



CEAC Administrative Committee

125th Annual Meeting

Friday, December 6, 2019|10:30 am - 12:00 pm

Hilton San Francisco Union Square

Ballroom Level, Imperial B Room

AGENDA

Chair, Jeff Pratt, Ventura County

Vice Chair, Brian Balbas, Contra Costa County

Vice Chair, Mark Pestrella, Los Angeles County

Vice Chair, Patty Romo, Riverside County

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|----------|-----|---|
| 10:30 am | I. | Welcome, Self-Introductions, and Opening Remarks |
| 10:35 am | II. | Administrative Committee Charter - Brief overview of the draft
<i>Brian Balbas, Contra Costa County</i>
Attachment One: CEAC Administrative Committee Charter |
| 10:50 am | III | Succession Planning and Human Resources at Public Works Agencies
<i>Phil Doudar, Los Angeles County</i>
<i>Jim Porter, San Mateo County</i>
<i>Jeff Pratt, Ventura County</i> |
| 11:20 am | IV | Homelessness and its Challenges for Public Works Agencies
<i>Phil Doudar, Los Angeles County</i>
<i>Jeff Pratt, Ventura County</i> |
| 11:50 am | V. | Closing Comments and Adjournment
<i>Roundtable</i> |

ATTACHMENTS

Attachment One..... CEAC Administrative Committee Charter

Attachment One
CEAC Administrative Committee Charter

CEAC Administrative Committee Charter

December 6, 2019

Revised (date)

Establishment and Authority

The Administrative Committee is a standing committee established by the CEAC President and Executive Committee (Executive Committee) under Section VI.1 of the CEAC By Laws.

Purpose/Responsibilities

1. The purpose of the Administrative Committee is to:
 - a. Advance administrative functions, methods and practices
 - b. Monitor legislation
 - c. Monitor regulatory actions
 - d. Prepare policy and technical recommendations
 - e. Prepare legislative guidelines and priorities as appropriate
2. Responsibilities:
 - a. Attend and participate at CEAC's conferences (spring, policy and fall)
 - b. Activities shall include, but not be limited to:
 - i. Dissemination of engineering and administrative data and ideas
 - ii. Promote state of the practice activities related to administrative functions and ideas
 - iii. Provide input on proposed legislation
 - iv. Determine impacts of proposed legislation
 - v. Determine impacts of proposed regulatory changes
 - vi. Make recommendations on conference/committee technical and administrative topics that fall outside of scope of CEAC Policy Committees
 - vii. Report on activities of CEAC advisory committees associated with the Administrative Committee

Committee Composition and Governance

1. Composition:
 - a. Each committee shall have a chair and vice chair(s)
 - b. Membership shall be open to all members in good standing
 - c. New members are encouraged to participate
2. Governance:
 - a. Chair shall manage the committee and its meetings. Roberts Rules of Order shall prevail.
 - b. Vice chair shall perform the duties of the chair in the chair's absence
 - c. Special meetings may be called as determined by the chair
3. Responsibility of chair:
 - a. Preparing agendas

CEAC Administrative Committee Charter

- i. Each agenda shall include topics of interest in accordance with committee's purpose
- ii. See sample agenda, attached
- b. Report to emerging issues to the executive committee
- c. Attend and report on committee activities at Board of Directors meetings
- d. Reach out to CSAC legislative staff for agenda items of interest to committee
- e. Reach out and engage CEAC membership for agenda items relevant to this committee that are not covered under the Policy Committees
- f. Convene agenda preparation meeting with vice chairs at least two months prior to each scheduled meeting
- g. Vice chair is responsible for collecting and providing meeting handouts and presentations to CSAC staff for distribution to membership

Review and Changes to the Charter

The Administrative Committee shall review this charter on an annual basis and recommend any changes to the Executive Committee.

Approved by the Executive Committee

President

Vice President

Secretary

Parliamentarian

CEAC Program Manager