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Los Angeles County
Metropolitan
Transportation
Authority

August 15, 1995

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MEMO TO: MTA BOARD MEMBERS AND ALTERNATES

FROM: FRANKLIN E. WHITE

THROUGH: JUDITH L. SCHWARTZE *Judy S.*

SUBJECT: BOARD REQUEST LIST

Effective August 1, 1995, the Board Request List will be submitted as a Board Box item at the end of each month. The list will be copied on salmon colored paper to distinguish it from the remainder of your board boxed items.

This list will continue to be updated monthly and completed item(s) will remain on the list until the status is reflected. In addition, written motions will now be include in the Board Request List and the hard copy will be attached to the package.

Sending the list separate from the Board Agenda package will assist in capturing Board Members' requests and written motions from Committee and Board Meetings for the same month. It will facilitate monitoring these requests and motions in alignment with our current Committee/Board meeting schedules and timelines and accomplishing them in a timely manner. In the past, the Board Request List captured the previous month's Board meeting and the current month's Committee meetings requests. We believe this change will improve the process and be more valuable to you.

If you should have any questions or concerns, please contact Judy Schwartz, Board Liaison at (213) 244-6754, or Joanne Kawai at (213) 244-6775.