



## **LRAPA BOARD OF DIRECTORS AGENDA ITEM SUMMARY**

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### **Staff Report on Moving Board of Directors Meeting Time**

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**Meeting Date:** April 13, 2023  
**Department:** Director's Office  
***www.lrapa.org***

**Agenda Item No. 8b**  
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### **ISSUE STATEMENT AND SUMMARY**

The issue before the Board is the consideration of moving LRAPA Board of Directors meetings from the current 12 PM time slot to a new time at 5:30 PM. This change has been proposed to potentially improve accessibility and engagement for board members, staff, and the public. However, concerns have been raised about potential scheduling conflicts, staff overtime costs, and the impact on energy levels during meetings.

The purpose of this staff report is to provide a concise overview of the key factors surrounding this proposed change, as well as to outline the advantages and disadvantages of adjusting the meeting time. A thorough evaluation of these factors will help the Board make an informed decision that balances the needs and preferences of all stakeholders involved, ensuring the meetings remain both accessible and effective.

### **BACKGROUND**

The Board meets monthly, usually at 12:15 PM on the second Thursday of each month. Most years no meetings are scheduled in August and December. The Board does not regularly meet outside of banking and civil service hours (M – F, 8 AM – 5 PM).

### **ANALYSIS**

In response to the recent considerations for changing the time of the monthly Board of Directors meetings from 12:15 PM to 5:30 PM, the following report outlines the potential advantages and disadvantages of this shift. This analysis is aimed at assisting the Board in making an informed decision regarding the proposed change.

### Advantages of Moving the Meeting Time to 5:30 PM:

- **Increased Accessibility:** Moving the meeting time to 5:30 PM may make it more accessible for board members and the public who work regular business hours, enabling a broader range of stakeholders to attend and participate.
- **Reduced Workday Interruptions:** Holding meetings during lunchtime can disrupt the workday for many members. An evening meeting time would allow for a more focused and uninterrupted discussion on important topics.
- **Greater Public Engagement:** Evening meetings may encourage greater public involvement, as they provide more time for people to travel to the meeting location after work. This increased engagement could lead to more diverse opinions and ideas being shared during the meetings.
- **More Applicants for Board Vacancies:** Evening meetings may lead to more board member applications because it accommodates a wider range of schedules, especially for those with daytime commitments such as full-time employment. This increased accessibility can attract a more diverse pool of candidates, who may have been discouraged from applying due to a midday meeting time.

### Disadvantages of Moving the Meeting Time to 5:30 PM:

- **Potential Scheduling Conflicts:** Evening meetings may conflict with family commitments, community events, or other after-work activities, which could lead to reduced attendance or limited availability of some board members and stakeholders.
- **Staff Overtime/Work Compensation Costs:** Holding meetings at 5:30 PM may require some staff members to work beyond their regular hours, potentially resulting in increased overtime/work compensation costs.
- **Lower Energy Levels:** After a full workday, board members and staff may be less focused and energetic during evening meetings. This could affect the quality of discussions and decision-making.

In conclusion, while there are both advantages and disadvantages to moving the meeting time to 5:30 PM, it is crucial to consider the specific needs and preferences of the board members, staff, and community stakeholders.

### **BOARD ACTION**

The Board may choose to:

- Request input, feedback, or a recommendation from the Citizen Advisory Committee.
- Initiate a trial period for the 5:30 PM meeting time, assess its impact on attendance, engagement, and productivity, then decided to permanently adopt the new schedule.
- Decide to change meetings to 5:30 PM meeting time.
- Continue with the current meet time unchanged.

### **STAFF RECOMMENDATION**

Given the potential advantages and disadvantages associated with changing the meeting time, the staff takes a neutral stance on this issue. We recommend that the Board carefully weigh the pros and cons and consider the needs and preferences of all stakeholders involved before making a final decision.

### **SUGGESTED MOTION**

No motion is suggested for this topic.