



# BLOCKCHAIN WORKING GROUP

## MEMBER HANDBOOK

Gavin Newsom, Governor  
*State of California*

Julie Lee, Acting Secretary  
*California Government Operations Agency*

Camille Crittenden, Chair  
*Blockchain Working Group*

California Government Operations Agency  
915 Capitol Mall, Suite 200  
Sacramento, CA 95814

<https://www.govops.ca.gov/blockchain/>

# INTRODUCTION

## About the California Government Operations Agency

GovOps was established in July 2013 as a result of the Governor's Reorganization Plan 2. GovOps' mission is to improve management and accountability of government programs, increase programmatic effectiveness, and promote better and more coordinated operational decisions. Since July 2013, GovOps has undertaken several initiatives to accomplish the mission of the agency.

## About the Blockchain Working Group

In 2018, California took its first step into the use and regulation of blockchain technology for itself, its businesses and residents. **Assembly Bill 2658 (Calderon, Chapter 875, Statutes of 2018)** requires that the Secretary of the Government Operations Agency appoint a blockchain technology working group and chairperson by July 1, 2019. This group is charged with:

- Evaluating blockchain uses, risks, benefits, legal implications, and best practices;
- Defining the term blockchain; and
- Recommending amendments to other statutes that may be impacted by the deployment of blockchain.

## Function of the Blockchain Working Group

The Working Group is required to issue a report with policy recommendations to the Legislature by **July 1, 2020**. The recommendations must include the potential uses, risks, and benefits to state government and California-based businesses as well as amendments to existing law that may be affected by the deployment of blockchain. Assembly Bill 2658 sunsets on January 1, 2022.

# BLOCKCHAIN WORKING GROUP

## Authority

The Blockchain Working Group was established by Assembly Bill 2658 (Calderon, Chapter 875, Statutes of 2018).

## Membership

The 20-person Working Group and the Chair are required to represent multiple disciplines. Experts in technology, business, government, law, public and private information security are key to conducting a comprehensive evaluation. In addition to taking input from a wide range of stakeholders, the Working Group itself shall reflect the following:

- Three appointees from the technology industry;
- Three appointees from the non-technology related industry;
- Three appointees with a background in law chosen in consultation with the Judicial Council;
- Two appointees from privacy organizations;
- Two appointees from consumer organizations;
- The State Chief Information Officer;
- The Director of Finance;
- The chief information officers of three other state agencies;
- One member of the Senate; and
- One member of the Assembly.

## Term

None. Each appointee serves at the pleasure of its appointing authority.

## Resignation

(Government Code Section §1750(b))

If it becomes necessary for a Working Group Member to resign, a letter shall be sent to the appropriate appointing authority with the effective date of the resignation. Written notification is required by state law.

# MEMBER ON-BOARDING & TRAINING

## On-boarding

Working Group Members must submit the following no later than 30 days after their swearing-in:

1. Oath of Office – signed and dated
2. Non-Discrimination Policy and Complaint Procedures Policy Memo and Acknowledgement Form
3. Authorization to Use Privately Owned Vehicles on State Business (STD.261)
4. Payee Data Record (STD.204)

All original forms should be remitted to:

California Government Operations Agency  
Attn: Gabriela Montano  
915 Capitol Mall, Suite 200  
Sacramento, CA 95814  
[Gabriela.Montano@GOVOPS.ca.gov](mailto:Gabriela.Montano@GOVOPS.ca.gov)

## Required Trainings

Working Group Members must complete the required trainings:

- Bagley-Keene Open Meeting Act Training
- Sexual Harassment Prevention Training
  - To ensure compliance with Assembly Bill 1825 (Chapter 933, Statutes of 2004), Working Group Members are required to complete Sexual Harassment Prevention Training every two years. (GovOps will coordinate training)

Once completing the Sexual Harassment Prevention Training, Working Group Members must sign the Sexual Harassment Prevention Policy Memo and Acknowledgement Form and send to [Gabriela.Montano@GOVOPS.ca.gov](mailto:Gabriela.Montano@GOVOPS.ca.gov).

