

**California Invasive Species Advisory Committee (CISAC)
January 29th, 2026 Meeting Minutes**

CISAC Members:

Erik Blosser	Ricky Lara	Katie Sutherland- Ashley
Tim Crothers	Shannon Lynch	Martha Volkoff
Gina Darin	Surpana Metha*	
David Haviland**	Lori Nezhura	
Humberto Izquierdo**	Bea Nobua Behrmann**	

*Proxy

**Virtual non-voting

CISAC Members Absent:

Tom Getts	Brent Johnson	
Ted Grosholz	Helene Wright	
Stacy Hishinuma		

Guests:

Jonathan Babineau	Victoria Hornbaker	Zoe Pierrat
Elizabeth Brusati	Jessica Hurlimann	Peter Roediger
Rachel Burnap	Doug Johnson	Paul Rugman-Jones
Julie Clark	Jennifer Ketterlin	Ambika Saini
Brad Cook	Jasmine Lopez	Chris Scianni
Nathan Fishburn	Hector Alejandro Merchan	Cherie Shook
Trevor Fox	Melonie Morgan	Stephanie Stark
Brian Gress	Randall Oliver	Bryan Sullivan
Lindsey Hack	MacKenzie Patton	Tyler Tkachuk
Heather Healy	David Pegos	David Wirta

Opening:

The California Invasive Species Advisory Committee (CISAC) meeting was called to order at 10:03 am on January 29th, 2026. Gina Darin welcomed committee members, guests, and staff.

Ambika Saini took roll and noted that there was not a quorum for the meeting.

Introductions and Updates:

Gina Darin, Department of Water Resources (DWR) began her position as chair of the CISAC. She provided a brief history on the establishment of the committee and its significant benchmarks achieved to date. She highlighted the committee's goals for 2026, with consideration to the Invasive Species Council of California (ISCC) secretaries' feedback. This includes providing recommendations to the ISCC on cross agency collaboration opportunities, a meaningful invasive species summit and tours, and the distribution of proposition 4 funds. Other updates include continuing work on the golden mussel taskforce, nutria eradication program, and dealing with aquatic weeds in the Delta.

Martha Volkoff from Department of Fish and Wildlife (CDFW) provided an update on *Caulerpa prolifera* eradication. Her department was advised that the National Oceanic and Atmospheric Administration is reprioritizing the federal support that was previously allocated for *Caulerpa*. Additionally, she shared that the Western Regional Panel on Aquatic Nuisance Species will meet in Sacramento from September 23rd through the 25th and inquired about sponsorship from CISAC.

David Pegos with the California Department of Food and Agriculture (CDFA) shared that the eradication programs for the Japanese beetle in Northern California, the spongy moth eradication in the Monte Nido area of Los Angeles County, and invasive fruit fly eradication projects in Southern and Northern California are ongoing. He has been traveling to various events for outreach and education including the New York Times travel show and will prepare for additional travel shows through the Don't Pack a Pest campaign. The agreement for a joint interagency emerald ash borer (EAB) action plan with Jim Frarrar has been executed. Updates with the invasive shot hole borer (ISHB) and Mediterranean oak borer (MOB) include four executed agreements, with the remainder in CDFA's contracts office for processing and review. The supplies for these county projects are ready to be sent out to the counties. The MOB agreement is being developed in support of Dr. Curtis Ewing.

Dr. Ricky Lara from CDFA Biological Control Program (Program) reported that they are planning more releases from the two incubators purchased for yellow star thistle biocontrol in spring this year. The Program is developing the final version of the CDFA IPCB / Emerald Ash Borer (EAB) Action Plan 2026 / for EAB Monitoring in California to allow for proactive monitoring for this invasive species. There is a new biological control agent for diamondback moth, which will be tested at the CDFA quarantine facilities. Lastly, as a member of W5185: Biological Control in Pest Management Systems of Plant Pests, CDFA jointly has the next multi state research project with the Entomological Society of America.

Victoria Hornbaker, CDFA provided an update on proposition 4 – The Climate Bond. She notified members that progress is being made on the program application and the other components. She also gave a reminder to members to respond to the doodle poll sent out to schedule the next CISAC meeting in February. Furthermore, Victoria and Gina have revised the CISAC agenda template for meetings moving forward. Lastly, she noted that there have been four quarterly meetings planned for the ISCC, which will have doodle polls sent out in advance for scheduling purposes.

