hiring department currently has incumbents in this position

_____ Check the reporting relationship to ensure it is appropriate for the position

_____ Review the salary grade; and confirm that it is appropriate for the job/position title

_____ Confirm the position has been placed in the proper EEO category

_____ Review exempt/non-exempt status

5. Applicant Pool Analysis

- Qualification verification of (a) candidates selected for interview, or (b) audit/re-screen all applicants
- Confirm whether all candidates interviewed are eligible; justification for eligible candidates not interviewed
- Diversity check/utilization reviewed

6. Compensation Analysis

- Determination of internal salary parity
- Justification for placement level in range

7. Interview Review Process Examination

- Diversity in interview panel
- Interview questions reviewed prior to interviews being conducted
- Interview packet review (questions, ranking, inappropriate remarks)

Name and position of persons who interviewed candidates (first interview)

Name and position of persons who interviewed candidates (second interview)

8. Finalizing Review

- Identify EEO concerns, if any
- If rejected, discuss issue with HR representative, if appropriate – Note concurrence on packet or attach justification for rejection if unable to resolve EEO concerns

Comments: _____

Compliance Officer: _____

Date: _____

SunLine Transit Agency

DATE: July 22, 2020 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Revised Financial Audit Rotation Policy No. B-060118

Recommendation

Recommend that the Board of Directors approve the revised Financial Audit Rotation Policy No. B-060118.

Background

In March 2018, the Board of Directors approved policy number B-060118 in response to a request for staff to limit the tenure of financial auditors for SunLine Transit Agency. The policy limits financial auditing agreements between SunLine and outside contractors to three (3) years. The policy also requires auditing staff conducting the audit to be rotated on an annual basis.

Staff presented a discussion item at the February 26, 2020 Finance/Audit Committee to review the current policy. It was determined that the current policy is too restrictive and staff was directed to work with legal counsel and propose changes to the existing policy. The proposed revision to the policy permits more latitude for the Agency while still allowing proper controls to ensure accurate and independent audits.

Financial Impact

There is no financial impact.

FINANCIAL AUDIT ROTATION POLICY

PURPOSE

The purpose of this document is to establish a best practice in the solicitation, contracting, and management of outside financial auditing services for SunLine Transit Agency (STA). ~~three (3) year limitation on financial auditing agreements between SunLine Transit Agency and outside contractors and to require staff conducting auditing services to be rotated on an annual basis.~~

SCOPE

~~Individuals~~ Contractors (including individuals and business entities) covered by this policy are outside contractors who engage in financial auditing agreements with ~~STA~~ SunLine Transit Agency.

POLICY

In order to preserve the public interest in the use of public funds, ~~STA~~ SunLine Transit Agency will utilize a solicitation process at least every five (5) years, to seek qualified financial auditing firms to perform necessary financial auditing services. The term of each agreement shall be for an initial period of one (1) year, with a maximum of up to four (4) consecutive one (1) year extensions exercisable at STA's sole discretion. Any firm retained for more than one (1) year must rotate the auditor primarily assigned to performing STA's auditing services each year. Any contractor serving for five (5) or more consecutive years shall not be eligible to participate in a new solicitation process until one (1) year after the expiration of their contract term (inclusive of extensions) unless the STA Board determines that such exclusion would not be in the public interest under specified circumstances. ~~limit the duration of executed agreements for financial auditing services to a period no longer than three (3) years, inclusive of any available option years.~~ Chapter VI, Section 3 - Methods of Procurement, of the Federal Transit Administration's (FTA) Circular 4220.1F states that less than full and open competition is allowable if it is within the public interest.

PROCEDURES

Solicitations and agreements for financial auditing services will include the requirements stated above for term limitations, auditor rotation and ineligibility period. ~~documentation that a contractor will be excluded from submitting a bid or proposal if they have been the contracted vendor within the preceding three (3) years. It will also document that in the~~

~~situation where a financial auditing contractor is conducting more than a single years' audit, staff conducting the financial audit must be rotated on an annual basis. The STA Board may suspend the ineligibility period if it determines: (1) that the pool of qualified contractors is not adequate to ensure fair competition or to obtain best value for STA; or (2) that it is impracticable to enforce the ineligibility period under the circumstances.~~

SunLine Transit Agency

DATE:	July 22, 2020	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Luis Garcia, Chief Financial Officer	
RE:	Delegation of Authority for Financial Auditing Services	

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager and Chairperson of the Finance/Audit Committee to negotiate and execute a contract with the winning proposer of the Agency's financial auditing services solicitation with ratification at the next regularly scheduled Board meeting. The contract will be for a period of one (1) year and four (4) option years, with a total amount not to exceed \$350,000 for audit services related to SunLine Transit Agency (STA) and SunLine Services Group (SSG). The agreement will be executed after approval, as to form, by General Counsel.

