

STATE HISTORICAL RESOURCES COMMISSION**DEPARTMENT OF PARKS AND RECREATION**

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

Meeting Notes for January 21, 2014

I. Introductions/Greetings

The meeting started at 1:33 p.m. The meeting attendees were: Adrian Praetzellis, ICPAC Chair; Anmarie Medin, ICPAC member; Bryan Brandes, ICPAC member; Jenan Saunders, Deputy State Historic Preservation Officer; Eric Allison, CHRIS Coordinator; Kathy Yhip, Southern California Edison; Adam Siro, Southern California Edison; Leigh Jordan, Coordinator, Northwest Information Center; Bryan Much, Assistant Coordinator, Northwest Information Center; Amy Huberland, Assistant Coordinator, Northeast Information Center; Matt Hall, Coordinator, Eastern Information Center; Elizabeth Greathouse, Coordinator, Central California Information Center; and Bill Silva, Caltrans.

II. Notes from 9/27/13 and 10/15/13 Meetings

The committee members did not have any changes to the draft notes that were distributed prior to the meeting and posted online.

Chair Praetzellis moved to accept the draft notes from the September 27 and October 15, 2013, meetings with no changes. Member Medin seconded. **Action:** Motion carried unanimously.

III. ICPAC / CHRIS Working Group Membership

The committee discussed whether the ICPAC and the CHRIS Working Group should be folded into one body, which would mean bringing the members of the CHRIS Working Group into the ICPAC membership. Based on the full State Historical Resources Commission's (SHRC) discussion about their oversight of the CHRIS at the workshop of their November 2013 meeting, the committee decided to maintain the ICPAC and the CHRIS Working Group as two separate bodies. This is because the SHRC (and, therefore, the ICPAC) has decided to focus its attention on the inventory portions of the CHRIS mission, but by keeping the CHRIS Working Group as a separate body, it can deal with business related to all aspects of the CHRIS mission, including but not limited to the inventory.

Two members of the ICPAC will also serve on the CHRIS Working Group. The committee decided that one of those two members will be committee Chair Praetzellis. The other member will be either Juli Polanco or Bryan Brandes.

Action Item: Committee member Brandes will check with Juli Polanco regarding which of them will serve on the CHRIS Working Group and will notify CHRIS Coordinator Eric Allison of their decision.

IV. Update on CHRIS Action Plan Progress

Deputy SHPO Saunders and CHRIS Coordinator Allison gave a brief update on progress being made on the tasks identified in the CHRIS Action Plan. The discussion then centered on the initial tasks in the action plan that require work to be done over the next two to three months. One of those tasks is an assessment and analysis of the CHRIS organization and structure currently and under a few different models that could be adopted in the future. That analysis will be done by an independent contractor to be hired and paid for by the Office of Historic Preservation. Part of the analysis that will be conducted under that contract will involve looking at the technology the CHRIS will use to maintain and deliver its inventory. The committee is particularly interested in this aspect of the action plan because it will drive where the CHRIS goes in the future and what it will look like.

Action Item: The draft scope for the contract to conduct the CHRIS organization and structural assessment will be shared with the ICPAC members in order to garner their feedback and suggestions.

Action Item: After the above-referenced contract is in place, a meeting will be scheduled so the ICPAC can meet with the contractor and discuss the work to be done.

V. February SHRC Meeting Discussion

This discussion centered on the upcoming State Historical Resources Commission meeting, which will include a discussion and action item on the CHRIS electronic fee schedule that was last approved by the SHRC at their August 2013 meeting. At that time, the motion to approve the fee schedule included that the commission would receive an update on the following items at their first meeting of 2014: CHRIS action plan, CHRIS mission, storage and security issues, technology changes, consistency and standards implementation, public outreach, and a review of Information Center processes.

Deputy SHPO Saunders and CHRIS Coordinator Allison asked the committee members for their thoughts on how they would like to see these issues addressed and to what detail. Committee chair Praetzellis indicated that he would like to know if the Information Centers feel the fee schedule is appropriate for them to be able to do their jobs and meet their mission. He further stated that he assumes the fees will change after digitization and thus he views the fee schedule as short term. Member Brandes stated that he would like more detailed information if any changes to the fees are being proposed. If they will stay in place as is until digitization is completed, then a more general update is fine.

VI. Other Items for Discussion

Northwest Information Center Coordinator Leigh Jordan asked the committee members to consider sources of funding for digitization that they may know of and to share those ideas with CHRIS Coordinator Eric Allison.

Adam Sriro of Southern California Edison mentioned that SCE has met with OHP staff about possible funding through their grants program and their business continuity plan.

VII. Review of Action Items from Meeting

Deputy SHPO Saunders will see that the meeting notes from the past two ICPAC meetings are posted in final form on the OHP website (see item II above).

Committee member Brandes will check with fellow member Polanco about serving on the CHRIS Working Group (see item III above).

Deputy SHPO Saunders and CHRIS Coordinator Allison will send the draft scope for the contract to conduct the CHRIS organization and structural assessment to the ICPAC members in order to garner their feedback and suggestions (see item IV above).

Deputy SHPO Saunders and CHRIS Coordinator Allison will work with the SHPO to prepare a presentation to be made at the SHRC meeting on February 7 (see item V above).

VIII. Schedule Next Meeting

Per the direction provided in item IV above, the next meeting of the ICPAC will be scheduled for after the contractor is hired who will be conducting the CHRIS organizational structure analysis and assessment. It is anticipated this will occur in mid to late March, 2014.

The meeting adjourned at 2:40 p.m.