Katie Sutherland-Ashley, Office of Health Hazard Assessment, shared that her office is producing public outreach materials regarding the urban pesticides applied for treatment in the spongy moth eradication effort. Her office is also working with CDFA and Department of Pesticide Regulation (DPR) to develop environment monitoring strategies for spongy moth treatments.

Dr. Shannon Lynch, University of California Davis shared that the California Department of Forestry and Fire Protection (CalFire) provided funding to allow for trap optimization to expand monitoring efforts on the greater shothole borer (GSHB) found in Santa Cruz County. They are also using host range testing to assess the potential host range. GSHB is primarily attacking box elder trees but also infests willow, oak, and certain sycamore species. Dr. Lynch also announced she will be going to Western Australia in March, to continue research on ISHB and polyphagous shot hole borer. She will be presenting information and data collected in California, including risk mapping developed from research. She also reminded members about the CISAC Outreach and Education Subcommittee meeting scheduled for January 30th.

Superna Metha represented the California Department of Transportation (Caltrans) in this meeting. She shared information on the updated noxious weeds list: which has increased from 52 to 132 weed species listed now. She combined several tools and maps from various state agencies to inform the list comprehensively and collaborated with CDFA on these efforts.

Tim Crothers, West Coast Arborists shared news that their business has expanded due to increasing invasive pest pressure. On the landscape level they have noticed urban trees planted by architectures showing the effects of monoculture designs that are contributing to certain tree species being susceptible to invasive pests. This shows the difficulty faced while considering sustainable pest management (SPM) goals.

Dr. Bea Nobua Behrmann, University of California Cooperative Extension (UCCE) provided updates on gold spotted oak borer (GSOB) and South American palm weevil (SAPW). She informed the committee that in 2026 both University of California Agriculture and Natural Resources (UCANR) and CalFire released statements that GSOB was confirmed in Ventura County. Dr. Nobua-Behrmann is continuing with a GSOB Blitz, providing community driven detection program training and education to volunteers. Two beetles in two separate traps were found in August and October of 2025. Additionally, at the end of last year there were detections of SAPW in several palm trees in San Onofre State Beach. Her group is working with the local county agriculture commissioner's office to craft a rapid response plan to address the infestation.

Humberto Izquierdo, Yolo County Agricultural Commissioner shared an update on the developments from the Broomrape Board. The board is working to facilitate a compliance agreement program to prevent the movement of broomrape in processing tomatoes.

David Haviland, University of California Statewide IPM Program is on sabbatical leave but was able to join the meeting. He highlighted noticeable differences in other countries' airport practices related to invasive species management.

Rachel Burnap, Los Angeles County Agricultural Weights and Measures, serves as chair for the California Forest Pest Council (Southern California committee). She

announced that the council will have a Spring conference on February 4, 2026. She also serves as the co-lead of the Los Angeles County community forest management plan - invasive pest management group. This group is concerned with the spread of GSOB and provides outreach and technical training.

Erik Blosser, Department of Public Health emphasized their main invasive species of concern is the *Aedes Aegypti* (yellow fever) mosquito. He also shared their first detection of Dengue fever in a local California mosquito in Los Angeles County. There are several mosquitoes and tick species that he would like to propose be added CISAC invasive species list.

Jenny Ketterlin, United States Fish and Wildlife Service, shared she is continuing monitoring efforts on management of Nutria, Caulerpa and more recently on golden mussel. She reminded members that the National Invasive Species Awareness Week is coming up soon February 23-27 and asked those who can, to spread awareness on their social media platforms. Lastly, she highlighted the successful partnership with United States Geological Survey to eradicate the newly invasive fringe-toed lizard, which resulted from the pet trade.

Randall Oliver, UCANR shared updates on the outreach events he has participated in recently. The events include the California State Association of Counties, League of Cities and the International Sportsmen Exposition. He is also working on a project that will revitalize websites related to pest management. Lastly, he shared he is planning for retirement in March.

Committee Business:

A quorum was not established for the meeting, so action items were tabled until the next meeting.

