



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

**MARCH 13, 2020**

**TO:** BOARD OF DIRECTORS

**FROM:** PHILLIP A. WASHINGTON *PAW*  
CHIEF EXECUTIVE OFFICER

**THROUGH:** NADINE LEE *NLE*  
CHIEF OF STAFF

BRYAN M. SASTOKAS *BMS*  
CHIEF INFORMATION TECHNOLOGY OFFICER

**SUBJECT:** VIRTUAL OPTION FOR MARCH 18 AND 19 COMMITTEE MEETINGS

### ISSUE

The purpose of this memo is to update the Metro Board on Metro's plans to offer a virtual participation option for Board Members for the March 18 and 19 Committee meetings.

### BACKGROUND

On March 11, California Governor Gavin Newsom issued a public health policy to cancel or postpone all gatherings of 250 people or more to mitigate the spread of COVID-19.

Subsequently, among other directives, Los Angeles Mayor Eric Garcetti directed the cancellation or postponement of non-essential public meetings with 50 or more participants.

Following these actions, staff have consulted with Metro Board Chair and City of Inglewood Mayor James Butts to offer a virtual participation option for the upcoming Board Committee meetings scheduled for March 18 and 19.

Staff from the Information Technology Services (ITS) department, led by Chief Information Technology Officer Bryan Sastokas, will provide additional details to Board members and staff on Monday, March 16.

At this time, the Committee meetings will continue to be held in the Metro Board room at One Gateway Plaza, and the public will be allowed to attend the meetings in person. Staff will follow up with the Board on Monday, March 16 with additional details on procedures for public participation, in light of the recent guidance on maximum numbers for public gatherings and social distancing.

### **NEXT STEPS**

Staff requests notification from individual Board members on their intent to participate virtually or in person. Based on responses received, staff will work with each Board office to set up the necessary equipment and connections to enable this option. In order to implement virtual capabilities as quickly and efficiently as possible, **Board members' responses are requested by noon on Monday, March 16** to Chief of Staff Nadine Lee at [leen@metro.net](mailto:leen@metro.net).

Upon request, Metro ITS staff will reach out to Board offices to schedule appointments to set up virtual capabilities in time for the Committee meetings. Additional instructions and guidance will be provided during these appointments.

For more information, please contact Chief of Staff Nadine Lee at [leen@metro.net](mailto:leen@metro.net) or 213.922.7950.

For specific questions about technical requirements to establish the virtual connection, please contact Chief Information Technology Officer Bryan Sastokas at [sastokasb@metro.net](mailto:sastokasb@metro.net) or 213.922.5510.