



**Bay Area UASI Program
Advisory Group Meeting**

Thursday, August 23, 2012

1:30 p.m.

Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA

DRAFT MINUTES

**1. CALL TO ORDER 1:35 p.m.
ROLL CALL**

Oakland – Cathey Eide

San Francisco – Bijan Karimi

San Jose – Dave Hober

Alameda – Brett Keteles / Dennis Houghtelling

Contra Costa – Sean Fawell

Marin – David Augustus

Monterey – Phil Penko

Napa

San Benito

San Mateo – Mark Wyss

Santa Clara – Steve Prziborowski / Janell Myhre

Santa Cruz – Paul Horvat

Solano – Alex Benetti

Sonoma – David Frazer

Fusion Center – Mike Sena

CalEMA

2. APPROVAL OF THE MINUTES (Action)

Discussion and possible action to approve the draft minutes of the regular meeting of July 26, 2012 (*Documents for this item include draft minutes from July 26, 2012*).

Motion to approve, approved. Second, approved.



3. DEVELOPMENT OF THE FY 2013 GRANT PROCESS PROPOSAL

(Discussion and Possible Action)

Presentation by Bay Area UASI General Manager, Craig Dziedzic with recommendations on the FY 2013 Grant Process Proposal. Process proposal would be to transfer data by producing automated forms onto spreadsheets, from the working group to the HUBS and lastly to the Advisory Group. Process will be in writing that will define the necessary criteria. For further discussion.

4. DRAFT PROPOSAL IMPLEMENTATION GUIDANCE (Discussion and Possible Action)

Presentation and discussion by Assistant General Manager, Catherine Spaulding on implementation details to refine and improve approaches. Proposals will be submitted to the management team for open round discussion. Vetting and prioritization for a more streamlined process will be at the workgroup level, which will then be forwarded to the HUBS for funding allocation based on risk and placed in priority order. Criteria will be identified by gaps and a local HUB planner will be responsible to facilitate the meetings. Funding issue will be for further discussion.

5. PROJECT CHANGE PROCESSES (Discussion and Possible Action)

Presentation and discussion by Assistant General Manager, Catherine Spaulding on a project change request form for project revisions under \$250,000 and where to vet and submit the forms. Jurisdictions can extend the timeline of a project with the option to swap funds with another project. Request to remove the scope change reporting requirement for notification of MOU of contract changes with budgets over \$250,000. Project budget modifications that exceed \$250,000 must be brought to the Advisory Group and Approval Authority for prior approval and project amounts below \$250,000 may be reallocated by the Bay Area UASI General Manager. Request to present reports on a biannual basis. Funding of Next-In-Line projects guidelines and discussion to include that *sustainment* projects have the ability for reallocation and to be next on the list.

6. ANNOUNCEMENTS – GOOD OF THE ORDER

- Next Advisory Group Meeting will be held on September 27, 2012 at 1:30 p.m.

7. FUTURE AGENDA ITEMS (Discussion)

- Continuation of the Grant Process Proposal for FY 2013
- Funding issue on the Draft Proposal Implementation Guidance will be for further discussion

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 2:45 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.