



**AUGUST 22, 2024**

INFORMATION  ACTION

**SUBJECT: REVIEW COMMISSION AND ADVISORY COMMITTEE MEETING  
CADENCE**

### **SUMMARY OF THE ISSUE**

It is the Commission's normal business practice to review annual Commission meeting dates each fall and advisory committee assignments at the first meeting of each calendar year. Given the significant change in structure that was approved by the Commission last year and the changes to the Bagley-Keene Open Meeting Act that began on January 1, 2024, it was agreed upon to review the efficacy of those changes and gather feedback from the Commission on the cadence and structure of both the Commission and Advisory Committee meetings, including the quarterly commission memo.

As such, this item is meant to provide commissioners an opportunity to provide feedback on their experiences with the current structure. If the discussion leads to changes in the structure of the Commission and/or advisory committees, staff will bring an action item forward at the next Commission meeting. Regardless of any changes in the Commission advisory structure, staff will still bring an action item at the next Commission meeting to approve the 2025 meeting dates.

### **BACKGROUND**

The following was approved at the October 19, 2023, Commission Meeting:

#### **Current Commission Meeting Structure**

Quarterly meetings on the 4<sup>th</sup> Thursday of the following months:

- January
- May
- August
- October

The key strengths of this change in structure were 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 informed throughout each year, staff will provide a quarterly state Commission update during the off months between Commission meetings. This came in the form of a “Quarterly Commission Memo” that has since been distributed in April and July 2024 and provided Commissioners with programmatic, personnel, and county commission updates, and advance notice of events, potential actions items, and other important information between Commission meetings.

### **Current Advisory Committee Structure**

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.

The same five advisory committees were kept in place (Executive, Fiscal, Program and Evaluation, Public Education and Outreach, and Public Policy), while also maintaining a diversity of membership (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 this change in structure were 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.

**ATTACHMENTS**

None.