

AGENDA
Contra Costa County IPM Advisory Committee
Subcommittee on IPM Cost Accounting
March 18, 2013
10:00 a.m. to 11:30 a.m.
Hazardous Materials Program Office
4585 Pacheco Blvd., Martinez

1. **Introductions (5 minutes)**
2. **Public comment on items not on the agenda (5 minutes)**
3. **Approval of minutes from February 20 (5 minutes)**
4. **Choose a committee chair (5 minutes)**
5. **Continue discussion on committee work plan and choose topics to pursue (60 minutes)**
6. **Decide on meeting schedule (5 minutes)**
7. **Plan agenda for next meeting (5 minutes)**

The IPM Advisory Committee will provide reasonable accommodations for persons with disabilities planning to attend IPM Advisory Subcommittee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the IPM Advisory Committee less than 72 hours prior to that meeting are available for public inspection at 4585 Pacheco Blvd. Martinez, CA during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For additional information contact: Tanya Drlik, Committee Staff
Phone (925) 335-3214, Fax: 925-646-2073, email: tdrlik@hsd.cccounty.us

IPM Advisory Committee Ground Rules

- Members must receive recognition from the Chair before speaking.
- One person speaks at a time.
- Members can speak only once (and for a specified amount of time) on each agenda item until everyone who wants to contribute has done so.
- It is the responsibility of the Chair to try to involve all Committee members and to prevent any one person from dominating the discussion.
- Public comment on items not on the agenda, but within the purview of the committee, will be at the beginning of the meeting. Each member of the public will be allowed to speak for a maximum of 3 minutes, unless the Chair states otherwise.
- The Public will be allowed to comment on agenda items after discussion of the item by the committee members. Each member of the public will be allowed to speak for a maximum of 3 minutes, unless the Chair states otherwise.
- The Committee will treat the public courteously.
- The typical sequence for an agenda item is as follows:
 1. Introduction of item and Staff report, if any
 2. Questions/Discussion from Committee members
 3. Motion is made (if the item needs action)
 4. Discussion of the motion by Committee members
 5. Public comment
 6. Vote is taken on the motion