



San Mateo County Boards and Commissions Training Session

Thursday, March 3, 2022, 8:30 – 11:00am

Join Zoom Meeting

<https://smcgov.zoom.us/j/96480067952?pwd=cXRHbmlxeFg5THp5dTZDb0kxcW5Nz09>

Meeting ID: 964 8006 7952

Passcode: 243155

AGENDA

SMC Boards & Commissions Training Session Materials (live link)

8:30 - 8:40am	WELCOME Supervisor Don Horsley – Board President (District 3) Mike Callagy – County Manager
8:40- 8:45am	OVERVIEW & INTRODUCTIONS Connie Juarez-Diroll – County Legislative Officer
8:45- 8:55am	BOARD & COMMISSIONS BASICS Dan Valim - Chief Deputy County Counsel Melissa Andrikopoulos – Deputy County Counsel <ul style="list-style-type: none">• Purpose of Boards and Commissions• Boards and Commissions Types• Duties of Membership
8:55- 9:05am	ROLES & RESPONSIBILITIES Craig Weisner- LGBTQ Commissioner <ul style="list-style-type: none">• Member Roles• Staff & Liaison Roles
9:05- 9:20am	EFFECTIVE MEETINGS Tanya Beat – Director, LGBTQ Commission and Commission on the Status of Women <ul style="list-style-type: none">• Meeting Basics & Agenda Setting• Rosenberg's Rules of Order
9:20- 9:30am	Q&A
9:30- 9:45am	EQUITY IN BOARDS & COMMISSIONS Shireen Malekafzali – Chief Equity Officer

9:45- 9:50am	BREAK
9:50- 10:00am	LEGISLATION & ADVOCACY Sam Tucci – Legislative Analyst <ul style="list-style-type: none"> • County Legislative Program • Advocacy Policies
10:00- 10:45am	THE BROWN ACT & OTHER LEGAL GUIDELINES Dan Valim – Chief Deputy County Counsel Melissa Andrikopoulos – Deputy County Counsel <ul style="list-style-type: none"> • The Brown Act • Public Records • Ethical Considerations • Form 700
10:45- 10:55am	Q&A
10:55- 11:00am	CLOSE Connie Juarez-Diroll – County Legislative Officer