



Atlanta Regional Commission

# **IMPLEMENTATION PLAN FOR BOARD ENGAGEMENT**

**AUGUST 26, 2020**

# BOARD ENGAGEMENT RECOMMENDATIONS

|                 | ACCOUNTABILITY   | LOGISTICS   | SUBSTANCE  | STRUCTURE   | SCHEDULING  |
|-----------------|--|---|--|---|---|
| RECOMMENDATIONS | <ul style="list-style-type: none"> <li>Expand Board Partner system</li> <li>Publish Board attendance.</li> </ul> | <ul style="list-style-type: none"> <li>Establish Board and committee information portals</li> <li>Determine and communicate matters for consideration by Board and committees</li> <li>Relay info re parking and other logistic challenges</li> </ul> | <ul style="list-style-type: none"> <li>Be strategic, with subsequent agendas building from meeting-to-meeting</li> <li>Amend agendas based on current relevance</li> <li>Seek Board feedback to confirm relevance of items to be included as part of a long-term agenda</li> <li>In all presentations, address relevance re: timing/jurisdictional implications</li> </ul> | <ul style="list-style-type: none"> <li>Bylaw revisions process</li> <li>Restructure Governance committee</li> <li>Incorporate BARC, Ethics, and Strategic Relations in Governance</li> <li>Integrate A&amp;IS into ACA</li> <li>Transition RTC to a subcommittee of TAQC</li> </ul> | <ul style="list-style-type: none"> <li>Reduce meeting days at ARC</li> <li>Hold full Board Meetings every other month</li> <li>Hold most meetings on one day/month 2<sup>nd</sup> Wednesday of Month</li> <li>Exception – ACA and other needed meeting - 4<sup>th</sup> Wednesday of month</li> </ul> |



# IMPLEMENTATION WORKSTREAMS

| RECOMMENDATIONS | REVISE MATTERS OF PRACTICE   | ENHANCE COMMUNICATIONS  | COORDINATE AGENDAS AND CALENDARS FOR BOARD/ COMMITTEES   | RESTRUCTURE BOARD AND COMMITTEES  |
|-----------------|--|---|--|---|
|                 | <ul style="list-style-type: none"><li>• Expand Board Partner Program.</li><li>• Establish stronger board feedback loops.</li></ul> | <ul style="list-style-type: none"><li>• Establish Board and committee information portal.</li><li>• Communicate more effectively matters for importance to Board and committees.</li><li>• Relay information about upcoming topics and logistic challenges.</li><li>• Publish Board attendance.</li><li>• In all presentations, address relevance re: timing and jurisdictional implications.</li></ul> | <ul style="list-style-type: none"><li>• Determine matters for consideration by Board and committees.</li><li>• Be strategic with agenda planning over time and across committees.</li><li>• Amend agendas based on current relevance.</li><li>• Create more efficient approach to the matter of first reads.</li><li>• Develop 2021 Board and committee meeting schedule.<ul style="list-style-type: none"><li>• 2<sup>nd</sup> Wednesdays of month</li><li>• 4<sup>th</sup> Wednesdays of month</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Hold fewer meetings at ARC.<ul style="list-style-type: none"><li>• Full Board Meetings - every other month.</li><li>• Governance Committee-monthly.</li></ul></li><li>• Restructure membership and operations of Governance Committee.</li><li>• Establish BARC, Ethics, and Strategic Relations as sub-committees of Governance Committee.</li><li>• Merge A&amp;IS with ACA.</li><li>• Integrate RTC as a subcommittee of TAQC.</li></ul> |

# 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 2<sup>nd</sup> Wednesday (THE day for board and committees) and 4<sup>th</sup> Wednesday (the other day for board and committees)

BY LAW CHANGE  
REQUIRED?

☒ *Modest Change*

☒ *Modest Change*

☐ *No Change*

# RESTRUCTURE 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<sup>1</sup>
- 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<sup>2</sup>

## 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<sup>3</sup>
- 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

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