



## Board Report

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Agenda Number: 17.

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### EXECUTIVE MANAGEMENT COMMITTEE NOVEMBER 21, 2024

**SUBJECT: COMMUNITY ADVISORY COUNCIL (CAC) UPDATE**

**ACTION: APPROVE RECOMMENDATION**

#### **RECOMMENDATION**

CONSIDER:

- A. RECEIVING AND FILING the Community Advisory Council update; and
- B. APPROVING CAC's revisions to their Bylaws (Attachment A).

#### **ISSUE**

The Community Advisory Council (CAC) provides regular updates on its activities to the Board. This receive and file report serves as an update on CAC activities for the period April 19, 2024 - October 11, 2024. Typically, reporting on CAC activities is done quarterly; however, during this period the CAC needed two-thirds approval to forward their proposed Bylaws changes to the Board. Achieving this approval took longer than anticipated, which is why the report spans two quarters.

Per the CAC's bylaws Article VII, any revisions to the bylaws "are subject to Board approval" for implementing changes. Given that the CAC proposes various revisions to the current bylaws and proposes activation of two new Standing Committees, approval is required by the Metro Board. The new Standing Committees would parallel the Board's Planning and Programming Standing Committee and Operations, Safety and Customer Experience Standing Committee.

#### **BACKGROUND**

Per state statute, Metro must appoint a Citizens' Advisory Committee (CAC) whose membership "shall reflect a broad spectrum of interests and all geographic areas of the county." The CAC prefers to be referred to as the Community Advisory Council because it better reflects its constituency.

Per the bylaws adopted by the CAC, the group is to consult, obtain, and collect public input on matters of interest and concern to the community. It will communicate the CAC's recommendations concerning such issues to Metro. Issues may also be assigned to the CAC by Metro for its review, comment, and recommendation.

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The CAC is currently comprised of 24 members. CAC Members are directly appointed by the Metro Board of Directors and serve at the pleasure of their appointing Director. Each voting Metro Board Director can appoint up to four appointees to serve on the CAC.

## **DISCUSSION**

During this period, items that the CAC addressed include:

1. Support of Metro's Board motion to make the GoPass Program permanent.
2. Election of a new Executive Committee to serve for FY24/25 which began on July 1, 2024.
3. The CAC's desire to pursue changes to the language in the bylaws that address when the CAC shall hold meetings as noted in "Section VI: Meetings" (page 4 of Bylaws) and seeks to change the reference to "Board Clerk" from "Board Secretary" in "Article III: Officers, 3. Duties of Secretary."
4. Appointments of new members to the CAC by Chair Janice Hahn, 2<sup>nd</sup> Vice Chair Fernando Dutra, Director Karen Bass, Director Kathryn Barger, and Director Paul Krekorian.
5. Development of two new CAC Standing Committees, one focused on Planning and Programming and another on Operations, Safety, and Customer Experience (per CAC's bylaws guidance under Article V: Subcommittees, Item 2).

Please refer to Attachment B for a full summary of the CAC meetings held April 19, 2024 - October 11, 2024.

## **DETERMINATION OF SAFETY IMPACT**

This Board action will not have an impact on safety standards for Metro.

## **FINANCIAL IMPACT**

The FY25 Budget includes \$88,800 in cost center number 7160, Community Relations, under project number 100035, Advisory Body Compensation, for the CAC member compensations.

Activation of two additional subcommittees could result in an increase cost of approximately \$28,800 that would be covered by the reallocation of funds in FY25. Since this is a multi-year activity, the cost center manager and Chief Customer Experience Officer will be accountable for budgeting the cost in future years.

### Impact to Budget

The sources of funding are Measure R 1.5% Administration and Measure M 1.5% Administration, which are not eligible for bus and rail operating and capital expense.

## **EQUITY PLATFORM**

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CAC Members represent diverse ethnic and socio-economic backgrounds, viewpoints, perspectives, and priorities. Over recent years, the CAC has become increasingly diverse in terms of race/ethnicity, gender, and age. It comprises several members who utilize Metro and partially Metro-funded services (such as Access Services, local municipal operators' services, Metrolink, etc.) and regularly ride the Metro system. Additionally, some CAC members have disabilities, further increasing equitable representation among LA County's diverse population.

Of the 24-member advisory council, 73% identify as Black, Indigenous, or People of Color (BIPOC). In addition, there are seven women, representing 30%, and one member identifies as a transgender individual.

