

**LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
MINUTES**

**THURSDAY, MARCH 10, 2016
THE GRAND LONG BEACH EVENT CENTER
4101 E. WILLOW STREET, 9:00 AM**

Maricela de Rivera, Chair
Sumire Gant, Vice Chair
Mary Zendejas, Secretary/Treasurer
Colleen Bentley, Director
April Economides, Director



Nancy Pfeffer, Director
Barbara Sullivan George, Director
Amy Bodek, City Representative
Eric Widstrand, City Representative

President and Chief Executive Officer
Kenneth A. McDonald

SPECIAL MEETING: BOARD OF DIRECTORS RETREAT - 9:00 A.M.

1. Call to Order. (Maricela de Rivera)
2. Roll Call. (Dave Hernandez)

Commissioners Present: Maricela de Rivera, Sumire Gant, Mary Zendejas, Colleen Bentley, April Economides and Barbara Sullivan George

Commissioners Excused: Nancy Pfeffer

3. Special Meeting Overview. (Kenneth McDonald)

CEO McDonald presented an overview of the Special Meeting. He stated the goal of the Special Meeting was to discuss the future of Long Beach Transit (LBT) from the perspective of the Board. He further stated that this Special Meeting was also to get the Board's input on how they envision LBT.

CEO McDonald introduced Dr. Barbara Gannon from Gannon Consult.

Director Economides asked when other LBT staff members will join the Board Members at the Special Meeting. CEO McDonald answered that staff members will join the retreat on Friday. Director Economides asked for confirmation that it will only be the Board members and LBT staff that are currently present at the Special Meeting and asked why there is no staff today. CEO McDonald answered that this is a Board retreat to talk about LBT's vision. He added that the Board will be involved in creating a vision and LBT staff will carry out the Board's vision.

Vice Chair Gant asked when the Board will be taking a look at the Battery Electric Bus. CEO McDonald answered that it will be May 2, 2016. He added that LBT is having two sessions to go to the BYD plant to take a look at the vehicles.

Chair de Rivera thanked CEO McDonald and expressed her excitement for the retreat, since the Board has been waiting for this for a long time. She mentioned that all Board members come for a love of Long Beach, innovation, change and moving forward.

4. Board Roles and Responsibilities.
 - a. Legal Perspective. (Vincent Ewing)
 - b. Engagement and Accountability. (Dr. Barbara Gannon) (Gannon Consult)

Vincent Ewing, General Counsel, highlighted the legal themes necessary for the Board members to carry out their fiduciary duty and provide oversight and legal compliance. He stated that the United States and California constitutions play a role in what the LBT Board does. He stated that LBT is governed by several sections of the government code. He provided an overview of the Ralph M. Brown Act, located at California Government Code 54950 et sec., and stated that LBT must conduct the public's business openly. He added that the Brown Act requires LBT to notice meetings.

Director Pfeffer arrived at 9:32 a.m.

Mr. Ewing stated that LBT Board members cannot accept items such as gifts and tickets that exceed \$460 in value. He asked that the Board contact CEO McDonald if they have any questions pertaining to what constitutes a gift.

Mr. Ewing provided a legal perspective on public comments. He stated that the public can speak up to three minutes on items that are on the agenda. Mr. Ewing stated that if a public member is disrupting the meeting, the public member is not following the code of conduct. He further stated that the Board cannot tell members of the public not to use curse words or racial slurs. He added that the members of the public can use any words except for "fighting words," such as words that threaten physical violence.

Chair de Rivera introduced Dr. Gannon from Gannon Consult to discuss engagement and accountability.

Dr. Gannon went over the goals of the Board Retreat:

- Considering the retreat outcome
- Reviewing the role of a governing board
- Assessing the organization
- Looking towards the future
- Crafting a vision

Dr. Gannon led a discussion regarding what the Board knew about being Board members.

Dr. Gannon presented The Role of the Board and Responsibilities of Governing Boards:

- Defining the vision
- Setting Policies
- Adopting Annual Operating and Capital Budgets, and Strategic Plans

- Advocating on behalf of the organization
- Hiring the CEO

Dr. Gannon presented the Board's Set Policy:

- Procurement of Goods and Services
- Acquisition and Disposition of Real Property
- Code of ethics
- Whistleblower
- Investment
- Diversity

Dr. Gannon presented the Separation of Powers between the Board and the CEO. She led a discussion regarding what each Board member expected of each other as Board colleagues and what they expected from LBT senior staff.

CEO McDonald stated that LBT staff worked on creating five values for LBT. He stated that after the Board creates LBT's vision, a document with the vision, mission and values will be published for LBT staff and Board members. He presented LBT's values:

1. Consider "Customer First" in Decision Making
2. Open to New Ideas and Continuous Improvement
3. Cultivate Employee Potential
4. Be Proactive
5. Operate with Integrity

Chair de Rivera thanked Mr. Ewing and Dr. Gannon.

5. Fostering Employee Engagement. (Kenneth McDonald)

CEO McDonald presented the goals, outcome, highlights and next steps of LBT's Employee Engagement Survey.

Chair de Rivera asked if this survey was anonymous. CEO McDonald answered that these survey results were truly anonymous, as employees were not identified by department and all employees filled out the same survey and dropped it in a locked box. Director Economides thanked CEO McDonald for doing this. She appreciated that the CEO is looking at these concerns as an opportunity to improve.