Background

The Joint Powers Agreement requires SunLine Transit Agency and SunLine Services Group have an independent audit of its finances conducted annually. In addition, state law requires that recipients of Transportation Development Act (TDA) funds undergo an annual fiscal audit. Furthermore, the Code of Federal Regulations (2 CFR Part 200) requires an entity that expends more than \$750,000 in federal awards during a fiscal year undergo a Single Audit. This audit requirement further ensures that federal funds are expended properly.

Staff solicited auditing services in May 2020, but had to cancel that procurement action due to inconsistency with the existing Board policy. Staff will resolicit with language approved in the new audit rotation policy which is scheduled for approval by the Board at this month's meeting. A new solicitation will be issued upon the Board's approval of the recommended policy revision. Advanced delegation of authority for the CEO/General Manager and Chairperson of the Finance/Audit Committee is necessary to maintain the audit schedule since August is a dark month for the Board of Directors. The Agency will advertise the solicitation on SunLine's website, local newspaper the Desert Sun and will be given to multiple audit firms. The proposals will be evaluated by a committee of three (3) staff members and the committee shall select the proposal that is determined to be the best value for the Agency. An approval item will be brought

forward to the Board at the September meeting to ratify the actions of the CEO/General Manager and Chairperson of the Finance/Audit Committee.

Financial Impact

The estimated financial impact of \$350,000 over five (5) years will be budgeted in STA and SSG's yearly operating budgets.

SunLine Transit Agency

DATE:	July 22, 2020	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Tony Cohen, Chief Maintenance Officer	
RE:	Purchase of Four (4) Microtransit ADA Accessible Mini Vans	

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Creative Bus Sales Inc. to purchase four (4) Braun low floor accessible mini-vans, for a total cost not to exceed \$238,667 including tax, upon approval by General Counsel.

Background

This initial procurement will provide the necessary mobility equipment to launch SunLine's microtransit service in four (4) designated areas throughout the Coachella Valley. The concept of microtransit was approved by the Board in the Short Range Transit Plan (SRTP) on June 24, 2020.

Based on a formal solicitation, the microtransit service will be operated utilizing SunLine vehicles under contract with taxi companies.

SunLine will use an existing state contract provided by CalAct purchase agreement to procure the four (4) ADA accessible mini vans from Creative Bus Sales Inc. These vans will be fitted with a COVID-19 protective barrier to separate the operator from customers.

Financial Impact

The financial impact of \$238,667 will utilize State Transit Assistance funds (STA) and Congestion Mitigation and Air Quality Improvement (CMAQ) program. The funds were programed in the FY21 SRTP SL-21-03.

SunLine Transit Agency

DATE: July 22, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tony Cohen, Chief Maintenance Officer

RE: Extended Fuel Cell Warranty

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Ballard Power Systems Inc. of Burnaby, British Columbia to purchase an additional extended fuel cell warranty for four (4) fuel cell buses for a total cost not to exceed \$233,700, upon approval as to form by General Counsel.

Background

To ensure SunLine is protected from the costs associated with a failure of a fuel cell, provide ongoing electrical engineering support in the form of diagnostics and repair services for four (4) fuel cell buses, SunLine purchased extended warranties for these buses which is now expiring. A further extension, of up to 31 months warranty period, is now required to help ensure reliability and continuity of service.

Financial Impact

The Agency will use Section 5309 (Transfer from Connecticut Transit) funding. The funds are for the continued operation of the fuel cell buses (FCB) and support the SunLine FCB Program. The transferred funds included \$600,000 for this purpose. These funds were programmed in the FY19 SRTP.

**SunLine Transit Agency
SunLine Services Group**

DATE: July 22, 2020 **ACTION**

TO: Board of Directors

FROM: Eric Vail, General Counsel
Lauren Skiver, CEO/General Manager

RE: Review Declaration of Emergency by the Board of Directors

Recommendation

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775 and make no changes to the current status.

