



**Bay Area UASI Program  
Approval Authority Meeting**  
Thursday, August 08, 2019  
10:00 AM

**LOCATION**

Alameda County Sheriff's Office OES  
4985 Broder Blvd., Dublin, CA 94568  
**OES Assembly Room**

**REGULAR MEETING MINUTES  
DRAFT**

**1. Roll Call**

UASI Chair Mary Ellen Carroll called the meeting to order at 10:00 AM and General Manager Craig Dziejcz subsequently took the roll. Chair Carroll, and Vice Chair Richard Lucia were present. Members Michael Cochrane, Toshia Shavies Marshall, Raymond Riordan, Dana Reed, Gerry Malais, and Mark Robbins were present. Member Christopher Godley was present and arrived at 10:03 AM. Members Bob Doyle and Mike Casten were absent, but their alternates Dave Augustus and Chris Simmons were present.

**2. Approval of the Minutes**

Chair Carroll asked for any comments or questions concerning the minutes from the May 9, 2019 meeting. Seeing none, she requested a motion to approve the minutes.

**Motion:** Approve the minutes from the May 9, 2019 Approval Authority Meeting.

**Moved:** Member Malais      **Seconded:** Member Cochrane

**Vote:** The motion was passed unanimously.

A member of the public made a comment.

**3. General Manager's Report**

(a) Regional Catastrophic Preparedness Grant Program

General Manager Craig Dziejdzic indicated that the Management Team submitted an application for FEMA's Regional Catastrophic Preparedness Grant Program (RCPGP), requesting the maximum award per applicant of \$1.5m. He stated that this grant would enhance the work that was done in logistics/supply chain management involving C-POD planning.

(b) Management Team Update

General Manager Craig Dziejdzic introduced Lloyd Shand as the new Emergency Services Coordinator 1. He also introduced the newly promoted Yoshimi Saito as the Contracts Specialist.

(c) National Homeland Security Conference

General Manager Craig Dziejdzic briefed the board on the successful presentations by the UASI Team at the National Homeland Security Conference. The next conference will be in Chicago from June 29 – July 3, 2020. The following conferences will be in Las Vegas in 2021, and in Cleveland in 2022.

(e) Management Team Tracking Tool and Future Agenda Items

There were no additions to the tracking tool.  
A member of the public made a comment.

**4. FY20 Project Proposal Guidance**

Regional Grants Manager Mary Landers presented the Project Proposal Guidance for the FY20 UASI funding cycle. This document contains all requirements and procedures for the FY20 sub-recipient grant application, review, and approval process. The timeline and general approach of the process is consistent with prior years. She stated that the guidance has been simplified and includes 3 short appendices.

**Motion:** Approve FY20 Project Proposal Guidance.

**Moved:** Member Malais                      **Seconded:** Member Cochrane

**Vote:** The motion was passed unanimously.

Three members of the board and two members of the public made a comment.

**5. Technical Assistance Program Update**

Regional Program Manager Janell Myhre provided an update on the UASI Technical Assistance (TA) Program. She stated that over ten TA sessions have taken place. Eight counties/cities have been recipients and this initiative has been receiving high evaluations and positive feedback. She stated that moving forward, the Management Team will use the information gathered from the surveys to conduct additional outreach and better defined program offerings.

A member of the board made a comment.

**6. Training And Exercise RFP Update**

Regional Project Manager Corinne Bartshire presented highlights and key components of the draft RFP for the Regional Training and Exercise Program. She also facilitated a discussion with the Approval Authority to obtain feedback and suggested document revisions. She reviewed the draft RFP scope of work and qualification requirements to the board. After additional discussion, Approval Authority members requested an amendment to the RFP to include language that increases transparency.

**Motion 1:** Approve the draft RFP content with the added language to increase transparency.

**Moved:** Member Reed                      **Seconded:** Member Cochrane

**Vote:** The motion was passed unanimously.

**Motion 2:** Approve the release of the RFP.

**Moved:** Member Malais                      **Seconded:** Member Riordan

**Vote:** The motion was passed unanimously.

Four members of the board and two members of the public made a comment.

**7. Cyber Resilience Program Update**

Regional Project Manager Mikyung Kim-Molina presented an update on the Cyber Resilience Program and described the current status and next steps for funding from FY 18 and FY 19. She stated that using FY 18 funds, a Tiered Training project was developed to deliver a high quality, targeted cybersecurity curriculum. Additionally, she reported that FY 19 funds were allocated to develop a regional cyber incident response framework, toolkit to address planning gaps, identify risks and threats, and improve cyber readiness within the region.

Three members of the board and one member of the public made comments.

**8. Mass Notification Seminar Closeout**

Regional Project Manager Mikyung Kim-Molina provided a recap of the Mass Notification Seminar. She stated the presenters shared lessons learned, best practices, and challenges in mass notification capabilities before, during, and after an emergency incident. Conference attendees were from both the Bay Area and around the country. Members of the board thanked Mikyung for her hard work on the seminar.

9. **Risk Management Program Update**

Regional Project Manager Amy Ramirez provided an update on the Risk Management program. She stated that there was no change to the regional asset risk for 2019. She also reported that the NCRIC completed an update to the Aviation sub-sector in CalCOP. Additionally, Haystax has completed the migration of CalCOP to a new platform. Lastly, she reported that a workshop was held on April 17<sup>th</sup> that drafted new Capability Targets using standardized language required by FEMA.

Two members of the board and three members of the public made comments.

10. **Access & Functional Needs Project Update**

Regional Project Manager Amy Ramirez provided an update on the Regional Access and Functional Needs (AFN) Project. She stated that the Emergency Management Work Group and the AFN leads identified for each jurisdiction had provided local subject matter expertise on project deliverables. She reported that the Memorandum of Understanding (MOU) Template, Train-the-Trainer for Shelter Staff and the Spontaneous Shelter Guidance tasks will be completed in July. Additionally, the AFN Planning Guidance Tool and the region-wide toolkit orientation will be completed in August.

One member of the board and two members of the public made comments.

11. **Bay Area UASI Travel Expenditures**

Chief Financial Officer Tristan Levardo presented travel expenditures for the Bay Area UASI from 7/08/18 – 6/21/19.

A member of the board asked a question.

12. **Announcements – Good of the Order**

Four members of the board made comments.

13. **General Public Comment**

One member of the public made a comment.

14. **Adjournment**

The meeting adjourned at 11:55 AM