

**CALIFORNIA RESIDENTIAL MITIGATION PROGRAM  
GOVERNING BOARD MEETING  
MINUTES**

**Tuesday, July 15, 2014  
1:00 P.M.**

Location: Governor's Office of Emergency Services  
3650 Schriever Avenue  
Mather, California

Members of the California Residential Mitigation Program (CRMP) Governing Board in attendance:

Mitch Ziemer, Chairperson, Insurance Director, California Earthquake Authority  
Dan Dyce, Claim Manager, California Earthquake Authority  
Grace Koch, Special Advisor, California Office of Emergency Services  
(designee for Christina Curry)  
Nancy Ward, Chief Deputy Director, California Office of Emergency Services

Members of the CRMP Staff in attendance:

Janiele Maffei, Executive Director  
Sheri Aguirre, Managing Director  
Bill Donovan, Counsel  
Marianne Knoy, Mitigation Program Manager  
Tim Richison, Treasurer  
Celia Luna, Customer Care Representative

Also Present:

Bill Rosenberger, JLK Rosenberger and Associates  
Mehdi Saberi, Saberi and Associates  
Sudi Shoja, Saberi and Associates

**1. Call to order and member roll call.**

Chairperson Mitch Ziemer called the meeting to order at 1:02 p.m. A quorum was established.

**2. Consideration and approval of the minutes of the April 24, 2014, CRMP board meeting.**

**MOTION:** Board Member Dyce moved approval of the April 24, 2014, California Residential Mitigation Program Governing Board

Meeting Minutes as presented. Board Member Ward seconded.  
Motion carried unanimously.

**3. Bill Rosenberger, JLK Rosenberger and Associates, will report to the Board the results of his firm's audit of CRMP's 2013 financial statements.**

Mr. Rosenberger distributed the Financial Statements and Independent Auditor's Report for the years ended December 31, 2013 and 2012 attached to these minutes. He discussed his firm's audit approach from establishing an audit strategy and gathering information to evaluating the findings and preparing the report. He reviewed the timeline of the audit and stated that he approved the final audit report.

Mr. Rosenberger stated the main areas of emphasis for the audit were confirming assets and liabilities, testing the propriety of expenses, observing the Brace + Bolt pilot program participant selection process, and reviewing the guidelines for the pilot program.

Mr. Rosenberger reported that there were no changes made in accounting policies, no significant or unusual transactions, no adjustments made, no identification of fraud or illegal acts, no identification of material weaknesses in internal control, and no disagreements with management.

**MOTION:** Board Member Dyce moved approval and acceptance of the audit report as presented. Board Member Koch seconded. Motion carried unanimously.

**4. CRMP Executive Director Janiele Maffei will present her executive report.**

Executive Director Maffei welcomed Sheri Aguirre, the new managing director of CRMP. Managing Director Aguirre introduced herself and stated she looked forward to working as part of the team.

Executive Director Maffei stated she will continue to update the Board on CEA mitigation activities that are not part of CRMP's program because the work overlaps. In that regard, Ms. Maffei reported that the work of the Applied Technology Council on its single family dwelling mitigation program guidelines project for homeowners, contractors, and engineers is on schedule and is expected to be completed in August.

**5. CRMP Treasurer, Tim Richison, will present a financial report.**

Treasurer Richison presented and discussed the financial report attached to these minutes.

**6. Ms. Maffei and Bill Donovan, CRMP Counsel, will present the following for Board action and/or information:**

- a. Submitted for approval are updates to the CRMP Business Plan.**
- b. Submitted for approval is a proposed records retention policy for CRMP.**
- c. Submitted for member information is a policy for identifying and handling confidential and privileged records, adopted by Executive Director Mafei.**

Executive Director Maffei stated the CRMP is obligated to update the CRMP Business Plan annually and described the changes proposed to be made in the plan. The proposed plan is attached to these minutes.

Ms. Maffei and Mr. Donovan discussed the proposed records retention policy, schedule, and records management manual attached to these minutes.

Ms. Maffei reported that she had adopted the confidential and privileged records policy attached to these minutes.

Chairperson Ziemer asked how the California Earthquake Authority privacy policy is communicated to people who sign up for the program through the website. Mitigation Program Manager Knoy stated subscribers must accept the privacy policy and terms of use that are published on the website.

Board Member Koch stated she was impressed with the sustainability and detail of the records retention policy.

