



To: Bay Area UASI Approval Authority

From: Craig Dziedzic, General Manager

Date: February 9, 2012

RE: Item #3: General Manager's Report

Recommendations:

Discussion Only

Action or Discussion Item:

No recommendation

Discussion/description:

(a) Management Team Staff Update

Project Manager (Medical Surge Project)

As stated at the December 15, 2011 Approval Authority meeting, the Bay Area UASI Management Team identified a candidate who could immediately begin working as the project lead for the medical surge project. Since then, the candidate, Frances Culp, has accepted to work on the project. Ms. Culp is a highly skilled communicator with extensive project management experience, which includes more than ten years of experience working as a senior health program planner for the San Francisco Department of Public Health. Ms. Culp has fifteen years experience planning, analyzing, and coordinating public health activities, policies, and programs. Ms. Culp has a Masters degree in Health Advocacy from the Sarah Lawrence College, Bronxville, NY as well as a Bachelor of Arts degree in Wellness from the University of the Redlands, Redlands, CA. Ms. Culp is scheduled to start on February 13, 2012.

Project Manager – Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)

As of yet, we have not filled the project manager position for the CBRNE projects. Santa Clara County has not yet completed its process in selecting a candidate to be assigned to the Bay Area UASI Management Team.

(b) Joint SF UASI/SF Bay Port Security Grant Workshop

The UASI Management Team has been contacted by the Marine Exchange of the San Francisco Bay Region (fiduciary agent for the Port Security Grant Program) to participate in a collaborative workshop to discuss regional planning and overlapping projects in order to be



more effective and efficient with regional planning and leveraging of federal grant funds. Member Domingo has been instrumental in coordinating this collaboration. The workshop is tentatively scheduled for June 6, 2012 at Pier 35, Cruise Ship Terminal Lounge in the Port of San Francisco, CA. The location has meeting space and free parking.

(c) Website Status

Elizabeth Holden started with the Management Team on November 14, 2011 and initially conducted an overview of the Sharepoint website to create records of existing information and documentation, so all necessary information can be transferred to a new site. She also accomplished the following tasks:

- Cleaned up file names, updated website information, deleted unnecessary draft documents, and gained access into the remote server.
- Designed and sent out a survey to the Approval Authority, Advisory Group, Management Team, and other UASI contributors to obtain an inclusive overview of user needs. The survey closed on Friday, January 20.
- Held meetings with IT managers and engineers from the San Francisco DEM and the Assessor’s Office on Friday, January 13. At these meetings, she discussed the procurement process for issuing an RFP for web design and hosting services.

The following tasks will be accomplished in the next 90 days:

Timeline	Description
30 Days	<ul style="list-style-type: none"> • Complete analysis of local website sources and design framework • Continue training and IT meetings • Review city policies and procedures • Review procurement policies • Create strategy for RFP, including a budget
60 Days	<ul style="list-style-type: none"> • Draft RFP to include development of website, server monitoring, training of staff, and ongoing maintenance
90 Days	<ul style="list-style-type: none"> • Initiate RFP process