Director Economides asked what are KPIs. CEO McDonald answered that KPIs are Key Performance Indicators.

Director Pfeffer asked how many people were in the oral response groups. Debra Johnson answered that there were 80 to 85 LBT employees in the focus groups.

Director Bentley asked if employees have seen the results of the survey. CEO McDonald stated that the results will be shared with the Executive Leadership Team and then shared with LBT employees.

Director Economides asked how often are performance evaluations performed. CEO McDonald answered that performance evaluations are performed once a year.

Chair de Rivera thanked CEO McDonald for the information provided to the Board.

Chair de Rivera recommended to move into lunch recess.

A motion was made by Director Sullivan George, seconded by Director Pfeffer. The motion carried by the following vote:

Yes: Maricela de Rivera, Colleen Bentley, Nancy Pfeffer, Sumire Gant, April Economides, Mary Zendejas and Barbara Sullivan George

6. The Future of Transportation: Industry Direction. (Debra Johnson)

The meeting reconvened from lunch recess.

Debra Johnson, Deputy CEO, highlighted current and future regional, state and industry trends. Topics included the Fixing America's Surface Transportation (FAST) Act, Zero-Emission Bus technology and Succession Planning for Emerging Technologies.

7. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis Results. (Dr. Barbara Gannon) (GannonConsult)

Dr. Gannon led a discussion regarding LBT's Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis Results. She asked the Board members what stood out to them in each section.

After discussing the SWOT Analysis Results, Dr. Gannon asked the Board to work on LBT's vision. Director Bentley asked if LBT had a vision before. CEO McDonald answered that LBT did not have a vision and had not in the past. Chair de Rivera added that LBT's Board had not been involved in the past. Director Pfeffer asked if LBT's current mission statement had been created during CEO McDonald's tenure. CEO McDonald stated that LBT's current mission statement replaced a previous mission statement.

CEO McDonald stated that tomorrow there will be a document with the vision, mission, values, leadership competencies and strategic priorities shared with the Board to see if the mission fits.

Director Sullivan George stated that she thinks it is a great idea to bring all those items together so the stamp of approval is there. Chair de Rivera stated she had a concern that the mission, values and strategic priorities were created before the vision was created.

Dr. Gannon presented LBT's mission statement. The Board discussed creating a vision for LBT. Dr. Gannon presented different examples of vision statements and asked the Board to work in groups to create LBT's vision statement.

Dr. Gannon stated that the vision has to inspire employees and energize them to deliver to the public. The Board worked as a group to draft LBT's vision statement:

"The region's leading provider of transportation options delivering innovative and high-performing services within a multi-modal network that transforms the social, environmental and economic well-being of the diverse communities we serve."

Dr. Gannon stated the Board did an excellent job. Director Economides thanked Dr. Gannon for being a great facilitator. She added that she feels more engaged and feels she learned a lot. She wanted to acknowledge that LBT's Board is unique due to all Board members being women.

Director Sullivan George thanked Dr. Gannon for not over-structuring the Board Retreat. She enjoyed the open discussions. Director Bentley enjoyed getting to know the Board members. She thanked Dr. Gannon and staff for providing information and good thoughts.

Dr. Gannon stated that the Board members did great work with their expectations. Secretary/Treasurer Zendejas stated how important this is not only for the success of the Board but LBT's success. Director Pfeffer stated she enjoyed the meeting today. She also thanked Dr. Gannon for being so helpful and not overbearing. Chair de Rivera thanked CEO McDonald for providing the LBT employee survey results. She added that CEO McDonald and Debra Johnson are leading an agency that makes this vision true. She further added that it is very satisfying to be able to serve on this Board for the last four years and to see the change and the growth. She thanked the staff for the hard work. CEO McDonald stated he was impressed with how the meeting went. Ms. Johnson shared that she appreciated hearing the discussion and having Board members that are passionate about the agency.

8. Public Comment.

Any member of the public may approach the podium and, upon recognition by the Chair, state his or her name and proceed to address the Board on any item within the subject matter jurisdiction of the Long Beach Transit Board of Directors, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes, unless different time limits are set by the Chair, subject to the approval of the Board.

There were no public comments.

9. Board Requests.

Director Economides stated that she will arrive at approximately 10:30 a.m. on March 11, 2016 due to work obligations. She added that she would love to continue to see this level of engagement.

Chair de Rivera requested that the policies be parked.

10. 16-026TR Adjourn. The next regular meeting will be held on March 28, 2016.
(Maricela de Rivera)

A special meeting will be held on March 11, 2016.

A motion was made by Secretary/Treasurer Zendejas, seconded by Director Bentley, to approve recommendation. The motion carried by the following vote:

Yes: 7 - Maricela de Rivera, Mary Zendejas, Colleen Bentley, April Economides, Nancy Pfeffer, Barbara Sullivan George and Sumire Gant

Note:

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired please call the City Clerk Department 48 hours prior to the meeting at (562) 570-6101.

(*The City Clerk's office is closed on weekends. To assure proper accommodations, please call by 4:30 p.m. on the Friday prior to the meeting.)

(For Telecommunication Device for the Deaf, please call (562) 570-6626. Inquire at the City Council Chamber Audio Visual Room for Assistive Listening Device.)

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