



**Bay Area UASI
Approval Authority Meeting
Thursday, June 8, 2023
10:00 AM**

REGULAR MEETING MINUTES

1. ROLL CALL

Approval Authority Interim Alternate Dennis Houghtelling called the meeting to order at 10:05 AM. General Manager Craig Dziedzic subsequently took the roll. Members Erica Arteseros, Jessica Feil, Raymond Riordan and new members Steven Torrence, Kelsey Scanlon, Chris Hsiung were present. Approval Authority Chair Mary Ellen Carroll, Rich Lucia, Dana Reed, and Jeff DuVall were absent, but alternates Darrell Ray, and Sam Wallis were present, respectively. Member Mike Casten was absent and so was the alternate, Eric McQuoid.

General Manager Dziedzic declared a quorum.

2. APPROVAL OF THE MINUTES

Acting Chair Houghtelling asked for any comments or questions concerning the minutes from the June 8, 2023 meeting. (Reference audio here: [June UASI Approval Authority Meeting Audio at 00:00:46](#))

Member Riordan commented that Chris Hsiung's last name was misspelled on his name plate. Name will be corrected. (Reference audio here: [June UASI Approval Authority Meeting Audio at 0:01:00](#))

Seeing no more comments, Acting Chair Houghtelling asked for public comment. There was one comment from the public.

Acting Chair Houghtelling then requested a motion to approve the minutes.

Motion: Approve the minutes from the June 08, 2023 Approval Authority Meeting.

Moved: Member Arteseros **Seconded:** Member Feil

Vote: The motion passed unanimously approved.

3. GENERAL MANAGER'S REPORT

General Manager Craig Dziejdzic provided updates on the status of the 2023 UASI Notice of Funding Opportunity, UASI annual report, and Tracking Tool. General Manager Dziejdzic also presented the Organization Chart, Annual Work Plans, and FY23-24 Management Team Budget for approval. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:04:24)

The General Manager also introduced restructuring the Approval Authority Meeting schedule for 2024 by reducing the number of annual meetings from five to four meetings (March, June, September, and November).

Acting Chair Houghtelling asked for Member comments.

Member Arteseros commented that she supports the restructuring of the meeting schedule to be more effective. Member Riordan concurred. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:17:40)

Seeing no more comments, Acting Chair Houghtelling asked for public comment. There was one comment from the public.

Acting Chair Houghtelling then requested to approve the Organization Chart, Annual Work Plans, and FY23-24 Management Team Budget.

Motion: Approve the Organization Chart, Annual Work Plans, and FY23-24 Management Team Budget.

Moved: Member Riordan **Seconded:** Member Chris Hsiung

Vote: The motion passed unanimously approved.

Acting Chair Houghtelling circled back to the missed introduction of one of the UASI Management Team members. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:20:55)

4. BAY AREA UASI WORK GROUP ANNUAL PLAN UPDATE

Regional Program Manager Janell Myhre presented an update on the UASI Work Group Annual Plans for the 2023 calendar year. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:22:10)

Acting Chair Houghtelling asked for Member comments.

Member Feil commented that she appreciates easy access to meetings, and asked if work group meetings can be recorded so that those who were unable to attend could watch them.

Member Riordan also asked if work group meeting notes can be posted and available.

BATEP Regional Project Manager Corinne Bartshire responded that they record meetings but those recordings are not posted and not publicly available for view and comments. However, the

recorded meetings are available to members involved in the projects and notes are archived as well. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:23:45)

Seeing no more comments, Acting Chair Houghtelling asked for public comments of which there were none.

5. NATIONAL PRIORITY PROJECTS UPDATE

Regional Program Manager Janell Myhre presented an update on the FY20, FY21, FY22 and FY23 National Priority Projects. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:25:45)

Acting Chair Houghtelling asked for Member comments of which there were none, he asked for public comments. There was one comment from the public.

6. FY 24-25 PROJECT PROPOSAL GUIDANCE

Regional Grants Manager Molly Giesen-Fields presented the FY24-25 proposal guidance and highlighted information relevant to potential applicants, including grant criteria, submission process, rules and responsibilities, spending guidelines, and timeline. The portal to apply for FY24-25 funding will open on September 15, 2023 for three weeks. Approval Authority members may review proposals on November 8, 2023. Hub meetings will take place in January 2024, with the final approval of projects in March 2024. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:34:18)

Acting Chair Houghtelling asked for Member comments. Member Riordan commented that the two-year grant cycle helps administratively. He also expressed his appreciation for the UASI's flexibility with projects changes due price fluctuations due to inflation). (Reference audio here: http://www.bayareauasi.com/sites/default/files/resources/approval_2023_june_featured_audio.mp3 at 38:35)

Seeing no more comments, Acting Chair Houghtelling asked for public comments. There was one comment from the public.

Motion: Approve the FY 24-25 Project Proposal Guidance

Moved: Member Torrence **Seconded:** Member Scanlon

Vote: The motion passed unanimously approved.

7. WEBSITE IMPROVEMENT PROJECT UPDATE

BATEP Regional Project Manager Corinne Bartshire provided an update on the Website Improvement Project. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:42:12)

Acting Chair Houghtelling asked for Member comments. There were comments and questions from three members. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 00:51:39)

Member Riordan asked if, on the private side, there will be access to meeting notes and document library system where there will be an easy search for documents.

Member Feil also asked if there will be a public document system that is maintained on an ongoing basis.

Member Torrence inquired about whether the new software is cyber-based if there will be redundancy and reliability built into the system.

Questions were answered by Corinne Bartshire and Chris Najera from Opsclinic.com.

Seeing no more comments, Acting Chair Houghtelling asked for public comments. There was one comment from the public.

Motion: Approve the Website Improvement Project

Moved: Member Arteseros **Seconded:** Member Feil

Vote: The motion passed unanimously approved.

8. NCRIC THREAT BRIEFING

Director of the NCRIC Mike Sena provided updates on the Special Event Assessment Rating (SEAR) and Suspicious Activity Reports (SARS). (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 1:00:36)

Acting Chair Houghtelling asked for Member comments.

There were questions about how the Bay Area is preparing for upcoming big events such as the World Cup, Superbowl and APEC. (Reference audio here: (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 1:08:02)

Member Scanlon took the opportunity to thank all partners, regional and state in assisting and mobilizing to address threats.

Seeing no more comments, Acting Chair Houghtelling asked for public comments. There was one comment from the public.

9. REALLOCATIONS OF GRANT FUNDS

CFO Tristan Levarado presented on the reallocation of grant funds. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 1:13:34)

Acting Chair Houghtelling asked for Member comments. Seeing none, Acting Chair Houghtelling asked for public comments. There was one comment from the public.

10. ANNOUNCEMENTS – GOOD OF THE ORDER

Acting Chair Houghtelling asked for any announcements.

General Manager Dziedzic announced that Janell Myhre is retiring, and this will be her last Approval Authority Meeting. Acting Chair Houghtelling congratulated and thanked Janell for her service and wished her well. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 1:16:21)

Member Riordan asked if it is possible to rotate Approval Authority Meetings in different jurisdictions. He announced that San Jose’s new EOC will be opening soon and invited the Approval Authority to visit and/or hold meetings and trainings there. (Reference audio here: [June UASI Approval Authority Meeting Audio](#) at 1:18:30)

11. GENERAL PUBLIC COMMENT

Acting Chair Houghtelling opened the floor for public comments. There was one comment from the public.

12. ADJOURNMENT

The meeting was adjourned at 11:29 AM.