



PROGRAM AND POLICY SUBCOMMITTEE MEETING SUMMARY REPORT February 17, 2016

SUMMARY

A quorum was established with the following Subcommittee members present: Darla Guenzler, Jim Provenza, Mike Eaton and Steve Chappell. Board member Todd Ferrara, Liaison Advisor Erik Vink and Counsel Nicole Rinke attended the meeting.

The meeting agenda included discussions of Proposition 1 issues, Conservancy legal support, conflict of interest policy, regional planning update, staffing update and a draft template of staff recommendations for full proposals for Board consideration.

[Proposition 1 Budget](#)

The Executive Officer presented an overview of the Proposition 1 budget for planning and monitoring over the lifetime of the bond. The Subcommittee discussed distribution of funds among planning efforts and possible alternatives for the planning projects. Staff responded to questions and will continue to work to develop scopes of work that are supported by the collaborative partners for review and approval by the Board.

The Deputy Executive Officer presented an overview of the Proposition 1 budget for Program Delivery including staffing and office space needs. The Subcommittee discussed the vacant positions and office space requirements and recommended that both the Accountant position (funded by Prop. 1) and the Program Manager position (funded by the General Fund) remain vacant and that the Conservancy not pursue an office space expansion at this time. Savings from the vacant positions and the avoided expansion will support program delivery and legal expenses.

[Proposition 1 Professional Review](#)

The Executive Officer presented an update on the coordination of professional reviewers for the full proposals. Staff will provide information on agencies' reviewers to the Subcommittee in April.

[Conservancy Legal Support](#)

The Deputy Executive Officer presented an update on legal services and available resources for FY15-16. The Subcommittee discussed additional unforeseen legal expenditures and directed staff to leave the Program Manager position open to cover unexpected legal costs.

Conflict of Interest Policy Discussion

The Deputy Executive Officer presented a rough draft discussion paper on a Conflict of Interest policy. Nicole Rinke, Conservancy's legal counsel questioned the need for the Conservancy to develop its own policy. Staff, Subcommittee and counsel discussed a letter that counsel provided to new Board Members stating the obligations pertaining to ethics and conflicts of interest of the Board. The Subcommittee directed the counsel to send this letter to all Board members and liaison advisors as a first step to determine if this letter is sufficient or if a Policy is needed

Regional Planning

The Executive Officer presented a brief overview of regional planning and agricultural analysis efforts. It was agreed that the topic had been extensively covered with Agenda Item #1.

Staffing Update

The Deputy Executive Officer presented an updated staff roster and organization chart, and provided an update on the status of current recruitments.

Draft Template for Staff Recommendations for Full Proposal

The Deputy Executive Officer presented a template for staff recommendation of full proposals. The Subcommittee commented on the draft and provided input to staff. Staff will revise the template to address comments received from the Subcommittee and will present a revised template at the April Subcommittee meeting.

Future Agenda Items

The Subcommittee requested staff to include a Draft Contract Manual and a legislative update in the April Subcommittee meeting. The Deputy Executive Officer will work with the Subcommittee Chair and the Board Chair to develop the April Subcommittee meeting agenda after the March Board meeting.

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