



AGENDA

CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/ SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)

TUESDAY, APRIL 9, 2019 -- 1:30 PM – 3:30 PM

County Government Center – Hall of Justice
Pacific Meeting Room
800 South Victoria Avenue, Ventura, CA 93009

- 1. CALL TO ORDER**
- 2. SELF INTRODUCTIONS**
- 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- 4. APPROVAL OF 3/12/19 MEETING SUMMARY – PG. 3**
- 5. APPROVAL OF 1/8/19 MEETING SUMMARY – PG. 5**
- 6. APPROVAL OF 10/16/18 MEETING SUMMARY - PG. 7**
- 7. APPROVAL OF 11/13/18 MEETING SUMMARY – PG. 9**
- 8. UNMET TRANSIT NEEDS – PG. 11**
- 9. REVISION OF OF CTAC/SSTAC QUORUM AND MEETING REQUIREMENTS - PG. 13**
- 10. CHAIRMAN'S REPORT**
- 11. COMMITTEE MEMBER REPORTS**
- 12. ADJOURN TO SEPTEMBER 10, 2019**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

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Item #4

MEETING SUMMARY

CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)

TUESDAY, MARCH 12, 2019 -- 1:30 PM – 3:30 PM

County Government Center

Hall of Administration Atlantic Meeting Room

800 South Victoria Avenue, Ventura, CA 93009

1. CALL TO ORDER

2. SELF INTRODUCTIONS

Members Present: Chair Miranda Patton, City of Camarillo
Yuri Yuovski, City of Moorpark
Joseph Alexander, City of Santa Paula
Todd Oberson, City of Thousand Oaks
Chaise Rasheed, City of Thousand Oaks
Chera Minkler, City of Ventura
Rob Corley, City of Ventura
Eric Rodriguez, The Arc of Ventura County

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA - *None*

4. APPROVAL OF 1/8/19 MEETING SUMMARY – *No Quorum*

5. APPROVAL OF 10/16/18 MEETING SUMMARY - *No Quorum*

6. APPROVAL OF 11/13/18 MEETING SUMMARY – *No Quorum*

7. UNMET TRANSIT NEEDS UPDATE –

Claire Grasty discussed the criteria, public input and analysis of this year's Unmet Transit Needs process. At this time there are no Unmet Transit Needs that are reasonable to meet. This recommendation will be presented to the Commission in June for approval and determination that Transportation Development Act funds can be allocated for streets and roads purposes in cities fewer than 100,000 persons and Thousand Oaks. In April the CTAC/SSTAC will take action to formally submit the findings to VCTC for approval in June.

8. COLLEGE RIDE PROGRAM UPDATE -

Claire Grasty reported that the program is very successful and that an application for grant funding has been submitted to continue the program next year.

9. CMAQ PROJECT STATUS UPDATE – *Information only*

10. DISCUSSION OF CTAC/SSTAC QUORUM -

There has not been a quorum present at the past 4 meetings, including this meeting. The 8 members in attendance supported the following recommended action

Request VCTC to amend the CTAC/SSTAC Operating Rules to:

- Remove requirement for alternates from each of the ten cities and from the County. (Section II of the Operating Rules)
- Eliminate Alternates and reduce the number of members required for a quorum (Section X of the Operating Rules)
- Reduce the minimum number of meetings to four (4), to be set respectively in January, April, June, and September of each year, with the ability to add meetings as necessary. (Section XII of the Operating Rules)

This request will be made at the April 5, 2019 VCTC meeting.

11. CHAIRMAN'S REPORT – *No Report*

12. COMMITTEE MEMBER REPORTS – *No Reports*

13. ADJOURN TO APRIL 9, 2019



Item #5

MEETING SUMMARY

CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)

TUESDAY, JANUARY 8, 2019 -- 1:30 PM – 3:30 PM

County Government Center

Hall of Administration Atlantic Meeting Room

800 South Victoria Avenue, Ventura, CA 93009

1. CALL TO ORDER

Members Present: Chair Miranda Patton, City of Camarillo
Todd Oberson, City of Thousand Oaks
Chaise Rasheed, City of Thousand Oaks
Chera Minkler, City of Ventura
Sandra Aldana, VCTC At-Large Member (by phone)
Jennifer Martinez, Independent Living Resource Center
Mike Culver, Mobility Management
Jason Sagar, Area Agency on Aging

2. SELF INTRODUCTIONS

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA – *No Public Comments*

4. APPROVAL OF 10/16/18 MEETING SUMMARY - *No Quorum*

5. APPROVAL OF 11/13/18 MEETING SUMMARY – *No Quorum*

6. APPROVE FY 2018/19 MEETING SCHEDULE – *No Quorum*

7. MOBILITY PRESENTATION BY THE ARC OF VENTURA COUNTY

Eric Rodriguez and Mara Rupert discussed mobility issues and physical barriers within the county. The ability to purchase a bus pass online, convenient route stops with benches and some covers, and the NextBus App have helped make travel easier.

