

CALIFORNIA PRIVACY PROTECTION AGENCY

2101 ARENA BLVD.
SACRAMENTO, CA 95834
cppa.ca.gov



Date: December 9, 2024

To: California Privacy Protection Agency Board
(Meeting of December 19, 2024)

From: Megan White
Deputy Director, Public & External Affairs
California Privacy Protection Agency

Subject: **Agenda Item 6 – 2025 Board Meeting Calendar**

This memorandum provides staff's recommendation for the Board to establish a quarterly board meeting calendar for 2025 and regularized items to discuss at each proposed meeting. In addition, it incorporates one designated day each month to hold on non-meeting months and alternating the locations of meetings.

Background

The Board is essential to guiding the CPPA's vision, governance, and direction. A structured meeting schedule provides a consistent and well-planned meeting cadence that provides clarity and improves the overall effectiveness for the Board, public, and staff. Many California boards and commissions have adopted a regularized board meeting calendar to improve strategic oversight and overall productivity. Establishing a quarterly meeting schedule for the year allows Board members to block time in advance. This also provides the Board, public, and staff the ability to prioritize and plan for meetings well in advance, increasing attendance and participation.

Board meetings would be held in February, May, August, and November. The meetings would occur on the first Friday of the month. In addition, the first Thursday of these months would be held to allow for full-day informational sessions as needed. This approach ensures strategic goals and updates occur at regular intervals and minimizes gaps between key discussions.

In addition to quarterly meetings, the Board and staff would hold one day each month so board meetings can be scheduled on those days as needed. This ensures the Board can quickly respond to urgent matters or new developments that require attention between the quarterly meetings. The hold also helps prevent scheduling conflicts and allows for greater flexibility in organizing additional meetings if necessary.

To foster a more inclusive meeting culture and to reduce costs, we suggest alternating meeting locations. It is proposed that the meetings rotate between the CPPA's new Sacramento office space (400 R Street) and CPUC's auditorium in San Francisco (505 Van Ness). This will promote a more diverse and engaged participation from Board members who may be in different geographical regions. Additionally, it provides alternative opportunities for the public to participate in meetings.

To date, the CPPA Board has operated without a set calendar. Generally, the Board has met the second Friday of every other month. However, meetings have not occurred at a set cadence

due to complexities with meeting locations, Board member availability, and various other factors.

Recommendation

Staff recommend the Board adopt the proposed 2025 Board Meeting Calendar as outlined in Attachment A.

ATTACHMENT A

Proposed 2025 Calendar

Staff recommends meeting four times a year at a quarterly cadence. On meeting months, it is proposed that the Board hold two back-to-back days for meetings. In prior years, the Board generally met six times a year for one-day meetings. Holding two days on proposed meeting months will provide the Board and staff the option to address more business than can be accomplished in a one-day meeting, including opportunities for part- or full-day informational sessions. If a two-day meeting is unnecessary, the board meeting will only meet on Friday.

In addition, staff recommends Board members hold one day a month on non-meeting months. If needed, the Board can convene on these days to handle timely business that cannot wait until the next regularly scheduled meeting.

While most planned and optional meetings occur on the first Thursday and/or Friday of the month, some months have been adjusted due to state and religious holidays.

Staff recommends alternating meetings between San Francisco (505 Van Ness Avenue) and Sacramento (400 R Street) to best accommodate the public, Board members, and staff.

Proposed 2025 Board Meeting Calendar

Month	Meeting
January	No planned meeting. If needed, convene on Friday, January 17.
February	Thursday, February 6 & Friday, February 7 <ul style="list-style-type: none"> • Admin: Executive Director’s Annual Review • Admin: Annual Administrative Update (budget, facilities, hiring) • Regulations: Proposals & Priorities (*Recommend moving to annual cadence, as opposed to biannual)
March	No planned meeting. If needed, convene on Friday, March 7.
April	No planned meeting. If needed, convene on Friday, April 4.
May	Thursday, May 1 & Friday, May 2 <ul style="list-style-type: none"> • Legislation: Board Hears About/Takes Positions on Pending Legislation • Enforcement: Annual Enforcement Report & Priorities • Public Affairs: Annual Public Affairs Update
June	No planned meeting. If needed, convene on Friday, June 6.
July	No planned meeting. If needed, convene on Friday, July 11.
August	Thursday, August 7 & Friday, August 8 <ul style="list-style-type: none"> • Budget: Budget Plan for upcoming Budget Development • Admin: Annual Hiring Update, Including Diversity & Inclusion Metrics

September	No planned meeting. If needed, convene on Friday, September 5.
October	No planned meeting. If needed, convene on Friday, October 3.
November	Thursday, November 6 & Friday, November 7 <ul style="list-style-type: none">• Legislation: Annual Legislation Proposals & Priorities• Legislation: Annual Intergovernmental Affairs Update & Priorities
December	No planned meeting. If needed, convene on Friday, December 5.