

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT

ON 12/15/2022 THE TPAC'S BUDGET & FINANCE AND PLANNING & PRIORITIZATION SUBCOMMITTEES VOTED UNANIMOUSLY TO RECOMMEND A MERGE INTO THE NEW PROGRAM DEVELOPMENT SUBCOMMITTEE.

TPAC CONSIDERS APPROVAL OF THE MERGER ON FEBRUARY 15, 2023.

BACKGROUND:

The concept of restructuring the TPAC subcommittees was first discussed with the TPAC cabinet, made up of TPAC and subcommittee Chairs and Vice Chairs as well as Wake Transit program staff, in January 2021. The initial trigger for exploring an alternate subcommittee structure was the fact that the work tasks assigned to the Budget & Finance (B&F) and Planning & Prioritization (P&P) subcommittees have shifted away from heavy policy and program development to recurring tasks related to the ongoing implementation and management of the Wake Transit program. Most of the remaining tasks on both Work Task Lists are deeply interrelated and are currently being duplicated for both groups.

Additional objectives of the restructuring process include a reduction in the number of TPAC meetings on member calendars especially with in-person meetings on the horizon, streamlining information sharing, mitigating extended task/project development timelines, increasing partnership and coordination amongst subcommittee members, and to increase member understanding and awareness of how the individual Wake Transit work tasks tie into the larger programmatic picture.

COMMENTS & QUESTIONS WITH RESPONSES:

Since discussions about a subcommittee structure change began, several questions, concerns, suggestions and other feedback have been provided for consideration. Below is a list of comments with individual responses and/or findings.

- **Elimination of any existing subcommittee could remove a designated process or platform for vetting program information from the decision-making process.**
 - The new subcommittee structure will incorporate the key tasks of both B&F and P&P to ensure that all required information and desired level of task participation is still presented for review, discussion, and/or consideration of the members.
- **Many responsibilities of the current subcommittees is required and a necessary part of the planning process.**
 - CE Subcommittee structure is not proposed to be modified. That committee was established 2 years after the others and members are still actively supporting policy and program development activities.
 - As noted above, all core responsibilities of B&F and P&P will be carried over.
- **The cabinet was clear that TPAC meeting discussions need to remain at the decision-making level, and not become a monthly workshop on issues that the subcommittees are currently tasked with working through.**
 - The work of the subcommittee will remain the work of the subcommittee to ensure that the TPAC can use its schedule meeting time to handle appropriate business.
- **There is interest and desire to streamline the subcommittee process.**
 - There are many ways the current review and recommendation process is being streamlined including implementation of the workgroup guidelines, but this new subcommittee will reduce duplication of effort for staff and the change that the same people will receive identical presentations and by increasing member awareness of how the overall processes work, they'll be better able to participate and feel confident contributing to the process.
- **The checks and balances role of the subcommittees should not be dismissed, but instead absorbed appropriately into the revised structure.**

- The current review and recommendation process will be maintained with the proposed new PD Subcommittee. How ideas, task, documents, etc. are developed, vetted by the subcommittee and then presented as recommendations to the TPAC will remain the same.
- **Implementation of a new structure is a decision of the TPAC.**
 - The Current B&F and P&P members will have the opportunity to review and discuss this proposed change, then will take action on a recommended path forward. It is the recommendation of the group that will be presented to the TPAC for consideration and confirmation.
- Before taking action on the restructuring idea, more clarity on the function and structure of the new subcommittee will need to be provided.
 - This document is drafted to provide that increased level of clarity and explanation that members were seeking. Additional thoughts and questions should be emailed to stephanie.plancich@campo-nc.us.
- **In January 2022, B&F members acknowledged that they have been cancelling more and more monthly meetings but asked to reduce their monthly meeting time to 1-hour and keep it on the calendar for continued observation of need.**
 - In 2022, B&F has independently met only twice. The first was in January, where the concept of the subcommittee merger/dissolution of B&F as a separate subcommittee was discussed. The other items were both administrative; task list adoption and the 2022 election. The second meeting was in August. It focused on revenue and expenditure assumption updates which would have been helpful for the P&P to also hear. The other discussion item was presentation of the updated report forms, which were presented again to P&P two weeks later.
 - All other meetings of the B&F were cancelled or set up as joint meetings with P&P members. Presenting both the financial and planning perspective of assigned tasks for joint review and discussion has proven successful and helpful. For example, development of the FY24 Work Plan has been done jointly and has remained on schedule.
 - Recently, the updated Work Plan Amendment Policy was adopted. In it, all amendment requests are to be reviewed and recommended jointly, which eliminated the need for separate discussions and dispositions. This process was successfully implemented for the FY23/Q2 amendment cycle.
- **There are special tasks assigned to the subcommittees as new needs or issues emerge.**
 - The Workgroup Operating Guidelines have been implemented for the past 2 years or so. The workgroup process offers project sponsors and lead agency staff more flexibility to meet and address emerging issues than the subcommittee structure can.
 - Some tasks may still be assigned to a subcommittee to be worked through. That is ok, it will just be assigned to the new PD subcommittee instead of B&F or P&P. Otherwise the process remains the same.

PROGRAM DEVELOPMENT SUBCOMMITTEE OVERVIEW:

1. The proposed Program Development (PD) Subcommittee is a merger of the B&F and P&P Subcommittees.
2. The adopted procedures outlined in the TPAC Subcommittee Guidelines (membership, voting, leadership, administrative responsibilities, etc.) will be maintained.
3. The core functions of B&F and P&P will continue. They'll remain stand-alone tasks or, where appropriate, will be blended into the tasks published on the PD Work Task List.
4. The monthly meeting schedule of the 4th Tuesday (1:30-3:30pm) will be carried into 2023 since a significant majority of the merged membership already have those dates reserved.
5. The Chair and Vice Chair positions of PD should be filled by one financial representative and one planning and programming representative whenever possible, and more leadership from smaller communities is encouraged.