



MEMORANDUM

DATE July 9, 2012

TO Executive Officers and Bureau Chiefs

FROM Reichel Everhart, Deputy Director for Board Relations

SUBJECT **Board and Bureau Travel and Meeting Locations**

Background: In light of the Governor's Executive Order B-06-11 regarding travel, a meeting was called on Tuesday, May 29, 2012 to discuss travel restrictions and board meeting travel. Below is a summary on the matters discussed.

TRAVEL

Discretionary Travel

Governor's Executive Order B-06-11 prohibits discretionary travel and established criteria for all travel considered "mission critical."

Mission Critical was described as travel directly related to:

- Enforcement responsibilities.
- Auditing.
- A function required by statute, contract or executive directive.
- Job-required training necessary to maintain licensure or similar standards required for holding a position.

Mission Critical does not mean travel to attend the following:

- Conferences (even those that historically have been attended).
- Networking opportunities.
- Professional development courses.
- Continuing education classes and seminars.
- Non-essential meetings that can be conducted by phone or video conference.
- Events for the sole purpose of making a presentation unless approved by the Department Director.

Appearance

In addition to the criteria established for travel requests, Agency Secretary Anna Caballero and DCA Director Denise Brown have requested that the executive officers and bureau chiefs consider locations that are cost-effective and minimize travel requirements on board members. When choosing locations, executive officers and bureau chiefs are to take into account the perception the public might receive from these sites.

Executive officers and bureau chiefs are highly encouraged to look into the following resources when coordinating meeting facilities:

- State buildings and public locations that may be used for free or at a low cost.
- Consider conducting meetings via teleconference when appropriate.
- Avoid locations that are considered resorts, spas, or “destination locations” (example instead of San Francisco consider Burlingame).
- Combining Board meetings with other meetings (i.e. Board Meeting and Strategic Planning Session).