



# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT

## Master Minute Order

File Number: 22-324

Report ID: 22-324

Type: Regular - Board  
Administrative Matters

Status: Direction Given

Agenda  
Section:

Meeting Body: Board of Directors -  
Regular Meeting

Report Created: 05/13/2022

Final Action: 06/22/2022

**ded Action:** Consider receiving a report on ways to alleviate the number of agenda planning items requested of staff and provide direction with respect to amending the current policy.  
[Requested by Vice President Young - 9/22/21]

Sponsors:

Enactment Date:

Attachments: STAFF REPORT, Att.1.Agenda Planning Presentation  
Final

Enactment Number:

Hearing Date:

Effective Date:

### History of Legislative File

Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
Board of Directors - Regular Meeting	06/22/2022	Direction given				
<b>Notes:</b> District Secretary Linda Nemeroff presented a report on ways to alleviate the number of agenda planning requests and provided staff's suggestions for modifying the Board Policy. She added that staff would take the feedback provided by the Board and use it to draft an amendment to the policy that would be presented to the Board at a future meeting for consideration.						
<b>Public Comment:</b>						
<b>John Minot</b> , East Bay Transit Riders Union, noted that agenda planning requests do create a large amount of work for staff, but that this work is needed for the Board to have adequate information for deliberative discussion.						
<b>Sultana Adams</b> echoed the sentiment of Minot and Jovanka Beckles, stating that facts need to be compiled for debate.						
<b>Board Discussion:</b>						
Vice President Young explained his request for this item to be brought to the Board for discussion in response to comments and concerns received over an extended period of time from staff regarding their observations about agenda planning.						

General Manager Michael Hursh noted that staff faces unprecedented challenges in performing their duties during a period that includes a pandemic and staffing challenges and asked the Board to recognize the challenge of completing an increasing number of agenda planning requests while managing District operations.

President Ortiz commented on the need for Board members to provide clarity up front in order to minimize the need for additional instructions with respect to their agenda planning requests, adding that care should be taken by Board members not to make agenda planning requests that intrude into District operations, which is outside of the purview of the Board.

Director Shaw recognized the observations of the staff on this matter and agreed that advanced staff discussion would help clarify a Board member's request prior to submission. Director Shaw found the idea of placing follow-up matters in the General Manager's Report acceptable.

Director Beckles expressed concern about the recommendation that agenda planning requests must be endorsed by four (4) board members, "to ensure that a request has the interest of the majority of the Board". Director Beckles noted that such a condition represents a Board vote to control whether the Board will even take up a topic before it can be discussed as a group.

Director Walsh presented ideas on this matter, including the need for clarity of communication, perhaps including direct communication between the Board and staff. Director Walsh advocated for staff flexibility in prioritizing agenda planning reports with their District duties, saying that the Board should discuss developing solutions that do not overburden staff by recognizing their limitations in order to achieve a better working relationship between staff and the Board.

Director Walsh suggested that some reports should be designed as "routine reports" which would regularly come to the Board and would inclusively answer Board questions that otherwise would be made as agenda requests. Director Walsh added that some reports should occur automatically, such as the results of a pilot program which would describe, "what happened, what did we learn, and how do we proceed?" Also, Director Walsh recommended including a report of how much staff time is needed to complete an agenda request and continue reporting agenda requests by department rather than by Board member.

Director McCalley commented that a distinction would need to be made between an AP request or just a "question" for clarification. This would help ascertain a need to for staff to devote resources to reply with a Staff Report or an email reply.

Vice President Young suggested that the development of a policy whereby the Board is copied on communications between the staff and the Board.

