



Board Report

File #: 2023-0097, **File Type:** Plan

Agenda Number:

**EXECUTIVE MANAGEMENT COMMITTEE
APRIL 20, 2023**

SUBJECT: FY2024 COMMITTEE AND BOARD MEETING CALENDAR

ACTION: APPROVE RECOMMENDATION

RECOMMENDATION

CONSIDER:

- A. RECEIVING AND FILING the FY2024 Committee and Board Meeting Calendar (Attachment A); and
- B. AMENDING the Los Angeles County Metropolitan Transportation Authority Board Rules and Procedures Section 1.1 to establish that August will be the recess month annually.

ISSUE

Staff has prepared the Committee and Board meeting schedule for FY2024 to maintain a regular meeting schedule and improve the ability of the agency, external stakeholders, and the public to plan for upcoming actions needed by the Board of Directors.

Standardization of the recess month will improve the agencies' ability to plan procurements and remove uncertainty for upcoming contracts and strategic initiatives that require Board approval.

BACKGROUND

Regular Board Meetings are scheduled for the fourth Thursday of the month, per the Los Angeles County Metropolitan Transportation Authority Administrative Code Section 2-01-020, and Committees are scheduled for the week prior. For FY2024, exceptions occur in August, November, and December.

In accordance with the Brown Act, Special Board Meetings can be scheduled, and the agenda posted 24 hours before the meeting date. Additionally, items that are not on a posted agenda that either constitute an emergency or a matter that came to the attention of the agency after posting of the agenda and need immediate action, may be considered at a regular meeting under conditions set forth in the Act. Also, an emergency meeting may be held, in conformance with requirements under the Act, in the event of a crippling activity, work stoppage, or other activity which severely impairs

public health, safety, or both.

California's COVID-19 State of Emergency was lifted on March 1, 2023, and therefore, all meetings subject to the Brown Act have returned to a fully in-person format with Committees and Board Meetings still offering the public the option to participate via telephone.

DISCUSSION

The FY2024 Committee and Board Meeting Calendar (Attachment A) improves the ability of the agency, external stakeholders, and the public to plan for upcoming actions needed by the Board of Directors. The meeting dates on the Calendar were selected with consideration of government and religious holidays throughout FY2024, and were scheduled to prevent possible conflicts when necessary.

Working with Board leadership, the following determinations have been made for FY2024, with changes bolded below:

- **Ad Hoc 2028 Olympic and Paralympic Games Committee - 9/20/23, 1/17/24, 4/17/24 or as needed at 9:30 a.m., *time change***
- **Finance, Budget, and Audit Committee - 3rd Wednesday at 11:00 a.m., *time change***
- **Planning and Programming Committee - 3rd Wednesday at 1:00 p.m., *time change***
 - Please note that Wednesday Committees may fall on the 2nd or 3rd Wednesday, depending on what day of the week the month begins. They are scheduled for the week prior to the Regular Board Meeting unless otherwise noted on the meeting schedule (Attachment A).
- **Construction Committee - 3rd Thursday at 9:30 a.m., *time change***
- **Executive Management Committee - 3rd Thursday at 11:00 a.m., *time change***
- Operations, Safety, and Customer Experience Committee - 3rd Thursday at 12:30 p.m., *no change*
- Regular Board Meeting - 4th Thursday at 10:00 a.m., *no change*

Considerations

August will be a recess month with no Committees or Board Meeting held.

Due to November having five Thursdays, Committees will occur during their regular pattern on November 15th and 16th, with the November Board Meeting occurring on the 5th Thursday, November 30. This will allow December to be a recess month.

EQUITY PLATFORM

The calendar improves agency transparency with the public by setting the Board Meeting schedule for the fiscal year in advance. It will be used to plan contract approvals, hold public hearings, and schedule other major items for Board consideration. Providing this calendar to the public improves the public's ability to engage with the Board on these crucial items.

Once approved, the calendar will be posted on boardagendas.metro.net, and shared with our external stakeholders and internal Metro staff.

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IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommendation supports strategic plan goal #5 to provide responsive, accountable, and trustworthy governance within the Metro organization. By formally adopting a Committee and Board meeting calendar for FY2024, internal and external stakeholders can mitigate any conflicts in their schedules far in advance.

ALTERNATIVES CONSIDERED

The Board may choose alternative dates for Committee and Board meetings, but this is not recommended as the current meeting pattern is complementary with the other meeting schedules of the members of the Board.

NEXT STEPS

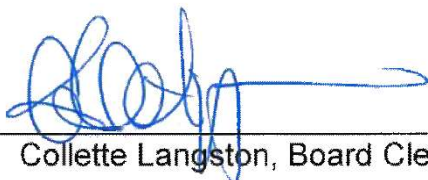
Upon approval, the calendar will be posted on boardagendas.metro.net, and shared with our external stakeholders and internal Metro staff. The Board Rules and Procedures will be amended to establish August as the recess month annually.

ATTACHMENTS

Attachment A - FY2024 Board Meeting Calendar

Prepared by: Jessica Gamez, Administrative Analyst, (213) 922-4827

Reviewed by: Collette Langston, Board Clerk, (213) 922-2837



Collette Langston, Board Clerk