



December 14, 2023

INFORMATION ACTION

SUBJECT: COMMISSION MEETING SCHEDULE AND ADVISORY COMMITTEE STRUCTURE

RECOMMENDATION

First 5 California (F5CA) staff request approval for both the 2024 Commission meeting schedule, which includes quarterly in-person meetings, and the Advisory Committee structure, which includes up to two Commissioners per advisory committee.

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. Given the significant change in structure last year (i.e., six meetings instead of four and advisory committees with more than two members) and the changes to the Bagley-Keene Open Meeting Act starting January 1, 2024, staff recommend the following changes to the Commission Meeting schedule and Advisory Committee structure.

Commission Meeting Structure

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

- January
- May
- August
- October

The key strengths of the recommended Commission meeting schedule include:

- Alignment with the state's budget cycle, which will allow staff to provide more thorough and complete fiscal information when presenting funding requests.
- Considerations of the new requirements of the Bagley-Keene Open Meeting Act which requires a majority of Commissioners to be in person, at the same location, for all meetings subject to the Bagley-Keene Open Meeting Act.

- Consideration of Commission 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. 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.

Advisory Committee Structure

Staff recommend a maximum of two Commissioners per Advisory Committee, allowing for increased business efficiency and maximize responsiveness to emerging issues. The recommendation is to convene 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 continuing with the same five Advisory Committees adopted in July 2022 (Executive, Fiscal, Program and Evaluation, Public Education and Outreach, and Public Policy), while also maintaining diversity of appointee 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 recommended Advisory Committee structure include:

- Increases efficiency and utilization of Advisory Committees.
- Considers the limited resources and capacity of the Commission: both the fiscal and staff constraints.
- Increases the consistency and potential frequency for Commissioners to advise and engage in dialogue with F5CA staff regarding potential investments that are in the early stages of development.

To support public dialogue and participation, each Advisory Committee will provide an update at each Commission meeting. Consistent with current 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.

SUMMARY OF PREVIOUS COMMISSION DISCUSSION

At the October 19, 2023, Commission Meeting, staff provided an [item](#) and [presentation](#) on current Commission meeting and Advisory Committee issues, concerns, and restructuring options which was followed by a robust discussion among the Commission

and staff. Additionally, the Commission was also provided an extensive presentation from the Office of the Attorney General on the details of Bagley-Keene Open Meeting Act: teleconferencing Senate Bill 544 (2022-23), Chapter 216 (Cal Stat. 2023), which amended the Bagley Keene Open Meeting Act, to include the following provisions:

- A quorum of members must participate from a single physical location that is open for public participation and is Americans with Disability Act compliant.
- Remaining members may participate from remote, private locations.
- Public participation must be available at a physical location, and via telephone and internet/online platform.
- Members with a disability who cannot be accommodated may participate from a private location and still count towards quorum at the physical location.
- Members must be visible on video at all times and disclose other persons in the room, unless otherwise noted in the Act.

There was general agreement that, while the intentions were good in modifying the previous structure, the current model and the amendments made to the Bagley-Keene Open Meeting Act has proven to create inefficiencies in the organization and challenges to being more responsive to dynamic issues that arise. The Commission requested that staff bring an action item before the Commission in December 2023 for consideration.

ATTACHMENTS

A. Advisory Committees