Bay Area UASI Program
Approval Authority Meeting
Thursday, August 10, 2017
10:00 AM

LOCATION
Alameda County Sheriff's Office OES
4985 Broder Blvd., Dublin, CA 94568
OES Assembly Room

REGULAR MEETING MINUTES
DRAFT

1. **Roll Call**

UASI Chair Anne Kronenberg called the meeting to order at 10:03 AM and General Manager Craig Dziedzic subsequently took the roll. Chair Anne Kronenberg and Vice Chair Rich Lucia were present. Members Raemona Williams, Cathey Eide, Ray Riordan, Mike Casten, and Trisha Sanchez were present. Members Ken Kehmna, Bob Doyle, Gerry Malais, and Christopher Helgren were absent, but their alternates, respectively, Dana Reed, Dave Augustus, Kevin Oakley, and James Williams were present.

2. **Approval of the Minutes**

Chair Kronenberg asked for any comments or questions concerning the minutes from the July 13, 2017 meeting. Seeing none, she requested a motion to approve the minutes.

Motion: Approve the minutes from the July 13, 2017 Approval Authority Meeting.

Moved: Vice Chair Lucia   **Seconded:** Member Sanchez

Vote: The motion was passed unanimously.

3. General Manager's Report

(a)   Bay Area UASI Master Memorandum of Understanding (MOU)

General Manager Craig Dziedzic presented to the Board changes to the Bay Area UASI Master MOU for approval. This document sets forth the agreement among the twelve Bay Area counties and/or cities (parties) relating to the application, allocation, and distribution of the federal Urban Areas Security Initiative (UASI) program. The 2013 MOU is set to expire on December 1, 2017 and the updated 2017 MOU will expire on November 30, 2021.

Motion: Approve changes to the Bay Area UASI Master MOU except for majority vote provision.

Moved: Vice Chair Lucia   **Seconded:** Member Eide

Vote: The motion was passed unanimously.

Four members of the Board made comments.

(b)   Bay Area UASI By-laws

General Manager Craig Dziedzic presented to the Board changes to the Bay Area UASI By-laws. This document governs the implementation of the Bay Area UASI Master MOU and describes the duties and responsibilities of the General Manager and Management Team.

Motion: Approve changes to Bay Area UASI By-laws except for majority vote provision.

Moved: Member Casten   **Seconded:** Member Sanchez

Vote: The motion was passed unanimously.

One member of the Board made a comment.

(c)   Management Team Tracking Tool

There were no additions to the tracking tool.

4. **Bay Area UASI Management Team Policies and Procedures Manual and Grants Manual**

Regional Grants Manager Mary Landers presented to the Board two manuals, a UASI Management Team Policies and Procedures Manual which governs the conduct of Bay Area UASI Management Team staff, and a Grants Manual which is applicable to all regional entities. Both manuals have been updated to reflect new or revised policies, templates, and changes to federal requirements.

Motion: Approve UASI policies and procedures manual and grants manual.

Moved: Member James Williams   **Seconded:** Vice Chair Lucia

Vote: The motion was passed unanimously.

5. **Stakeholder Feedback Report**

Regional Program Manager Janell Myhre presented to the Board feedback from Bay Area UASI stakeholder outreach discussions. General themes from these discussions include useful preparation for the September 2017 Yellow Command exercise, advancements to local communications and technology capability gaps, and simplification to planning documents for use as EOC operational tools during the first 24-72 hours of activation.

6. **Urban Shield 2017 Planning Update**

Incident Commander Jack Tucker and Regional Program Manager Janell Myhre presented exercise planning highlights for Urban Shield 2017. Mr. Tucker discussed exercise scenarios, updates to goals, and the introduction of a citizen preparedness component to the exercise. Ms. Myhre discussed updates to the Yellow Command and care and shelter capability building components of the exercise.

One member of the Board made a comment.

7. **Cybersecurity Program Analysis**

Project Manager Corey Reynolds presented to the Board the results of a cybersecurity analysis. The analysis identified best practices from other regions and jurisdictions and delivers a set of 11 options to consider for advancing cybersecurity capacity in the Bay Area.

8. **NCRIC Cyber Program Update**

NCRIC Lead Analyst Alison Yakabe presented an update of the NCRIC Cyber Program. Notable accomplishments of the program include cyber training to public and private sector end users; collaboration with state and federal partners on current cyber trends, tactics, and strategies; and on-site vulnerability/risk assessments and network monitoring to UASI stakeholders and partners.

One member of the Board made a comment.

9.   **<u>Bay Area UASI Interoperability Analysis</u>**

Project Manager Corey Reynolds presented to the Board the results of a Bay Area interoperability analysis. The analysis provided an assessment of data interoperability to help strategically identify challenges, key findings, lessons learned from early builders, and potential next steps for the Bay Area UASI region.

One member of the Board made a comment.

10.   **<u>FY15 Bay Area UASI Spending Report</u>**

Chief Financial Officer Tristan Levardo reported spending percentages of FY15 UASI grants incurred by Bay Area UASI jurisdictions.

11.   **<u>Announcements – Good of the Order</u>**

Chair Kronenberg extended an open invitation to Fleet Week 2017.

12.   **<u>General Public Comment</u>**

One member of the public made a comment.

13.   **<u>Adjournment</u>**

The meeting adjourned at 11:12 AM.