



**Bay Area UASI Program
Advisory Group Meeting**

Thursday, June 28, 2012

1:30 p.m.

Alameda County Sheriff's Office OES

4985 Broder Blvd.

Dublin, CA

DRAFT MINUTES

**1. CALL TO ORDER 1:36 p.m.
ROLL CALL**

Oakland – Cynthia Chimonyo

San Francisco – Bijan Karimi

San Jose – Chris Godley

Alameda – Brett Keteles / Dennis Houghtelling

Contra Costa – Sean Fawell

Marin

Monterey – Phil Penko

Napa

San Benito

San Mateo –

Santa Clara – Steve Prziborowski / Janell Myhre

Santa Cruz

Solano

Sonoma – David Frazer

Fusion Center – Art Martinez

CalEMA

2. APPROVAL OF THE MINUTES (Action)

Discussion and possible action to approve the draft minutes of the regular meeting of May 24, 2012 (*Documents for this item include draft minutes from May 24, 2012*).

Motion to approve, approved. Second, approved.



3. UASI REGIONAL TRAINING AND EXERCISE PROGRAM PRESENTATION

(Presentation and Discussion)

Presentation by Dennis Houghtelling and Marla on the Regional Training and Exercise Program manual, guideline implementation and previously vetted training courses.

4. DEVELOPMENT OF THE FY 2013 GRANT PROCESS PROPOSAL

(Discussion and Possible Action)

Three proposals to forward to the Approval Authority in September for recommendation:

Working Group Funding

Fund by Hub

Combination of Working Group Funding and Fund by Hub

For further discussion.

5. FUNDING REALLOCATION PROCESS (Discussion and Action)

Discussion on the Funding Reallocation Process strategy to present at the Approval Authority Meeting on July 12, 2012.

(1) UASI Management Team should prepare a list of projects that have the ability to be completed within 6 months for each Hub for Approval Authority review.

(2) For the Funding Reallocation Process:

- a. Jurisdictions and programs should have the ability to transfer funds to another approved project within the existing allocation of their agreement to a project that can be completed within the closing period of the grant. If the jurisdiction or program does not have any projects that can be completed then;
- b. The jurisdiction or program should have the unspent grant allocation transferred to another jurisdiction or program within their Hub that has projects that can be completed within the closing period of the grant. Jurisdictions or programs within a Hub may neutrally transfer funds from one grant year to another grant year. If the jurisdictions or programs within a Hub do not have any projects that can be completed then;
- c. The Hub should have the unspent grant allocation transferred to another Hub's approved projects that can be completed within the closing period of the grant. Hubs may neutrally transfer funds from one grant year to another grant year.

(3) The management team should assist jurisdictions and Hubs with:

- a. Identifying projects that are on the list from (Item #1 above)
- b. Identifying opportunities for potential neutral transfers of funding from one grant year to another
- c. Monitoring the status of time sensitive projects



d. Ensuring that UASI documentation for the transfer of funding is completed as expeditiously as possible.

(4) Any unspent sustainment project funding over \$250,000 should be distributed proportionately to each Hub (based on the current Hub funding risk allocation formula) for projects that can be completed within the closing period of the grant.

A revision was made to step #4 to reflect as follows:

(4) Any unspent sustainment or single project funding over \$250,000 should be distributed proportionately to each Hub (based on the current Hub funding risk allocation formula) for projects that can be completed within the closing period of the grant.

Motion to forward and recommend this policy to the Approval Authority with the minor modification. **Motion to approve, approved. Second, approved.**

6. ANNOUNCEMENTS – GOOD OF THE ORDER

- Next Advisory Group Meeting will be held on July 26, 2012 at 1:30 p.m.
- Training and Exercise Multi-Year Plan Workshop will be held on July 31, 2012
- Capability Assessment Meetings will be held on September 18-19, 2012

7. FUTURE AGENDA ITEMS (Discussion)

- Continuation of the Grant Process Proposal for FY 2013

8. GENERAL PUBLIC COMMENT

Members of the Public may address the Advisory Group for up to three minutes on items within the jurisdiction of the Bay Area UASI.

9. ADJOURNMENT 2:41 p.m.

Disability Access

The UASI Advisory Group holds its meetings at the Alameda County Sheriff's Office OES located at 4985 Broder Blvd. in Dublin, CA.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify Kristine Vasquez, at least 24 hours prior to the meeting at (415) 735-8371.