Travel is made more difficult by

- Sometimes rude or impatient bus drivers
- Drivers will move the bus before passengers are fully seated
- Accessible seating is sometimes used by able-bodied people and drivers are unwilling to enforce the rules
- Disembarking with a group of 4 or 5 can take some time

Physical Barriers

- Sidewalks that are not maintained are a safety hazard and cause people to use the street instead of the sidewalk.
- Sidewalks that lack cut outs for wheelchair accessibility

Co-Advocates of Ventura County is willing to do diversity training or have a discussion about barriers with drivers. Rachel Simon, Author of *Riding the Bus with My Sister* is also available for speaking and training.

8. CHAIRMAN'S REPORT - None

9. COMMITTEE MEMBER REPORTS - None

10. ADJOURN TO MARCH 12, 2019



Item #6

MEETING SUMMARY
**CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**
TUESDAY, NOVEMBER 13, 2018 -- 1:30 PM – 3:30 PM

County Government Center – Hall of Justice
Pacific Meeting Room
800 South Victoria Avenue, Ventura, CA 93009

1. **CALL TO ORDER**
2. **SELF INTRODUCTIONS**
3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA- *None***
4. **APPROVAL OF 10/16/18 MEETING SUMMARY - *No Quorum***
5. **PROPOSITION 6 RESULTS – *Receive and File***
Peter DeHaan was pleased to report that Proposition 6 failed and that committed SB 1 Project Funds would remain in place.

The state has committed that over the next five years Ventura County will receive the following from SB 1:

- \$120 million for the ten cities and the county to better maintain their streets and roads.
- \$69 million to fully-fund the Rice Avenue Bridge over the railroad at Fifth Street in Oxnard.
- \$25 million for transit operations and maintenance.
- \$3 million for active transportation (bicycle/pedestrian) projects.

In addition to these specific SB 1 commitments in Ventura County, the county will benefit from the following other transportation programs that are committed for funding at least in part by SB 1, and include work within or in close proximity to this county:

- \$5.75 billion over the next five years statewide for state highways rehabilitation and operational improvements.
- \$764 million for the Metrolink SCORE project to expand system capacity, including Ventura County Line improvements in the vicinity of Simi Valley.
- \$247 million to widen the Route 5 Freeway in Santa Clarita in Los Angeles County.
- \$148 million for capacity and reliability enhancements to the LOSSAN North (“Amtrak Pacific Surfliner”) Corridor between Los Angeles and San Luis Obispo, including improvements in Oxnard and Camarillo.
- \$104 million to widen the Route 101 Freeway through Carpinteria and Summerland in Santa Barbara County.
- \$9 million for enhanced bus service between Ventura County, Santa Barbara, and Goleta.

6. 101 PROJECT UPDATE – *Receive and File*

Steve DeGeorge presented an overview of the project and the Project Approval/Environmental Document Phase. In January 2014, Caltrans completed a Project Study Report (PSR) for widening U.S. 101 roughly between State Route 23 in Thousand Oaks and State Route 33 in San Buenaventura. The PSR is a broad preliminary report suggesting a range of alternatives that could relieve congestion on U.S. 101. The PSR recommended alternatives that included up to two High Occupancy Vehicle (HOV) Lanes, auxillary lanes and a number of bridge or other structure widenings.

Continuing to move the project forward, VCTC adopted a series of funding agreements that would allow VCTC to take full ownership of the 101 widening and manage the project in partnership with Caltrans. In June of 2018 after a lengthy Request for Proposal (RFP) and contracting process, the VCTC entered into an agreement with WSP USA Inc. to conduct the U.S. 101 HOV Project Approval/Environmental Document (PAED) Phase to widen U.S. 101. The PAED phase of the widening will narrow the project alternatives, select a preferred alternative and complete the environmental documentation for the project.

As the project moves forward staff will bring periodic updates to the CTAC and keep it apprised as to the project development and opportunities for public input.

7. APPROVE FY 2018/19 MEETING SCHEDULE – *No Quorum*

8. REVIEW OF CTAC/SSTAC OPERATING RULES –

A question was raised as to the number of members present required for a quorum. Staff has made several attempts to fill vacant positions with little success. Staff will confer with legal counsel to explore how CTAC/SSTAC would be able to establish a quorum at a number of participants that is less than “a majority of the members”.

