

UASI Approval Authority and Management Team Tracking Tool

Prepared by Anne Kronenberg for January 12, 2012 Approval Authority Meeting

Special Request Items/Assignments						
#	Name	Deliverable	Who	Date Assigned	Due Date	Status / Comments
1	Master MOU and By Laws	MOU and By Laws approved by governing bodies of all jurisdictions with a seat on the AA	City of Oakland, City of San Jose, City and County of San Francisco, County of: Alameda, Contra Costa, Marin, Monterey, San Mateo, Santa Clara, Sonoma	9/8/11	12/01/11	MOU must be approved by all governing body jurisdictions this fall so that the "Reconfigured Approval Authority" can hold its first meeting in December (as stated in the MOU). Received from: Monterey, Marin, Alameda, Sonoma, San Francisco, Santa Clara, San Mateo, and Contra Costa
2	FY 12 UASI Grant Process	Report	Teresa Serata	3/1/11	1/12/12	Approval Authority requested information on the FY 12 grant application process. Timeline included in the 12/15/11 retreat binder.
3	Policy and Procedures Manual (including Procurement Policy and definition of Executive Sponsor) , and administrative policy	Report	Craig Dziedzic	8/18/11	1/12/11	Approval Authority requested a Policy and Procedures Manual for the UASI. At the Oct. 13, 2011 meeting, the deadline was extended to the January 2012 meeting, and an outline/table of contents was provided at the Approval Authority retreat.
4	UASI Approval Authority Retreat	Retreat	Craig Dziedzic (Anne K., Emily H. and Sherrie Collins to work with GM on Agenda and details)	6/9/11	12/15/11	Amiee Alden point on coordinating location and other details with support from UASI Management Team. Retreat held on 12/15/11 in Treasure Island.
5	FY 2010 UASI Medical and Health Project	Project	Craig Dziedzic	10/13/11	January 2012	Discussion on pending Medical and Health Project.
6	A written document on the reporting relationship of BayRICS JPA General Manager	Report	Anne Kronenberg	11/10/11	1/12/12	Chris Godley requested an update on the reporting mechanism because of the time invested developing the policy and procedures information to the General Managers' relationship with the City and County of San Francisco.
7	2012 Calendar	Report	UASI Staff	12/15/11		2012 Calendar with the dates of all the Approval Authority meetings, Advisory Group meetings, RCPT meetings, Working group

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						meetings, and BayRICS JPA meetings, was included in the Retreat Binder.
8	Timeline for Grant Allocation Methodology and UASI management team administration manuals be provided	Report	UASI Staff	1/12/12		Chris Godley asked staff to determine the timeline for the grant allocation methodology and have it submitted for approval. Also, requested that the UASI management team administration manuals be added to the Tracking Tool.
Regular Items/Assignments						
#	Name	Deliverable	Who	Date Assigned	Due Date	Status / Comments
1	UASI Quarterly Reports	Report	Tristan Levarado		11/11, 1/12, 3/12, 4/12	Reports to include travel/training, fiscal status, budget issues, and reimbursements.
2	UASI Project Updates-Quarterly	Report	Management Team		2/12	Project/Initiative Status reports.
3	UASI Advisory Group Report	Report	Mike Sena, Chair			Update on items from Advisory Group Meeting
4	BayRICS JPA Progress Report	Report	Anne Kronenberg			Items of interest from JPA
5	RCPT Advisory Group	Report	Kathleen McKenna			Update on items of interest from the RCPT and project status reports as appropriate.
6	Bay Area UASI Website	Update	Craig Dziedzic			Planner hired, start date of 11/14/11.