Continuing this trend, one of the new members appointed during this reporting period is a youth and a regular transit rider, while another new member appointed during this reporting period is an Asian-American.

Equity was at the forefront of the CAC's policy recommendations during this reporting period, as clearly demonstrated by the council's vote to support the GoPass Program, which provides free fares for K-12 and community college students, who tend to be low-income and from BIPOC communities.

Additionally, the CAC's recently proposed bylaws changes aim to increase accessibility and flexibility for CAC members regarding when they can convene their monthly CAC Meetings, as well as the opportunity for more CAC members to consider future service through leadership roles on the CAC's Executive Committee.

Lastly, the CAC's most recent discussions and expressed interest in forming additional CAC Committees (pending Metro Board approvals) reflect their latest efforts to provide more avenues and opportunities for their general membership and for the public to engage more deeply with the CAC in specific Metro matters, as well as more leadership development opportunities for the general membership within the CAC.

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

**Goal 1** - Provide high-quality mobility options that enable people to spend less time traveling

**Goal 2** - Deliver outstanding trip experiences for all users of the transportation system

**Goal 3** - Enhance community and lives through mobility and access to opportunity

**Goal 4** - Transform LA County through regional collaboration and national leadership

**Goal 5** - Provide responsive, accountable, and trustworthy governance within the Metro organization

The advisory input of the CAC to Metro supports Metro's Strategic Vision Goals, as outlined above, as per State statute that created the CAC and per their bylaws, the CAC's purview may be broad, and it is not required, nor has it been assigned a focus that is specific to one issue area or one concern for the agency.

## **NEXT STEPS**

Revise the CAC Bylaws per the Board's approval or direction.

**ATTACHMENTS**

Attachment A - Proposed CAC Bylaws Changes

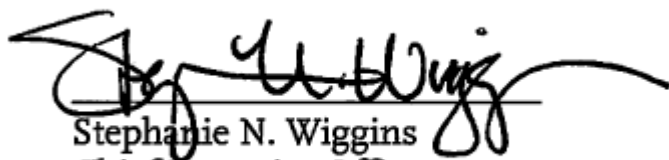
Attachment B - CAC's April through October Recap

Prepared by: Danielle Valentino, Manager, Community Relations, (213) 922-1249  
Patricia Soto, Director, Community Relations, (213) 922-  
Communications, Lilian De Loza-Gutierrez, Executive Officer,

(213) 922-7479

Yvette Rapose, Deputy Chief, Customer Experience, (213) 418-3154

Reviewed by: Jennifer Vides, Chief Customer Experience Officer, (213) 922-4060



Stephanie N. Wiggins  
Chief Executive Officer

# Attachment A

**Proposed CAC Bylaws Changes (pending Metro Board approval)** as approved by a 2/3rds vote at the September 25, CAC General Assembly Meeting. Bylaws changes require Board approval.

All proposed bylaws changes are highlighted in tracked changes.

Section/Article	Current Bylaws Language	Proposed Bylaws Change
<p><b>Article VI: Meetings</b></p>	<p><b>B. REGULAR MEETINGS:</b> The CAC will hold regularly scheduled monthly meetings the <b>fourth Wednesday</b> of each month and from time to time thereafter, unless such <b>day</b> is a holiday, in which case the meeting <b>shall</b> be held on the following Wednesday or the day before the MTA Board meeting, or to any date suggested by the majority of the CAC membership.</p> <p><b>C. EXECUTIVE COMMITTEE MEETINGS:</b> Regular meetings of the Executive Committee shall be held <b>the first Friday</b> each month and from time to time thereafter, unless such <b>day</b> is a holiday, in which case the meeting <b>shall</b> be held on the following Friday, or to any date suggested by the majority of the CAC membership.</p>	<p><b>B. REGULAR MEETINGS:</b> The CAC will hold regularly scheduled monthly meetings during the fourth week of each month and from time to time thereafter, unless the scheduled meeting falls on a holiday, in which case the meeting may be held on the following week or the day before the MTA Board meeting, or on any date suggested by the majority of the CAC membership. The CAC in its discretion may hold a December meeting at any time during the month.</p> <p><b>C. EXECUTIVE COMMITTEE MEETINGS:</b> The Executive Committee will hold regularly scheduled meetings during the first week of each month and from time to time thereafter, unless the scheduled meeting falls on a holiday, in which case the meeting may be held the following week, or on any date suggested by the majority of the CAC Executive Committee.</p>
<p><b>Article III: Officers</b></p>	<p>Board Secretary</p>	<p>Board Clerk</p>

## **ATTACHMENT B**

### **CAC's April through October Recap**

#### **April 2024**

On April 24, 2024, the CAC received an update on Metro's discounted fares and the Go Pass programs, for which the CAC expressed great enthusiasm, general support, and appreciation for Metro Board's motion to make the GoPass program permanent.

