

Memorandum 92-49

Subject: Administrative Matters - Proposed Meeting Schedule

Attached to this memorandum is a proposed schedule of future meetings. The proposal is based on the following assumptions:

(1) Thursday/Friday daytime meetings remain a Commission preference. Holiday weekends should be avoided.

(2) Chairperson Marshall has a conflicting morning meeting the first and second Thursday of each month. Commissioner Marzec has a conflicting evening meeting the first and third Thursday of each month.

(3) Sacramento meetings continue to be preferred while work on administrative law is in progress, but the legislative directive that the Commission meet in various locations in the state should be honored to some extent. The winter fog factor should be considered in setting Sacramento meetings.

(4) Present and expected future budget reductions will impact available travel funds and staff productivity, necessitating a reduced meeting schedule.

(5) As a cost-saving measure, Southern California meetings should be in Los Angeles. If the September 1992 Oakland meeting is successful, that location might provide a cost-saving option for future Bay Area meetings.

Under the schedule as proposed, there would be six meetings during 1993--four in Sacramento and two in Los Angeles. Compare this with the 1992 schedule of eight meetings--six in Sacramento, one in San Diego, and one in Oakland.

The staff urges the Commission seriously to consider the proposed dates and places, and once the Commission has adopted a schedule to adhere to it except in cases of emergency. Rescheduling inconveniences not only Commissioners who have set their schedules to avoid conflicts with scheduled Commission meetings, but also interested persons and

organizations that plan to attend Commission meetings and, in some cases, arrange their own meeting schedules to facilitate interaction based on the Commission's published schedule.

Respectfully submitted,

Nathaniel Sterling  
Executive Secretary

MEETING SCHEDULE

Scheduled

August 1992 No Meeting

September 1992

Sep. 10 (Thur.) 10:00 a.m. - 5:00 p.m.  
Sep. 11 (Fri.) 9:00 a.m. - 4:00 p.m.

Oakland

October 1992

Oct. 29 (Thur.) 10:00 a.m. - 5:00 p.m.  
Oct. 30 (Fri.) 9:00 a.m. - 4:00 p.m.

Sacramento

November 1992 No Meeting

Proposed

December 1992

Dec. 10 (Thur.) 1:00 p.m. - 5:00 p.m.  
Dec. 11 (Fri.) 9:00 a.m. - 4:00 p.m.

Sacramento

January 1993

Jan. 28 (Thur.) 10:00 a.m. - 6:00 p.m.  
Jan. 29 (Fri.) 9:00 a.m. - 4:00 p.m.

Los Angeles

February 1993 No Meeting

March 1993

Mar. 25 (Thur.) 10:00 a.m. - 5:00 p.m.  
Mar. 26 (Fri.) 9:00 a.m. - 4:00 p.m.

Sacramento

April 1993 No Meeting

May 1993

May 13 (Thur.) 1:00 p.m. - 5:00 p.m.  
May 14 (Fri.) 9:00 a.m. - 4:00 p.m.

Sacramento

June 1993 No Meeting

July 1993

July 22 (Thur.) 10:00 a.m. - 5:00 p.m.  
July 23 (Fri.) 9:00 a.m. - 4:00 p.m.

Sacramento

August 1993 No Meeting

September 1993

Sep. 23 (Thur.) 10:00 a.m. - 5:00 p.m.  
Sep. 24 (Fri.) 9:00 a.m. - 4:00 p.m.

Sacramento

October 1993 No Meeting

November 1993

Nov. 18 (Thur.) 10:00 a.m. - 6:00 p.m.  
Nov. 19 (Fri.) 9:00 a.m. - 4:00 p.m.

Los Angeles

December 1993 No Meeting