# GOVERNMENT OPERATIONS AGENCY CONTACTS

***Julie Lee, Acting Secretary***

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***Gabby Montano, Blockchain Working Group Manager***

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# BLOCKCHAIN WORKING GROUP MEMBERS



***Camille Crittenden, Chair, Blockchain Working Group***

Camille Crittenden, Ph.D., is the Executive Director of CITRIS and the Banatao Institute, and co-founder of the CITRIS Policy Lab and the Women in Technology Initiative at UC. Prior to coming to CITRIS in 2012, she was Executive Director of the Human Rights Center at Berkeley Law, where she helped to develop its program in human rights, technology, and new media. She has written and spoken widely on these topics, as well as technology applications for civic engagement, government transparency and accountability, and the digital divide. She held previous positions as Assistant Dean for Development with International and Area Studies at UC Berkeley and in development and public relations at University of California Press and San Francisco Opera. She earned an MA and Ph.D. from Duke University.

Email: [Camille.Crittenden@GOVOPS.ca.gov](mailto:Camille.Crittenden@GOVOPS.ca.gov)



***Assemblymember Ian Calderon, Assembly District 57***

Majority Leader Ian Calderon was elected in November 2012 to represent California's 57th Assembly District, becoming the first millennial elected to the State Legislature.

A product of the 57th District, prior to his election to the Assembly, Ian worked as a field representative for the Legislature, which allowed him to assist residents in his community to navigate state and local government.

In March 2016, Ian became the youngest Majority Leader in the history of the state of California. As Majority Leader, Ian has led the Assembly to pass landmark legislation, such as raising the minimum wage to \$15 per hour by 2022 and reducing greenhouse gas emissions. He is particularly proud of legislation he authored that allows terminally ill Californians to attempt experimental treatments to try to save their own lives.

Majority Leader Calderon currently serves as the Chair of the Select Committee on Youth and California's Future, Co-Chair of the Legislative Technology and Innovation Caucus, and Co-Chair of the Legislative Millennial Caucus. He is a member of the Insurance Committee, Appropriations Committee, Privacy and Consumer Protection Committee, and the Elections and Redistricting Committee.

In recognition of his work to foster innovation in California, Majority Leader Ian Calderon was named Legislator of the Year by TechNet, received the Internet Champion Award from the Internet Association, and was named TechAmerica's 2014 California Tech Champion, as well as the 2016 CompTia California Tech Champion. A staunch supporter of arts education, Ian received the California Association of Museums' 2015 President's Award and was named a Legislative Arts Champion by Californians for the Arts.



***Senator Robert M. Hertzberg, Senate District 18***

Senate Majority Leader Robert Hertzberg was first elected to the California State Assembly in 1996. He served as the 64<sup>th</sup> Speaker of the California State Assembly, unanimously elected by both parties in 2000 and 2002. After his tenure as Speaker, Hertzberg set out to the private sector as a clean energy entrepreneur, where he helped create one of the first solar companies in Los Angeles, and co-launched a company that produced inexpensive, lightweight solar panels for use around the world. In recognition of his clean energy efforts in Rwanda, he received the “World Bank Award for Lighting Africa,” and the United Kingdom-based Guardian Magazine named him one of the “50 People Who Could Save the Planet.”

In 2014, he returned to state government when he was again elected to represent nearly 1 million people in the San Fernando Valley in the California State Senate. Both Hertzberg’s environmental expertise and his penchant for problem solving played a key role in the accomplishments of his first term in the Senate. Hertzberg has advanced environmental protection laws, championed clean water access, and passed legislation to prepare for future droughts by making water efficiency a way of life for Californians. From criminal justice to technology related issues, Hertzberg approaches every problem through a lens of governing for the next generation, not the next election.



