

## EXECUTIVE DIRECTOR'S REPORT

### Finance and Administration August 2025

#### LAVTA Staffing Update

LAVTA's Senior Operations Analyst (Quality Assurance) resigned from her position effective August 1. Staff are evaluating whether to fill the position or whether to implement early recommendations from the Strategic Plan and fill the Manager of Administrative Services position. Hiring the Manager would effectuate several goals: 1) centralize procurement and address a pinch-point in the agency; 2) remove tasks (HR, Benefits, DBE, Front Desk) from the Director of Finance and Accounting Analyst's jobs functions allowing for more bandwidth for succession planning; 3) streamline/centralize the contract compliance function within the Agency to improve organizational efficiency and effectiveness cross-departmentally; and 4) free up staff bandwidth to support the Agency's advocacy, legislative and regional planning efforts.

Not filling the position will require investment in technology applications to streamline data analysis, service planning and service quality monitoring.

#### Wheels Access Mobility Management RFP

Staff will be reissuing the Wheels Access Mobility Management RFP this fall. This will be the third attempt at procuring these services, which includes travel training, travel navigation, and paratransit eligibility assessments. The project is partially funded with an Alameda CTC grant. The RFP was first released in late 2024 but no proposals were received from that effort. The RFP was re-released in spring 2025 and two proposals were received; however, cost proposals were significantly higher than staff cost estimates and budget, as well as available grant funding. During the summer staff have revisited the scope of work to identify potential cost-reduction strategies and will be re-releasing the RFP this fall with confidence that the third time's a charm. Staff are evaluating augmenting the project budget with FTA 5310 funding in the future.

#### Valley Link MOU

In 2023, the LAVTA Board authorized the Executive Director to enter into a memorandum of understanding (MOU) with Valley Link for the provision of administrative support services for the agency. LAVTA's Director of Finance currently receives a stipend to serve as Chief Financial Officer of Valley Link. This stipend pays for the time she spends completing work for Valley Link outside of the work she does for LAVTA. LAVTA staff intend to execute the second amendment with Valley Link, extending the MOU for another fiscal year.