

VTA Advisory Committee Enhancement (ACE) Process Items for Discussion

Revised: 2/23/09

Communication and Integration with Board of Directors

- (1) Add to Board memo advisory committee vote and major comments/concerns.
- (2) Conduct regular coordination meetings between Board chair/vice chair and advisory committee chairs/vice chairs.
- (3) Have results of Board actions on items considered by each advisory committee communicated to the respective committee.
- (4) CAC should have the same ability as PAC to bring up issues of concerns to the Board.
- (5) A joint meeting of all advisory committee chairpersons should held regularly to increase coordination and integration.
- (6) The Board should more fully utilize the expertise of the advisory committees by assigning special projects within their specialty area.
- (7) Hold one combined meeting of all advisory committees at the start of each year where the Board chair provides instructions and directions for the upcoming year.
- (8) The duties and responsibilities of each advisory committee should be aligned with those of the VTA Board of Directors.
- (9) PAC, TAC and CAC need to be provided longer lead time on items prior to meetings, especially those that may require city council or stakeholder group input or approval.
- (10) Advisory committees should have the ability to identify for Board of Director consideration future trends or potential areas of concern to the Board, Member Agencies or constituent groups.

Committee Structure

- (11) Place advisories into two categories based on their focus, expertise and the input they provide: (1) Technical Policy, consisting of BPAC, CTA and TAC; and (2) Public Policy, which would be CAC and PAC.
- (12) Hold combined meetings or workshops on major items of common interest to reduce number of individual presentations from staff. Examples include VTA Organizational & Financial Assessment, Bureau of State Audits report, biennial budget, governance, etc.
- (13) Combine CAC with PAC due to having the “same duties” and thus are redundant.
- (14) Provide for alternate members on CTA.
- (15) Institute term limits (except for CAC) to encourage new perspectives.
- (16) Stagger existing term expirations to provide for more consistent institutional knowledge.
- (17) Revise appointment process to encourage more active membership.
- (18) Review the role of the Paratransit Coordinating Council (PCC) and CTA.

- (19) Revised appointment process to require representative to live in city they represent.
- (20) Reduce number of members to make more manageable (especially CTA).
- (21) Have each committee focus on Boards items in their area of expertise or where they add the most value.
- (22) Establish primary work flow linkage between Standing Committee(s) and each advisory committee.
- (23) CAC: Chairs or vice chairs from CTA and BPAC serve as either voting or ex-officio members of CAC to provide “cross-pollination,” eliminate duplication and to provide a voice from those technical committees on policy items.
- (24) Eliminate the VTA ex-officio position on TAC due to being unnecessary and antiquated.
- (25) Make the BPAC a subcommittee of TAC.

Meeting Effectiveness

- (26) Change meeting time and/or date to improve work flow and increase cross-committee communication. For example, have the Technical Advisories (BPAC, CTA and TAC) meet earlier in the week (Monday or Tuesday) than the Policy Advisories (CAC and PAC). This will provide additional opportunity for TAC members to brief their respective PAC members.
- (27) Change meeting time and/or date to have the Policy Advisories (CAC and PAC) meet on the same day and the Technical Advisories (BPAC, CTA and TAC) also meet on the same day. This will increase the opportunity for shared presentations and/or combined meetings.
- (28) Conduct annual self assessment of advisories.
- (29) Conduct annual joint meeting for membership training.
- (30) Have staff provide fewer and shorter presentations.
- (31) Provide annual training/review for each committee on its mission, duties and responsibilities, and limitations.
- (32) Hold more workshops where item(s) can be studied and discussed in depth.
- (33) Provide annual training to chairs/vice chairs on meeting facilitation.
- (34) Place less important items on Consent Agenda to conserve meeting time for analysis of significant, controversial or urgent issues.

Other

- (35) Orientation on VTA’s and the respective advisory committee’s responsibilities should be provided to new advisory committee members.
- (36) Committees need to review and provide input to staff on items and issues in early development, not final completion, stage.