

MEMORANDUM 2023-35

Meeting Schedule

This memorandum discusses the Commission’s meeting schedule for 2024. As discussed below, the frequency and duration of those meetings will depend in part on the extent to which teleconferencing remains a practicable alternative to meeting entirely in person.

Government Code Section 11133, which waived certain obstacles to the use of teleconferencing in state agency meetings, was repealed by its own terms on July 1, 2023. As a result, holding meetings entirely by teleconference is no longer practicable.¹

An alternative, which would allow the Commission to realize some of the benefits of teleconferencing, is to meet in what the staff has been calling a “hybrid” meeting format. A hybrid format combines the participation of at least one Commissioner at a primary physical location (the “anchor” location) with the remote teleconference participation of other Commissioners, invited experts, and the public.

The hybrid format requires that the anchor location be equipped to stream video and sound of those physically present in that location. That stream would be connected to an online teleconference session. All other participations could participate remotely, by joining the teleconference. To complete the loop, the anchor location would also need some kind of audio-video display that would present the teleconference stream to those present in the anchor location. This format was used to hold the Commission’s May 12, 2022, meeting. It worked, but was somewhat expensive and a bit awkward.

Fortunately, Commissioner Jenkins has offered the Commission the use of the Legislative Counsel’s “Zoom room” to conduct its hybrid meetings for the remainder of this calendar year. That facility will be the anchor location for those meetings. It is preconfigured with the necessary technology and will likely provide a much better experience than was achieved at the May 2022 meeting. The staff is grateful for that assistance.

For all of the reasons discussed above, the format of the Commission’s 2024 meetings remains uncertain. It may be possible to make the hybrid process effective enough to continue its use in 2024. If so, it might be possible to continue the scheduling practice that

¹ A pending bill, SB 544 (Laird), would remove some obstacles to the use of teleconferencing in state agency meetings. If enacted, that bill would operate on January 1, 2024.

the Commission followed throughout the pandemic — holding half-day meetings monthly.

However, the Commission may find the hybrid format problematic for one reason or another, in which case the Commission might decide to return to meeting entirely in person. If so, it would probably be best to return to full-day meetings every other month.

In order to preserve both possibilities, the staff is proposing a 2024 meeting schedule that would consist of monthly half-day meetings, with the express caveat that the Commission could cancel every other meeting, and extend the duration of those that are not canceled, if it decides to return to in-person meetings in 2024, thus:

- January 25, 2024, 9:30 a.m. – 12:30 p.m.
- February 22, 2024, 9:30 a.m. – 12:30 p.m.
- March 21, 2024, 9:30 a.m. – 12:30 p.m.
- April 18, 2024, 9:30 a.m. – 12:30 p.m.
- May 16, 2024, 9:30 a.m. – 12:30 p.m.
- June 20, 2024, 9:30 a.m. – 12:30 p.m.
- July 18, 2024, 9:30 a.m. – 12:30 p.m.
- August 15, 2024, 9:30 a.m. – 12:30 p.m.
- September 12, 2024, 9:30 a.m. – 12:30 p.m.
- October 10, 2024, 9:30 a.m. – 12:30 p.m.
- November 7, 2024, 9:30 a.m. – 12:30 p.m.
- December 5, 2024, 9:30 a.m. – 12:30 p.m.

This would allow Commissioners to reserve all of the meeting dates, subject to possible future modification.

The Commission should decide whether to adopt that schedule, with or without changes.

Respectfully submitted,

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Executive Director