



To: Bay Area UASI Approval Authority

From: Craig Dziedzic, General Manager

Date: January 12, 2012

RE: Item #3: General Manager's Report

Recommendations:

- (a) Approve the BAUASI Mission Statement as proposed;
- (b) Approve the BAUASI Grant and Project Policies and Procedures Manual; and
- (c) Approve the BAUASI Management Team Policies and Procedures Manual.
- (d) Staff Updates (Discussion)

Action or Discussion Item:

Discussion and Possible Action

Discussion/description:

(a) Bay Area Mission Statement and Goals

At the December 15th Approval Authority Meeting, the Approval members agreed to the Mission and Goals as follows:

MISSION

The Bay Area Urban Areas Security Initiative (UASI) sustains and improves regional capacity to prevent, protect against, respond to, and recover from terrorist incidents and catastrophic events.

GOALS

- The UASI Grant funding will be used to enhance and sustain the regional capacity to prevent, protect, respond, recover, and mitigate terrorism by providing planning, organization, equipment, training, and exercises.
- To the extent possible, the UASI will prioritize its investments in order to sustain and complete projects, programs, and systems.
- The UASI will enhance regional collaboration by leveraging available funding and resources to achieve optimal results.



The Approval Authority members also agreed that the General Manager should discuss the Bay Area UASI mission and goals with the Management Team staff and report back to the Approval Authority Members.

After discussing the matter with the Management Team staff, it was recommended that the word “mitigate” be added to the mission statement in order to align the mission of the Bay Area UASI with the National Preparedness Goal and grant guidance issued by the Department of Homeland Security.

The Management Team Staff requests the Mission of the Bay Area UASI be revised as attached as Exhibit “A”.

(b) The Bay Area UASI Procurement Policies/Procedures Manual

At the August 18, 2011 Approval Authority meeting, the Approval Authority Members requested the General Manager to draft a procurement policies/procedures manual. A draft outline of the manual was presented to the Approval Authority Members at the November 10, 2011 meeting.

As stated in the outline, the overview purpose of the manual is to provide standards, clarity, and transparency regarding the policies/processes governing grant management and administration for the Bay Area UASI.

The contents of the manual includes the roles and responsibilities of various entities participating in project and grant management (e.g., Approval Authority, Advisory Group, Working Group, Management Team, Project leads, and Subrecipients). The contents also include the lifecycle for Bay Area UASI projects, from project identification (which includes prioritization, allocation, selection, and linkage to strategic goals) through planning and management, to close out and evaluation. Also, addressed in the manual are the areas of procurement and financial processes and administration. Templates and forms are included as well.

Among other issues, the manual provides a detailed and clear direction on project sponsorship, including the criteria that should be used to determine Project Leads and responsibilities for Project leads on project planning, management, and close out. The manual highlights contract approvals, changes in scope, timeline, and budget; and other required approvals, reporting, and oversight processes.

A Draft of the Bay Area UASI Grant Policies and Procedures Manual is attached as Exhibit B.

(c) The Bay Area UASI Management Team Policies and Procedures Manual

At the November 10, 2011 Approval Authority meeting, the Approval Authority Members requested the General Manager to draft an administrative Bay Area UASI Management Team policies and procedures manual.



The overview purpose of the manual is to provide standards, policies, and procedures for the Bay Area UASI management Team (e.g., staffing and personnel procedures, office procedures, professional standards, and ethical principals).

A Draft of the Bay Area UASI Management Team Policies and Procedures Manual is attached as Exhibit C.

(d) Management Team Staff Update (Discussion)

- Desk Audit - The San Francisco Dept. of Human Resources is still reviewing the classifications/compensation of the exempt status positions of the Bay area UASI Management Team.

- Vacant Position

(Project Manager – Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)

John Justice, Battalion Chief for Santa Clara County has recently been promoted to Assistant Chief. Santa Clara County is currently reviewing candidates to be assigned to the Bay Area UASI Management Team to continue the job functions and duties of Mr. Justice who is a senior hazardous materials specialist with extensive experience with the subject matter.