



March 6, 1997

Sent by Facsimile & hard copy transmission

Linda Bohlinger
Interim Chief Executive Officer

Metropolitan
Transportation
Authority

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TO: MTA BOARD OF DIRECTORS
FROM: LINDA BOHLINGER *L. Bohlinger*
INTERIM DEPUTY CHIEF EXECUTIVE OFFICER
SUBJECT: ROLES & RESPONSIBILITIES LIST
CEO OFFICE & AGENDA COORDINATION TEAM

As part of my on-going efforts to improve communication and enhance customer service, I have enclosed copies of three documents which will help you know the roles and responsibilities of my staff in the Office of the CEO.

- **Roles & Responsibilities** - a listing of staff who support the Board, CEO and Chief of Staff, specifically as it relates to the agenda process.
- **Agenda Coordination Team** - a matrix which itemizes the functions performed under the three units - CEO/Chief of Staff, Board Research Services, and the Board Secretary's Office - and identifies those responsible to coordinate the monthly agenda process.
- **MTA Organizational Chart.**

In order to be more responsive to Board members, I have reassigned the tracking of these requests to the Office of the CEO. All Committee and Board meeting requests, as well as those informally solicited by your direct calls to staff, will be placed on this tracking system so that we may stay current and reply to you in a timely manner.

I look forward to working with you on our continuous improvement efforts to help streamline and facilitate Board requests and the agenda process.

If you have any questions, please feel free to call me at (213) 922-2450.

ROLES & RESPONSIBILITIES
Office of the CEO and Agenda Coordination

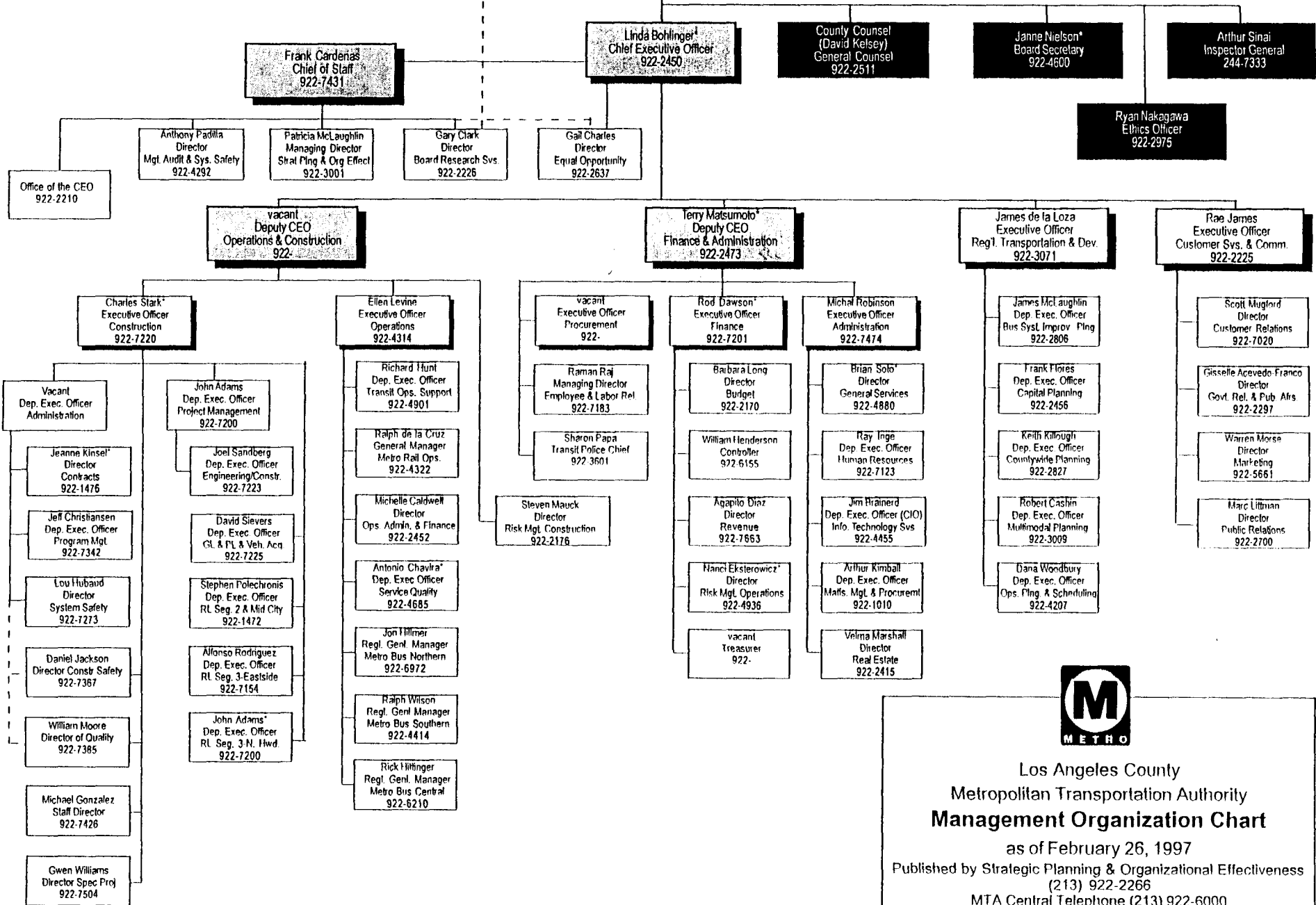
Name	Position	Tele #	Responsibilities
Linda Bohlinger	Interim CEO	922-2450	Executes the overall mission of the MTA and provides leadership in formulating and achieving public transportation objectives.
Pat Sims	Exec Secretary to CEO	922-2464	Provides secretarial support to the CEO; maintains CEO's calendar and schedules appointments; and handles CEO's personal mail.
Frank Cardenas	Chief of Staff	922-7431	Directs internal improvement activities; focuses on strategic objectives including MTA's Mission, Vision & Goals, Organizational Assessment; and the Five Year Business Plan; and directs Board agenda process.
Kim Belcher	Chief Admin Analyst	922-7418	Provides administrative coordination for Chief of Staff (COS); manages budget for the CEO/COS; and is back-up to Lead Agenda Coordinator.
Sandra Little	Executive Secretary	922-7419	Provides secretarial support to the COS, maintains COS's calendar and schedules appointments.
> Office of the CEO			
Joanne Kawai	Chief Admin Analyst	922-7413	Leads Agenda Coordination Team and is back-up to Lead Administrative Coordinator for CEO.
Jane Matsumoto	Chief Admin Analyst	922-2210	Leads Administrative Coordination Team for CEO and is back-up to Lead Agenda Coordinator.
Geri Brodie	Administrative Aide	922-7403	Provides general administrative support to CEO and Office of CEO's Chief Admin Analysts; logs and distributes CEO correspondence with analysts.
Nelly Gil	Senior Secretary	922-7410	Provides general secretarial support to CEO/Office of CEO's Chief Analysts; tracks CEO correspondence with analysts and provides general typing.
> Board Services			
Board Research Services			
Gary Clark	Acting Director	922-2226	Coordinates, in cooperation with MTA staff, Board member inquiries for information and analyses on agenda items.
Mary Lou Echernach		922-2227	Provides Board Services support for Construction Committee Activities.
Ray Harris		922-2228	Provides Board Services support for Executive Management Committee Activities.
DA Haydel		922-4338	Provides Board Services support for Operations Committee Activities.
Art Henry		922-6976	Provides Board Services support for Finance Committee Activities.
Frank Medina		922-2621	Provides Board Services support for Planning & Programming Committee Activities.
Susan Picasso	Secretary	922-7422	Provides secretarial support to Board Research Services unit.
Office of Board Secretary Michelle Jackson	Acting Board Secretary	922-4605	Oversees preparation of Board Agenda, provides re-cap of Committee/Board actions and produces official minutes and resolutions.