***Benjamin Bonte, Department of Industrial Relations, Chief Information Officer***

Ben Bonte is the Chief Information Officer at the California Department of Industrial Relations. Prior to becoming CIO in 2018 Ben served DIR as Assistant CIO and as a project manager on several key projects. Prior to joining DIR, he served in a number of IT roles at the State Compensation Insurance Fund.



***Kem Musgrove, Franchise Tax Board, Chief Information Officer***

Kem Musgrove is FTB's Chief Information Officer and Chief of the Technology Services Division. Kem develops information technology policy and formulates the department's vision and strategic direction for its use of technology. He represents the department's technology interest to the Government Operations Agency, the state's control agencies, and other departments. Kem started his career with FTB in 2000 as an information technology (IT) application developer. Since that time he has been a project manager for numerous projects, held IT manager positions, and for the last 9 years, served as director over the IT Operations and Infrastructure areas in the Technology Services Division. Kem was the Technical Director of FTB's 66-month Enterprise Data to Revenue (EDR) Project and instrumental in the project's highly successful modernization of FTB's business and IT systems. He also has 20 years of Federal Project Management and Service Operations experience managing multiple large-scale IT projects for the United States Air Force. Kem has a Bachelor of Science Degree in Computer Science/Software Engineering and earned Associate of Science Degrees in Information Systems Technology, Scientific Analysis Technology, and Instructor of Scientific Technology.



**Sergio Gutierrez**, *California Environmental Protection Agency, Chief Information Officer*

Sergio Gutierrez is the Agency Chief Information Officer for the California Environmental Protection Agency. In this capacity, Gutierrez oversees IT responsibilities for all of CalEPA's six Boards, Departments and Offices, and is responsible for the development and implementation of plans to improve CalEPA's communication, access to information and organizational efficiency. Most recently, Gutierrez managed the Statewide Network Support Bureau for the California Department of Insurance. There he oversaw the formulation of strategies and policies pertaining to the planning, operation and support of the entire Department's technology infrastructure. Prior to his work with the Department of Insurance, Gutierrez supervised all network infrastructure, server administration, IT security and Help Desk support for the Department of Conservation. He has also held several technical and managerial positions for the California Department of Water Resources and the California Federal Bay-Delta Program.



***Amy Tong, California Department of Technology, State Chief Information Officer***

Governor Jerry Brown appointed Amy Tong as Director of the California Department of Technology (CDT) on June 30, 2016, after she served as Acting Director since April 1, 2016. As State Chief Information Officer (CIO) and Director of CDT, Ms. Tong is responsible for advising the Governor on the strategic management and direction of the state's Information Technology (IT) resources. She is also responsible for establishing and implementing state IT strategic plans, policies, standards and enterprise architecture while minimizing overlap, redundancy and cost to the state by promoting efficient and effective use of IT. Ms. Tong coordinates the activities of State Agency Information Officers and department CIOs for the purpose of integrating statewide technology initiatives and ensuring compliance with IT policies and standards in the areas of Digital Services, Information Security, Project Delivery, Innovation and IT Workforce development. She promotes alignment and effective management of IT resources by working to improve organizational maturity and capacity in the effective management of IT. In order to achieve success in these areas, Ms. Tong has emphasized the importance of strategic clarity within the department. Under her leadership, CDT with input from hundreds of statewide IT leaders established California's Statewide Technology Strategic Plan – "Vision 2020" that aims to improve the way government services are delivered to Californians. The goal is to create one digital government securely delivered by a dynamic workforce.

Ms. Tong has nearly 25 years of business, technology, and management experience in the public sector. Prior to being appointed director of CDT, she served as the Chief Deputy Director and Agency Chief Information Officer in the Office of Systems Integration at the California Health and Human Services Agency, Deputy Director and Chief Information Officer at California Lottery, Chief Technology Officer at Board of Equalization; Chief of the Data Center at California Public Employees' Retirement System; and was the acting CIO at the Water Resources Control Board. Ms. Tong has a Bachelor of Science degree in Management Information System (MIS) and a Master of Business Administration (MBA) from California State University, Sacramento.



