

Santa Clara County Open Space Authority

Citizen's Advisory Committee Meeting
Meeting Summary
7:00 PM on Monday March 28, 2011
Open Space Authority Administration Office
REVISED

Attendees:

Citizens Advisory Committee Members:

Name	Represent	Present	Absent
Susan McKuhen	District 1	√	
Vacant	District 2	-	-
Jan Hintermeister	District 3	√	
Eric Carruthers	District 4	√	
Gloria Chun Hoo	District 5	√	
John Fioretta (Chair)	District 6	√	
Vacant	District 7	-	-
Don Hordness	Agriculture	√	
Mandy McClellan	Business		X
Vacant	Civic Organizations	-	-
Daniel J. Kenney	Development Community	√	
Vacant	Education	-	-
David Poeschel	Environmental		X
Vacant	Labor	-	-
Dorsey Moore	Parks	√	
Kitty Monahan	Trails	√	
	Totals	9	2

Other Attendees:

Board Liaison: Director Virginia Holtz, District 5; Director Alex Kennett, District 1

Staff Present: Bill Parkin, Interim General Manager

Public Present: Lynne Paulson from Santa Teresa Foothills Neighborhood Association

- 1. Call to Order at 7:07 p.m.** – John Fioretta, Chairperson; Jan Hintermeister volunteered to take minutes.
- 2. Public Presentations for Items not listed on the Agenda (Limit: 3 minutes)**
There were no public presentations.
- 3. Approval of Meeting Summary from previous meeting**
Minutes of February 15, 2011 were approved, with minor typographical corrections, unanimously with one abstention (Dorsey Moore who was absent on February 15, 2011). Susan McKuhen arrived just after the vote on the minutes.
- 4. Unfinished Business**
There was no unfinished business.
- 5. New Business: Revisions to the CAC Handbook**

Chair Fioretta introduced the new business topic: Revisions to the CAC Handbook, by handing out a copy of the handbook with suggested updates from Mr. Parkin. Mr. Moore volunteered to act as scribe at the easel. Chair asked Mr. Parkin to verbally review his suggested updates page by page. After Mr. Parkin's review, the CAC reviewed the CAC Handbook page by page, discussing Mr. Parkin's suggestions as well as other updates suggested by CAC members or the Board Liaisons. The following paragraphs summarize key discussion points.

By consensus, the CAC agreed to use "minutes" uniformly throughout the document to replace all references to "meeting summaries" or "meeting summary".

By consensus, the CAC agreed to modify section III paragraph 4 to remove the word "monthly" and clarify the participants as "CAC Chair" and "OSA Board Chair" (rather than OSA Director).

By consensus, the CAC agreed to Mr. Parkin's suggestion that the Boardmember Liaisons no longer be identified in the handbook as CAC members in Section IV Paragraph 1 of the CAC Handbook to include seventeen (17) members and ten (10) interest group representatives. This has no impact on CAC operations; the Boardmember Liaison position remains as is but without the designation as a CAC member.

The CAC considered a suggestion from Chair Fioretta to eliminate the Education and Civic Organizations positions on the CAC. Director Kennett suggested adding a Public Safety position. Others suggested the addition of a Public Health position. By a vote of 8-0 with one abstention (Mr. Hintermeister), the CAC agreed to add a single new Public Health/Public Safety position on the CAC. By consensus, the CAC agreed to update the CAC Handbook to accommodate the new position.

By consensus, the CAC agreed to update the CAC Handbook Section IV, Paragraph B to read "Two Board members, appointed by the Board of Directors, shall serve as liaisons to the CAC."

By consensus, the CAC agreed to move Section IV, Paragraph 1, Subparagraph D to Section V, with minor word changes.

By consensus, the CAC agreed to modify Section IV, Paragraph 3, Subparagraph A to remove the announcement details encompassed by "Appointment opportunities shall be announced.....or any of a variety of other actions" and to incorporate the following language suggested by Mr. Parkin: "Staff communicates all new vacancies on the CAC to the Board, Staff and the CAC. To encourage recruitment, Staff prepares, distributes and makes public, announcements for recruitment of open positions on the CAC..."

By consensus, the CAC agreed to eliminate Section IV, Paragraph 3, Subparagraph B and D.

By consensus, the CAC agreed to modify Section IV, Paragraph 3, Subparagraph C to say "The application period for a vacancy shall be open for a minimum of 45 days.

By consensus, the CAC agreed to eliminate Section IV, Paragraph 5, Subparagraph B.

By consensus, the CAC agreed to modify the first part of Section IV, Paragraph 6, Subparagraph A as follows "The election of CAC officers shall be scheduled for January of each year...."