Discussions:

Invasive Species Council of California (12/8/2025) Meeting Recap

Presentations were given to the secretaries on various topics of important emerging issues selected by CISAC such as tree mortality, invasive grasses, golden mussel, weed management areas (WMAs), Emerald ash borer, and the SAPW. The secretaries would like to be able to make recommendations on these topics and to be presented with tangible requests from CISAC on how to better support these issues.

Gina Darin and David Pegos highlighted Dr. Nobua-Behrmann's presentation as one the secretaries felt was most strongly aligned with presenting the invasive species threat and the ask for support on solutions that would help to mitigate that threat. Secretary Crowfoot also suggested the State Parks could be monitoring opportunity to expand the efforts for SAPW.

Gina shared that Secretary Crowfoot asked for a follow up on the Golden Mussel Task Force presentation and wanted to better understand how the agencies are working

together and what is still needed to support these efforts from the ISCC. Gina shared that Secretary Ross would like the consideration of a “climate change lense” in the projects that CISAC funds. Additionally, Secretary Ross requested strategic planning for Invasive Species Summit. There should be consideration of the role for the ISCC itself in a broad perspective and a three-to-five-year outlook to be regarded for the summit.

Secretary Crowfoot understands the value of inter-agency efforts and would like to see more information on the following items:

- Where is there overlap between agencies?
- Are there overlapping responsibilities and resources that can be shared?
- What are best practices and management techniques?
- Clarity on who are the authorities on certain species?
- Are there management gaps that can be identified?
- Are there resource needs for key priorities?

Secretary Crowfoot asked for CISAC’s recommendation on how ISCC can take a more cohesive management approach on invasive species.

Gina suggested creating a list on the CISAC webpage showing regional inter-agency cross collaboration, geographical scope, and taxa to help identify the gaps and provide information to the ISCC. Dr. Lynch suggested a network analysis showing a list of information showing the CISAC members, which agency/organization they are from, the taxa they work on, partnerships on those issues and what are the challenges faced in addressing those invasive species issues. This would provide a visual representation of the relationships between agencies and partnerships CISAC hosts and the invasive species of key priorities. David Haviland concurred with creating flowchart type of display to showcase the interactions across the state and the collaborative efforts.

Martha Volkoff noted the possibility of funds/no funds should be taken into consideration with these suggestions to challenges or gaps faced. While suggestions can provide answers, funding availability will play a role in the ability to strengthen networks and create opportunities. By identifying the lack of funding for some of the issues, that challenge can be shared with the ISCC secretaries to better inform them of their capability to provide solutions, especially where CISAC faces limitations. Dr. Lara voiced support for the network analysis and agreed that by capturing this data we can show room for improvement and the funding that’s available and where there are gaps to work on.

Gina Darin, also noted Secretary Crowfoot, would like outcomes from the summit to capture five-to-ten invasive species threats, taxa/pathways and the solutions to address those threats. Other areas of interest that CISAC members pointed out to address to the secretaries included potential overlaps with public health, Caltrans districts, and collaborative pathways. Additional recommendations from Secretary Crowfoot were to elevate threats to be visible at executive level, clear requests of what ISCC can do from every presentation given to secretaries, meet with the secretaries more often and draft concepts for ISCC to review.

Goals for Invasive Species Advisory Committee 2026

1. Identify cross-agency collaboration opportunities.
2. Host a high-quality Invasive Species and Tours and Summit.
3. Distribute Proposition 4 funds.

Gina Darin proposed the executive committee take on the first goal of providing the cross-agency collaboration. The committee went around the room and had members share their expectations and goals for CISAC. Dr. Lara appreciates learning about other ecological achievements and contributions towards other sectors/ and understanding the natural resources needs. Katie Sutherland- Ashley looks forward to seeing opportunities related to human health as CISAC takes a more comprehensive perspective on collaboration. Dr. Lynch would like to push for progress on ISHB research to support management decisions.

Superna would like to see further collaboration on weed management areas (WMA), and to continue collaborating with CDFG. Tim respects the need for collaboration but emphasized considering if collaboration will lead to action on key issues. Humberto would like to highlight the success of prevention efforts such as the dog teams, as a tool for early detection of invasive species. Erik looks forward to contributing to broader public health connections to public health. Dr. Nobua-Behrmann noted there is collaboration and action planned but the issue of funding is what hinders progress on these key issues. Chris Scianni from the California State Lands Commission supported Humberto's suggestion of highlighting prevention activities and pathway management of species-specific issues.