The CAC also received updates from the Office of Management and Budget regarding FY 25 budget development.

#### **May 2024**

At the May 22, 2024, General Assembly meeting, the CAC received an overview regarding Metro's comprehensive approach to public safety and updates on the Transit Ambassador Pilot Program. CAC members appreciated the presentation and were pleased that Metro is taking public safety seriously and with a human-centered approach. They expressed interest in receiving regular updates on this topic.

#### **June 2024**

Every June, the CAC elects a new executive committee to serve for the upcoming fiscal year that begins July 1, 2024. The new leaders will meet monthly to set CAC agendas for the General Assembly meetings following the CAC's annual work plan. The CAC convened on June 26, 2024, and elected its new Executive Committee members:

- **Art Montoya** was re-elected as Chair. He works in policy and enjoys serving his community and actively participates in civic activities. He is a husband and a son and has been a lifelong resident of Downey. Chair Montoya was appointed by Director Janice Hahn.
- **Elena Garza** was elected as Vice Chair. She previously served as Secretary on the CAC Executive Committee. Vice Chair Garza is a West Covina resident, an architecture student, and a regular transit rider who is very knowledgeable about public transportation issues. Vice Chair Garza was appointed by Director Tim Sandoval.
- **Chris Wilson** was elected Secretary. Secretary Wilson is a Harbor City resident passionate about transportation and infrastructure issues that affect Angelenos. Chair Janice Hahn appointed him.
- **Dalila Sotelo** was elected as Chair Emeritus. She resides in South Los Angeles and has her offices in Downtown Los Angeles. A native Angelina, she is particularly interested in public transit, transit-oriented community development, and the creation of affordable housing for all Angelenos. Director Karen Bass appointed Chair Emeritus Sotelo.

Additionally, the CAC received updates on Metro train interiors, focusing on the latest efforts and considerations related to sanitation and cleanliness. The CAC also received a brief update regarding TAP Plus.

### July 2024

At the July 2024 General Assembly meeting, the CAC received updates from Metro's Office of Strategic Innovation (OSI) on the Mobility Wallet Pilot Program and highlights regarding Metro's Olympics/Paralympics planning efforts.

### *Proposed Bylaws Changes*

Additionally, the CAC discussed proposed bylaws changes and the development of draft language for review and consideration at the August 2024 meeting.

The CAC has not revised its bylaws since March 2017. The bylaws include language that specifies when the CAC Executive Committee and General Assembly must meet. This rigidity does not allow for maximizing members' participation on alternate dates that might work better for the council members.

Bylaws "Section VI: Meetings" (page 4) state that:

- Executive Committee meetings shall be held on the first Friday of each month; and
- General Assembly meetings shall be held on the fourth Wednesday of the month.

Further, given the holiday season, meetings in December have often been challenging to convene. Hence, the CAC seeks greater flexibility for scheduling meetings in December.

The current CAC bylaws prescribe the days of each month on which the CAC can meet, which can be a limiting factor for some members interested in serving on the CAC or considering possible leadership roles in the future.

The new language changes are aimed at ensuring greater flexibility that addresses:

1. Executive Committee members to determine when they want to hold their meetings during the first week of each month.
2. General Assembly meetings are to be held anytime during the fourth week of each month.
3. More scheduling flexibility for meetings during the month of December.

Specific bylaws language changes were presented at the August 2024 General Assembly meeting for consideration.

### August 2024

During the August 28, 2024, meeting, the General Assembly nearly approved the proposed new bylaws language changes aimed at ensuring greater flexibility in scheduling its meetings. Two motions were presented:

1. Changes to the Executive Committee meetings
2. Changes to the General Assembly meetings

These actions require a two-thirds vote from its membership roster. While the majority of the attendees voted in favor of these changes, the votes did not reflect the necessary two-thirds affirmative vote from its entire membership roster at the time of the vote, which would have required 15 aye votes. Motion 1 received 14 aye votes, and Motion 2 received 12.

