



COUNTY OF LOS ANGELES
2020 FLOOD MANAGEMENT PLAN
STEERING COMMITTEE CHARTER

PURPOSE OF THE STEERING COMMITTEE

The name of this organization shall be the County of Los Angeles 2020 Flood Management Plan Steering Committee, hereafter referred to as the Steering Committee (SC). The purpose of the SC shall be to:

- *Provide guidance and leadership, oversee the planning process, and act as the point of contact for local governments and the various interest groups interested in this planning effort.*
- *Solicit a wide range of input into the planning process and advocate for public involvement.*
- *Educate all participants in hazard mitigation planning.*

Members of the SC were selected to represent a cross-section of views and interests within the planning area. Through this inclusion of diverse interests, the SC hopes to enhance the robustness of the planning effort and to build support for hazard mitigation activities across stakeholder groups. A successful planning effort will result in the adoption and approval of a hazard mitigation plan that sets the stage for reducing adverse impacts of natural hazards within the planning area through activities and strategies embraced by both elected officials and their constituents.

CHAIRPERSON AND ALTERNATE CHAIRPERSON

_____ of the County of Los Angeles Public Works Department will serve as the chairperson and _____ of the County of Los Angeles Public Works Department will serve as the alternate chairperson.

The role of the chairperson is to:

- *Ensure agendas are followed and meetings adjourn on-time;*
- *Allow all members to be heard during discussions;*
- *Moderate discussions between members with differing points of view; and*
- *Be a sounding board for staff in the preparation of agendas and how to best involve the full committee in work plan tasks.*

The role of the alternate chairperson is to assume the duties of the chair when the chair is not able to attend a meeting or forum. The alternate chair will act as the designated alternate for the chair person. The alternate chair will designate an alternate as described below, in the event *he/she* is serving as the chair. If neither the chair nor alternate chair can attend a scheduled meeting, the meeting will be re-scheduled to a date where one or both seats are able to attend.

QUORUM

A quorum for the SC will be 50%+1 of the committee membership, and the chair or alternate chair must be present. Members may also *delegate their voting power to other members of the SC to vote in their absence, and/or select an alternate from their agency.* Committee members may abstain from voting if they have a conflict of interest on the matter. *The SC is an advisory body and decisions made are process oriented, not policy in nature. To vote by proxy, SC members must inform the planning team at least one week in advance.*

ALTERNATES

It was the decision of the SC to allow for designated alternates for SC members, if desired. Designated alternates shall be considered official members of this committee. Alternates are welcome to attend any and all scheduled meetings. They will receive copies of all meeting materials as well as meeting agendas and summaries to keep informed. SC members and alternates are interchangeable and alternates will have full voting rights, but only

when the primary SC member is not in attendance. Coordination of who attends scheduled SC meetings is the sole responsibility of the primary member and their designated alternate. Those SC members that chose to designate alternates shall notify the planning team no later than one week prior to the next scheduled SC meeting.

DECISION-MAKING

As the SC provides advice and guidance on the plan, it will reach its recommendations *primarily through consensus*. If consensus cannot be reached, *the SC members will vote to reach a ruling*. Members may abstain from voting if they choose. Consensus is defined as a recommendation that may not be ideal for each committee member, but every member can accept (using the consensus continuum as a gage). *Voting is defined as the majority of the votes decides the vote. Designated alternates for SC members are interchangeable and have full voting rights on behalf of the SC member*. In either case, minority dissent will be recorded in the meeting summaries and the SC chose to note such opinions in their final recommendations.

RECOMMENDATIONS

The committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The SC may also be asked to assist in public presentations of the plan and its recommendations.

STAFFING

The planning team for this project includes appropriate representatives from the County of Los Angeles along with contract consultant assistance provided by Tetra Tech, Inc. The planning team will schedule meetings, distribute agendas, prepare information/presentations for steering committee meetings, write meeting summaries, and generally seek to facilitate the steering committee's activities.

SPOKESPERSONS

Ideally the SC will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the committee's united recommendations to participating organizations, the public, and the media; the committee spokesperson will be the *County of Los Angeles Public Information Officer (PIO)*. In the PIO's absence, *the SC Chair will serve as the spokesperson*.