Gina Darin led the discussion on leveraging existing cross-agency collaboration by examining successful programs funded. She would like the WMAs to be a high priority to present to ISCC and members agreed they serve as a good model for leveraging funds. WMAs were a high priority issue selected from the last summit that has been successful in obtaining funding and collaborating. Members agreed that it is important to demonstrate the need for consistent funding and show the impact of investments to the WMA with quantifiable evidence.

There was a suggestion to ask ISCC to send a member for WMAs as agency representative for further collaboration. Some members suggested developing a subcommittee to focus on this topic. Others suggested using a working group for information gathering and then presenting that to CISAC to give recommendations to the ISCC. Martha added that this issue crosses multiple agencies and may serve as an incentive for a priority funding pathway. She also suggested modernizing invasive species management as a contemporary issue that the secretaries can elevate to higher levels.

Martha led the discussion on the California Aquatic Invasive Species Management Plan.

The document was an interagency plan created and published in 2008 and has not been updated in some time. There is revision needed, hindered by lack of staffing and program capacity. There are challenges such as jurisdiction issues, where permission and authority over land is not defined. Other roadblocks are the California Environmental Quality Act exemptions needed. There is also opportunity for interagency collaboration as there are various groups involved such as WMAs, local county agriculture commissioners, CDFA and DWR. Creating a subcommittee to work on a proposal would allow for collaboration and integrate solutions to roadblocks. If there are legislative changes needed, informing the NRA secretary would be beneficial in bolstering support. The Invasive Species Summit can be used to flesh out ideas as part of developing and informing an action plan.

The University of California (UC) Program Teams discussion was led by Dr. Nobua Behrmann. The push for the new programmatic structure was spurred by strategic initiatives the UC wants to reach as an institution. The teams are organized as follows: Agronomy and Horticulture, Animal Production Systems, Community and Economic Development, Integrated Pest Management, Natural Ecosystems and Working Landscapes, Youth, Families, and Communities.

For CISAC's purpose, invasive species could be regarded in these programmatic teams. The program teams convene and present opportunities where they create workgroups for specific projects. Collaboration from non-UC folks can be beneficial to these program teams and their workgroups. There were suggestions from CISAC members to highlight needs by presenting species to bring awareness. CISAC can engage the working groups by reaching out to the team leaders. Tom Getts will be a great connection to help collaborate with program teams.

Gina asked the CISAC members about other connections and resources to leverage. Dr. Lynch suggested the CISAC ISHB Subcommittee as a great case study of collaborative governance. The subcommittee was able to capture different interests from groups engaged in the issue and helped inform actions on addressing the growing issue. This showed the precedent on how effective and rapid decisions can be made through collaboration.

Doug Johnson suggested also looking at the DPR in connection with SPM. DPR is creating a list of products they want to phase out to meet the initiative. But there is concern in the WMA community about the impact of these restrictions, such as the potential loss of active ingredients used in weed management. The SPM process has never involved communities such as WMA and ecological restoration as the focus is on agriculture and urban uses. He recommended having representatives from these groups assist DPR in developing recommendations and to mitigate further issues.

Another issue highlighted by Doug was the impact of DPR licensing for urban pesticide use in the field of Invasive Pest Management. DPR has added a new license requirement for pesticide applicators and there is concern that it may create confusion for applicators. He suggested due to the unique application type to look at whether there

should be specific licensing for wildlife and weed management people and agencies to follow regulations or code. The committee members suggested bringing this forward to the secretaries for awareness so there is representation from WMAs informing the pest management. Victoria suggested reaching out to Sapna, Chief of the SPM branch at DPR. She oversees the roadmap implementation and can be a beneficial contact.

Dr. Lara provided a suggestion on other connections and resources to leverage. He brought up the benefit of biocontrol in connection with leveraging resources. Even though we have many resources in California, we are not self-sufficient because some of the invasive species come from various locations, requiring sourcing biocontrol from their origin. He asked the committee to consider how we maintain diplomatic relationships and execute agreements with partners outside of California and internationally to better source agents from the origin.

