



Metro

## Board Report

Los Angeles County  
Metropolitan Transportation  
Authority  
One Gateway Plaza  
3rd Floor Board Room  
Los Angeles, CA

**File #:** 2021-0798, **File Type:** Informational Report

**Agenda Number:** 28.

### EXECUTIVE MANAGEMENT COMMITTEE MAY 19, 2022

**SUBJECT: FY2023 COMMITTEE AND BOARD MEETING CALENDAR**

**ACTION: RECEIVE AND FILE**

#### **RECOMMENDATION**

RECEIVE AND FILE the FY2023 Committee and Board Meeting Calendar (Attachment A).

#### **ISSUE**

Staff has prepared the Committee and Board meeting schedule for FY2023 to maintain a regular meeting schedule and improve the ability of the agency, external stakeholders, and the public to plan for upcoming action 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 4<sup>th</sup> Thursday of the month with Committees scheduled for the week prior. For FY2023, exceptions occur in July, November, and December.

In accordance with the Brown Act, Special Board Meetings can be scheduled, and the agenda posted, 24 hours before the meeting date. Additionally, items that are 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 needs immediate action, may be considered at a regular meeting under conditions set forth 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 Committee and Board Meeting Calendar 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 have considered government and religious holidays throughout the year and shifted scheduling when necessary to prevent possible conflicts.

The FY2023 Committee and Board meeting schedule (Attachment A) details meeting dates for

FY2023.

Working with incoming Chair Najarian's Office, the following determinations have been made for FY2023, with changes bolded below:

- Planning and Programming Committee - 3<sup>rd</sup> Wednesday at 10:30 a.m., *no change*
- Finance, Budget, and Audit Committee - 3<sup>rd</sup> Wednesday at 1:30 p.m., *no change*
  - Please note that Wednesday Committees may fall on the 2<sup>nd</sup> or 3<sup>rd</sup> Wednesday, depending on what day of the week the month begins. They are scheduled for the week prior to the Board Meeting unless otherwise noted on the meeting schedule (Attachment A).
- **Executive Management Committee - 3<sup>rd</sup> Thursday at 9:00 a.m., *time change***
- **Construction Committee - 3<sup>rd</sup> Thursday at 10:30 a.m., *time change***
- **Operations, Safety, and Customer Experience Committee - 3<sup>rd</sup> Thursday at 12:00 p.m., *time change***
- Regular Board Meeting - 4<sup>th</sup> Thursday at 10:00 a.m., *no change*

During the current state of emergency, the public is not allowed to attend the Committee and Board Meetings in-person but can actively participate in public comment via telephone during the live meeting. In addition, public comment has and will continue to be accepted by 5:00 p.m. the day before the meeting via email and U.S. Mail to be included as part of the public record.

### Considerations

July will be a recess month with no Committees or Board Meetings held. Due to the holidays in November and December, only Committees will be held in November and the Board Meeting will be held in December. Due to the holiday of Shavuot, the May 2023 Board meeting will end no later than 4:00 p.m. Any actions not taken will be carried over to the June 2023 Board Meeting.

### 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 other major items for Board consideration.

Once received and filed, the calendar will be posted on boardagendas.metro.net, and shared with our external stakeholders and internal Metro staff.

Boardagendas.metro.net utilizes Google Translate, enabling the site to be translated into 110 different languages. It has been tested to ensure screen readers and other accessibility tools are compatible, to ensure compliance with international legislation and standards for accessibility.

### IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommendation 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 FY2023, internal and external stakeholders can mitigate any conflicts in their schedules far in advance.

### **ALTERNATIVES CONSIDERED**

The Board may choose alternative dates for Committee and Board meetings, but this is not recommended as the current meeting pattern is complementary with the other meeting schedules of the members of the Board.

### **NEXT STEPS**

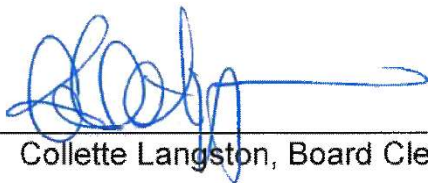
Upon receiving and filing, the calendar will be posted on boardagendas.metro.net, and shared with our external stakeholders and internal Metro staff.

### **ATTACHMENTS**

Attachment A - FY2023 Board Meeting Calendar

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

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



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Collette Langston, Board Clerk

# FY2023 Committee & Board Meeting Calendar

July 2022						
S	M	T	W	TH	F	S
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August 2022						
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November 2022						
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December 2022						
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April 2023						
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May 2023						
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IMPORTANT DATES AND HOLIDAYS						
July 4: Independence Day						
September 5: Labor Day						
September 25 – 27: Rosh Hashanah						
October 4 – 5: Yom Kippur						
October 9 – 16: Sukkot						
November 11: Veterans Day						
November 24: Thanksgiving Day						
November 25: HQ Offices Closed						
December 18 – 26: Hanukkah						
December 25: Christmas						
December 26: Christmas Holiday Observed						
December 26 – January 1: Kwanzaa						
January 1: New Year's Day						
January 2: New Year's Holiday Observed						
January 16: Martin Luther King Jr. Day						
February 20: Presidents' Day						
March 31: Cesar Chavez Day						
April 5 – 13: Passover						
April 7: Good Friday						
April 9: Easter						
May 25 – 27: Shavuot						
May 29: Memorial Day						
June 19: Juneteenth						



Planning & Programming Committee – 10:30 a.m.  
Finance, Budget, & Audit Committee – 1:30 p.m.



Executive Management Committee – 9:00 a.m.  
Construction Committee – 10:30 a.m.  
Operations, Safety, and Customer Experience Committee – 12:00 p.m.



Board of Directors Meeting – 10:00 a.m.



Metro HQ Offices Closed

# FY2023 Committee & Board Calendar



Metro

Executive Management Committee  
May 19, 2022



# FY2023 CALENDAR

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- Metro HQ Offices Closed

Adopted by Board: XX.XX.XXXX

# CHANGES and DETAILS – Wednesday Committees

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# CHANGES and DETAILS – Thursday Committees

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# CONSIDERATIONS

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# NEXT STEPS

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