ACCG | Admin Meeting | February 7, 2022

# Action Items

| **Actions** | **Responsible Parties** |
| --- | --- |
| **February 2022 General Meeting**  Confirmed that January will be a Zoom meeting | Megan |
| **Administrative and Facilitation Support**  Continue discussions future Administration role; draft Admin job description | CBI  Megan  All |
| **2022 ACCG Priorities**  Continue revising 2022 ACCG Priority List and send out to full listserv | Megan |
| **CBI Key Document Prep**  CBI will begin developing key documents before the current contract expires (3/31/2022). | Tania, Stephanie |

# Other Next Steps / Notes

* Given the COVID variant, Admin WG recommended conducting the Feb. meeting as a Zoom meeting only; plan to hold the March meeting as a hybrid meeting.
* Discussion about switching from using the BOS chambers room to an upstairs conference room using the Calaveras RD’s owl. Also consider alternating between county building in Jackson and Calaveras RD office. Megan will work with Carinna and Ray and county staff on this.
* The Admin WG (and CBI) should review the UMRWA administrative and facilitation support SNC grant proposal (not yet developed) – make sure activities are adequately covered (e.g., coordinator tracks and serves as liaison across the various ACCG work groups, partners, and other moving parts).

# Conference Call Participants

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Affiliation | Time (Hours) |
| Megan | Layhee | Calaveras Healthy Impact Product Solutions | 0.75 |
| Richard | Sykes | UMRWA | 0.75 |
| Carinna | Robertson | USFS – Calaveras Ranger District | 0.75 |
| Michael | Pickard | SNC | 0.5 |