



**Metro**

Metropolitan Transportation Authority

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June 14, 2004

**TO: BOARD OF DIRECTORS**

**THROUGH: ROGER SNOBLE**  
**CHIEF EXECUTIVE OFFICER**

**FROM: JOHN B. CATOÉ,**  
**DEPUTY CHIEF EXECUTIVE OFFICER**

**SUBJECT: SERVICE SECTOR GOVERNANCE COUNCIL ANNUAL MEETINGS**

**ISSUE**

The Sector Bylaws and Governance Policy adopted by the Board required two annual meetings be convened during the year. The first is the annual meeting between the Sector Councils, the Chief Executive Officer, and the Deputy Chief Executive Officer. The purpose of the meeting is to discuss the overall effectiveness of the Sectors and other related matters. The second is to meet in a general forum with all members of the Service Sector Councils and the MTA Board of Directors.

The first of the two meetings has been scheduled for Tuesday, June 22, 2004 at 4:00 p.m. The meeting will be held in the cafeteria seating area at the Gateway Headquarters building. Since each of the Sector Chairs have already presented their FY04 challenges and accomplishments to the Operations Committee in May, the June meeting will focus on FY05. The meeting will provide a forum for MTA executive management and the councils to discuss FY05 operational and budgetary goals. Discussion will include how performance will be measured, the roles and responsibilities of the governance councils, sector management, and MTA Corporate in meeting these goals, and improving communication and community outreach and involvement.

**BACKGROUND**

The Sector Bylaws and Governance policy established a framework that defines the relationship between the MTA Board of Directors, Sector Governing Councils and staff in implementing bus service. The preliminary design was based on the approved FY03 budget, the bus service delivery and staffing levels, with the understanding that the first year's sector experience would provide us with the infrastructure to make future improvements.

Although the Sector concept has been in place since mid-2002, the first Governing Council was not formed until February 2003 and the final council was formed in January 2004. To

accommodate this phased-in approach, the first annual meet and confer is scheduled later than anticipated to give all five sectors the opportunity to establish themselves and to give the most recent governance council some familiarity and knowledge of their sector as well as their roles and responsibilities. The first annual meeting will provide a forum in which executive management and the councils can discuss the goals and objectives for their sectors and make recommendations where improvements can be made for the upcoming year. As the sectors mature, the annual meetings will provide a valuable forum for sectors to share their successes, best practices and lessons learned, with an overall benefit to bus operations in the Los Angeles region.

### **NEXT STEPS**

The second, general forum meeting will be agendaized as a separate item for the July 2004 MTA Board meeting. The item will provide a brief overview of FY04 sector achievements plus the FY05 action plan discussed at the June 22 meeting.