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Alameda Corridor Transportation Authority

December 13, 2018

To:	Audit Committee of the Governing Board
From:	John T. Doherty, Chief Executive Officer
Subject:	<i>ACTA Succession Planning – Preliminary Report (Information)</i>

INFORMATION ITEM

Discussion:

At its November 2017 Audit Committee meeting, the need for the following was discussed: 1) ACTA succession planning in general, 2) documenting ACTA workflow processes, and 3) maintaining task status on a rolling basis. This topic was raised by ACTA’s financial audit firm, Moss Adams, at the meeting as part of their report on the Financial Statement and Single Audits for fiscal year ending June 30, 2017. Comments from the Committee and staff followed. Given the deep institutional knowledge of ACTA staff, particularly that of the CEO and CFO, planning ensures that ACTA is prepared for a smooth transition should positions be vacated.

In response to the Committee’s request, staff has prepared the attached preliminary information for review and discussion, and seeks further comments and guidance. ACTA currently maintains a list of ACTA Position Descriptions, which is also attached. Staff has also forwarded this information to its audit firm for review and comment.

Transmittals:

- Transmittal 1 - Draft Succession Planning White Paper
- Transmittal 2 - ACTA Position Descriptions
- Transmittal 3 - Sample Task Status Report

