



Board Report

File #: 2023-0097, File Type: Plan

Agenda Number:

EXECUTIVE MANAGEMENT COMMITTEE APRIL 20, 2023

SUBJECT: FY2024 COMMITTEE AND BOARD MEETING CALENDAR

ACTION: APPROVE RECOMMENDATION

RECOMMENDATION

CONSIDER:

- A. RECEIVING AND FILING the FY2024 Committee and Board Meeting Calendar (Attachment A); and
- B. AMENDING the Los Angeles County Metropolitan Transportation Authority Board Rules and Procedures Section 1.1 to establish that August will be the recess month annually.

ISSUE

Staff has prepared the Committee and Board meeting schedule for FY2024 to maintain a regular meeting schedule and improve the ability of the agency, external stakeholders, and the public to plan for upcoming actions needed by the Board of Directors.

Standardization of the recess month will improve the agencies' ability to plan procurements and remove uncertainty for upcoming contracts and strategic initiatives that require Board approval.

BACKGROUND

Regular Board Meetings are scheduled for the fourth Thursday of the month, per the Los Angeles County Metropolitan Transportation Authority Administrative Code Section 2-01-020, and Committees are scheduled for the week prior. For FY2024, exceptions occur in August, 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 need 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.

California's COVID-19 State of Emergency was lifted on March 1, 2023, and therefore, all meetings subject to the Brown Act have returned to a fully in-person format with Committees and Board Meetings still offering the public the option to participate via telephone.

DISCUSSION

The FY2024 Committee and Board Meeting Calendar (Attachment A) 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 on the Calendar were selected with consideration of government and religious holidays throughout FY2024, and were scheduled to prevent possible conflicts when necessary.

Working with Board leadership, the following determinations have been made for FY2024, with changes bolded below:

- **Ad Hoc 2028 Olympic and Paralympic Games Committee - 9/20/23, 1/17/24, 4/17/24 or as needed at 9:30 a.m., *time change***
- **Finance, Budget, and Audit Committee - 3rd Wednesday at 11:00 a.m., *time change***
- **Planning and Programming Committee - 3rd Wednesday at 1:00 p.m., *time change***
 - Please note that Wednesday Committees may fall on the 2nd or 3rd Wednesday, depending on what day of the week the month begins. They are scheduled for the week prior to the Regular Board Meeting unless otherwise noted on the meeting schedule (Attachment A).
- **Construction Committee - 3rd Thursday at 9:30 a.m., *time change***
- **Executive Management Committee - 3rd Thursday at 11:00 a.m., *time change***
- **Operations, Safety, and Customer Experience Committee - 3rd Thursday at 12:30 p.m., *no change***
- **Regular Board Meeting - 4th Thursday at 10:00 a.m., *no change***

Considerations

August will be a recess month with no Committees or Board Meeting held.

Due to November having five Thursdays, Committees will occur during their regular pattern on November 15th and 16th, with the November Board Meeting occurring on the 5th Thursday, November 30. This will allow December to be a recess month.

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 schedule other major items for Board consideration. Providing this calendar to the public improves the public's ability to engage with the Board on these crucial items.

Once approved, 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 in 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 FY2024, 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

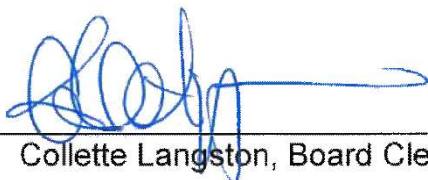
Upon approval, the calendar will be posted on boardagendas.metro.net, and shared with our external stakeholders and internal Metro staff. The Board Rules and Procedures will be amended to establish August as the recess month annually.

ATTACHMENTS

Attachment A - FY2024 Board Meeting Calendar

Prepared by: Jessica Gamez, Administrative Analyst, (213) 922-4827

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



Collette Langston, Board Clerk

FY2024 Committee & Board Meeting Calendar

July 2023						
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IMPORTANT DATES AND HOLIDAYS						
July 4: Independence Day						
September 4: Labor Day						
September 15 – 17: Rosh Hashanah						
September 24 – 25: Yom Kippur						
September 29 – October 6: Sukkot						
November 10: Veterans Day Observed						
November 11: Veterans Day						
November 23: Thanksgiving Day						
November 24: HQ Offices Closed						
December 7 – 15: Hanukkah						
December 25: Christmas						
December 26 – January 1: Kwanzaa						
January 1: New Year's Day						
January 15: Martin Luther King Jr. Day						
February 19: Presidents' Day						
March 29: Good Friday						
March 31: Easter						
March 31: Cesar Chavez Day						
April 1: Cesar Chavez Day Observed						
April 22– 30: Passover						
May 27: Memorial Day						
June 11 – 13: Shavuot						

November 2023						
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Ad Hoc 2028 Olympic and Paralympic Games
Committee* – 9:30 a.m.

* 9/20/23, 1/17/24, 4/17/24 or as needed.

Finance, Budget, & Audit Committee – 11:00 a.m.

Planning & Programming Committee – 1:00 p.m.



Construction Committee – 9:30 a.m.

Executive Management Committee – 11:00 a.m.

Operations, Safety, and Customer Experience Committee – 12:30 p.m.



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



Metro HQ Offices Closed

Approved: XXXXXX

FY2024 Committee & Board Calendar



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Executive Management Committee
April 20, 2023

FY2024 CALENDAR

FY2024 Committee & Board Meeting Calendar

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* 9/20/23, 1/17/24, 4/17/24 or as needed.
-  Board of Directors Meeting – 10:00 a.m.
-  Construction Committee – 9:30 a.m.
-  Metro HQ Offices Closed
-  Finance, Budget, & Audit Committee – 11:00 a.m.
-  Executive Management Committee – 11:00 a.m.
-  Planning & Programming Committee – 1:00 p.m.
-  Operations, Safety, and Customer Experience Committee – 12:30 p.m.

Approved: XXXXXX



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CHANGES and DETAILS – Wednesday Committees

- Ad Hoc 2028 Olympic and Paralympic Games Committee – 9/20/23, 1/17/24, 4/17/24 or as needed at 9:30 a.m., ***time change***
- Finance, Budget, and Audit Committee - 3rd Wednesday at 11:00 a.m., ***time change***
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Please note that Wednesday Committees may fall on the 2nd or 3rd 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.

CHANGES and DETAILS – Thursday Committees

- Construction Committee - 3rd Thursday at 9:30 a.m., *time change*
- Executive Management - 3rd Thursday at 11:00 a.m., *time change*
- Operations, Safety, and Customer Experience Committee - 3rd Thursday at 12:30 p.m., *no change*

CONSIDERATIONS

August will be a recess month with no Committees or Board Meetings held.

Due to November having five Thursdays, Committees will occur during their regular pattern on November 15 and 16 with the November Board Meeting occurring on the 5th Thursday, November 30.

This will allow December to be a recess month.

RECOMMENDATION

In addition to receiving and filing the FY24 meeting calendar, we ask the Board to approve the amendment of Section 1.1 of the LACMTA Board Rules and Procedures to establish August as the recess month annually.

This standardization will improve the agencies' ability to plan procurements and remove uncertainty for upcoming contracts and strategic initiatives that require Board approval.

NEXT STEPS

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

The Board Rules and Procedures will be amended to establish August as the recess month annually.



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