9. CHAIRMAN’S REPORT

10. COMMITTEE MEMBER REPORTS

11. ADJOURN TO JANUARY 8, 2019



Item #7

MEETING SUMMARY

**CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)
TUESDAY, OCTOBER 16, 2018 -- 1:30 PM – 3:30 PM**

County Government Center
Hall of Administration Atlantic Meeting Room
800 South Victoria Avenue, Ventura, CA 93009

1. CALL TO ORDER

2. SELF INTRODUCTIONS

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Curtis Adler, Camarillo resident came to observe the meeting. He attended VCTC's VC Future Leaders Summit, held earlier in the month for Ventura County College Students. He is a rookie entrepreneur with current intentions of starting up a non-profit and distant intentions of furthering his education. He voiced his concern that he feels our bus stops are in disrepair.

4. FY 2018/19 ELECTION OF CHAIR AND VICE CHAIR

Susan Leech nominated Miranda Patton for Chair and Deuk Perrin for Vice Chair. Both accepted the nominations. The nomination was seconded by Todd Oberson and passed unanimously.

5. SB 1 UPDATE

Peter DeHaan provided information on the impacts to Ventura County should Proposition 6 be approved by the voters.

6. APPROVAL OF 5/8/18 MEETING SUMMARY

Deuk Perrin made a motion to approve the summary. The motion was seconded by Susan Leech and passed unanimously.

7. APPROVE FY 18/19 UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES, AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"

Chaise Rasheed made a motion to approve the FY 18/19 Unmet Transit Needs Hearing Schedule, Procedures and Definitions. The motion was seconded by Sandra Aldana and passed unanimously.

8. DISCUSSION OF ITEMS FOR FUTURE AGENDAS

Topics discussed to be included on FY 18/19 agendas are:

- Discussion of CTAC/SSTAC Operating Rules
- Student Pass Update
- A Presentation from the Association for Retarded Citizens (ARC) about Barriers and Walkways
- Cities CMAQ Project Status
- Rice Road Project Update
- Ojai Active Transportation Projects
- Freeway Service Patrol

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9. CHAIRMAN'S REPORT

Miranda Patton reported that she attends the VCTC meetings on a regular basis to keep informed on transportation issues.

10. COMMITTEE MEMBER REPORTS

Susan Leech commented that there will be a public hearing in the City of Ojai tonight to approve their Active Transportation Projects.

11. ADJOURN TO NOVEMBER 13, 2018



Item #8

April 9, 2019

**MEMO TO: CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/SOCIAL SERVICES
TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

FROM: CLAIRE GRASTY, PROGRAM MANAGER

**SUBJECT: FISCAL YEAR 2019/2020 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET
TRANSIT NEEDS FINDINGS**

RECOMMENDATION:

- Approve the Fiscal Year (FY) 2019/20120 Unmet Transit Needs Findings and staff recommendation

DISCUSSION:

As part of the annually required Unmet Transit Needs Findings, the Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) is required to review and comment on the recommendations which are proposed to be presented to the Commission. The findings and staff recommendation was brought to CTAC/SSTAC at the March meeting.

Pursuant to Senate Bill 203, the cities of Santa Paula, Fillmore, Moorpark, and Camarillo are subject to the Unmet Needs process. Additionally, on June 11, 2018, legislation allowed Thousand Oaks to spend TDA fund on streets and roads and they therefore now participate in the process as well. VCTC Intercity service does not utilize Article 8 funds for non-transit purposes; however, service requests for the regional service it provides are included in the process. The Gold Coast Transit District (GCTD), City of Ojai and the City of Simi Valley do not utilize or claim TDA Article 8 funds for non-transit purposes and their service is not subject to the Unmet Transit Needs process.

Adopted Criteria

In order for a request to be considered an Unmet Transit Need, it must meet either of the two following definitions and must receive at least 15 requests for general public service or 10 requests for disabled service:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency
-

If they fulfill the above criteria, the need must also be determined to be reasonable to meet.

Public Input Process

VCTC collected public input online, over the phone and in person, with the majority of the comments received through the online survey, community meetings and Facebook. Nearly 200 comments were received this year.

Analysis

Staff screened each comment received based on the criteria; one request met the 15-comment threshold: service to Santa Clarita. Most comments requested service from Fillmore to Santa Clarita, while some requested the service start in Ventura. However, since this is a regional service traveling a significant distance, this request is not reasonable to meet as the service cannot be provided with the existing fleet and would require additional buses. This service is a regional need and while Santa Paula and Fillmore may have LTF funds not being spent on transit, this route would serve more than those two cities and would require funding above what is allocated to them, potentially highlighting a structural issue with TDA law and the Unmet Needs process. VCTC will begin the process to plan for the future implementation of this route by working with partners such as Fillmore, Santa Paula, Santa Clarita and the Gold Coast Transit District to plan for the implementation of this route, including applying for grant funding for the additional buses required and for operations of the route.

