

UASI Approval Authority and Management Team Tracking Tool

Prepared by Anne Kronenberg for August 18, 2011 Approval Authority Meeting

Special Request Items/Assignments						
#	Name	Deliverable	Who	Date Assigned	Due Date	Status / Comments
1	Draft Master MOU/membership options/ By Laws	Draft documents for Approval Authority discussion	Anne Kronenberg	Fall 2010	8/18/11	FINAL Draft MOU, By-laws, and membership options for vote by Approval Authority members.
2	RFP for external Review of Cornerstone	Final RFP	Heather Tannehill-Plamondon	1/10/11	7/14/11	Project approved, 20K identified as initial budget, agreed to seek increase if necessary.
3	UASI Legal Services RFP	Report	Heather Tannehill-Plamondon	1/10/11	8/18/11	Staff to provide update of progress/sent to CCSF CA for assistance in drafting the RFP
4	Interoperable Communications Map of Projects	Report	Heather Tannehill-Plamondon	6/9/11	8/18/11	Requested by Teresa Reed. Regional chart/map showing how all interoperable projects connect to each other.
5	Update on Recruitment for UASI General Manager	Report	Anne Kronenberg	7/14/11	8/18/11	Status report about recruitment for the General Manager position.
6	Define Executive Sponsor/Role of a project Lead	Report	Craig Dziedzic	4/22/11	9/8/11	Staff to provide the definition of Executive Sponsor, the responsibilities of, the authority of, the selection of,...more discussion after Interim GM has an opportunity to review and provide input.
7	Role of UASI as co-Executive Sponsor for BTOP/BayWEB	Report	Anne Kronenberg	4/22/11	Ongoing	First Official JPA Meeting is scheduled for August 8, 2011; Seeking more information on the BTOP Grant Dollars, UASI Approval Authority role as co- Executive Sponsor, what are the options for fiscal support and working with Motorola, plan for moving forward.
8	FY2011 UASI Application/IJs	Report	Teresa Serata	3/1/11	9/8/11	Update on 2011 Grant Application process.
9	Second Extension of the current MOU	Signed Extension	Jada Jackson	3/16/11	Before 6/30/11	pending
10	Revised Travel Policy	Report	Craig Dziedzic	6/9/11	8/18/11	Requested by Emily Harrison. She would like to review the revised travel policy and see Management Team's travel out of state and country.
11	Bay Area UASI Program Website	Report	Craig Dziedzic	6/9/11	Ongoing	The Bay Area UASI Program website will be made more user-friendly.
12	Revised UASI Grant Expenditure Report	Report	Teresa Serata	7/14/11	8/18/11	Ms. Reed requested for accurate information regarding what has been spent and disbursed.

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13	Legal Fees Clarification	Report	Teresa Serata	7/14/11	8/18/11	Approval Authority requested for staff to look at fiscal year 2010 M&A, interoperable communications funding and criteria for paying county legal fees around Project Cornerstone.
Regular Items/Assignments						
#	Name	Deliverable	Who	Date Assigned	Due Date	Status / Comments
1	UASI Quarterly Reports	Report	Teresa Serata		6/11, 8/11,11/11, 1/12	Reports to include travel/training, fiscal status, budget issues, and reimbursements.
2	UASI Project Updates-Quarterly	Report	Management Team		3/11, 6/11,9/11, 12/11	Project/Initiative Status reports.
3	UASI Advisory Group Report	Report	Advisory Group			Items of interest from meetings.
4	BayRICS JPA Progress Report	Report	Staff			Items of interest from JPA