

Date: April 8, 2008

Committee Meeting Date: April 17, 2008

Board Meeting Date: May 1, 2008

BOARD MEMORANDUM

INFORMATION ITEM

TO: Administration and Finance Committee
Santa Clara Valley Transportation Authority
Board of Directors

FROM: Michael T. Burns
General Manager

SUBJECT: VTA Transformation Program Progress Report

FOR INFORMATION ONLY

On June 1, 2007, I announced a transformation organization structure for the Santa Clara Valley Transportation Authority, which incorporated many of the recommendations from the Organizational and Financial Assessment. I directed the executive management team to work with the Transformation Program Director, Karen Antion of KAC Consulting, to develop a Transformation Program, and to implement the program over a 12-month period.

Since then, the Transformation Team has been working to execute the tasks listed in the VTA Transformation Program work plan. The attached scorecard enumerates the activities being conducted in each area, lead responsibility and staff participation, and accomplishments to date. As the scorecard indicates, work has been initiated in all program areas, and a number of elements have been completed. Following completion of these tasks, the Transformation Team will develop a plan for sustaining the transformation program and institutionalizing these changes in VTA's organization.

The Transformation Program Manager will provide a detailed briefing on program activities and results at the Administration and Finance Committee meeting.