

January 9, 2004

**CALIFORNIA CULTURAL AND HISTORICAL ENDOWMENT
WEDNESDAY, JANUARY 14, 2004
1:00 – 5:00 PM
ROOM 500, STANLEY MOSK LIBRARY AND COURTS BUILDING
914 CAPITOL MALL
SACRAMENTO, CALIFORNIA**

The first meeting of the Board of the California Cultural and Historical Endowment will be held on January 14, 2004. This agenda will be posted on the Endowment's web site at <http://www.library.ca.gov/cche> and is available by mail upon request.

REVISED AGENDA

- 1. Welcome and IntroductionsDr. Kevin Starr, Chair**
- 2. Swearing In CeremonyDeputy Attorney General Marian Moe**
Administration of Oath of Office for members of the Endowment Board.
- 3. Roll Call**
- 4. Opening Remarks Members of the Endowment Board**
- 5. Program Manager's Report..... Jennifer Ruffolo**
Status Report on program development and activities (information).
- 6. Proposed Endowment Board Meeting Procedures**
Presentation on standard operating procedures, such as the frequency and dates of Endowment Board meetings and procedural guidelines. (information).
- 7. Delegation of Authority to the Program Manager**
The Endowment Board will consider adopting Resolution 2004-01 delegating administrative authority to the Program Manager (action).
- 8. Fair Political Practices Act Requirements.....Deputy A.G. Marian Moe**
Discussion of FPPA requirements including conflict of interest code, ethics training for state officials, and reporting of economic interests. (information).
- 9. Selection and Hiring of Executive Officer Jennifer Ruffolo**
Discussion of recruitment and appointment procedures and establishment of subcommittee (action).

10. Draft Program Guidelines

Discussion of legal requirements for adopting program guidelines; discussion of process for developing guidelines (information).

11. Proposed Interagency Agreement with UCLA

Discussion and request for approval of Interagency Agreement to prepare an Overview Report on Cultural Needs and Case Studies. The Board will consider adopting Resolution 2004-02 approving an Interagency Agreement with UCLA, subject to approval from Department of Finance (action).

12. Proposed Interagency Agreement with Teale Data Center

Discussion and request for approval of Interagency Agreement to develop and maintain the Endowment's web site, and a database for the Endowment's contact/ mailing list. The Board will consider adopting Resolution 2004-03 approving an interagency agreement with Teale Data Center, subject to approval from Department of Finance (action).

13. Public Comments

Members of the public may address the Endowment Board on issues not on the agenda.

14. Set next meeting date (action)

15. Adjourn (action)

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- Members of the public shall be afforded an opportunity to address the Endowment Board on any agenda item except closed session items. Reasonable time limits may be established for public comments (Government Code Section 11125.7)
 - If you have any questions or need reasonable accommodation due to a disability, please contact Jennifer Ruffolo at (916) 653-8932.