Brian Gress from DPR spoke on the implementation of SPM. He went over the intent of the roadmap which prioritizes prevention and exclusion. They want to seek out diverse range of voices to help with implementing SPM goals, tools, and practices. They have created two new committees, the Scientific Prioritization and Review Committee (SPARC), which will look at prioritizing pesticide for evaluation and mitigation, and the SPM advisory committee to help implement SPM and identify alternative products. He reminded the committee there are opportunities to engage as public member.

Trevor Fox, CDFA talked about why Resource Conservation Districts (RCD) are crucial to WMA efforts. The RCDs continue to support the WMAs activities when there are gaps between the local county agriculture commissioners and RCDs. The new focus with WMAs is trying to get collaboration with Caltrans through data sharing regarding weed operations and developing the priority weed list. WMAs want to be involved in the conversation with Caltrans. There is progress on the WMA Advisory Committee and they are assembling packets, to send to Secretary Ross for approval.

Public Comment:

Jenny Ketterlin commented on the cold-tolerant alligatorweed biocontrol agent research, noting that biocontrol development for the alligatorweed flea beetle has stalled due to a reduction in federal funding.

Adjournment:

The meeting was adjourned at 3:03 p.m. The next scheduled California Invasive Species Advisory Committee meeting is to be determined.

Category	Budget Amount	Year-to-Date Expenses	Prior Years Expenses	Encumbrance	Expense Totals	Comments/Notes
1. Personnel Budget Totals		\$94,594.39	\$186,082.27	\$0.00	(\$280,676.66)	includes EWB ETRs
2. Outreach Totals		\$6,250.00	\$20,736.08	\$166,984.00	(\$193,970.08)	
3. Travel Totals		\$565.67	\$7,576.26	\$0.00	(\$8,141.93)	
4. Agricultural Purchases Totals		\$0.00	\$166,512.35	\$0.00	(\$166,512.35)	
5. Other Items of Expense Totals		\$44.92	\$745.26	\$0.00	(\$790.18)	
7. Contract & Grants Total		\$177,878.14	\$644,120.62	\$968,145.24	(\$1,790,144.00)	
Operating Expense Totals		\$184,738.73	\$839,690.57	\$1,135,129.24	(\$2,159,558.54)	
Budget	\$5,000,000.00	\$279,333.12	\$1,025,772.84	\$1,135,129.24	\$2,559,764.80	remaining fund balance

Shovel-ready projects to be funded			
Description	Funding		Contract Status
Invasive Species Summit	\$118,750.00		Contract underway (Ceppos, UC Davis)- UC ANR complete
Invasive Species Tours	\$136,562.50		Contract underway (Ceppos, UC Davis)-UC ANR complete
ISCC/CISAC Operational Fund (travel, outreach booths, printing, business needs, reports, facilitation)	\$29,687.50		Available (PC G90)
Living list and pathway prioritization	\$136,562.50		UC ANR/ UC D (Farrar) - Complete
Fulltime support for ISCC/CISAC (Two year limited term position)	\$356,250.00		Complete
Reserve fund	\$682,812.50		Available (PC G90), no action
Invasive Shot Hole Borer (PSHB, KSHB, MOB)	\$1,502,187.50		Contract underway (Bea, UC ANR)UC ANR complete, MOB and ISHB in process
Volutaria San Diego Project	\$250,000.00		Complete
Statewide exotic wood borer survey	\$136,562.50		\$16K or less remaining to expended
Statewide aquatic invasive survey	\$475,000.00		In progress (Dave Kratville, Michelle Dennis)
Yellow Star Thistle biocontrol incubators	\$59,375.00		Complete
Plant Right	\$296,875.00		Complete
Caulerpa prolifera	\$819,375.00		Complete
Totals	\$5,000,000.00		

**California Invasive Species Advisory Committee
CHARTER**

**Approved April 8, 2009
Amended August 2, 2011
Amended October 3, 2022
Amended February 19, 2026**

I. Official Designation

California Invasive Species Advisory Committee

II. Scope and Objectives

The purpose of the California Invasive Species Advisory Committee (CISAC) is to advise the Invasive Species Council of California (ISCC) on a broad array of issues related to preventing the introduction of invasive species and providing for their control and/or eradication, as well as minimizing the economic, ecological, and human health impacts that invasive species cause. The CISAC will maintain an intensive and regular dialogue with other interested parties to explore these issues and develop recommendations.

