

## Guidelines for Subcommittee Meetings – Update

According to the Bagley-Keene Open Meeting Act as of 2010, all meetings of the Healthcare-Associated Infections Advisory Committee (HAI-AC), including advisory subcommittees, if created by formal action of the state body or any member of the state body, and the advisory body so created consists of three or more persons, is subject to the Bagley-Keene Open Meeting Act. We have received a legal opinion that the creation of a subcommittee, either by action of the Committee or the Program, constitutes as formal action. Therefore, from this point forward, all subcommittee meetings and their agenda must be publicly posted on the HAI-AC Public website, will be conducted as public meetings, and must include specific time for public comment.

HAI-AC Subcommittee Meetings have traditionally been conducted via teleconference. The above rules pertain to subcommittee teleconferences with the following additions:

- The teleconference date, time, and agenda must be posted 10 days prior to the meeting in the HAI-AC webpage ([http://www.cdph.ca.gov/programs/hai/Pages/HAI\\_AC.aspx](http://www.cdph.ca.gov/programs/hai/Pages/HAI_AC.aspx))
- There must be opportunity for the public to address the body.
- All votes taken during a teleconferenced meeting shall be by roll call.
- Anyone has the right to record the proceedings so long as the process of recording is not disruptive to the meeting. If CDPH records the meeting, that recording is subject to the Public Records Act, but may be erased within 30 days after the recording.

There is a requirement that “at least one member of the state body shall be physically present at the location specified in the notice of the meeting.” CDPH is complying with this requirement for public accessibility by ensuring that the phone number for the teleconference is publicly posted and in a timely manner in the [HAI-AC webpage](http://www.cdph.ca.gov/programs/hai/Pages/HAI_AC.aspx) ([http://www.cdph.ca.gov/programs/hai/Pages/HAI\\_AC.aspx](http://www.cdph.ca.gov/programs/hai/Pages/HAI_AC.aspx))

The [HAI-AC website](#) will be reconfigured to aid in this process.

- Subcommittee Chairs must ensure that their agenda is submitted to the Program to allow for compliance with the 10 day posting rule.
- Any materials shared with more than 2 committee members must be submitted for posting on the [HAI-AC website](#) as soon as possible.

Postings should be e-mailed to Jorge Palacios [Jorge.Palacios@cdph.ca.gov](mailto:Jorge.Palacios@cdph.ca.gov) at least 3 business days prior to the posting deadline.