VCTC and the operators value all comments and public input as they are essential to improving public transit in Ventura County. The transit providers receive comments about their service through this process and take all feedback received into consideration for future planning purposes.

Comments received spanned a range of service requests from increased frequency to better information. While not at a level to be defined as an Unmet Transit Need, frequently requested comments received were in the following areas:

- Connectivity between Fillmore – Moorpark
- Additional service on the East West Connector
- Weekend or additional Metrolink service
- Later or extended service on the Highway 126 route

Demand expressed for some of these service expansions has been limited and in this case staff is recommending continued monitoring of the ridership demand before pursuing extensive analysis of cost-effectiveness.

The most frequent comments that are not applicable to the Unmet Transit Needs process but are nonetheless valuable for the operators are the following:

- More frequency and extended service on the Coastal Express
- More frequency on numerous routes and services
- Later service
- Improved service to LA county
- Bus stop improvements

RECOMMENDATION

At this time, staff is recommending that there are no Unmet Transit Needs that are reasonable to meet. Staff will present the recommendation to the Commission in June for approval and determination that Transportation Development Act funds can be allocated for streets and roads purposes in cities fewer than 100,000 persons and Thousand Oaks.



Item # 9

April 9, 2019

TO: CTAC/SSTAC

FROM: DONNA ZIMMERMANN, VCTC STAFF

SUBJECT: REVISION TO CTAC/SSTAC QUORUM AND MEETING SCHEDULE

RECOMMENDATION:

- Receive and File.

BACKGROUND:

Attached is a staff report to the Ventura County Transportation Commission requesting a change in quorum and meeting requirements for the CTAC/SSTAC. This agenda was published prior to the Commission's meeting on April 5 and an update on VCTCs actions will be brought to the April 9 CTAC/SSTAC meeting.

The actions set forth below were proposed at the March 12, 2019 CTAC/SSTAC meeting. There was not a quorum present to approve the recommended actions as there were only 8 members in attendance out of the currently required 11. However, all 8 members in attendance supported the recommended actions.

CTAC/SSTAC Quorum Requirements

The current operating rules for CTAC/SSTAC stipulate a quorum is a majority of the APPOINTED members. Currently there are 20 appointed members, excluding alternates. Therefore, a quorum of the committee is 11. Of the 20 appointees, there are approximately 13 members who attend different meetings frequently, however it is very rare to have 11 members in attendance at any meeting. This makes it difficult to approve action items, as they must be carried over to subsequent meetings until such time there is a quorum. To illustrate, there has not been a quorum at the last 4 meetings.

Staff has proposed to amend Section II of the CTAC/SSTAC Operating rules to eliminate the requirement of appointing alternates, and amend Section X of the Operating Rules to reduce the number of members required for a quorum.

The following language for amendments to Section X of the Operating Rules was presented to the Commission for consideration:

“Section X.

A quorum is a majority of the members actually appointed to the Committee, but not more than one person per city, one person for the County, and not more than one person for each of the social service agencies on the SSTAC as actually appointed by VCTC.

In the event that a majority of the above actually appointed members are not present at a meeting, a quorum is a majority of those actually appointed members who are in attendance of the meeting.”

The recommended action addresses changing the number required for a quorum, first by eliminating the requirement for alternates to be appointed, and then by changing the quorum requirement from a majority of appointed members to a majority of those actually attending the meeting.

CTAC/SSTAC Meeting Schedule

Due to the change in the process for the allocation of discretionary funding for Bicycle and Pedestrian Projects, which is now an every other year process and effectively eliminates the tasks previously required by CTAC/SSTAC, there are now only 2 meetings that require action by the committee. The first is in the Fall to approve the definition and schedule for the Unmet Transit Needs process and in April to review the findings and send them to VCTC for action.

The Operating Rules currently state that meetings of the CTAC/SSTAC shall be held at least six times per year. However, the VCTC Administrative Code only requires that that CTAC/SSTAC meet at a mutually agreed upon time as stated in its bylaws. In light of the diminished responsibilities required from the Committee, staff has requested that the Commission amend Section XII of the CTAC/SSTAC Operating rules to change the minimum number of meetings from 6 to 4 meetings, with the ability to add meetings as necessary.