In addition, each member should have a responsibility to represent the SC's recommendation when speaking on plan-related issues as a committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the committee's work. Finally, committee members *will need to assist with presentations given to governing bodies within the planning area as well as during public meetings or presentations*.

MEETING DATES

Meetings generally will be conducted on the _____ of each month from _____ at the following location:

County of Los Angeles Public Works Department, 900 S. Fremont Avenue, Alhambra, CA 91803

Members of the SC may also participate via conference call. Conference call information will be sent with the calendar invitation and agenda *approximately one week prior to the meeting*. Meetings will be open to the public and advertised as such with the location of the SC meeting publically advertised on the project website.

ATTENDANCE

Participation of all SC members in meetings is important and members should make every effort to attend each meeting. If committee members cannot attend, they should inform the planning team before the meeting is conducted. *If a primary member and his or her alternate miss three consecutive meetings or four cumulative meetings over the course of the planning process, the member will be relieved of his or her membership on the SC.* If a member of the SC needs to resign from the committee, the designated alternate will be asked to take his or her place on the SC. The new primary member may then designate an alternate.

PUBLIC INVOLVEMENT

All SC meetings will be open to the public. Members of the public wishing to address the SC at a meeting may do so based on the following protocol:

- *Requests to be heard must be made to the chairperson of the SC by submitting a completed speaker request form to the chairperson before the meeting is called to order. Speaker request will be available at all SC committee meetings. The speaker request form asks the following information :*
 - *Agenda item number to be discussed or public comment*
 - *If the person is in favor/opposed to the agenda item (if applicable)*
 - *Person's name*
 - *Person's telephone number (optional)*
 - *Person's address (optional)*
 - *Name of organization (if applicable)*
 - *A brief summary of the person's position on the matter (optional).*
- *Persons wishing to speak on items listed on the agenda will be heard when the chair or alternate chair calls for comments from the audience and must have relevance to the hazard mitigation plan and the planning area. Relevance will be determined by the chair or alternate chair.*
- *The chair may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available.*
- *After the public has commented, the item is closed to further public comment and brought to the SC for discussion and action. There is no further comment permitted from the audience unless invited by the SC.*
- *In accordance with the Americans with Disabilities Act and state Law, it is the policy of the County of Los Angeles SC to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are an individual with disabilities and require special accommodations to participate, please contact _____ with the _____ Department at least 48 hours in advance of the meeting at _____.*

The SC will strive to post meeting agendas on the hazard mitigation website one week prior to all scheduled meetings.

COURTESY

SC members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

STEERING COMMITTEE MEMBERSHIP

Steering Committee Member	Department / Agency	Alternate
1. Patricia Wood	PW Stormwater Eng - CRS Coordinator	Eduardo Escobar
2. Loni Eazell	PW Disaster Services Group	Jack Husted
3. Lisa Naslund	PW Building & Safety	Yoshiya Morisaku
4. Ron Lacayo	PW Stormwater Maintenance	Araik Zargaryan
5. Gina Natoli	LA County Regional Planning	Patricia Hachiya
6. Scott Gardner	County Fire Department	David Godoy
7. Jolene Guerrero	PW Community Government Relations Group	Neonika Walker
8. Cung Nguyen	PW Stormwater Planning	Marcela Benavides
9. Martin Araiza	PW Stormwater Engineering – Hydrology & Hydraulics	
10. Susan Shu	City of LA Bureau of Engineering	
11. Jessica Duboff	LA Chamber of Commerce	
12. Okorie Ezieme	Altadena Town Council	Patricia Sutherlen or Dorothy Wong
13. Shannon Ggem	Malibu Lake Mountain Club	
14. John Blalock	Antelope Valley Resident	
15. Joselito Garcia-Ruiz	Red Cross of Greater Los Angeles	Norma Vega
16. Salomon Miranda	Floodplain Management Association	
17. Dr. Andre Ellis	Cal State LA Geosciences & Environment	
18. Debbie Sharpton	Environmental Restoration Trust	

A = Chairperson
 B = Alternate Chairperson