



To: Bay Area UASI Approval Authority

From: Craig Dziedzic, General Manager

Date: September 13, 2012

RE: Item #3: General Manager's Report

Recommendations:

- (A) Management Team Staff Update: Discussion Only.
- (B) New Office Location: Discussion Only.
- (C) Staff recommends approval of the job description for the Regional Hub Planners.

Action or Discussion Items:

- Items (A) and (B): Discussion Only.
- Item (C): Discussion and Possible Action.

Discussion/Description:

(A) Management Team Staff Update (Discussion Only)

Regional Program Manager

Janell Myhre has been selected to serve on the management team as the Regional Program Manager who will work with the project managers to oversee the coordination, development, and implementation of regional Bay Area projects. Ms. Myhre has over 12 years experience in public safety and emergency management with regional and local government jurisdictions and organizations. She has strong emergency management working relationships throughout the San Francisco Bay Area and the State. Ms. Myhre specializes in regional catastrophic planning, exercise design and facilitation and disaster management in local government and regional organizations.

Ms. Myhre has served in numerous leadership positions in the San Francisco Bay Area Emergency Management field, including the Director of the Santa Clara County Office of Emergency Services and Regional Catastrophic Plan Writer for Marin and Sonoma Counties. She has served as Deputy Planning Chief, Liaison Officer, Public Information Officer, Volunteer Unit Leader and Agency Representative in one US Coast Guard Area Command, two Federal oil spill Unified Commands and over nine Marin County Emergency



Operations Center (EOC) activations. Ms. Myhre has led, designed and/or participated in over 20 exercises at the local, state and federal levels including discussion workshops, tabletop, functional and full-scale events. Ms. Myhre is the primary author of the nation's first oil spill volunteer plan (Non-Wildlife Volunteer Plan), used in the Deep Water Horizon incident and now being considered for adoption in six states.

Chief Financial Officer (CFO)

Tristan Levardo who manages and oversees the grant management unit as the chief financial officer has been selected as the CFO for the management team in a permanent civil service classification. He and his staff monitor the programmatic and financial performance of UASI projects of the Bay Area UASI to ensure that all grant reporting is in compliance with city, state, federal and Bay Area UASI rules and regulations.

Mr. Levardo has 14 years of experience in financial and grants management and previously worked for the Controller's Office and the Department of Public Health. Mr. Levardo is a licensed Certified Public Accountant in the State of California.

(B) New Office Location (Discussion Only)

The management team has moved to a new location, which is located at 711 Van Ness Avenue, Suite 420, San Francisco., CA. Staff has sent the Approval Authority and Advisory Group updated contact information.

(C) Job Description for the Four Regional Hub Planners (Discussion/Possible Action)

Background

At the March 8, 2012 Approval Authority meeting, the Approval Authority approved the funding of four regional hub planners as a FY 2011 additional project. The total amount budgeted for the hub planners was \$1,284,829, which came from CalEMA returning 3% of its eligible 20% grant holdback to the Bay Area UASI. The Approval Authority agreed that funding was a one-time allocation from June 1, 2012 through July 31, 2013.

The hub planners would be responsible for coordinating and facilitating the working groups/SMEs within the jurisdictions of their respective hub and linking the information back to the management team for overall strategy and project development and implementation.

At the August 9, 2012 Approval Authority meeting, the Approval Authority approved the concept of using both the working groups and hubs with regard to the FY 2013 grant project methodology. It was discussed that the regional hub planners would assist the



management team with facilitating meetings, vetting/prioritizing projects in both the working groups and hubs.

The North Bay Hub Planner position has been filled; however, the other three hub planners have not been hired yet. Staff proposes using the North Bay Hub job description as a model for the other hub planners to ensure consistency within the Bay Area

Recommendation

Staff recommends approval of the job description, attached as Exhibit A, for the Regional Hub Planners.