

**Advisory Committee Enhancement (ACE) Process
Task Force Meeting: May 27, 2009**

Attendance

Sam Liccardo – **VTA Board Vice Chair**

Jim Stallman, David Simons, Herman Wadler- Bicycle & Pedestrian Advisory Committee (**BPAC**)

Bob Jacobvitz, Charlotte Powers, Stephen Blaylock - Citizens Advisory Committee (**CAC**)

Aaron Morrow, Emma Eljas, Katie Heatley - Committee for Transit Accessibility (**CTA**)

Margaret Abe-Koga, Chris Moylan - Policy Advisory Committee (**PAC**)

Jack Witthaus, Ben Tripousis, Don Dey - Technical Advisory Committee (**TAC**)

Greta Helm, Ann Carey, Deborah Harrington, Stephen Flynn, Jennie Loft - **VTA Staff**

The ACE Task Force met on May 27, 2009 at 11:30 a.m.

Staff briefly reviewed the Task Force's efforts and results at its last meeting in developing and evaluating implementation options/strategies for the Task Force's top three identified priorities; the Task Force completed implementation strategies for two of the priorities but not the third due to time limits. Staff also provided an update on recent implementation efforts and reaction on the two completed items:

- *Add to advisory committee vote and major comments/concerns to Board memos.*
 - The inaugural summary listing reflecting May advisory committee review and input on items was provided to standing committee members for their May 21st meetings. This report indicates which advisory committees considered a specific item, each committee's vote, and the committee's major comments/concerns on that item. Staff indicated that several standing committee members expressed that they found the summary report reflecting the advisory committee comments on items very helpful and expressed their appreciation.
 - Each committee's vote and comments/concerns from the summary listing were added to the memo that the full Board considered at its June 4th meeting and that became the historical record.
- *Advisory committees should have the ability to identify for Board consideration future trends or potential areas of concern to the Board, Member Agencies or constituent groups.*
 - Proposed amendments to the bylaws of BPAC, CAC, CTA and TAC to provide this ability are being drafted by staff and will be submitted to each affected committee for approval. These modifications will then be combined with any other proposed bylaw amendments from the ACE process and submitted as a comprehensive package to the Board for consideration later in 2009.
 - The submission procedure for items proposed by an advisory committee for Board consideration will be for the respective advisory committee chairperson to write a proposal memo for Board consideration. The Board will then provide a response to the requesting committee on whether it decides to consider the item, have a specific advisory or standing committee analyze the issue, or some variation thereof.

The Task Force resumed its development of implementation options/strategies and evaluation of their feasibility and effectiveness in achieving the desired outcome for its third priority:

- *Committees need to review and provide input to staff on items and issues in early development, not final completion, stage*

Most Task Force members felt that over the last two years there had been significant improvement in providing items to the advisory committees early in the development process. This was especially true for BPAC, TAC, and PAC, whose Task Force members felt the process was working well. However, it was indicated by CTA member(s) that they felt VTA had failed in many cases to bring relevant items to CTA early in the process. One example cited was the Community Based Transportation Plan (CBTP).

Potential implementation strategies identified by the Task Force for this item are:

- Utilize the Consolidated Board and Committee Work Plan to review all items scheduled for a specific committee, eliminate those that are extraneous, and identify those that should be seen earlier or repeatedly in the development process.
- Due to the volume of items in the Consolidated Board and Committee Work Plan and to conserve valuable meeting time, have each advisory committee chairperson or a subcommittee from each committee review the Work Plan to evaluate items for committee consideration.

The Task Force briefly reviewed the provisional mission statement for each advisory committee and the current duties and responsibilities of each committee as stated in its respective bylaws. Each committee's provisional mission statement had been developed and approved that that committee as a previous step in the ACE process.

A significant portion of the meeting was spent exploring options for increasing meeting efficiency as well as for sharing information or building consensus among stakeholder groups and committees. Issues identified on this item and possible solutions suggested include:

- It is inefficient to take all items to all advisory committees.
- Each committee should review the Consolidated Board and Committee Work Plan on a regular basis to ensure only those items within their defined area of responsibility are scheduled for their review. VTA's Division Chiefs could assist by explaining items from their division and brief each committee on programs and initiatives projected for the upcoming year.
- A valuable planning, communication and coordination tool would be an annual meeting between each advisory committee and the Chair of the VTA Board. It was also suggested that a more efficient method would be to accomplish this as a joint meeting of all five advisory committees.
- The VTA Board Chairperson should meet with all five advisory committee chairpersons at least once per year to plan and coordinate (this process was initiated in early 2009).
- Board Vice Chairperson Sam Liccardo emphasized that due to the current \$50 million deficit and the scarcity of resources, the Task Force should investigate additional ways of increasing efficiency and cost effectiveness, including eliminating overlap and duplication and streamlining wherever possible.
- Potential ways to reasonably consolidate one or more committees while still ensuring useful input is still provided to the Board should be investigated. Possible ways of having current BPAC or CTA members serve on the CAC was discussed in concept.

- It was suggested by a PAC representative that consideration be given to eliminating PAC, which would have CAC serve as the advisory committee providing recommendations on policy-related items.

For the overall ACE Process, staff indicated that the current schedule was to submit for the August Administration & Finance (A&F) meeting the recommended modifications developed by the Task Force and advisory committees to this point. This would provide the Board the opportunity to review and provide input on the draft recommendations. Unless directed otherwise by the Board, it is envisioned that the recommended modifications from the ACE process, including amendments to advisory committee bylaws, would be submitted for Board adoption later in 2009.

Lastly, the Task Force scheduled its next meeting for Wednesday, June 24 at 11:30 a.m., Conference Room B-104 of VTA's River Oaks Campus.

Next Steps

At its next meeting, the Task Force will continue discussion of strategies for improving advisory committee process, with focus on increasing efficiency, communication, and collaboration. An overview of the Consolidated Board and Committee Work Plan will also be provided.

VTA Board Chairperson Dolly Sandoval and Vice Chairperson Sam Liccardo have been invited to attend Task Force meetings. Due to prior commitments, neither can attend the next meeting (June 24 at 11:30 a.m., Conference Room B-104 of VTA's River Oaks Campus).