- January – Elect Chair and Vice Chair and approve Meeting Schedule for the Year
- April – Review and Approve Unmet Transit Needs Findings to forward to VCTC
- June – Receive Update on Bicycle and Pedestrian Projects in Progress
- September – Approve Unmet Needs Definition and Schedule for next Year



**ATTACHMENT
Item #17**

April 5, 2019

TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DONNA ZIMMERMANN, CLERK OF THE BOARD
**SUBJECT: CITIZENS TRANSPORTATION ADVISORY COMMITTEE/SOCIAL SERVICES
TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

RECOMMENDATION:

Amend the CTAC/SSTAC Operating Rules to:

- Remove requirement for alternates from each of the ten cities and from the County. (Section II of the Operating Rules)
- Eliminate Alternates and reduce the number of members required for a quorum (Section X of the Operating Rules)
- Reduce the minimum number of meetings to four (4), to be set respectively in January, April, June, and September of each year, with the ability to add meetings as necessary. (Section XII of the Operating Rules)

BACKGROUND

The Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) is a standing advisory committee composed of representatives and alternates appointed by the VCTC, the County of Ventura, the ten cities in Ventura County, and from social services agencies involved in transportation services and projects. The CTAC/SSTAC is charged with providing input to the VCTC on a variety of transportation issues including the review of findings developed from an annual public hearing on possible "unmet transit needs" which is held each Spring, and review of the allocation of discretionary State funding for bicycle and pedestrian projects.

For reasons described below, staff recommends that the Commission review and amend the CTAC/SSTAC Operating Rules with regards to the quorum requirements and meeting schedules.

The VCTC Administrative Code only requires CTAC/SSTAC to include 2 representatives from each of the cities in Ventura County and from the County, and 2 at-large members as required by state law. The cities and County may, but are not required to, have a voting alternate for its appointed members.

Thus, staff proposes to amend Section II of the CTAC/SSTAC Operating rules to eliminate the requirement of appointing alternates, and amend Section X of the Operating Rules to reduce the number of members required for a quorum.

1. CTAC/SSTAC Quorum Requirements

The CTAC/SSTAC has continually struggled to increase membership and has been constantly reaching out to cities and the County to fill vacancies. The current operating rules for CTAC/SSTAC stipulate a quorum is a majority of the APPOINTED members. Currently there are 20 appointed members, excluding alternates. Therefore, a quorum of the committee is 11. Of the 20 appointees, there are approximately 13 members who attend different meetings frequently, however it is very rare to have 11 members in attendance at any meeting. This makes it difficult to approve action items, as they must be carried over to subsequent meetings until such time there is a quorum. To illustrate, there has not been a quorum at the last 4 meetings.

The VCTC Administrative Code only requires CTAC/SSTAC to include 2 representatives from each of the cities in Ventura County and from the County, and 2 at-large members as required by state law. The cities and County may, but are not required to, have a voting alternate for its appointed members.

Thus, staff proposes to amend Section II of the CTAC/SSTAC Operating rules to eliminate the requirement of appointing alternates, and amend Section X of the Operating Rules to reduce the number of members required for a quorum.

For amendments to Section X of the Operating Rules, staff recommends the following language for the Commission's consideration:

Section X.

A quorum is a majority of the members actually appointed to the Committee, but not more than one person per city, one person for the County, and not more than one person for each of the social service agencies on the SSTAC as actually appointed by VCTC.

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The recommended action addresses changing the number required for a quorum, first by eliminating the requirement for alternates to be appointed, and then by changing the quorum requirement from a majority of appointed members to a majority of those actually attending the meeting.

2. CTAC/SSTAC Meeting Schedule

Due to the change in the process for the allocation of discretionary funding for Bicycle and Pedestrian Projects, which is now an every other year process and effectively eliminates the tasks previously required by CTAC/SSTAC, there are now only 2 meetings that require action by the committee. The first is in the Fall to approve the definition and schedule for the Unmet Transit Needs process and in April to review the findings and send them to VCTC for action.

The Operating Rules currently state that meetings of the CTAC/SSTAC shall be held at least six times per year. However, the VCTC Administrative Code only requires that that CTAC/SSTAC meet at a mutually agreed upon time as stated in its bylaws. In light of the diminished responsibilities required from the Committee, it is recommended that the Commission amend Section XII of the CTAC/SSTAC Operating rules to change the minimum number of meetings from 6 to 4 meetings, with the ability to add meetings as necessary.

- January – Elect Chair and Vice Chair and approve Meeting Schedule for the Year
- April – Review and Approve Unmet Transit Needs Findings to forward to VCTC
- June – Receive Update on Bicycle and Pedestrian Projects in Progress
- September – Approve Unmet Needs Definition and Schedule for next Year