



October 19, 2023

INFORMATION ACTION

SUBJECT: COMMISSION MEETING AND ADVISORY COMMITTEE STRUCTURES

SUMMARY OF THE ISSUE

It is the Commission's business practice to review annual Commission meeting dates each fall and advisory committee assignments at the first meeting of each calendar year. The Chair has requested to have a discussion on the structure of both meetings, after the enactment of Senate Bill 544, which has a potential impact on the current structure of meetings.

Given the significant change in structure last year and the changes to the Bagley-Keene Open Meeting Act starting January 1, 2024, it is necessary to give Commissioners time to discuss the impact in advance of the advisory committee assignments in early 2024. If the Commission discussion will lead to changes in the structure of the Commission and/or advisory committees, staff will bring an action item forward in December 2023.

Commission and Advisory Committee Meeting Structures: Staff Proposal

The following is a F5CA staff proposal for Commission discussion and consideration.

Commission Meeting Structure

Staff recommend quarterly meetings on the 4th Thursday of the following months:

- January
- May
- August
- October

The key strengths of the proposed Commission meeting structure proposal are to:

- Align with the state's budget cycle, which will allow staff to provide more thorough and complete fiscal information when presenting funding requests.
- Take into consideration the requirements of the Bagley-Keene Open Meeting Act which require a majority of Commissioners to be in person, at the same location,

for all meetings subject to the Bagley-Keene Open Meeting Act.

- Consider staff and Commissioner time and resources.

To keep Commissioners and the public informed throughout each year, staff will provide a quarterly state Commission update during the off months between Commission meetings.

Advisory Committee Structure

Staff recommend a maximum of two Commissioners per committee (no advisory committee meetings subject to the Bagley-Keene Open Meeting Act) and a cycle of at least one advisory committee meeting per quarter, scheduled in consultation with the advisory committee chair, approximately six weeks prior to Commission meetings.

Staff also recommend using the same five advisory committees as currently constructed (Executive, Fiscal, Program and Evaluation, Public Education and Outreach, and Public Policy), while also maintaining diversity of membership across advisory committees (e.g., each advisory committee consisting of no more than one appointee from the Governor, the Assembly Speaker, the Senate President Pro Tempore, and Ex Officio designee).

The key strengths of the proposed advisory committee structure proposal are to:

- Take into consideration the requirements of the Bagley-Keene Open Meeting Act which requires a majority of Commissioners to be in person, at the same location, for Advisory Committee meetings (assuming there are more than two commissioners per committee).
- Renew efficiency and utilization of advisory committees.
- Consider staff and State Commissioner time and resources.
- Increase the consistency and potential frequency to advise and engage in dialogue with F5CA staff regarding potential investments that are in early development stages.

To support public dialogue and participation, each advisory committee will provide an update at each Commission meeting. Additionally, consistent with past business practice, the public will be provided time to comment during every Commission Meeting agenda item to offer ideas, feedback, and suggestions before any proposal is presented to the Commission for adoption.

BACKGROUND

In fall 2022, at a time when the Commission was meeting remotely, former Commissioners requested staff consider: 1) revising the meeting schedule to include

more meetings; and 2) opening advisory committee meetings for public attendance. Due to this request, at the October 27, 2022, Commission meeting, the Commission received a presentation on Advisory Committee issues, concerns, and restructuring options which was followed by a robust discussion among the Commission. This discussion led to consensus on several important issues designed to increase the cohesiveness and functioning of the Commission. These items included:

1. Increase the number of Commission meetings to six per year.
2. If possible, allow for occasional shorter Commission meetings.
3. Reduce the number of Advisory Committees by combining some of them.
4. Increase available opportunities for public participation.
5. Increase Commissioner information and involvement in Advisory Committees while remaining able to properly handle strategic and proprietary matters.

During the January 2023 Commission meeting, Commissioners approved the action item that executed the changes outlined above. Members approved meeting in February, April, June, August, October, and December. Members approved the following advisory committees (*Subject to the provisions of the Bagley-Keene Open Meeting Act.):

- Executive
- Fiscal
- Public Education and Outreach
- *Public Policy
- *Program and Evaluation

For many years before the structure outlined above was adopted, the Commission generally met on a quarterly basis on the fourth Thursday in January, April, July, and October. Additionally, advisory committees only included two Commission members each and were not subject to the requirements of the Bagley-Keene Open Meeting Act.

ATTACHMENTS

A. Advisory Committees