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**Information Center Procedural Advisory Committee
of the
State Historical Resources Commission**

Meeting Notes for September 27, 2013

DRAFT

I. Introductions/Greetings

The meeting started at 10:35. The meeting attendees were: Julianne Polanco, ICPAC member and SHRC Chair; Anmarie Medin, ICPAC member; Adrian Praetzellis, ICPAC member; Jenan Saunders, Deputy State Historic Preservation Officer; Eric Allison, CHRIS Coordinator; Tom Taylor, Southern California Edison; Adam Sriro, Southern California Edison; and Billy Silva, Caltrans.

Eric Allison briefly discussed the background of the ICPAC and its relationship to the CHRIS Working Group, which is a larger group that has traditionally included the ICPAC along with CHRIS customers and Information Center representatives.

The committee then discussed the membership of the ICPAC and whether to continue limiting it to SHRC members or to enlarge it to include the CHRIS Working Group.

Action Item: Eric Allison will send list of CHRIS Working Group members to the committee before the next meeting so they can make a decision about increasing the committee's membership in time to ask the SHRC Chair to appoint any new members at the SHRC meeting in November.

II. ICPAC Rules of Order

The committee discussed using the Archaeological Resources Committee's (ARC) adopted rules of order as their own, with some minor modifications to reflect the ICPAC and its membership.

Action Item: The Deputy SHPO will update the ARC's Rules of Order to reflect the changes discussed and will send to the committee in advance of their next meeting for review. Additionally, Legal Counsel will be asked whether the Rules of Order may be adopted by the committee itself, or whether they need to be adopted by the SHRC as a whole.

III. ICPAC Public Participation Protocols

The committee discussed using the ARC's Public Participation Protocols as their own, with the understanding that the public can call into ICPAC meetings from any location, rather than having to travel to one of the publically-noticed locations.

Action Item: The Deputy SHPO will update the ARC's Public Participation Protocols to reflect the ICPAC and to change any language that might imply that members of the public must be at a noticed location. The revised protocols will be sent to the committee in advance of their next meeting for review.

IV. CHRIS Mission Statement

The committee discussed the CHRIS Mission Statement that had been adopted at an annual meeting of the Information Centers in 1995. Generally the committee was fine with the mission statement, noting the need for some minor modifications

Action Item: The Deputy SHPO will update the mission statement to include an introduction that identifies the entities that make up the CHRIS and to add the SHRC to the mission. The revised mission statement will be sent to the committee in advance of their next meeting for review.

V. Review of CHRIS Action Plan draft outline

The draft outline of the CHRIS Action Plan was discussed by the committee and the members of the public in attendance. Although generally the outline seemed to cover the items the committee would like included in the outline, the committee is anxious to see the draft of the plan itself in order to review the details for each task identified in the outline.

Commissioner Praetzellis asked about Task 6, which deals with an analysis of the CHRIS organizational structure. He feels that this analysis shouldn't simply be conducted for purposes of assessing the efficiency and effectiveness of making the CHRIS inventory available, but instead should look at carrying out the CHRIS mission as whole, including its technical assistance and public education functions. Commissioner Polanco asked if the purview of the SHRC, and therefore this committee, is only related to the inventory or would also include the other aspects of the CHRIS mission.

Action Item: Legal counsel will be asked to attend the next ICPAC meeting in order to address the issue of the ICPAC's/SHRC's purview in relation to the CHRIS.

Adam Sriro, of SCE and a member of the public attending the meeting, asked about the task deadlines identified in the outline and whether the tasks would be carried out sequentially or concurrently. Jenan Saunders explained that they would have to be worked on concurrently in order to meet the deadlines identified. Mr. Sriro suggested that there be a timeline presented in the plan that

identifies a start date for each task (in addition to the deadlines already proposed) in order to help readers understand which tasks would be carried out concurrently and where they would overlap.

Mr. Siro also noted that the plan should identify what the vision is that we're hoping to achieve by the end of the plan, or state what the problem is that the plan is trying to solve.

Action Item: The Office of Historic Preservation will finalize the draft of the CHRIS Action Plan, taking into consideration the comments from committee members and the public received during this meeting. The draft Action Plan will be sent to the committee, and the public members in attendance at this meeting, in advance of the next meeting of the committee for review.

VI. Other items for discussion

There were no other items discussed by the committee or members of the public in attendance.

VII. Review of Action Items from Meeting

The action items listed above were reviewed and noted.

VIII. Next meeting Tuesday, October 15, 10:30 am - 12:00 pm

The meeting adjourned at 12:00 pm