

DRAFT
MINORITY CITIZENS ADVISORY COMMITTEE
2008-2009 WORK PLAN

BACKGROUND

The advisory committee work plans provide staff with an indication of those issues/topics that members would like to see on their monthly agendas. As background information, MTC Resolution No. 3516, which lays out the role and responsibilities of the Commission's citizen advisory committees, states that each committee engages in three types of work:

- Provide formal input on decisions and actions pending before the Commission.
- Actively and independently research new initiatives that the committee believes might be relevant to the Commission.
- Receive updates from staff on transportation-related activities in the Bay Area.

WORK PLAN

The Minority Citizens Advisory Committee 2008-2009 Work Plan will continue to focus its objectives using a three-pronged approach adopted last year:

1. Outreach to Minority Communities – MCAC is interested in assisting staff in increasing participation from communities of color, increasing the touch points throughout the community, and improving education about MTC in communities of color.
2. Policies – MCAC is interested in taking an active role in reviewing and making recommendations on MTC policies.
3. Investments – MCAC is interested in taking an active role in reviewing and making recommendations on MTC policies related to its investments.

In addition, last year MCAC implemented a new strategy of completing most of its work through subcommittees. Based on the interests of the committee members and on issues and topics that were on the Commission's agenda for the year, MCAC identified four subcommittees for the year. The subcommittees allowed members to become more knowledgeable in certain areas and focus on specific tasks. While it is more of a time commitment, MCAC saw benefit from the formation of this new structure.

Therefore, this work plan proposes the four subcommittees focus at a minimum on the following tasks and measurable objectives for the 2008-09 year:

1. Transportation 2035 Equity Analysis Subcommittee

- Review Draft Transportation 2035 Equity Analysis
Measurable Objective: Submit memo to MTC staff and Commission with comments on the Draft Transportation 2035 Equity Analysis before end of comment period.
- Public Participation: Assist MTC staff in updating its contact data for minority media, churches and community groups
Measurable Objective: Submit at least five new community and/or faith-based organizations from each county for entry into MTC's contact database.
- Possible Short-Range Equity Snapshot Analysis – *Measurable Objective: This is a possible analysis under discussion by the subcommittee and MTC staff and is still to be determined.*

2. Lifeline/Environmental Justice Subcommittee

- Participate in the county-level Congestion Management Agency (CMA) selection process for Lifeline-funded projects
Measurable Objective: Select an MCAC representative to participate in the selection process for each county that has a Lifeline Call for Projects.
- Become more familiar with the Lifeline Program and its projects in order to offer comments/suggestions to MTC staff
Measurable Objective: Organize at least two Lifeline project site visits for committee members.
- Participate in the creation of the Lifeline Program Evaluation – *Measurable Objective: The Lifeline Program Evaluation is in the very beginning stages of development. A specific measurable objective will be determined at a later date.*

3. Subcommittee on Contracting (DBE/SWBE)

- Public Participation: Assist staff in updating its contact data for minority-owned and small businesses and minority chambers of commerce
Measurable Objectives: 1) submit at least five new entries from each county for MTC's contact database; 2) review MTC's chamber of commerce list for inclusion of minority chambers of commerce throughout the region.
- Continue to focus on ways to make the bidding process less intimidating to minority and small contractors
Measurable Objective: Assist MTC staff in creating a one-page document of tips for new bidders.

3. Subcommittee on Contracting (DBE/SWBE)

- Assist MTC staff in continued outreach to minorities in professional services
Measurable Objective: MTC – in conjunction with the Business Outreach Committee (BOC) – will be holding quarterly transportation outreach events for minority and small businesses. Find at least one new minority or small business to attend each event.

4. High School Internship Subcommittee

- Assist MTC staff with encouraging more public agencies to fund an intern through the program
Measurable Objective: In 2008, MTC funded 27 high school interns, and BATA funded three. MTC/BATA partner agencies funded three additional high school student interns through the program. For 2009, increase the number of partner-funded interns by 100% (to a total of six).
- Assist MTC staff in outreaching to more minority students to inform them of the internship program
Measurable Objectives: 1) visit at least one school or youth organization within the communities of color in each of the counties with the least participation (typically Solano, Napa, Marin, and Sonoma Counties); 2) prior to February 2009, assist MTC staff in identifying at least five new community and/or faith-based youth organizations in communities of color in each county for inclusion in MTC's contact database (especially targeting African American and Latino males, who are most underrepresented in the program).
- Develop a means of continuing contact with students after they leave the program
Measurable Objective: Assist staff in developing a questionnaire or an e-survey to maintain contact with and acquire status updates on former interns.
- Encourage and interact with students during the program
Measurable Objectives: 1) increase MCAC attendance and participation at opening and closing orientation; 2) encourage MCAC members to join the High School Internship Coordinator in visiting at least three student interns on the job during the summer program.

*(NOTE ON T035 EQUITY ANALYSIS SUBCOMMITTEE: Catalina wants to know how this short-term analysis discussion will occur. Will there be other stakeholders at the table? If so, who will be the lead in the process? How will these joint meetings be structured? Is Carlos C going to chair? **Need to ask Therese K. some process questions.**)*