AGENDA COORDINATION TEAM

CEO/Chief of Staff Lead Agenda Coordination Team	Board Research Services Agenda Coordination Team Participants	Office of Board Secretary
<p>Linda Bohlinger, Interim CEO Frank Cardenas, Chief of Staff (COS) Joanne Kawai Jane Matsumoto Kim Belcher</p>	<p>Gary Clark, Act., Director Board Research Services Mary Lou Echternach Ray Harris DA Haydel Art Henry Frank Medina</p>	<p>Michelle Jackson, Acting Board Secretary Dona Enright Rosa Gonzales Marianne Hankins Melinda Smith</p>
<ul style="list-style-type: none"> • Coordinates Board Agenda Process with MTA Executive Staff • Reviews and authorizes for distribution monthly Board Box items • Manages Rolling Agenda and directs activities of the Rolling Agenda Team • Conducts Pre-Agenda Meeting on first Monday of each month • Assists Executives and their staff on the Board Agenda process and ensures agenda items are agendized • Briefs CEO/COS/Executive Staff on key issues • Facilitates and oversees CEO briefings and Executive Summaries • Directs the scheduling of Special Board meetings, Workshops, and other non-routine Board meetings • Manages Board Request List and ensures follow-up • Attends Board meetings to support MTA staff 	<ul style="list-style-type: none"> • Coordinates, in cooperation with MTA staff, Board member inquires for information and analyses on agenda items • Coordinates and schedules Board Briefings • Participates in Pre-Agenda meetings • Produces monthly issues on agenda items • Disseminates information to and from Board members • Meets regularly with Board Chairman, Board members and their staff to ensure quality of service • Attends Board meetings to support the Board members 	<ul style="list-style-type: none"> • Notifies MTA staff for "Call for Agenda Items" • Notifies the Board, MTA staff, and the General Public of Committee/Board meeting schedules • Participates in Pre-Agenda Meeting • Collects and consolidates all Board documents (i.e., Board reports, Board box items, etc.), motions and supplemental reports for Board agenda cycle • Conducts Agenda Setting Meetings on first and third Fridays of each month • Submits draft agenda for Chair's approval • Prepares, copies and distributes final Committee and Board Agenda • Transcribes minutes of actions taken at Committee and Board meetings • Prepares special resolutions at the direction of the Board • Provides re-cap of Committee and Board actions and produces official minutes and resolutions • Records Board direction to staff on Board Requests List • Attends Board meetings to document actions • Maintains official Board records • Collects conflict forms from Board members

NOTE: All above activities identified are limited to the Board Agenda Process and are not intended to be job descriptions

MTA BOARD OF DIRECTORS



Los Angeles County Metropolitan Transportation Authority Management Organization Chart

as of February 26, 1997

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