Therefore, a new vote reflecting two-thirds membership approval is required. This vote was placed on the agenda for action at the September 25, 2024, General Assembly meeting.

#### September 2024

The General Assembly requested and received updates from the Metro Customer Care team, including information on how the team receives and processes customer complaints and inquiries.

Additionally, as mentioned above, the CAC's proposed bylaws changes were revisited for a vote and received the required two-thirds vote, allowing their changes to proceed to the Metro Board for review and consideration (see Attachment A for CAC's approved bylaws changes).

#### October 2024

The Executive Committee in October and expressed interest in forming two new standing committees:

1. Planning and Programming Committee, and
2. Operations, Safety and Customer Experience Committee

To stand up the committees, the Metro Board must first consider and approve them.

The Executive Committee is considering these proposed Committees as a vehicle for the CAC to more closely "mirror" and track the Metro Board of Directors Committees on these same subject matters (under "[Article V: Meetings](#)" of CAC's bylaws) and as an avenue for CAC Members to take on more leadership roles.

#### *New Committee Chairs*

The Executive Committee also proposed new Chairs for each of these two committees to serve as CAC's designated liaison to each Metro Board of Directors' parallel committees: Planning and Programming and Operations, Safety and Customer Experience.



The Executive Committee further sees chairing these new committees as a development opportunity for members to consider a leadership role on the CAC Executive Committee eventually. Additionally, they may consider increasing the number of standing committees in the future to more closely mirror the Metro Board structure.

It is important to note that any CAC committees (including existing ones and if additional ones are formed) would be considered “compensation eligible” (pending individual CAC Members’ eligibility to participate in the compensation option).

Should the Metro Board approve the formation of the committees, the CAC will further define the purpose, goals and overall plan for each committee.

### Membership Update

In September, one CAC Member resigned due to scheduling conflicts with work and six new members were appointed to the CAC to serve.

- **Kevin Shin** was appointed by Chair Janice Hahn. Member Shin resides in the Gateway Cities area and is particularly interested in active transportation matters.
- **Lorelei Bailey** was appointed by Director Fernando Dutra. Member Bailey resides in the Artesia area and has a keen interest in transit-oriented communities, the nexus between housing and transit, and active transportation matters.
- **Max Romero** was appointed by Director Kathryn Barger. Member Romero is a resident of the San Gabriel Valley and is the youngest CAC member. He is a regular and enthusiastic transit rider, often using multiple transit modes to travel across the County.
- **Paula Nazario** was appointed by Director Karen Bass. Her interests include enhancing transit safety, expanding transit lines and encouraging community engagement in urban planning efforts. She lives in South Los Angeles, is a regular transit rider and is very involved in her community.
- **Aaron Castillo-White** was also appointed by Director Karen Bass. He is a Los Angeles resident with a background in non-profit fundraising, partnership strategies, branding, and media strategy. He is interested in environmental and sustainability issues.
- **Doug Mensman** was appointed by Director Paul Krekorian. Member Mensman resides in Highland Park and has extensive knowledge and experience in local government with specific expertise in transportation and infrastructure policy matters.

The new members contribute to the CAC's broad geographic reach and representation from areas throughout LA County, and the recent appointments also increase the representation of Asian Americans, women, and youth on the council.

# *Community Advisory Council (CAC) Update*

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***Metro Executive  
Management Committee  
Meeting***

***November 21, 2024***



## Approve CAC's Recommendations

A. Receive and File the Community Advisory Council (CAC) update for April 19, 2024, through October 11, 2024. (Attachment B)

B. Approve CAC's revisions to their Bylaws (Attachment A)

Per the CAC's bylaws Article VII, any revisions to the bylaws are subject to Board approval for implementing changes.

CAC is proposing various revisions to the current bylaws to create:

- Greater flexibility in when the CAC can schedule their meetings.

CAC is considering activation of two new Standing Committees that would parallel the Metro Board Committees:

- Planning and Programming
- Operations, Safety and Customer Experience



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## Discussion

During this reporting period, items that the CAC addressed include:

- Support permanent GoPass Program
- Election of new Executive Committee members
- Appointments of new members to the CAC by Chair Janice Hahn, 2<sup>nd</sup> Vice Chair Fernando Dutra, Director Karen Bass, Director Kathryn Barger, and Director Paul Krekorian.
- Consideration of the development of two new CAC Standing Committees.



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**THANK YOU!**

