

Memorandum

To: EQUITY ADVISORY COMMITTEE MEMBERS

EAC Business Meeting:
May 14, 2025

From: STATE AGENCIES' EXECUTIVE MANAGEMENT

Reference Number: Tab 6 Action

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Subject: Subcommittee Discussion and Possible Action on Ad Hoc Subcommittees

Recommendation:

Staff recommend that the Interagency Equity Advisory Committee (Committee) consider the creation of ad hoc subcommittees to enhance the Committee's effectiveness in fulfilling its advisory role to the California Transportation Commission (Commission), the California Department of Transportation (Caltrans), and the California State Transportation Agency (CalSTA).

To best address the areas for both meaningful Committee involvement and anticipated advisory needs of the Commission, Caltrans, and CalSTA, staff recommend the creation of three new ad hoc subcommittees as follows:

1. Community Engagement Policies and Practices
2. Transportation Planning and Program Guidance
3. Data Implementation

Issue:

Prior Subcommittees

On April 5, 2024, the Committee took action to form three ad hoc subcommittees:

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

Per Article 5.4 of the Committee Charter, these ad hoc subcommittees reached their term on April 5, 2025. During their one-year duration, the ad hoc subcommittees met and provided advisory support on several efforts. An overview of the 2024 ad hoc subcommittees, outcomes from their work, and status of any outstanding tasks is included in Attachment A.

Staff recommends that Committee members create three new ad hoc subcommittees with clear scopes of work to fulfill the advisory roles outlined in the 2025 Interagency Work Plan.

Ad hoc subcommittees allow the Committee to efficiently delegate work to a subset of the Committee membership that have the expertise and interest in these given areas. Subcommittees would convene, as necessary, during the months when the full Committee does not meet (i.e., June, August, and November).

- The Community Engagement Policies and Practices Ad Hoc Subcommittee would focus on the agencies' community engagement policies and practices. The subcommittee could undertake the following opportunities to provide advisory support in 2025: Caltrans Statewide Community Engagement Playbook, Caltrans Director's Policy on External Engagement, Caltrans Race and Equity Action Plan, and the Caltrans District Community Advisory Committee Framework.
- The Transportation Planning and Program Guidance Ad Hoc Subcommittee would focus on the agencies' long-range planning efforts. The subcommittee could undertake the following opportunities to provide advisory support in 2025: California Transportation Plan, Climate Action Plan for Transportation Infrastructure 2.0 implementation, Caltrans Director's Policy on Public Transit, the Master Plan for Aging, and the draft Transit Transformation Task Force report.
- The Data Implementation Ad Hoc Subcommittee would focus on the agencies' data-driven decision-making tools and practices which support equitable investments in transportation infrastructure and programs. The subcommittee could undertake the following opportunities to provide advisory support in 2025: Caltrans Equity Index Use Case Development and the State Highway System Management Plan.

The subcommittee work will fall within the Committee's adopted scope and will help fulfill the Committee's advisory roles as outlined in the 2025 Interagency Work Plan.

A chair for each ad hoc subcommittee will be elected at the first subcommittee meeting by the members. The ad hoc subcommittee chairs are responsible for facilitating the subcommittee meetings and providing updates on subcommittee efforts at future Committee meetings.

Prior to the one-year expiration of the ad hoc subcommittees, likely in early 2026, Committee members may determine whether to extend existing ad hoc subcommittees or create permanent subcommittees based on the scope of the ad hoc subcommittees. [Note: The establishment of permanent subcommittees requires amending the Committee Charter with a

two-thirds vote of the Committee membership and approval by the Commission, Caltrans, and CalSTA.]

Administratively, interagency staff have the capacity to support up to three ad hoc or permanent subcommittees, assuming subcommittees are convened during the months when the full Committee does not meet. Subcommittee members will be determined at this full Committee meeting. Each subcommittee will vote for a Chair at the first subcommittee meeting. Committee members may choose to serve on any subcommittee(s) of their choice but are not required to do so.

Background:

The Committee Charter was approved on September 26, 2023 and was ratified on October 18, 2023 by the Commission, Caltrans, and 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.

