



**To: Bay Area UASI Approval Authority**

**From: Craig Dziedzic, General Manager**

**Date: August 11, 2016**

**Re: Item 3: General Manager's Report**

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**Staff Recommendation:**

No recommendation – for discussion only

**Action or Discussion Items:**

- (a) Management Team Update (Discussion Only)
- (b) Management Team Consultation/Workshop Facilitation Assistance (Discussion Only)
- (c) Management Team Tracking Tool (Discussion Only)

**Discussion:**

**(a) Management Team Updates**

Risk Management and information Sharing Project Manager

Amy Ramirez has been selected as our new Risk Management/Information Sharing Project Manager. For more than ten years, Ms. Ramirez has worked for the San Francisco Department of Emergency Management serving as a lead emergency planner and an emergency preparedness and community outreach coordinator. Ms. Ramirez earned a Bachelor Arts Degree from San Francisco State University and is a Certified Emergency Manager (CEM) from the International Association of Emergency Management. Ms. Ramirez will report to Catherine Spaulding and her start date was August 1, 2016.

Grants Specialist Position

Edwin Lee has been selected as our new grants specialist position. Mr. Lee has worked as a Project/Grants Accountant for 6 years for the Port of San Francisco wherein his duties were reconciling and processing grants/capital projects, including working on FEMA and CalOES grants. Mr. Lee also served as an Accountant Intern for the San Francisco Controller's Office as well as the San Francisco Department of Public Health Mr. Lee graduated from San Jose State University with a Bachelor's Degree in Business Administration and a concentration in Accounting. Mr. Lee will report to Tristan Levarado.

**(b) Management Team Consultation and Workshop Facilitation Assistance**

As a reminder to the BAUSI stakeholders, the Management Team project managers offer consultation assistance and workshop facilitation regarding the understanding, using, and implementing the various tools that we have produced such as the Continuity of Operations Plan (COOP/Continuity of Government (COG) toolkit, Disaster Recovery Permit and Regulation Waiver toolkit, and the Bay Area Points of Distribution (POD) Training and Workshop. To request such assistance, please go onto the BAUASI website and complete the Assistance Request Form.

**(c) Management Team Tracking Tool and Future Agenda Items**

Attached as Appendix A is the Management Team Tracking Tool. Members may submit future agenda items to the General Manager.