



**Metro**

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Metropolitan Transportation Authority

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**APRIL 10, 2020**

**TO: BOARD OF DIRECTORS**

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

**FROM: BRYAN M. SASTOKAS** *BMS*  
**CHIEF INFORMATION TECHNOLOGY OFFICER**

**SUBJECT: VIRTUAL BOARD AND COMMITTEE MEETINGS**

**ISSUE**

In response to the COVID-19 crisis, Governor Newsom's office issued an executive order on March 12<sup>th</sup> waiving the requirement of physical participation in Board and Committee meetings, allowing the meetings to take place through teleconferencing, and allowing public comment to be taken electronically.

**DISCUSSION**

**Board Member Support:**

Information Technology Services has developed the following approach to support these meetings via teleconference, with input from the Board Secretary, Chief Policy Officer, and County Counsel.

Board members will participate through a software solution called Lifesize, which is used by Metro for its teleconferencing needs. Board Members will have the flexibility of joining through a personal computer, mobile device, or by phone for an audio-only call. Detailed connection and setup instructions can be found attached to this notification, and ITS will be in contact with each Board Member to ensure they have received the information and are ready for their Committee and Board meetings.

## **Public Participation:**

The following options are available for the public to provide their input:

- Following existing practices, the public can submit their input to the Board Secretary by mail or email, who will then disseminate to Board Members.
- During the presentation, the public will be able to present their comments and position (support / neutral / opposed) in real time on agenda items via Metro's website. For the convenience of the Board Members, and by recommendation from County Counsel and the Board Secretary's office, these comments will be read aloud by the Board Secretary as each item is considered.
- After the meeting is adjourned, a report will be generated for board members that will contain all public comment and positions for their review.

## **NEXT STEPS**

Metro will be reaching out to each Board Member for a time to walk through setup instructions and answer any questions that a Board Member may have.

In addition, Metro requests all Board Members read the attached connection and setup instructions and if possible, test their remote connection in advance of any scheduled Committee or Board meetings.

## **ATTACHMENTS**

Lifesize Connection and Application Instructions

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