

KOMetro CAC Executive Committee

Meeting Minutes October 4, 2019

Attendees: Brian Bowens, Tammy Ashton, Hank Fung, Tony Banash, Russ Davies, Malcolm Harris, Danielle Lafayette

Meeting Minute approval for September 2019 – Motion Banash, second Fung, carried unanimously.

Items taken out of order.

6a) Matthew Marquez - Speakers Bureau presentation.

- Metro employees giving information about projects and programs for organizations, nonprofits, schools, and businesses.
- Presentations on various topics. Been presenting the availability to all Metro advisory groups. Would like 4-6 weeks advance notice. Employees are on the clock and are not “volunteering”.
- Ashton suggested giving presentations to senior groups and giving TAP cards or other promotional items. Asked about the Seniors on the Move, and also about the Homeless Count and Metro support of it. There is an existing senior program which teaches seniors to use transit, and also presenting at senior centers and other areas where older adults gather. There are presentations about what Metro is doing with Homelessness, but the Homeless Count is a different department.
- Harris about the Sustainability presentations and what is included – general info about Metro sustainability efforts.

3) Erin Moore - Talent Development at Metro

How to run Effective Meetings

- Need to be clear on purpose, goals, what information can be shared, what decisions will be made, and who will be attending
- Facilitator roles – manage the agenda, ensure objectives are met, ensure participation, following up on action items, prevent digressing, control conflict, monitor nonverbal communication
- Best practices- start and end on time, come prepared, challenge ideas not people, stay on topic, be brief/concise with comments, limit side conversations
- Agenda tactics

4) Metro LIFE Program – Draft Comment Letter

- LIFE program subsidies
- Editing the letter
- Focus on LIFE program itself
- 75% of Metro is low income, maybe another solution is to cut fares for all

- Final decision – Fung will copy edit the letter, and then send it out to the folks interested in drafting the letter.
- Motion Banash, second Ashton, carried unanimous

5) October speakers for meeting

- Michael Manville, UCLA to provide an overview on congestion pricing
- Send questions about in advance
- SCAG is looking at identifying a team member to provide info
- OEI will be present and will be available for the conversation, and present in November
- Chair wants to be welcome for UCLA and SCAG to be available for November to respond to what OEI is doing
- What kind of community groups or low income groups could we invite? Names were suggested and added to the list.
- Metro Expresslanes had a stakeholder advisory group
- Chair says Metro is a unique organization since Metro is doing housing, planning, operating transportation, etc

October 23 meetings:

- OEI, SCAG, UCLA
- If we have space and time, and if one cannot make it, Metro will provide the effective meeting presentation.

Motion by Ashton – October 23, presentation for UCLA congestion pricing, LIFE letter, and then running an effective meeting. Since SCAG has not yet confirmed for October, SCAG congestion pricing and community group for November.

Second by Banash.

Chair clarified we are not voting on LIFE or time limits because that will set administratively.

Carried unanimously.

6.

b) Approve 2020 meeting dates

Motion to approve dates – move Fung, second Bowens, carried unanimously

c) Chair's remarks and timeline for congestion pricing topic:

- First vote will be in November – once everyone comes up to a level of understanding, Chair wants to start taking votes.
- March will be the final report.

- Narrowing down the group to specific questions. Analytical, informed advice regarding policy that the group will vote on. These are the phrases that we want to be including in our comment to Metro. Items might be income, what is congestion pricing, etc. Work plan and the work product and moving toward the focus items.
- Banash – wants a statement in favor of planning out our project so that we can have a final report.
- Chair – this is going to be a two or three page project that we would deliver.
- Ashton suggested to show the schedule of when we want to produce this work product.

6d) Danielle Valentino suggested to agendaize the attendance for meetings next Executive Committee.

- Chair – November CAC Executive Committee will be in the next agenda.
- Also Email protocols and Roberts/Rosenberg Rule of Order

Motion to adjourn Fung/second Ashton/carried unanimously

Prepared by Hank Fung, CAC Secretary