

Metro Citizens Advisory Council Executive Committee
August 2, 2019 Meeting Minutes

1. Call to Order:

- Flag – All meeting rooms downstairs have flags. The Board Conference Room is maintained by the Board and no flag will be placed. After brief discussion it was decided to stay in the board conference room for executive committee meetings.
- Staff introduced Jody Litvak, who is the Director of Community Relations and is observing the meeting.
- Attendees: Brian Bowens, Tammy Ashton, Tony Banash, Hank Fung, David Lara, Darrell Clarke

2. Minute approval:

- Minute approval: July minutes - motion Ashton, second Bowens, carried unanimously
- June minutes - motion Ashton, second Bowens, carried unanimously

3. Continuation of discussion on CAC work products:

How long does it take for a Board report to be placed on the Metro board agenda? The timeline is approximately four to six weeks before the meeting, to the Office of the CEO. It would be provided by CAC without detailed review by Metro staff. There is also an ability to put placeholder text and provide a verbal presentation.

- Comments from CAC members – don't need to move on the bylaws just yet, if we need to do the bylaws then we do them later. Everyone agreed with the emphasis of creating a singular product. There was also miscommunication on standing committees. CAC Chair said we should be more decisive and there was too much concern about what each committee does before someone volunteers for it.
- Vice Chair Ashton- since David Lara and Darrell Clarke are here, they should consider a committee.
- Chair Bowens reiterated the goal was to encourage participation from general membership, get availability of odd number of votes.
- Discuss moving meeting time – staff would try to get the room for a meeting that starts at 10 a.m. or 10:30 am. Appropriate food would be arranged. After discussion 10 a.m. was decided as the ideal time. Effective October staff will try to get the meeting at 10 a.m.
- Discussion about CAC members experiences with Metro transit
- Selection of committees to mirror:
 - David Lara – System Safety and Operations
 - Darrell Clarke – Planning and Programming
 - Brian Bowens will liaison to Executive Management Committee.
 - Formal ratification at GA meeting.

- Ad hoc committees – Chair wants to have a framework before creating a bunch of committees.

Vice chair said some individuals on CAC want to create ad hoc committees to provide discussion on specific topics. At the end of the 90 days, provide a report as to what they want to hear about.

Breakout session for standing committees and the ad hoc committees if needed at the end.

- By consensus, the chair will nominate Darrell and David as chairs of their committees (listed above) for ratification by the General Assembly. If there are objections, then it will be discussed further by the General Assembly.
- With that same process, we would nominate additional individuals for other committees, and also create ad-hoc committees, as needed.

Further discussion:

- Vice Chair Ashton - The expectation of ad-hoc committees is a minimum 90-day commitment to discuss matters and create a summary of what that ad hoc committee learned or suggestions where we can get further information either from public organizations or Metro staff.
- Darrell Clarke – major themes are customer service which is in operations; funding, budget and revenues which is finance and budget.
- Chair wants tools to provide succinct comments and summarize what they learned. Using an issue, discussion, written by format.
- Staff suggests to include what commitment/expectation they have regarding an ad-hoc committee and standing committee.
- Tammy suggests during the first or last 20 minutes of the general assembly meeting, standing committees can discuss what they need to do and communicate amongst themselves as appropriate.
- Vice chair Ashton is thinking of updating committee members on key topics within their committee at the Metro Board. The ad-hoc committees could also invite groups to present to them as needed.
- Staff suggested not necessarily holding separately noticed committees, but primarily function as liaisons between the parallel Metro Board committees, the people on the CAC who are interested in them, and the general membership.
- Bottom line – Standing committees to be approved at the next GA meeting.
- For future CAC meetings, we could take the first 15 minutes for ad-hoc committees to convene and discuss issues of interests of them, and then schedule meetings as appropriate.

3c) Liaison and tools

- Chair is developing.
- Invite appointers staff to next CAC executive committee meetings to improve relationship.
- Complaints about Metro service – we need to create a mechanism to funnel this and get an update. Chair wants to use the Customer Care system instead of using the CAC meeting time to complain. Chair feels the stock response is not good at addressing customer issues. Vice Chair thinks using ad hoc committee might be used as a conduit to hear from the community and place info into the record.

4a – Metro staff has confirmed the meeting dates for the rest of the year, starting October 2019 move up the time per the consensus of the group. September 2019 remains same lunchtime meeting.

4b topic – LIFE presentation, break out for ad hoc committees, election of standing committee chairs.

4c – Anne Reid provided a couple of organizational names to provide.

li – Metro employee newsletter – the article was shown to the CAC membership.

Adjourned by common consensus.

Prepared by Hank Fung, CAC secretary