

TOD Council Sub-Committees

Recommendations for Organization & Support



TOD Council Sub-committees

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

**East Kapolei
Halawa-Stadium
Iwilei-Kapalama**

**Kauai
Maui
West Hawaii
East Hawaii**

Neighbor Islands



TOD Council Sub-committees

**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



Recommendations for TOD Council Sub-Committees

Organization & 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



Organization: Membership

- 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.



Decision-making & Reporting Back to the TOD Council

- 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

