

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 1/11/2023

**Staff Report No. 23-010**

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**TO:** AC Transit Board of Directors  
**FROM:** Linda A. Nemeroff, District Secretary  
**SUBJECT:** 2023 Board Policy Review Schedule

### BRIEFING ITEM

#### **RECOMMENDED ACTION(S):**

Consider receiving report on the Board Policies scheduled for review and/or amendment during Calendar Year 2023.

Staff Contact:  
Linda Nemeroff, Board Administrative Officer/District Secretary

#### **STRATEGIC IMPORTANCE:**

This report is provided for agenda planning purposes only. There is no strategic importance associated with this report.

#### **BUDGETARY/FISCAL IMPACT:**

There is no budgetary or fiscal impact associated with this report.

#### **BACKGROUND/RATIONALE:**

The Preamble to the Board Policy and Administrative Regulation Manual provides for periodic review of all Board Policies to ensure they are properly maintained and kept current. In addition, the District Secretary is to provide a list of the Board Policies scheduled for review by various departments during the upcoming calendar year.

Since review periods for Board Policies vary between 1 and 5 years depending on the topic, departments were urged to prioritize those policies that were in most need of review in 2023. This does not preclude the Board or staff from adding additional policies to the list if necessary throughout the year. The review periods for the major policy areas are provided as follows:

- Section 100 - Governance & Administration - Board Policies contained in Section 100, shall be reviewed as-needed but not to exceed every three years from the date of adoption or the last amendment.
- Section 200 - Human Resources - Board Policies contained in Section 200, shall be reviewed as-needed but not to exceed every three years from the date of adoption or the last amendment.

- Section 300 - Finance - Board Policies contained in Section 300, shall be reviewed once every two years, with the exception of the Investment Policy which shall be reviewed annually.
- Section 400 - Operations - Board Policies contained in Section 400, shall be reviewed as-needed to but not to exceed every five years with the exception of those policies in the Procurement and Materials subcategory, which shall review every two years.
- Section 500 - Planning & Service Development - Board Policies and Administrative Regulations contained in Section 500, shall be reviewed as-needed to but not to exceed every five years.
- Section 600 - Legal Matters - Board Policies and Administrative Regulations contained in Section 600, shall be reviewed as-needed to but not to exceed every three years.
- Section 700 - Conflict of Interest & Ethics - Board Policies and Administrative Regulations contained in Section 700, shall be reviewed once every two years.

Of the 75 existing Board Policies, 23 are scheduled for review and/or amendment during Calendar Year 2023. While the schedule outlined in Attachment 1 is tentative and may change depending on staff's workload and/or competing priorities, it is anticipated that the review of these policies will be completed in 2023.

#### **ADVANTAGES/DISADVANTAGES:**

This report details the Board Policies which will come under review in the coming year. The purpose of this report is to demonstrate staff's commitment to properly maintaining the policies used to guide business decisions and activities. There are no disadvantages associated with this report.

#### **ALTERNATIVES ANALYSIS:**

This report is provided to inform the Board of the Board Policies that will be reviewed in 2023.

#### **PRIOR RELEVANT BOARD ACTION/POLICIES:**

Preamble to the Board Policy and Administrative Regulation Manual

#### **ATTACHMENTS:**

1. 2023 Policy Review Schedule

#### **Prepared by:**

Linda A. Nemeroff, Board Administrative Officer/District Secretary

#### **Approved/Reviewed by:**

Michael A. Hursh, General Manager/Chief Executive Officer

Jill Sprague, General Counsel/Chief Legal Officer