

**Inter Office Memo**

**To:** Board of Directors  
**From:** Anne Muzzini, Director of Planning and Marketing

**Date:** October 15, 2010

**Reviewed By:** *AM*

*AM*

**SUBJECT:** Restructuring Advisory Committees

**SUMMARY OF ISSUES:**

County Connection has two advisory committees, the Citizens Advisory Committee and the Accessible Services Committee. The both meet once a month and have members that are appointed from each jurisdiction.

The staff recommendation to restructure the advisory committees is based on the need to reduce staff workload since several positions have been eliminated, and the fact that public input is sought anytime significant service or fare changes are made.

Legally CCCTA is required to have a public participation process however there is no specific requirement related to regular meetings. Some agencies have no advisory committees (Tri Delta) and some have a committee that meets before the Board meeting to review the items of the agenda (SamTrans). According to our attorney's office, we have lots of flexibility in regards to the structure for our public input process.

The A&F Committee recommended that the CAC and the ASC be combined into one committee that meets every other month. The Board sought input from the CAC and ASC members at their recent meetings. Both committees were concerned about combining and feel their roles are very different. Both committees suggested that they remain separate but reduce the number of meetings to six per year.

**RECOMMENDATIONS:**

The A&F Committee recommends that Members of both committees would be grandfathered into the new advisory committee, and in time the new structure would mirror current membership with one appointment per jurisdiction.

**FINANCIAL IMPLICATIONS:**

None.

**OPTIONS:**

1. Approve A&F Committee Recommendation
2. Decline to approve
3. Other action as determined by the Board