

Memorandum

To: EQUITY ADVISORY COMMITTEE MEMBERS

EAC Business Meeting:
March 11-12, 2025

From: STATE AGENCIES' EXECUTIVE MANAGEMENT

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Subject: Overview of Subcommittees and 2024 Subcommittee Accomplishments

Summary:

On April 5, 2024, members of the Committee took action to form three ad hoc subcommittees. The following ad hoc subcommittees were approved:

1. Safety and Climate
2. Housing, Infrastructure, and Broadband
3. Walkability, Disability, and Complete Streets

On May 3, 2024, an additional ad hoc subcommittee was formed to offer recommendations to the California State Transportation Agency on updates to the Climate Action Plan for Transportation Infrastructure (CAPTI). The ad hoc subcommittee developed formal recommendations for the CAPTI update which were adopted by the full Committee on August 22, 2024, and submitted to Secretary Omishakin on September 4, 2024. After achieving its purpose, this ad hoc subcommittee was dissolved.

Meetings for the three remaining ad hoc subcommittees commenced in August and met monthly until the end of 2024. There are several active and unfinished tasks that ad hoc subcommittees have been working on, and Committee members will discuss how to move forward with continuing or amending the purview of ad hoc subcommittees. At this meeting, members will be asked to identify subcommittees they would like to join. Continuing members who previously served as ad hoc subcommittee Chairs will be asked if they desire to continue, or new subcommittee leadership will be approved at the first subcommittee meetings in 2025.

Background:

The Committee Charter was approved on September 26, 2023 and was ratified on October 18, 2023 by the California Transportation Commission (Commission), California Department of Transportation (Caltrans), and the California State Transportation Agency (CalSTA). The Charter allowed for the creation of subcommittees to further encourage meaningful engagement of Committee members. Article 5 of the Charter outlines the roles of officers and the process for forming permanent and ad hoc subcommittees:

The Committee may form permanent and ad hoc subcommittees. The Committee can delegate to a subcommittee the power to make a recommendation on behalf of the entire Committee. Permanent subcommittees may be formed by amendment of this Charter, and must be approved by CalSTA, the Commission and Caltrans. Ad hoc subcommittees may be formed by the Chair or by a majority vote of the Committee as needed. Ad hoc subcommittees will dissolve once the purpose of the subcommittee has been achieved or one year from their formation, whichever is earlier. The Committee's Chair is an ex officio member of all subcommittees but has no vote. The Chair may delegate to the Vice Chair(s) the Chair's ex officio membership on any subcommittee.

Ad hoc subcommittees serve a different purpose than permanent subcommittees. Ad hoc subcommittees are intended to be temporary and should serve a purpose that can be completed in a short amount of time. Permanent subcommittees support ongoing issues that are anticipated to require attention for an extended amount of time. If the Committee chooses to amend or create new ad hoc or permanent subcommittees, they must adhere to the following criteria:

1. The subcommittee focus area falls within the scope of the Committee as approved by the Commission, Caltrans, and CalSTA.
2. The subcommittee focus area relates to a matter identified in the interagency workplan.
3. Committee members have interest in and capacity to serve on the subcommittee.
4. Interagency staff have adequate capacity to support the subcommittee activities.
5. The subcommittee recommendations are allowable per the Committee Charter.

Proposals for subcommittees cannot conflict with the approved Committee scope, Charter, or Bagley-Keene Open Meeting Act. Notable parameters include:

- The Committee serves in an advisory capacity to the Commission, Caltrans, and CalSTA.
- A group of three or more members (including Chair and Vice Chair) cannot meet without a publicly noticed meeting.

The Committee can approve policy recommendations developed by a subcommittee with a super majority (two-thirds of members). This is consistent with the approved Charter. However,

a subcommittee is not required for the Committee to propose a motion and vote on a policy recommendation consistent with Bagley-Keene Open Meeting Act requirements.