# BOARD ENGAGEMENT RECOMMENDATIONS

<table>
<thead>
<tr>
<th>ACCOUNTABILITY</th>
<th>LOGISTICS</th>
<th>SUBSTANCE</th>
<th>STRUCTURE</th>
<th>SCHEDULING</th>
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<tbody>
<tr>
<td>• Expand Board Partner system</td>
<td>• Establish Board and committee information portals</td>
<td>• Be strategic, with subsequent agendas building from meeting-to-meeting</td>
<td>• Bylaw revisions process</td>
<td>• Reduce meeting days at ARC</td>
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<td>• Publish Board attendance.</td>
<td>• Determine and communicate matters for consideration by Board and committees</td>
<td>• Amend agendas based on current relevance</td>
<td>• Restructure Governance committee</td>
<td>• Hold full Board Meetings every other month</td>
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<td>• Relay info re parking and other logistic challenges</td>
<td>• Seek Board feedback to confirm relevance of items to be included as part of a long-term agenda</td>
<td>• Incorporate BARC, Ethics, and Strategic Relations in Governance</td>
<td>• Hold most meetings on one day/month 2nd Wednesday of Month</td>
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<td>• In all presentations, address relevance re: timing/jurisdictional implications</td>
<td>• Integrate A&amp;IS into ACA</td>
<td>• Exception – ACA and other needed meeting - 4th Wednesday of month</td>
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<td>• Transition RTC to a subcommittee of TAQC</td>
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## IMPLEMENTATION WORKSTREAMS

**REVISE MATTERS OF PRACTICE**
- Expand Board Partner Program.
- Establish stronger board feedback loops.

**ENHANCE COMMUNICATIONS**
- Establish Board and committee information portal.
- Communicate more effectively matters for importance to Board and committees.
- Relay information about upcoming topics and logistic challenges.
- Publish Board attendance.
- In all presentations, address relevance re: timing and jurisdictional implications.

**COORDINATE AGENDAS AND CALENDARS FOR BOARD/COMMITTEES**
- Determine matters for consideration by Board and committees.
- Be strategic with agenda planning over time and across committees.
- Amend agendas based on current relevance.
- Create more efficient approach to the matter of first reads.
- Develop 2021 Board and committee meeting schedule.
  - 2nd Wednesdays of month
  - 4th Wednesdays of month

**RESTRUCTURE BOARD AND COMMITTEES**
- Hold fewer meetings at ARC.
  - Full Board Meetings - every other month.
  - Governance Committee - monthly.
- Restructure membership and operations of Governance Committee.
- Establish BARC, Ethics, and Strategic Relations as sub-committees of Governance Committee.
- Merge A&IS with ACA.
- Integrate RTC as a subcommittee of TAQC.
REVISE MATTERS OF PRACTICE

Board Partner Program

• 2021 – Pilot: Focus on new board members
  • Voluntary partnership with board partners
  • Staff support
  • Update board orientation materials
  • Solicit board feedback and evaluation of program

• 2022 - Expand program, as warranted

BY LAW CHANGE REQUIRED?

○ No Change
ENHANCE COMMUNICATIONS

Communication Initiatives
- Information portal for Board members
- Use of technology for meetings, briefings and collaboration
- Feedback loop for Board input
- Administrative practices for communication

Best Practices for Presentations
- Address relevancy regarding timing of presentation
- Identify implications for applicable member jurisdictions

BY LAW CHANGE REQUIRED?

- No Change

- No Change
AGENDA/CALENDAR COORDINATION

Revise agenda-setting and scheduling practices to align with adopted Board recommendations

• Utilize monthly Governance Meetings effectively to advance ARC work and keep board informed
• Reduce number of times that Board members need to travel to ARC office (bi-monthly Board meetings).
• Keep meetings (to the extent possible) focused on 2nd Wednesday (THE day for board and committees) and 4th Wednesday (the other day for board and committees)

BY LAW CHANGE REQUIRED?

- Modest Change
- Modest Change
- No Change
RESTRICTURE BOARD AND COMMITTEES

Better Align Governance with Operations

Governance Committee
  • Budget and Audit Review, Ethics, Pension Board, and Strategic Relations subcommittees

Standing Committees and Grant-Required Boards
  • Advisory Committee on Aging
  • Community Resources Committee
  • Transportation and Air Quality Committee
    • Policy, and Regional Transit Subcommittee

BY LAW CHANGE REQUIRED?

- Complex Change
- Modest Change
- Modest Change
- No Change
- Modest Change
## COMMITTEE RESTRUCTURE

### CURRENT STRUCTURE

1. Standing Committees
   - Governance Committee
   - Budget and Audit Review Committee
   - Ethics Committee

2. Policy Committees
   - Aging and Independence Services Committee
   - Community Resources Committee
   - Strategic Relations Committee
   - Regional Transit Committee
   - Transportation and Air Quality Committee

3. Local Administrative Agency for Other Agencies
   - Atlanta Regional Workforce Development Board
   - Metropolitan North Georgia Water Planning District Board

4. Other Boards Not Referenced in the Bylaws
   - Advisory Committee on Aging
   - Pension Board of Trustees
   - TAQC Subcommittee
   - Urban Area Security Initiative Senior Policy Group

### PROPOSED STRUCTURE

1. Governance Committee
   - Budget and Audit Review Subcommittee
   - Ethics Subcommittee
   - Pension Board Subcommittee
   - Strategic Relations Subcommittee

2. Standing Committees and Grant Required Boards
   - Advisory Committee on Aging
   - Atlanta Regional Workforce Development Board
   - Community Resources Committee
   - Senior Policy Group
   - Transportation and Air Quality Committee
     - Policy Subcommittee
     - Regional Transit Subcommittee

3. Relationship with Other Agencies
   - Metropolitan North Georgia Water Planning District Board

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1. The ARWDB is not a distinct legal entity.
2. At the 2014 rewrite of the Bylaws, UASI was a distinct legal entity and not included. That entity has been dissolved, and they are now part of ARC.
3. ACA and AIS are combined with a structure mirroring ARWDB appointments.
NEXT STEPS – 2020 AND 2021

SEPT – DECEMBER -> Adopt Bylaw Revisions and Detail Implementation Plan

September 23-> Bylaw Revisions to be discussed in Governance Committee
September 23-> Bylaw Revisions – first read at ARC Board Meeting
October 28 -> Bylaw Revisions – adopt bylaws at ARC Board Meeting
September – October -> Final details of implementation plan, including schedule for 2021
November – December -> Pilot features of implementation plan (information portal, enhanced communication); solicit board feedback

Early 2021 – > Implement Board Engagement Recommendations
Institute new practices and launch new schedule