



**Bay Area UASI Program
Advisory Group Meeting**
Thursday, August 29, 2013
1:30 p.m.

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

DRAFT MINUTES

**1. CALL TO ORDER 1:38 p.m.
ROLL CALL**

Oakland – Cathey Eide
San Francisco – Tom Cleary
San Jose – Dave Hober
Alameda – Brett Keteles
Contra Costa – Elise Warren
Marin – David Augustus
Monterey
Napa
San Benito
San Mateo – Jeff Kearnan
Santa Clara – Steve Prziborowski
Santa Cruz – Paul Horvat
Solano
Sonoma – Chris Helgren
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 May 23, 2013 (*Documents for this item include draft minutes from May 23, 2013*)
Motion to approve, approved by Jeff Kearnan. Second, approved by Brett Keteles.

3. REVIEW OF FY14 UASI PROPOSAL IMPLEMENTATION GUIDANCE (Discussion)

Presentation by Assistant General Manager, Catherine Spaulding on the breakdown of the proposal submission criteria and process. Online forms will be available 10/15/13 – 11/15/13 for proposal submissions. Subject Matter Experts (SMEs) and work groups will be implemented according to Hub or Advisory Group Members. Role of the four Hubs: Approval Authority Members appoint Hub Members, meetings will be coordinated by the Management Team, meetings will take place in January 2014 with a given planning amount based on the previous year's allocation. Role of the Advisory Group: sustainment projects

will have a prioritized list according to funding allocation for final decisions of the Approval Authority. Allocation of Funding: projects will be vetted and selections/recommendations will be presented to the Approval Authority in advance of receiving the grant award in early 2014. Priority Capability Objectives: list of priority capability objectives and proposals will have to fit in the core capabilities to be considered eligible. Review of timeline from now through March 2014, with the final approval of projects by the Approval Authority.

4. UPCOMING CALENDAR OF MEETINGS (Discussion and Action)

Date and time for Advisory Group meetings will be the fourth Thursday of each month beginning at 1:00 p.m.

5. UPDATED UASI BYLAWS (Discussion)

Master MOU was updated and approved at the recent Approval Authority meeting. The Advisory Group was taken out of the bylaws to eliminate any formal constraints and to offer more flexibility/independence as a streamlined working group under the General Manager.

6. BAY AREA UASI TRAINING AND EXERCISE PROGRAM (Discussion)

Presentation by UASI Regional Training & Exercise Project Manager Dennis Houghtelling and a SME/course instructor on a Leadership Certificate Program offered by the Dominican University of California, focused on project and strategic leadership. For further discussion and follow up.

7. ANNOUNCEMENTS – GOOD OF THE ORDER

- Building Communities of Trust (BCOT) meeting at Facebook, Menlo Park on September 19, 2013 from 5:30 p.m. – 9:00 p.m.
- Introduction of Deputy Director Dan Mahoney, NCRIC

8. FUTURE AGENDA ITEMS (Discussion)

9. 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.

10. ADJOURNMENT 3:01 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.