



Board Report

File #: 2024-0102, File Type: Plan

Agenda Number:

EXECUTIVE MANAGEMENT COMMITTEE APRIL 18, 2024

SUBJECT: FY2025 COMMITTEE AND BOARD MEETING CALENDAR

ACTION: RECEIVE AND FILE

RECOMMENDATION

RECEIVE AND FILE the FY2025 Committee and Board Meeting Calendar (Attachment A).

ISSUE

Staff has prepared the Committee and Board meeting schedule for FY2025 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.

BACKGROUND

Per the Los Angeles County Metropolitan Transportation Authority Administrative Code Section 2-01-020, regular Board Meetings are scheduled for the fourth Thursday of the month, and Committees are scheduled for the week prior. Metro's Board Rules and Procedures dictate that August is an annual recess month. For FY2025, exceptions to this schedule occur in October 2024, November 2024, December 2024, and June 2025.

In accordance with the Brown Act, Special Board Meetings can be scheduled, and the agenda for any Special Meeting can be posted 24 hours before the meeting date. Additionally, items 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 outlined 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.

DISCUSSION

The FY2025 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 FY2025 and were scheduled to prevent possible conflicts when

necessary.

Working with Board leadership, the following determinations have been made for FY2025, with changes bolded below:

- **Ad Hoc 2028 Olympic and Paralympic Games Committee - 10/23/24, 1/15/25, 4/16/25 or as needed at 10:00 a.m., *time change***
- **Planning and Programming Committee - 3rd Wednesday at 11:00 a.m., *time change***
- **Construction Committee - 3rd Wednesday at 1:00 p.m., *day and 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 before the Regular Board Meeting unless otherwise noted on the meeting schedule (Attachment A).
- **Finance, Budget, and Audit Committee - 3rd Thursday at 10:00 a.m., *day and time change***
- Executive Management Committee - 3rd Thursday at 11:00 a.m., *no change*
- **Operations, Safety, and Customer Experience Committee - 3rd Thursday at 1:00 p.m., *time change***
- Regular Board Meeting - 4th Thursday at 10:00 a.m., *no change*

Considerations

Per the Board Rules and Procedures, August will be a recess month, and no Committees or Board Meetings will be held.

Due to the Sukkot Holiday, October's cycle will be shifted with Committees scheduled for October 23 and 24 and the Regular Board Meeting scheduled for October 31, 2024. November's Committees will occur during their regular pattern, on November 19 and 20, with the Regular Board Meeting occurring on December 4 to accommodate the Thanksgiving Holiday. Additionally, June's Committees will be adjusted to accommodate the Juneteenth Holiday.

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 report 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 FY2025, internal and external stakeholders can mitigate any conflicts in their schedules far in advance.

NEXT STEPS

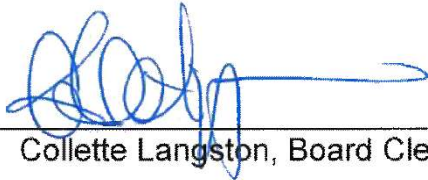
Upon receiving and filing, the calendar will be posted on boardagendas.metro.net and shared with our external stakeholders and internal Metro staff.

ATTACHMENTS

Attachment A - FY2025 Board Meeting Calendar

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

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



Collette Langston, Board Clerk