III. Description of Duties

Provide advice and recommendations to the ISCC relating to the ISCC's role in:

- A. Coordinating state agency activities concerning invasive species;
- B. Making recommendations for funding as available;
- C. Developing and maintaining a list of invasive species that have a reasonable likelihood of entering or have entered California for which an exclusion, detection, eradication, control, or management action by the State might be taken;
- D. Encouraging planning and action at local, tribal, state, regional, and ecosystem-based levels to harmonize activities concerning invasive species;
- E. Developing recommendations for inter-state cooperation in addressing invasive species;
- F. Developing recommendations to prevent invasive species from entering the State through all points of entry and pathways;
- G. Developing guidance to state agencies pursuant to the California Environmental Quality Act (CEQA) on invasive species matters;
- H. Facilitating development of a coordinated network to document, evaluate, and monitor impacts from invasive species;
- I. Facilitating establishment and enhancement of a coordinated, information-sharing system on invasive species that utilizes the latest technologies;
- J. Developing a system for reporting sightings of invasive species and referring those reports to the appropriate agency;
- K. Facilitating educational and outreach activities to increase awareness of invasive species issues;
- L. Anticipating effects of climate change on the introduction, establishment, and spread of new and existing invasive species; and

M. Developing an Invasive Species Action Plan, a statewide plan for dealing with invasive species including an Early Detection and Rapid Response Plan.

The CISAC will provide its advice based upon input from and cooperation with other interested parties and existing organizations addressing invasive species issues.

IV. Duration

The CISAC has no sunset provisions and is expected to operate indefinitely. However, the CISAC's continuance is subject to review and renewal of this charter every two (2) years on the biennial anniversary of the adoption of this charter.

V. Agency Official to Whom the Committee Reports

The CISAC reports through the ISCC's Liaison to the Council.

VI. Agency Responsible for Providing Necessary Support

All staff and support functions required for operation of the CISAC will be supplied by the Department of Food and Agriculture and/or the Natural Resources Agency as determined by the Secretaries of those agencies.

VII. Estimated Annual Operating Costs

Support for the operation of the CISAC will rely on existing staff and resources, until such time as the State may allocate funds necessary for the operation of CISAC.

VIII. Allowances for Committee Members

Members of the CISAC and its subcommittees will serve without pay. However, while away from their homes or regular places of business in the performance of services of the CISAC, members, to the extent funding is available, may be allowed travel expenses, including per diem in lieu of subsistence.

IX. Committee Membership

CISAC will consist of no more than 19 voting members, made up as follows:

- Four members appointed by the Secretary of the Department of Food and Agriculture;
- Four members appointed by the Secretary of the Natural Resources Agency;
- One member appointed by the Secretary of the Environmental Protection Agency;
- One member appointed by the Secretary of the State Transportation Agency;
- One member appointed by the Secretary of the Health and Human Services Agency;
- One member appointed by the Director of the Office of Emergency Services;
- One member appointed by the California Agricultural Commissioners and Sealers Association;
- Six members appointed by the co-chairs of the Invasive Species Council of California to create a diverse make up.

Members of the CISAC will be knowledgeable in and represent one or more among, but not limited to, the following groups and organizations:

- Biologists
- Ranchers
- Foresters
- Farmers
- Academics / Researchers
- Public Health Specialists
- Government Representatives
- County Agricultural Commissioner's Representatives
- Invasive Species Management Specialists
- Persons involved with Global Commerce
- Non-Governmental Environmental Representatives
- Expertise in climate change and ecosystems
- Public Relations Specialists
- Lawyers specializing in Invasive Species Policy
- Public Member
- Industry Representatives
- Educators
- Tribal Government Representatives
- Information / Database Managers
- Economists
- Risk Assessment Analysts

Members will serve a maximum of two (2) three (3)-year terms, but may be reappointed in special circumstances by the ISCC.

The ISCC co-chairs reserve the right to request the appointing/designating ISCC Member(s) replace CISAC members who are unable to fully participate in the CISAC, or who miss three (3) consecutive, regularly scheduled meetings of the CISAC.