***Keely Bosler, Department of Finance, Director***

Keely Martin Bosler was appointed as Director of the California Department of Finance by Governor Edmund G. Brown Jr. in August 2018 and reappointed by Governor Gavin Newsom in December 2018. She serves as the Governor's chief fiscal policy advisor. Prior to her appointment, she served as Cabinet Secretary for Governor Edmund G. Brown, Jr. from 2016 to 2018. Director Bosler previously served as Chief Deputy Director for Budget at the Department of Finance from 2013 to 2016.

Bosler was Staff Director for the California State Senate Budget and Fiscal Review Committee from 2010 to 2013, where she was a consultant from 2004 to 2009. She also served as Associate Director for fiscal services over the California Department of Corrections and Rehabilitation's Budget Management Branch from 2009 to 2010. She started her career at the California Legislative Analyst's Office, where she served as a Fiscal and Policy Analyst from 2000 to 2004.

Bosler is a graduate of California State University, Chico with a bachelor's degree in Agricultural Business. She also holds a master's degree in Applied Economics from Cornell University.



***Radhika Iyengar-Emens, Consumer Organization Representative***

Radhika Iyengar-Emens is a Managing Partner of DoubleNova Group, a Silicon Valley-based blockchain advisory. She is also a Founding Partner of StarChain Ventures, a venture studio that is focused on enterprise blockchain solutions in combination with deep tech (AI/ML/IoT). She is a TEDx speaker, a Silicon Valley Woman of Influence, a serial entrepreneur and influencer. She is an expert in blockchain and healthcare and is a co-author of the book *Enterprise Blockchain Has Arrived*. She has been an invited speaker at Google, Stanford University, UC Berkeley, UCLA and Santa Clara University. She has keynoted and spoken prolifically at top blockchain, healthcare, and emerging tech conferences, and has been featured in videocasts, podcasts and radio shows.

Multilingual in 9 languages, Radhika is an advisor to top blockchain startups and digital health companies globally. She is an expert in Silicon Valley fundraising, business acceleration and international expansion. Radhika is an advisor to governments and has setup and run accelerators and US market access programs for top global startups. She has raised over \$100 million for advised startups and through acceleration programs. She is an advocate for blockchain for social impact and is currently focused on financial inclusion activities in Africa.

Radhika is a passionate advocate for women in technology and diversity. She actively speaks on women in blockchain panels, at global women's conferences, and has served on boards of women in technology organizations. She holds an A.B. from Bryn Mawr College, an MBA from Chapman University, and is a Certified Network Engineer.



***Kai Stinchcombe, Consumer Organization Representative***

Kai Stinchcombe is cofounder and CEO of True Link Financial, which provides financial services to older adults, people with disabilities, and people recovering from addiction. He was previously cofounder of Aktana, an enterprise sales effectiveness software company deployed at seven of the top ten pharma companies, the second employee at LendUp, a provider of high-quality credit to underbanked Americans, founder of Strategic Districts, a distributed computing solution for redistricting, and founder of the Roosevelt Institution, a university-based public policy think tank. Kai holds degrees from Colorado College and Stanford University, is a frequent speaker on innovation and product development, and was a member of the President's Working Group on Aging and Technology under President Obama.



***Arshad Noor, Privacy Organization Representative***

Arshad Noor is the CTO of StrongKey, a Silicon Valley company focused on data protection solutions since 2001. He has been working in the IT sector for over 30 years, with the last 20 spent protecting sensitive data through the use of applied cryptography: strong authentication, encryption, digital signatures and cryptographic key management. He has created many software components and products within the open-source community, published articles in a variety of journals and spoken on the subject of data protection through the use of cryptography in conferences around the world. As an active member of the FIDO Alliance, Arshad strives to bring next-generation strong authentication technology to the masses through his company's open-source FIDO Certified server. He was recently appointed to the HIMSS Cybersecurity, Privacy and Security Committee, as well as invited to participate in the Forbes Technology Council where he hopes to affect change through better communication resources, higher visibility and peer feedback.