By consensus, the CAC agreed to modify Section V, Paragraph 1, Subparagraph C to eliminate the four (4) bulleted details of proper meeting behavior to be enforced by the chair, starting with "Dealing firmly with whispering..." and also to eliminate the sentence "To preserve impartiality, the presiding officer votes last."

Mr. Parkin raised an issue regarding the current CAC Handbook definition of a quorum and the number of CAC members required to take action. The current CAC Handbook states that "Actions taken by the CAC shall require a simple majority of those members present and eligible to vote." Mr. Parkin pointed out that this could potentially allow a relatively small group of CAC members to take action. Mr. Parkin noted that a case could be made under the Brown Act that this could be construed to further limit the number of CAC members that could communicate on issues outside regularly noticed CAC meetings, including the number of members that could participate in CAC subcommittees. Discussion ensued.

By consensus, the CAC agreed to update Section V, Paragraph 2, Subparagraph A to: "A quorum of members present to conduct business shall be a majority of the currently appointed members."

The CAC discussed ways to define the number of CAC members needed to take action during a meeting, to address the issue raised by Mr. Parkin. One suggestion was to use the same definition as that for a quorum, i.e. requiring at least a majority of the currently appointed members. By consensus, the CAC agreed to ask Mr. Parkin to suggest wording that would address his expressed concerns.

By consensus, the CAC agreed to eliminate Section V, Paragraph 2, Subparagraph C.

By consensus, the CAC agreed to modify Section V, Paragraph 3, Subparagraph A (on Order of Business, Agendas and Meeting Summaries) in accordance with suggestions by Mr. Parkin to remove "introduction of new members and guests" and rearrange the existing agenda to place reports by Board Liaison, Staff and subcommittees (in that order) after unfinished and new business.

By consensus, the CAC agreed to modify Section V, Paragraph 4 to remove the statement "When in doubt, the rule should be to respect the wishes of the majority, protect the minority and do what seems fair and equitable" and to remove the entire section of text regarding written motions, starting with "Motions should be submitted in writing....." and ending with the five step procedure for submitting and voting on a motion.

By consensus, the CAC agreed to modify Section V, Paragraph 4 to replace the detailed description of assorted parliamentary motions with the simple statement: "Robert's Rules of Order shall generally govern motions and procedures."

By consensus, the CAC agreed to modify Section V, Paragraph 4 on adjournment to remove the words "usually not debatable; requires majority vote" and two sentences at the end of the paragraph: "A member may move to adjourn.....the meeting is immediately adjourned."

By consensus, the CAC agreed to eliminate Section V, Paragraph 5 on voting.

1. Items for next meeting

No items for the next meeting were identified.

2. Reports and Announcements

a. Board Liaisons

There was no report from the Boardmember Liaisons.

b. Staff Report

Mr. Parkin reported that Andrea Mackenzie's official start date is 18 April.

c. CAC Member Reports and Announcements

Mr. Kenney brought up the recent article in the San Jose Mercury News about a new open space initiative between POST and several other agencies. The article specifically mentioned Sargent Ranch as a property of Interest. He expressed support for the OSA to partner in this endeavor.

Mr. Hintermeister mentioned that the Santa Clara County Parks and Recreation Department is bringing its recommendations for an updated Parkland Acquisition Plan to the Board of Supervisors on March 29, 2011. Mr. Hintermeister indicated that supervisors (and the public) have weighed in on the use of "regional significance" as a criterion and on the Department's emphasis on urban and suburban versus rural properties. Mr. Parkin added that the agenda materials on the county website have background materials as well as memos from various supervisors on the general issue.

Ms. Monahan asked whether there was any further direction for CAC members on participation in the April 2nd Ulistac event. Several CAC members signed up to participate but haven't received information on when to show up. Mr. Parkin agreed to check into this and ensure coordination.

Chair Fioretta mentioned his participation in the California Small Farm Conference held in San Jose March 6 through March 8. Mr. Fioretta specifically mentioned a field trip that visited several local farms including an olive orchard, apple farm, Live Earth Farm, Gizdich Ranch and a winery. Conference information is at <http://www.californiafarmconference.com/>

Chair Fioretta read from a draft proclamation to honor the late Son Cheong (C. K.) Kuan, a long-time CAC member. The proclamation detailed Mr. Kuan many contributions to the CAC and the Open Space Authority. By consensus, Chair Fioretta will provide the draft proclamation to Staff to add appropriate additional language. Staff will then forward the proclamation to the Board for their consideration.

Adjournment - The meeting was adjourned at 8:58 P.M. The next meeting will be held April 25, 2011.