Vacancies shall be immediately filled by the ISCC based on recommendations from the CISAC for the unexpired portion of the terms in which they occur.

Proxy Participation. A voting member of the CISAC may designate a proxy to participate and vote on their behalf in the member's absence, subject to the following conditions:

- a. A voting member may delegate proxy authority for up to three (3) CISAC meetings per calendar year.
- b. The proposed proxy must be submitted in advance and is subject to approval by both the CISAC Chair and the ISCC Liaison to the Council.
- c. Upon approval, the proxy shall be authorized to participate fully in committee discussions and vote on committee matters for the duration of the approved meeting(s).
- d. Proxy approval applies only to the specific meetings for which the delegation is granted and does not confer ongoing membership status.

X. Officers

The Committee may elect from its members a Vice-Chairperson, and Secretary. Elections will occur during the first meeting of the calendar year. The Secretary and Vice Chairperson of the CISAC will be chosen by a majority vote of the advisory committee members, with the authorization from the co-chairs of the ISCC or designee. One year following the vote, the Vice Chairperson of the CISAC

automatically becomes Chairperson. Following one year as Chairperson, the Chair automatically becomes the Past Chairperson of the CISAC. The Executive Committee of the CISAC is made up of the Secretary, Vice Chair, Chair, and Past Chair.

1. Chairperson

The chairperson shall preside at all meetings of the committee. The Chairperson shall appoint the members of all subcommittees. The Chairperson shall serve as Chairperson of the Executive Subcommittee and serve as a non-voting ex-officio member of all other subcommittees.

2. Vice-Chairperson

The Vice-Chairperson shall act as and perform all the duties of the Chairperson in the Chairperson's absence. He or she shall perform additional duties as may be assigned by the Chairperson or the Committee. If the Chairperson is absent or becomes disqualified for any reason, the Vice-Chairperson, if qualified, shall serve as acting Chairperson until the Committee elects a new Chairperson.

3. Secretary

The Secretary shall serve as a member of the Executive Subcommittee and shall perform additional duties as may be assigned by the Chairperson or the Committee.

XI. Subcommittees

1. Subcommittees; Appointment

The Committee may appoint subcommittees composed of both members and non-members of the Committee to advise the Committee in carrying out its purposes. Subcommittees may include, but not be limited to, the following:

- a. Outreach and Education Subcommittee
- b. Science Subcommittee
- c. Finance Subcommittee
- d. Grant Review Subcommittee
- e. Other Subcommittees as needed

The Chairperson of the Committee shall appoint all subcommittee chairpersons and shall appoint all members of each subcommittee after consultation with the subcommittee Chairperson affected. Appointments are subject to approval by the Committee and may be changed from time to time as determined by the Chairperson and with concurrence of the Committee. Committee members and other interested persons who are voting subcommittee members may serve as subcommittee chairpersons, and no subcommittee member shall serve as chairperson of more than one (1) subcommittee.

2. Notice

Notice of all subcommittee meetings shall be provided in the same manner provided for in noticing Committee meetings.

3. Quorum

A majority of the voting members of any subcommittee shall constitute a quorum and the acts of a majority of the voting members present at a meeting at which a quorum is present shall constitute the act of the subcommittee.

4. Attendance

Failure of any member of a subcommittee to attend two (2) consecutive regular meetings of a subcommittee without an excuse acceptable to the subcommittee, or failure of any member to attend three (3) consecutive meetings of the subcommittee for any reason may cause a vacancy on the subcommittee and the member may be deemed to have been disqualified, unless the subcommittee, by majority vote, expressly waives implementation of this provision.

XII. Subgroups

As deemed necessary, the Committee Chairperson, in consultation with the Liaison to the Invasive Species Council of California, may convene working groups or subgroups to support ISCC functions. Such groups will report directly to the CISAC.

XIII. Estimated Number and Frequency of Meetings

The CISAC will meet at the call of the CISAC Chairperson with the approval of the ISCC's Liaison to the Council, approximately four times per year. Meetings may be held less frequently or more frequently determined by the workload of the CISAC, but in no case less than once per year.

XIV. Ethical Responsibilities of Members

No committee or subcommittee member shall participate in any specific matter including a lease, license, permit, contract, claim, agreement or related litigation with the department or agency in which the member has a direct financial interest.