

**Advisory Committee Enhancement (ACE) Process
Task Force Meeting: January 29, 2009**

The following is a brief summary of the results of the first Advisory Committee Enhancement (ACE) Process Task Force meeting held on January 29, 2009.

The Advisory Committee Enhancement Process Task Force met on Jan. 29, 2009 from 5 p.m. to 6 p.m.

Attendance

Larry Saltman, Katie Heatley - Committee for Transit Accessibility (CTA)

Don Dey - Technical Advisory Committee (TAC)

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

Charlotte Powers, Norman Kline, Bob Jacobvitz - Citizens Advisory Committee (CAC)

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

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

- Member Kline had requested via e-mail to have a chair/co-chair for the Advisory Committee Enhancement Process Task Force. This item was placed on the Task Force agenda. The Task Force discussed the roles of the chair/co-chair and facilitator.

RESULT: The Task Force asked that the VTA Board Chair appoint a member of the board to chair the committee. If there is no representation from the VTA Board, it was suggested that at the next meeting, the Task Force will select a chair/co-chair from its members.

- The group discussed some of the issues facing the Advisory Committees including: lack of communication, lack of acknowledgement of work, and expertise under utilized.
- The Task Force did not perform the two exercises on the agenda since there were questions about the definition of the problem (i.e., improve the effectiveness of the Advisory Committees). Member Kline requested for further information to identify the problems that the Task Force is asked to solve.

RESULT: VTA staff will provide the HayGroup Report and the California Bureau of State Audits (BSA) Report, highlighting the advisory committee improvement sections. VTA will provide information at the next Task Force meeting regarding the scope of work for the Advisory Committee Enhancement process.

Next Meeting Date: Wednesday, February 25, 2009 at 11:30 a.m. to 1 p.m. at VTA River Oaks campus. Lunch will be provided.