SUBJECT:  
Board/Board Officer Workshop

RECOMMENDED ACTION:  □ Information Only  ☒ Recommended Motion

Consider scheduling a Board/Board Officer Workshop to be held in April 2002.

Fiscal Impact:  
N/A

Background/Discussion:  
The Board of Directors recently expressed interest in holding a Board and Board Officer Workshop. It was envisioned that the meeting would take place in a conference room setting, with the President of the Board presiding over the discussions in a round table format. The workshop would be held in April lasting approximately 1 to 3 hours. A goal of

BOARD ACTION:  
Approved as Recommended [ ]  Other [ ]  
Approved with Modification(s) [ ]

[To be filled in by District Secretary after Board/Committee Meeting] 

The above order was passed and adopted on _____________________, 2002.

Rose Martinez, District Secretary

By ________________________________
better communications and greater understanding amongst those participating, consensus where possible, or identification of a need for further discussion would be the goal of generalized discussion on the agendized items.

The Board requested that I speak to each of the Board Officers, General Manager, Rick Fernandez, General Counsel Ken Scheidig and District Secretary Rose Martinez, to learn if such a workshop was held, what would they find useful to discuss. My interviews with each of the Board Officers led to the following proposed workshop agenda. Each Officer had a chance to review the proposed agenda prior to this submittal to the Board.

The proposed agenda for the Board and Board Officer Workshop:

1. Communication:

A. What are the preferred methods of communication between Board members and Officers? Examples: Telephone, e-mails, memos, during public meetings, on-on-one, etc.

B. If Board members need information or want to communicate with staff what is the preferred path to accomplish this communication? Examples: Contact any staff member, work through the General Manager, work directly with Executive Staff members.

C. What is the best way for Board members to handle their concerns? Should they contact staff prior to public meetings with their issues?

D. When there are performance issues, should evaluation comments be ad hoc by individual Board members or made only during closed session formal performance reviews?

2. Meeting Effectiveness:

A. When the Board is asked to act, is there adequate information available? Should the Board know prior Board actions, committee votes on recommendations, answers to committee questions, be provided information distributed at committee meeting, be able to ask questions of outside consultants: auditors, etc.?

B. How effectively are meetings being conducted? How are participants conducting themselves? Is there adherence to Policy 113 and Sturgis’ Rules of Parliamentary Procedure?

C. During meetings, does staff have an adequate opportunity to fully explain their reasons for a recommendation?

D. Do all Board members have an adequate opportunity to discuss comprehensive and important issues such as the budget and service changes?
E. How can Board members make more effective use of meeting time?
F. Does there need to be more clarity during meetings of what a motion states, notation of the motion makers and the outcome of a vote?
G. When the agenda is set by the President or Chair of a committee, what backup documentation should be available?
H. Does the Board have sufficient prior information on timelines as to when items are to be taken up by the committees and Board: SRTP, TIP, grants, labor contracts, SATCOM, bus purchases, etc.?

3. Committee Processes:

A. Is a sufficient amount of information going from committees to the Board? Does the full Board benefit from committee discussions/rationales for recommendations, distribution of information provided at committee meetings, presentations, etc.?
B. How does the current committee process impact on timeliness of issues and staff resources? Is there a repetition of effort by staff and Board created by the Board’s rule to not allow non-committee members to make inquiry during the committee meetings, as is done by BART, SAMTRANS, etc.?

4. Board and Staff Roles:

A. What is the line between management and policy making? What are day-to-day operations and what are the parameters? What might be considered micromanagement by the Board?
B. What constitutes Board direction?
C. What are our individual perceptions of what our roles are?

5. Minutes:

A. What is the value of minutes to the public, Board members, and staff?
B. What should be the turn-around time for minutes?
C. What details are important to include in both the Board and committee minutes?
D. Is the current system for filing minutes and indexing adequate to meet referencing needs?

6. Individual Efforts for the District:

How can each of us be more effective in our individual efforts on behalf of the District?

Prior Relevant Board Actions/Policies:
None
GM Memo No. 02-071
Subject:           Board/Board Officer Workshop
Date:               March 7, 2002
Page 4 of 4

Attachments:
None

Approved by:   Director Alice Creason

Prepared by:    Director Alice Creason

Date Prepared:  February 27, 2002