

# DEVELOPMENT SERVICES DEPARTMENT

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COUNTY OF EL DORADO

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TO: INRMP Stakeholders Advisory Committee (ISAC)

FROM: Monique Wilber, Sr. Planner  
DATE: May 11, 2009

RE: Consensus and informal minutes of ISAC meeting attendees of May 7, 2009 meeting

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Four members of ISAC were in attendance, one staff member attended, and one guest was present.

Staff updated the members on the status of the INRMP RFP. It is on the Procurement and Contracts webpage (go to the EDC home page, choose Departments, choose Procurement, choose Invitation to Bid, and scroll to the bottom). The last day for consultant questions is May 29, and the closing date to bid is June 11.

Members discussed changing from the current informal discussion format to a formal committee format with voting and minutes. Staff reminded members that the Board made clear that they want consensus recommendations coming from the committee (and it is appropriate to have a minority/dissenting opinion report). Members were in consensus that this would be beneficial, however, more members needed to be in attendance to vote on this matter.

Concern was expressed that people need to be committed to the process. There are times when people have to occasionally miss meetings, and that is understandable. However, if members are consistently missing meetings due to schedule conflicts or disinterest, members should notify the Supervisor who appointed them so that someone else can be appointed.

Attending members were in consensus that the discussion of changing formats should be the focus of the next meeting to be held at 9:00 a.m. on Thursday, June 4, 2009. Discussion items could include the following:

1. What are the important rules that the committee should follow? Such as:
  - a. What constitutes a quorum?
  - b. Formalizing majority/minority reports for Board recommendations; and
  - c. How detailed should the minutes be? Possibly more than conformed, but not over-detailed.
2. Appoint a Chair and a Vice-Chair.
3. Appoint a recording Secretary (this is due to the possible reassignment of a staff member; the County does not have a replacement staff member and the remaining staff member is facilitating the group).