



CEAC Administrative Committee

126th CSAC Annual Meeting

Friday, November 13, 2020|2:30 pm - 3:30 pm

Zoom Meeting

<https://us02web.zoom.us/j/83855277980?pwd=NmZMSUNQY1pvZXlxZmYyZFFlWnZqdz09>

Meeting ID: 838 5527 7980

Passcode: CEAC2020

AGENDA

Chair, Brian Balbas, Contra Costa County
Vice Chair, Mark Pestrella, Los Angeles County
Vice Chair, Phil Doudar, Los Angeles County
Vice Chair, Tom Mattson, Humboldt County

- 2:30 pm I. **Welcome and Opening Remarks**
Chair, Brian Balbas, Contra Costa County
- 2:35 pm II. **COVID-19 – Issues and Solutions – Presentation and Roundtable**
Chair, Brian Balbas, Contra Costa County
Vice Chair, Phil Doudar, Los Angeles County
Vice Chair, Tom Mattson, Humboldt County
- 2:50 pm III. **Succession Planning – Recruitment/Retention**
Chair, Brian Balbas, Contra Costa County
- 3:05 pm IV. **CEAC - Data Sharing/Attendance**
Chair, Brian Balbas, Contra Costa County
- 3:15 pm V. **Administrative Committee – Future Agenda Items - Roundtable**
Chair, Brian Balbas, Contra Costa County
Vice Chair, Phil Doudar, Los Angeles County
Vice Chair, Tom Mattson, Humboldt County
Attachment One: Admin Committee Agenda Topics
Attachment Two: Admin Committee Charter
- 3:25 pm VI. **Closing Comments and Adjournment**
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Zoom call-in instructions:

Topic: Administrative Committee

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ATTACHMENTS

Attachment One.....Admin Committee Agenda Topics

Attachment Two.....Administrative Committee Charter

Attachment One

Admin Committee Agenda Topics

CEAC Administrative Committee

126th CSAC Annual Meeting

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Committee Topics – past and future

- FEMA disaster relief process – Done 8/2020
 - Reimbursement – Done 8/2020
- Continual Process Improvement
- PWA and Human Resources
 - Job Descriptions
 - Hard to fill positions (surveyor) – LUC/Surveyor Committee item
 - Succession Planning – Done 12/2019 (revisiting 11/2020)
 - Employee Retention – Done 12/2019 (revisiting 11/2020)
 - Employee Engagement – Done 12/2019
 - Recognition Programs
 - Training – Done 12/2019
 - Performance Evaluations
 - Recruitment Practices – Done 12/2019 (revisiting 11/2020)
 - Conflict of Interest
- Risk Management – Done w/ Gen. Liability and RM 8/2020
- Climate Action Plans
 - Funding
 - Legislation
 - Measuring impact and success
 - Metrics
- OSHA
 - Wildfire Smoke Regulations form OSHA
- Tort Liability
 - Streets and Roads
 - Flood Control
 - Facilities
 - Design Immunity
- Work Plans & Performance Measures
- Asset Management
- Data Mining
- Agency History
- Technology
 - Office 365
 - Lidar
 - Phones
 - Website – ADA Requirements
- Public Outreach
 - Social Media
 - PIO
 - Press Releases
 - Meeting Translation needs
 - Branding

- Budgeting Best Practices
- Internal Control Audits
- Capital Project Planning and Delivery
- Real Estate
 - R/W Acquisition
 - Eminent Domain
 - Vacations
 - Franchise Fees
- Homelessness – Done 12/2019
- Illegal Dumping
- Contract Management and Processing
- Resiliency
 - Multi Use
- Purchasing
- Code Enforcement
- Light and Heavy Equipment Replacement
 - Better product, not cheapest
- COVID-19
 - Remote Workers
 - Distancing Protocols
 - Liability issues
 - Workers Comp
 - BMP's

Attachment Two

Administrative Committee Charter

CEAC Administrative Committee Charter

November 13, 2020

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
 - f. Monitor trends in industry, legislation, funding and other relevant factors affecting public works.
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

CEAC Administrative Committee Charter

3. Responsibility of chair:

- a. Preparing agendas
 - 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