TOD Council Sub-Committees

Recommendations for Organization & Support
Purpose

“more in-depth and targeted discussions of regional and project implementation issues among directly affected agencies needed to advance project development”

8 Sub-Committees

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<th>Kauai</th>
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<td>Iwilei-Kapalama</td>
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Operate as PIGs

- **Permitted Interaction Groups under Sunshine Law**
- **Subject to:**
  - Number of Council member reps cannot constitute a quorum of the TOD Council
  - Work independently of Council, but can’t take action on behalf of Council
  - No communication with non-PIG Council members
  - Once task is done & reports to Council, PIG is dissolved
Recommendations for TOD Council Sub-Committees

Organization & Guidelines

Mission Statement

- Facilitate implementation of TOD Strategic Plan, by identifying & collaboratively working on:
  - Specific short- & long-term actions needed to implement TOD in the subcommittee area
  - Actions to provide essential supporting infrastructure necessary for TOD in area
  - Recommendations on funding & timing of TOD CIP requests
  - Identification of other TOD opportunities & needs as implementation progresses
Organizations & Guidelines

**Operational Objectives**

- Clear ground rules/procedures to support the sub-committees’ deliberations
- Focus of regional mission & purpose
- Strengthen & enhance communication within & between their multi-agency planning processes
- Keep planning efforts on-track & on-schedule through a workplan that results in project implementation
- Anticipate/address the basic challenges & changes the sub-committees may encounter
Minimum of one representative from each named to sub-committee

Designated agency representative should be identified from list of agency designees/representatives in order of delegation, unless otherwise determined by agency—needs to be done before or at first meeting

Other staff may be invited to participate, but an organization is entitled to only one vote if any vote is taken

Representatives from other public agencies or stakeholder organizations may be invited to participate, not to exceed quorum of Council member organizations
Organization: Leadership

- Two co-chairs
  - OP and/or HHFDC co-chair
  - Regional host co-chair to be determined by the host agency/agencies or sub-committee

- One official agency representative & one or more alternates to serve should be identified from existing agency designees list (ensure maximum continuity for planning and decision-making within each subcommittee)

- All agency alternates may attend meetings of their sub-committee to maximize continuity and consistency -- only each agency’s official designee’s voice or vote counts

- OP & HHFDC will serve as co-chairs if no other regional agency is available
Organizational Support

- OP and/or HHFDC will staff subcommittees unless another participating agency offers and is prepared to assume this function.

- **Role of designated staff**
  ensure communication, scheduling, minute taking, and record keeping for the subcommittee.

- **Role of the sub-committee co-chairs**
  (1) scheduling and agenda setting; (2) calling meetings to order and adjourning; (3) calling for either straw votes or actual votes on specific issues; (4) overseeing/reviewing the official minutes; and (5) presenting the subcommittee’s report to the TOD Council.

- **Role of regional host agency co-chair**
  locating and reserving meeting rooms, assisting in providing equipment as needed, and setting up for and breaking down meeting rooms.

- **Joint responsibility of the OP/HHFDC co-chair & regional host co-chair**
  scheduling of meetings; communicating and disseminating meeting information and materials to sub-committee members.

- Sub-committee members shall be responsible for their own travel arrangements and costs related to meetings or other activities, unless communicated beforehand that funding is available to cover travel-related expenses.
Conduct of Meetings

- Function as ‘working groups’ that work with details not generally addressed by the TOD Council.

- Meeting prep & conduct of meeting with working agenda in mind

- Sub-committee should follow a workplan that charts out key activities and a general timeline for TOD project implementation in the subcommittee area.

- Sub-committee maintain administrative record to report back to the TOD Council
  - compile data and information needs
  - sharing the assembled information among sub-committee members at web location or by other means (master schedules, decision trees, Gant charts, or other planning documents)

- Sub-committee members are requested to identify data and information they will provide prior to meetings for agenda setting

- Meeting notes and attendance lists shall be circulated following each subcommittee meeting for sub-committee review and reference
Communications

- OP and HHFDC co-chairs give general updates on each sub-committee’s activities to Council—e.g., those attending and general subjects discussed, no details of discussions or positions.

- To maintain continuity and consistency in communication with external actors:
  - All significant interaction between members outside sub-committee meetings should be communicated or copied to the designated OP or HHFDC staff.
  - Information from outside interactions should be briefly summarized and distributed to all members by/at following sub-committee meeting.
  - If a significant number of such interactions are anticipated between full sub-committee meetings, a regularly-scheduled conference call or web meeting should be established to facilitate information sharing between meetings and ensure notes prepared for administrative record.
Each sub-committee must identify when task/work objectives have been met
- Each sub-committee should identify and periodically update simple ‘percentage of completion’ benchmarks for their work plans, based on criteria relevant to the objectives and tasks set for the sub-committee

Attempt to reach the highest levels of consensus possible -- those everyone can support, or at a minimum, for which there is “no objection”
- If consensus proves impossible, co-chairs call for a vote of members present, which will be recorded

Recommendations with a simple majority of sub-committee members’ support with a summary of any dissenting viewpoints

Recommendations forwarded to the TOD Council for consideration and sub-committee dissolved or reconstituted to address new issues

OP and/or HHFDC staff shall be responsible for preparing the sub-committee reports to the TOD Council for action
Recommended Next Steps

- Organizational meetings of sub-committees:
  Identify actions needed and a work plan to coordinate TOD projects for the selected sub-regions in the TOD Strategic Plan

- Initial sub-committee meetings to be conducted in the first half of CY 2018 to develop initial work plans for TOD Council discussion

- Submit work plan as first reports to TOD Council with recommendations for re-establishment of subcommittees to execute the work plans

- Prior to/at first meeting, sub-committee members identify who else should be invited to participate or be informed of meetings
Objectives for Initial Meetings

- Orientation on mission and organizational guidelines
- Establish co-chairs and “chains of command”
- Set future meeting dates and communication procedures
- Initial discussion of objectives, work plan issues and needs, timelines:
  - Set date for work plan development/discussion if not completed at initial meeting
Preparation before Initial Sub-Committee Meetings

- OP and HHFDC prepare a framework and general timeline for each sub-committee and a proposed specific list of questions for them to answer.

- Generic to all sub-committees, others specific to the particular areas being planned, e.g.:
  - ‘what new infrastructure is required for this area to support State TOD projects’
  - ‘what projects are already in the CIP?’
  - ‘what is the optimal sequence for building new sewage capacity in the Stadium area?’
  - Draft list of questions for first meetings
Discussion/Acceptance of Recommendations

Discussion/Approval of Next Steps