



To: Bay Area UASI Approval Authority

From: Craig Dziedzic, General Manager

Date: April 12, 2012

RE: Item #3: General Manager's Report

Recommendations:

The recommendations of staff are as follows:

- (a) Revise the format/structure of the meeting minutes to include only motions and votes with little narrative (i.e., action minutes).
- (b) Appoint members Kronenberg, Domingo, and Godley to the Ad Hoc Legislative Committee.
- (c) Approve the attendance of six (6) members from the Management Team to the National Homeland Security Conference.

Action or Discussion Items:

- (a) Revision of the format/structure for the Meeting Minutes (Discussion, Possible Action);
- (b) Confirmation of Approval Authority Members to the Ad Hoc Legislative Committee (Discussion, Possible Action);
- (c) Approval of attendance at the upcoming National Homeland Security Conference (Discussion, Possible Action).

Discussion/Description:

(a) Revision of the Format/Structure for the Meeting Minutes (*Discussion, Possible Action*)

At the March 8, 2012 Approval Authority Meeting, Chair Kronenberg requested that the structure and format of the minutes be listed as a future agenda item to be discussed and decided upon.

Currently, the Management Team staff spends a significant amount of time transcribing audio tapes of the monthly Approval Authority meetings. Thereafter, minutes are drafted in a verbatim format from such transcription. Due to staffing requirements, it may not be an efficient use of staff time to produce minutes in a verbatim format, particularly when the monthly meetings are tape recorded, and such tape recordings could be posted onto the UASI website for review.



The General Manager discussed the requirements for the recording of minutes with legal counsel for the Approval Authority and was provided a document entitled “Recordation of Minutes”, which in part, listed the basic requirements and form of minutes as follows:

- Basic Requirements:
 - a) Date, hour and place of meeting
 - b) Type of meeting (regular, special, emergency, adjourned regular)
 - c) Names of members in attendance (times of late arrivals/early departures)
 - d) Time of adjournment

- Format of Minutes:
 - a) Action Minutes: Include only motions and votes, with little if any narrative.
 - b) Sense Minutes: Include limited Board/Staff comments and notes public comment in support or opposition.
 - c) Verbatim Minutes; Not required (see 64 OPS, CAL. ATTY.GEN. 317 (1981) – only recordation of “the substance of the proceedings” is required.
 - d) Semi-Verbatim Minutes: (e.g., Members A, B, and C questioned the reason for this recommendation; staff responded _____; member D voiced support). Oral reports referenced as: _____made oral report on _____ and the Board accepted it/asked for follow-up, etc.).
 - e) Whether to include member remarks/oral debate is a matter of individual preference except where a Member requests that remarks be recorded.
 - f) Where a public hearing is required, jurisdictional facts, written evidence and oral testimony should be referenced, but verbatim recordation is not required.

- Tape Recordings:
 - a) Any tape may be viewed/heard by the public without charge on City’s or requester’s equipment (but may be charged for making copies of tapes).
 - b) If tapes are made solely to facilitate preparation of Minutes, they may be destroyed when they are no longer needed (generally, after formal approval of the Minutes. But if tapes are made for the additional purpose of preserving informational content for public reference, they may not be lawfully destroyed except as expressly authorized by state law (see 64 OPS.CAL. ATTY. GEN. 317 (1981). Gov’t Code section 34090 addresses destruction of City records). The Board may choose to observe greater public access to or longer retention of tapes, per Gov’t Code section 54953.7.

With the understanding that each Approval Authority Meeting will be recorded and such tape recordings will be posted onto the UASI website, staff recommends adopting a structure which would include the basic requirements as stated above as well as a format to resemble action minutes, which include motions, votes, and a little narrative. A sample of such structure is attached as Exhibit A.



(b) Confirmation of Approval Authority Members to the Ad Hoc Legislative Committee
(Discussion, Possible Action)

At the March 8, 2012 Approval Authority meeting, the members approved the creation of an Ad Hoc Legislative Committee, which will function through the end of the 2012 calendar year and focus on legislative issues that have an impact on the Bay Area UASI. Direction will regularly come from the UASI Approval Authority to the Ad Hoc Legislative Committee regarding which issues to focus upon; and accordingly, the Ad Hoc Legislative committee will regularly report on their activities and provide information to the Approval Authority. The committee is to be comprised of four individuals representing the Bay Area.

Subsequent to the March 8th meeting, the General Manager was informed that the representatives to the Ad Hoc Legislative committee are as follows:

- (a) Renee Domingo – East Bay Area
- (b) Chris Godley – South Bay Area
- (c) Anne Kronenberg – West Bay Area
- (d) No representative – North Bay Area

Staff requests the Approval Authority Members confirm the abovementioned members to the Ad Hoc Legislative committee. The first meeting of the committee is scheduled to occur immediately after the April 12, 2012 Approval Authority Meeting.

(c) Approval of attendance at the upcoming National Homeland Security Conference
(Discussion, Possible Action)

The Annual Homeland Security Conference will be held May 22-24, 2012 in Columbus, Ohio. So far, a total of eight individuals from Bay Area jurisdictions have expressed an interest in attending (3 from Alameda County; 4 from Oakland; and 1 from San Francisco).

Pursuant to the Bay Area UASI Travel Policy Manual, “for in-state and out-of-state travel, no more than two (2) Management Team employees should be allowed to attend the same seminar or workshop, unless individual attendance is required for educational or certification purposes.”

According to the conference agenda, a session devoted to grant guidance and other proposed changes involving the UASI grant program will occur. Staff recommends having no more than 6 members of the Management Team to attend, which include the general manager, one (1) grant manager, and four (4) project managers.