



Board Report

File #: 2024-0102, File Type: Plan

Agenda Number: 20.

**EXECUTIVE MANAGEMENT COMMITTEE  
APRIL 18, 2024**

**SUBJECT: FY2025 COMMITTEE AND BOARD MEETING CALENDAR**

**ACTION: RECEIVE AND FILE**

**RECOMMENDATION**

RECEIVE AND FILE the FY2025 Committee and Board Meeting Calendar (Attachment A).

**ISSUE**

Staff has prepared the Committee and Board meeting schedule for FY2025 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.

**BACKGROUND**

Per the Los Angeles County Metropolitan Transportation Authority Administrative Code Section 2-01-020, regular Board Meetings are scheduled for the fourth Thursday of the month, and Committees are scheduled for the week prior. Metro's Board Rules and Procedures dictate that August is an annual recess month. For FY2025, exceptions to this schedule occur in October 2024, November 2024, December 2024, and June 2025.

In accordance with the Brown Act, Special Board Meetings can be scheduled, and the agenda for any Special Meeting can be posted 24 hours before the meeting date. Additionally, items 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 outlined 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 FY2025 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 FY2025 and were scheduled to prevent possible conflicts when

necessary.

Working with Board leadership, the following determinations have been made for FY2025, with changes bolded below:

- **Ad Hoc 2028 Olympic and Paralympic Games Committee - 10/23/24, 1/15/25, 4/16/25 or as needed at 10:00 a.m., *time change***
- **Planning and Programming Committee - 3<sup>rd</sup> Wednesday at 11:00 a.m., *time change***
- **Construction Committee - 3<sup>rd</sup> Wednesday at 1:00 p.m., *day and time 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 before the Regular Board Meeting unless otherwise noted on the meeting schedule (Attachment A).
- **Finance, Budget, and Audit Committee - 3<sup>rd</sup> Thursday at 10:00 a.m., *day and time change***
- Executive Management Committee - 3<sup>rd</sup> Thursday at 11:00 a.m., *no change*
- **Operations, Safety, and Customer Experience Committee - 3<sup>rd</sup> Thursday at 1:00 p.m., *time change***
- Regular Board Meeting - 4<sup>th</sup> Thursday at 10:00 a.m., *no change*

### Considerations

Per the Board Rules and Procedures, August will be a recess month, and no Committees or Board Meetings will be held.

Due to the Sukkot Holiday, October's cycle will be shifted with Committees scheduled for October 23 and 24 and the Regular Board Meeting scheduled for October 31, 2024. November's Committees will occur during their regular pattern, on November 19 and 20, with the Regular Board Meeting occurring on December 4 to accommodate the Thanksgiving Holiday. Additionally, June's Committees will be adjusted to accommodate the Juneteenth Holiday.

### 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 report 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 FY2025, internal and external stakeholders can mitigate any conflicts in their schedules far in advance.

### **NEXT STEPS**

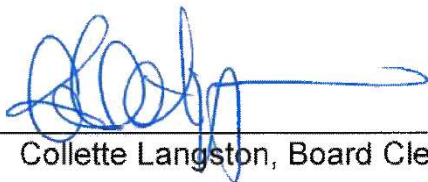
Upon receiving and filing, the calendar will be posted on boardagendas.metro.net and shared with our external stakeholders and internal Metro staff.

### **ATTACHMENTS**

Attachment A - FY2025 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

# FY2025 Committee & Board Meeting Calendar

July 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

August 2024						
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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IMPORTANT DATES AND HOLIDAYS
July 4: Independence Day
September 2: Labor Day
October 2 – 4: Rosh Hashana
October 11: Yom Kippur
October 16 – 23: Sukkot
November 11: Veterans Day
November 28: Thanksgiving Day
November 29: HQ Offices Closed
December 25: Christmas
December 25 – January 2: Hanukkah
December 26 – January 1: Kwanzaa
January 1: New Year's Day
January 20: Martin Luther King Jr. Day
February 17: Presidents' Day
March 31: Cesar Chavez Day
April 12 – 20: Passover
April 18: Good Friday
April 20: Easter
May 26: Memorial Day
June 1 – 3: Shavuot
June 19: Juneteenth*
*Committees for June 19, 2025, will be shifted to accommodate the Juneteenth Holiday

 Ad Hoc 2028 Olympic and Paralympic Games Committee\* - 10:00 a.m.  
\*10/23/24, 1/15/25, & 4/16/25 or as needed  
 Planning & Programming Committee - 11:00 a.m.  
 Construction Committee – 1:00 p.m.

 Board of Directors Meeting – 10:00 a.m.  
 Metro HQ Offices Closed

 Finance, Budget, & Audit Committee – 10:00 a.m.  
 Executive Management Committee – 11:00 a.m.  
 Operations, Safety, and Customer Experience Committee – 1:00 p.m.

# FY2025 Committee & Board Calendar



Metro

Executive Management Committee  
April 18, 2024



# FY2025 CALENDAR

## FY2025 Committee & Board Meeting Calendar

July 2024						
S	M	T	W	TH	F	S
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August 2024						
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- Finance, Budget, & Audit Committee - 10:00 a.m.  
Executive Management Committee - 11:00 a.m.  
Operations, Safety, and Customer Experience Committee - 1:00 p.m.
- Board of Directors Meeting - 10:00 a.m.
- Metro HQ Offices Closed

ADOPTED: TBC



# CHANGES and DETAILS – Wednesday Committees

- Ad Hoc 2028 Olympic and Paralympic Games Committee – 10/23/24, 1/15/25, 4/16/25 or as needed at 10:00 a.m., ***time change***
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*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 before the Board Meetings unless otherwise noted on the meeting schedule.*

# CHANGES and DETAILS – Thursday Committees

- Finance, Budget, and Audit Committee – 3<sup>rd</sup> Thursday at 10:00 a.m., *day and time change*
- Executive Management Committee – 3<sup>rd</sup> Thursday at 11:00 a.m., *no change*
- Operations, Safety, and Customer Experience Committee – 3<sup>rd</sup> Thursday at 1:00 p.m., *time change*



# CONSIDERATIONS

Per the Board Rules and Procedures, August will be a recess month, and no Committees or Board Meetings held.

Due to the Sukkot Holiday, October's cycle will be shifted with Committees scheduled for October 23 and 24 and the Regular Board Meeting scheduled for October 31, 2024. November's Committees will occur during their regular pattern, on November 19 and 20, with the Regular Board Meeting occurring on December 4 to accommodate the Thanksgiving Holiday. Additionally, June's Committees will be adjusted to accommodate the Juneteenth Holiday.

# RECOMMENDATION and NEXT STEPS

We ask the Board to RECEIVE and FILE the FY2025 Committee and Board Meeting Calendar.

Once received and filed, the calendar will be posted on [boardagendas.metro.net](http://boardagendas.metro.net) and shared with our external stakeholders and internal Metro staff.

*Thank You!*



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