**MOTION:** Board Member Koch moved approval of the revised CRMP Business Plan as presented. Board Member Dyce seconded. Motion carried unanimously

**MOTION:** Board Member Dyce moved approval of the CRMP records retention policy as presented. Board Member Ward seconded. Motion carried unanimously.

**7. Ms. Maffei will introduce Sudi Shoja of Saberi and Associates who will present the program evaluation of the Earthquake Brace + Bolt pilot project. Ms. Maffei will request Board consideration and approval.**

Executive Director Maffei introduced consultants Sudi Shoja and Mehdi Saberi of Saberi and Associates.

Ms. Shoja stated she has been with the Earthquake Brace + Bolt project from the beginning. She has attended neighborhood meetings and held interviews with contractors, building officials, and both homeowners who completed the program and those that did not. She presented her firm's Earthquake Brace + Bolt Program Evaluation Report for the Board's approval.

In response to Ms. Shoja's review of barriers to the program, Treasurer Richison noted that a bill recently passed that increased building permit fees thirty-three percent that may increase the building department barriers.

In response to Ms. Shoja's review of her firm's recommendation to begin an outreach program for cities, Board Member Koch suggested contacting the League of Cities for assistance. Board Member Ward agreed and said making a presentation to city officials would provide an opportunity to ask them for fee assistance and give them the ability to offer increased earthquake preparedness to residents.

Executive Director Maffei stated she was happy with the depth of the evaluation and that it reinforced staff's observations.

Board Member Koch agreed and said that she appreciated that non-participant interviews were included in the evaluation.

**MOTION:** Board Member Ward moved approval of the Earthquake Brace + Bolt Program Evaluation Report as presented. Board Member Koch seconded. Motion carried unanimously.

**8. Ms. Maffei will present the proposed plan for the Earthquake Brace + Bolt expansion. Ms. Maffei will request Board considerations and approval.**

Executive Director Maffei proposed that expansion proceed on a phased basis utilizing expansion pools. A copy of her presentation is attached to these minutes.

Expansion pools may start at different times, but will all have the same schedule where there will be a certain amount of time to register, to acquire a permit, to complete construction, and to submit information for payment.

The first expansion pool will begin in December. Before December, there will be a marketing program to increase the contractors' pool. Increasing the supply should improve the cost.

Executive Director Maffei estimated that 3,000 to 5,000 retrofits can be completed over a six-year period. This will expand as funding allows concentrated in areas that have a large number of pre-1940s homes overlaid with a high probability of significant damage in an earthquake event.

The five proposed phases are opening the project up to homeowners who have already gone through the self-identification process in the Eagle Rock and the Rockridge/Temescal areas; expanding Oakland and Los Angeles eligible ZIP Codes; expanding to cities building department by building department; implementing a Bolt only Program; and partnering with organizations not likely to participate in the program.

Chairperson Ziemer asked what the limiting factors are. Executive Director Maffei stated a cutoff needed to be established in order to secure the evaluation report before proceeding with the expansion proposal. In retrospect, there are some things that need more time such as securing a contractor. She noted that more participation was expected in locations such as Eagle Rock.

**Public Comment:**

Chris Nance, the Chief Communications Officer of the California Earthquake Authority, asked if this could help inform the State Hazard Mitigation Plan.

Board Member Ward stated it would be helpful for cities writing their own hazard mitigation plans and would also help inform the pool of Hazard Mitigation Grant Program dollars to maximize efforts.

Mr. Nance asked if other requests would be compromised if counties were to ask for funding.

Board Member Ward stated the state may ask counties to prioritize their requests because counties have a cost share.

Executive Director Maffei stated the project expansion can be a toolkit before an event and a means for response after an event.

**MOTION:** Board Member Dyce moved approval of the Earthquake Brace + Bolt Expansion Plan as presented. Board Member Ward seconded. Motion carried unanimously.

**9. Ms. Maffei will present changes proposed for the CRMP and Earthquake Brace + Bolt websites.**

Executive Director Maffei stated staff is considering ways to improve the website, such as providing additional graphics and photos, simplifying the qualification process, improving the system, refining the automated emailing process, and expanding customer service through a call center.

Board Member Koch suggested utilizing student interns to assist in the call center.

**10. Public comment on items that do not appear on this agenda and public requests that those matters be placed on a future agenda**

There were no comments or requests from members of the public pertaining to the CRMP or the Governing Board.

**11. Adjournment**

There being no further matters to consider, Chairperson Ziemer adjourned the meeting at 2:32 p.m.