

**OFFICE OF HISTORIC PRESERVATION
DEPARTMENT OF PARKS AND RECREATION**

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

Meeting Notes for October 15, 2013

I. Introductions/Greetings

The meeting started at 10:35 a.m. 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; Tara Lynch, Senior Counsel, California State Parks; Tom Taylor, Southern California Edison; Adam Sriro, Southern California Edison; Leigh Jordan, Coordinator, Northwest Information Center; Stacy St. James, Coordinator, South Central Coastal Information Center; Amy Huberland, Assistant Coordinator, Northeast Information Center; Matt Hall, Coordinator, Eastern Information Center; Elizabeth Greathouse, Coordinator, Central California Information Center; and Catherine Rose, Caltrans District 4..

II. Notes from 9/27/13 Meeting

The committee did not receive the draft notes from the September 27, 2013, meeting in advance of this meeting. Therefore, this agenda item was put off until the next meeting of the committee.

Action Item: The Deputy SHPO will send out the draft notes from the September 27, 2013, meeting in advance of the next meeting of the committee.

III. ICPAC Rules of Order and Public Participation Protocols

The committee reviewed the draft Rules of Order and Public Participation Protocols that had been distributed to them before the meeting. Senior Counsel Tara Lynch recommended that the Public Participation Protocols have "in accordance with law" added to the third sentence, following the phrase about the protocols being temporarily suspended by the committee chair.

Action Items: Committee Member Brandes moved to adopt the draft Rules of Order as written. Committee Member Medin seconded. **Action:** Motion passed unanimously. Committee Member Medin moved to adopt the draft Public Participation Protocols with the additional language recommended by counsel. Committee Member Praetzellis seconded. **Action:** Motion passed unanimously.

The Deputy SHPO will make the change to the Public Participation Protocols and post both documents on the Commission's website.

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.

Committee Member Brandes stated that he feels the mission should focus solely on the inventory and should look more like the vision statement in the CHRIS Modernization and Sustainability Plan. Committee Member Praetzellis felt that the second point in the mission statement is also important in that the function of the Information Centers to provide assistance and advice is instrumental in preserving resources—to achieve this they must go beyond the simple selling of data. Committee Member Polanco believes the mission should focus on the information system itself and should, therefore, be narrow and specific.

CHRIS Coordinator Allison pointed out that there are two things going on in relation to this discussion—the Commission's authority and the CHRIS mission—and they are not mutually exclusive. That is, the CHRIS mission could be broad while the Commission's authority could be interpreted more narrowly and focused exclusively on the inventory.

IC Coordinator Leigh Jordan mentioned that the electronic inventory and the CHRIS are not one in the same—the CHRIS manages the electronic inventory, but it is bigger than just the inventory in terms of its mission. IC Coordinator Matt Hall stated that it might come down to whether the CHRIS is viewed like a library or is seen as something more (i.e., does it exist merely to gather information and provide access to it, or does its mission include interpretation of that information?).

Committee Member Medin said that it will be good to have a discussion about the role of the commission at their next meeting in order to hear from the full commission about this issue.

Action Item: The CHRIS mission will remain as presented to the committee and will be posted on the website of the CHRIS and linked to the Commission's site.

V. ICPAC Membership

The committee members decided to put off discussion of the membership of the committee in relation to the already established CHRIS working group to a future meeting of the committee.

Action Item: Eric Allison will send the committee members the current list of the CHRIS Working Group members.

VI. Review of CHRIS Action Plan draft

The committee members and others in attendance discussed their views of the draft Action Plan that had been sent out in advance of the meeting. Committee Member Brandes stated that he feels the standards to be used for the digitization and ongoing operations need to be in place before determining the methodology to be used to conduct the digitization. Deputy SHPO Saunders explained that the task to identify the methodology is broader in scope and not focused on the actual mechanics of digitizing records—rather, it will look at more general questions such as who will conduct the digitization and where—so it is not dependent on the standards being completed.

Committee Member Brandes asked if other states had been contacted or other agencies that have gone through similar projects. CHRIS Coordinator Allison said that he has talked with representatives at other states' historic preservation offices and at other agencies, but he will continue to do so as we move forward with the Action Plan tasks. Committee Member Brandes was concerned that the Action Plan gives the impression we're starting with nothing to inform us when there are other models and examples we could learn and borrow from.

Action Item: Committee Members, and others who participated in the meeting, will send written comments on the draft Action Plan to the Deputy SHPO by/on Monday, October 21, 2013.

VII. Other Items for Discussion

The role and authority of the commission in relation to the CHRIS was discussed as part of this item of the agenda. Senior Counsel Tara Lynch went over the applicable sections of State law in relation to this issue and admitted that the language in the law is vague and there is no case law to further explain it. Ultimately, in the absence of more specifics, it is up to the State Historic Preservation Officer and the State Historical Resources Commission to determine between them how they want to be involved in the CHRIS and the management of the inventory. Lynch mentioned that the law also includes other duties of the commission that are very general in nature and could be interpreted broadly. There is also an implied authority to conduct outreach and education in relation to the inventory as a result of the commission's specified responsibility for the inventory. The committee felt that this topic was too important for them to make a decision on alone and asked to have the issue brought before the full commission.

Action Item: The Deputy SHPO will add a discussion of the role and authority of the commission over the CHRIS to the agenda of the next workshop or meeting of the full commission.

VIII. Review of Action Items from Meeting

The action items listed above were reviewed and noted.

VII. Schedule Next Meeting

The committee members decided that they would not schedule their next meeting until after the November meeting of the full commission.

The meeting adjourned at 12:35 pm