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all currently addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached).

The resolution states that the Board of Directors would review this declaration of emergency “at least once every 60 days, until its termination is proclaimed by the Board of Directors.”

In March, all nine Coachella Valley cities declared a local emergency within their respective jurisdictions and at the May 27, 2020 meeting, the SunLine Board of Directors voted to continue the emergency declaration.

In July, coronavirus cases reached a new single-day high in Riverside County and many parts of the state started rolling back reopening plans. Considering the significant rise in cases and orders from the California Governor to close certain sectors once more, at this time, staff believes that the declaration of emergency should remain as many of the procedures that have been put in place for employees and riders cannot be lifted yet.

In response to the COVID-19 pandemic, SunLine implemented enhanced vehicle, stop and facility cleaning procedures; moved to a Sunday service schedule; instituted free fares and rear door boarding to help with recommended social distancing; closed the Agency’s reception area to visitors; and required riders and employees to wear a face covering when on the bus and inside SunLine facilities. In order to keep these measures in place, it is required to continue the Board of Directors’ declaration of emergency.

Financial Impact

There is no financial impact to keep the resolution in place.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0775

A JOINT RESOLUTION OF THE SUNLINE TRANSIT AGENCY BOARD OF DIRECTORS AND SUNLINE SERVICES GROUP BOARD OF DIRECTORS PROCLAIMING THE EXISTENCE OF AN EMERGENCY SITUATION AND LOCAL EMERGENCY DUE TO THE WORLDWIDE SPREAD OF COVID-19

WHEREAS, California Government Code (“CGC”) Section 54956.5 authorizes the SunLine Transit Agency Board of Directors and SunLine Services Group Board of Directors (collectively referenced to hereinafter as “SunLine”) to hold emergency meetings on shortened notice to address emergency situations as determined by a majority of the Board of Directors; and,

WHEREAS, California Government Code Section 54954.2 authorizes the Board of Directors to take actions not listed on the agenda, where deemed necessary by a majority of the Board of Directors to address emergency situations; and,

WHEREAS, from January 2020 through March 2020, COVID-19 spread throughout the world, with over 156,000 confirmed cases of individuals contracting COVID-19, and approximately 6,000 confirmed cases of individuals dying from COVID-19; and,

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease 19); and,

WHEREAS, on March 10, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local emergency for all of Riverside County in response to the outbreak of the COVID-19 in California and in Riverside County; and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, on March 11, 2020 the President of the United States imposed certain travel bans and limitations in response to COVID-19; and

WHEREAS, on March 12, 2020 Governor Newsom of the State of California issued Executive Order N-25-20, superseded by Executive Order N-29-20 on March 18, 2020, in a further effort to confront and contain COVID-19 that among other things suspended certain provision of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing; and,

WHEREAS, on March 13, 2020, the Centers for Disease Control and Prevention (“CDC”) had confirmed 2,726, cases of COVID-19 in the United States, with 55 cases resulting in death, within the United States, including California; and,

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continue spread and the effects of COVID-19; and,

WHEREAS, the State of California and numerous Counties, School Districts and other local governmental agencies as well as private entities have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and,

WHEREAS, on March 13, 2020 Dr. Cameron Kaiser, Public Health Officer of the County of Riverside closed all Riverside County public Schools, regular classes, and school activities from March 16 through April 3, 2020; and,

WHEREAS, in response to the COVID-19 pandemic SunLine reasonably anticipates that SunLine will be required to utilize physical, personnel, and financial resources of SunLine and to take action to limit the spread of COVID-19 within the territorial jurisdiction of SunLine in order to provide for the safety of persons served by SunLine, and to provide continuity of essential services provided by SunLine; and,

WHEREAS, SunLine is actively providing support to those impacted by COVID-19 and cooperating with State, Federal and County in their response to the pandemic; and,

WHEREAS, SunLine reasonably anticipates both asking for mutual aid from, and providing mutual aid to, other communities who are addressing the spread and effects of COVID-19 which will require SunLine to utilize the physical, personnel, and financial resources of SunLine Transit Agency.