Additionally, ad hoc subcommittees serve a different purpose than permanent subcommittees. Ad hoc subcommittees are intended to be temporary and should serve a focused purpose that can be completed within a year or less. Permanent subcommittees support ongoing discussions and objectives that extend longer than one year. If the Committee chooses to amend or create new ad hoc or permanent subcommittees, they should 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.

Subcommittees cannot conflict with the approved Committee scope, Charter, Bagley-Keene Open Meeting Act, or other applicable laws and regulations. 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.

Stakeholders, community members, and policy experts may be consulted to inform the work of subcommittees. To ensure transparency, subcommittees will use publicly noticed Committee meetings to report on any work they've completed, and bring forward any recommendations for adoption by the full Committee at a publicly noticed meeting. Once approved, the official recommendations are communicated to interagency staff for presentation to the appropriate agencies for consideration. The Committee can approve policy recommendations developed by a subcommittee with a super majority (two-thirds of members). This is consistent with the approved Committee 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.

Other Formal Mechanisms for Committee Input

In addition to subcommittees, the Committee can fulfill their advisory role as a full Committee by providing input or recommendations to the agencies during publicly noticed Committee meetings. The Chair also has authority to designate Committee members as subject matter experts between Committee meetings to address agency and Committee needs.

ATTACHMENT A:**2024 Ad Hoc Subcommittees***Housing, Infrastructure, and Broadband*

Overview: The Housing, Infrastructure, and Broadband Ad Hoc Subcommittee was interested in working with staff to host informational presentations on housing, infrastructure, and broadband topics, including but not limited to:

- Transit-oriented development.
- Mitigation strategies for reducing vehicle miles traveled and the intersection of these strategies with land-use.
- Equity concerns about replacing the gas tax.
- Addressing legacy displacement and preventing future displacement.

This ad hoc subcommittee opted to focus on the Middle Mile and Last Mile Broadband Initiatives, with an emphasis on monitoring the development and implementation of these programs.

Outcomes: The Housing, Infrastructure, and Broadband Ad Hoc Subcommittee drafted letters that were approved by the full Committee to the California Public Utilities Commission and the two California Senators urging them to reinstate an affordable connectivity program to ensure that low-income residents and disadvantaged communities have access to affordable broadband. These letters were sent in Fall 2024.

Status: The efforts associated with the Middle Mile and Last Mile Broadband Initiatives have been completed. This ad hoc subcommittee's term concluded on April 5, 2025.

Walkability, Disability, and Complete Streets

Overview: The Walkability, Disability, and Complete Streets Ad Hoc Subcommittee worked to make recommendations on the Senate Bill 1121 Needs Assessment, with a focus on the accessibility and complete streets chapters. Commission staff presented the Needs Assessment to the full Committee at the August EAC meeting and brought a more in-depth presentation to the October subcommittee meeting. Commission staff offered briefings to the subcommittee members and all members of the full Committee to solicit feedback. Commission staff provided a summary of comments and how feedback was integrated into the Needs Assessment at the December Committee meeting.

Outcomes: The Walkability, Disability, and Complete Streets Ad Hoc Subcommittee reviewed and provided valuable feedback on the SB 1121 Transportation Needs Assessment which is scheduled for submittal to the legislature in Spring 2025. The SB 1121 team worked to incorporate member feedback into updates to the Assessment, specifically by increasing

attention to paratransit and transit needs of people with disabilities and aging community members.

Status: The efforts associated with the SB 1121 Transportation Needs Assessment have been completed. This ad hoc subcommittee's term concluded on April 5, 2025.

Safety and Climate

Overview: The Safety and Climate Ad Hoc Subcommittee was interested in working with staff to host informational presentations on safety and climate topics, including but not limited to:

- Safe Routes to Schools
- Vision Zero
- Transit Transformation Task Force

This ad hoc subcommittee agreed to take the lead on developing the Committee's vision, mission, and policy principles for transportation equity. Staff supported a workshop, survey, and several subcommittee discussions, and provided a final update on these efforts at the December meeting of the full Committee.

Outcomes: The Safety and Climate Ad Hoc Subcommittee contributed to the development of the vision and mission statement, ultimately identifying two Committee members as subject matter experts to draft and finalize the statements for discussion at the May 2025 Committee meeting.

Status: This ad hoc subcommittee's term concluded on April 5, 2025; however, the work to finalize the mission and vision statement continues through subject matter experts and the full committee.