NOW, THEREFORE, BE IT RESOLVED AND HEREBY ORDERED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AS FOLLOWS:

Section 1. That the above recitals are true and correct and based thereon, SunLine hereby finds that the spread of COVID-19 constitutes a situation that severely impairs the public health and safety within SunLine and constitutes conditions of extreme peril to the safety of persons and property of SunLine.

Section 2. That, as authorized in CGC Sections 8630 and 54956.5. and based on the foregoing finding, an “emergency” as defined in CGC Section 54956.5(a) and a “local emergency” as defined in CGC Section 8558(c) hereby exists within the territorial jurisdiction of SunLine and is deemed to continue to exist, and shall

be reviewed at least once every 60 days, until its termination is proclaimed by the Board of Directors.

Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of SunLine's business in compliance with California Executive Order N-29-20.

ADOPTED THIS 25th DAY OF March, 2020

ATTEST:

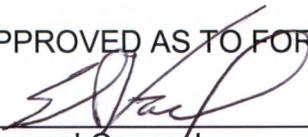


Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group



Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:



General Counsel
Eric Vail

**SunLine Transit Agency
SunLine Services Group**

DATE: July 22, 2020 **ACTION**

TO: Board of Directors

FROM: Robert Radi, Chairperson of the Board

RE: Committee Appointments

Recommendation

Approve the recommended appointments to the Finance/Audit Committee, Board Operations Committee, Strategic Planning & Operational Committee, and Taxi Committee.

Background

Each year, Board Members are given the opportunity to request a change on Committee appointments. At the June Board meeting, this item was tabled to allow time for the Chairperson of the Board to connect with Board Members about requests for changes. The appointments, once approved, will be effective for the rest of the fiscal year and will last for one year. Each member needs to be reappointed the following year, or a new member needs to be appointed in their place. The committee structure does not have automatic rollovers.

The attached matrix indicates the Board Committee appointments for FY 2020-21 with recommendations for the respective Committee Chair and Vice-Chair positions made by the Chairperson of the Board. Elections for the Committee Chair and Vice-Chair will be placed on the Committee agendas for the September meetings, in consideration of August being a dark month.

Listed below are the four (4) committees and their overall structure.

Committees and Responsibilities:

Finance/Audit Committee: (Five Board members)

- Monitors fiscal transparency by measuring monthly, quarterly, and annual fiscal performance goals
- Works closely with third-party audit firm for fiscal year-end or mid-year audit reviews:
 - Single annual audit
 - FTA triennial review
- Reviews all contracts

- Reviews the annual operating and capital budget

Board Operations Committee: (Three Board Members)

- Reviews Agency bylaws, policies and procedures
- Discusses Agency litigation
- Monitors State & Federal legislative efforts
- Participates in new Board Member orientations

Strategic Planning and Operational Committee: (Five Board Members)

- Works with staff to update the Short Range Transit Plan
- Sets long range goals and a long range plan
- Generates change initiatives to deal with high-stake issues at the strategic end of the spectrum
- Reviews next years' service goals
- Provides review and concurrence on SunLine's performance management benchmarks and goals

Taxi Committee: (Three Board Members)

- Reviews and monitors all taxi benchmarks and financial items
- Reviews taxi ordinance amendments and taxi regulations
- Collaborates with taxi businesses
- Evaluates monthly benchmarks and metrics

Financial Impact

No financial impact.

Attachment: FY 2020-21 Board Committee Appointments

**SunLine Transit Agency/SunLine Services Group
Board Committee Assignments
FY 2020/21 COMMITTEE APPOINTMENTS**

	Finance/Audit Committee (5) Meet prior to each Board meeting	Board Operations Committee (3) Meet as needed	Strategic Planning & Operational Committee (5) Meet as needed	Taxi Committee (3) Meet as needed
Robert Radi La Quinta	M		M	
Megan Beaman Jacinto Coachella		M	C	
Russell Betts Desert Hot Springs	V			
Lisa Middleton Palm Springs	C		M	
Charles Townsend Rancho Mirage		V		V
Raymond Gregory Cathedral City			V	
Kathleen Kelly Palm Desert	M			C
Ty Peabody Indian Wells	M		M	
Glenn Miller Indio		C		M
V. Manuel Perez Riverside County				

M indicates Committee Member; C indicates Recommended Committee Chair; V indicates Recommended Vice Chair

Prepared for 07/22/20