***Sheila Warren, Privacy Organization Representative***

Sheila is the Head of Blockchain and Distributed Ledger Technologies at the World Economic Forum, based out of the Forum's Centre for the Fourth Industrial Revolution in San Francisco. She is a native Californian who began her career as a Wall Street attorney before turning to philanthropy and non-profit tech over a decade ago. Sheila has represented banks, philanthropists and progressive non-profits. Most recently, she was VP of strategic alliances and general counsel of TechSoup, the global social enterprise that has connected civil society organizations around the world with over \$10bn in donated tech-based resources. Previously, Sheila also designed and launched NGOsource, a service focused on international grant making. She is a graduate of Harvard College and Harvard Law.



***Jason Albert, Legal Representative***

Jason Albert is Deputy General Counsel for Policy & Public Affairs at Workday, where he leads the company's worldwide government affairs engagement on tech policy issues, building on his more than 20 years' experience in legal and policy work in both the U.S. and Europe. Before joining Workday, he spent close to a decade at Microsoft, where he was responsible for strategic planning across the legal department and drove cross-company cloud initiatives. Before that, he served as lead privacy counsel at both Chevron and Honeywell. After clerking for the U.S. District Court for the Eastern District of Virginia, Jason began his career at Covington & Burling, working in the firm's D.C., London, and Brussels offices. Jason holds a Juris Doctor degree from Harvard Law School and a bachelor's degree in geology from Princeton University.



***Liz Chien, Legal Representative***

Liz Chien is the VP of Global Tax and Chief Tax Counsel at Ripple Labs, an innovative distributed ledger software company that is enabling the world to move value like it moves information today. Liz is responsible for all aspects of taxation at Ripple Labs. She joined Ripple from General Electric, where she was the Global Tax Director and Senior International Tax Counsel for GE's industrial software business, GE Digital. Prior to GE, she served as a policy advisor at the Organisation for Economic Cooperation and Development (OECD), where she worked on international tax reform relating to the digital economy in Action 1 of the OECD BEPS Project.

Liz is the former Asia-Pacific Head of Tax for Google. Prior to Google, she was a tax attorney with the global law firm of Baker & McKenzie LLP in Palo Alto, California. Liz received her Bachelors and Master's degrees from Stanford University and her Juris Doctor from the University of California, Hastings College of the Law.



***Michele Neitz, Legal Representative***

Michele Benedetto Neitz joined the Golden Gate University School of Law faculty in 2006. Prior to joining GGU, she worked as a law clerk in the Southern District of California and served as an Equal Justice Works Fellow at the Legal Aid Society of San Diego. She also worked as an associate in the San Diego office of Morrison & Foerster, LLP, specializing in corporate labor and employment matters. Professor Neitz researches, publishes and lectures in the areas of implicit bias, the ethics of blockchain technology, judicial ethics, and corporate law. Her article analyzing the ethical issues involved with the centralization of blockchain technology will be published in early 2020. Professor Neitz published the first law review article examining implicit bias in the law school dean search process in the *Seton Hall Law Review* in January 2019, and is a contributing author in the recently published ABA book, *Enhancing Justice: Reducing Bias*. In 2013, she published a groundbreaking article focused on implicit socioeconomic bias on the part of judges. Her publications also include law review articles in the *Georgetown Journal of Legal Ethics*, *The Southern Methodist University Law Review*, and the *Brooklyn Law Review*, as well as shorter pieces in the San Francisco Business Times, San Francisco Attorney Magazine, and the online Legal Ethics Forum.

Professor Neitz teaches Blockchain and the Law, Business Associations, Poverty Law, Professional Responsibility, and Corporate Compliance. She has been voted “Most Outstanding Professor” by the graduating class of GGU Law four times.



***Anne Neville-Bonilla, Non-Technology Industry Representative***

Anne Neville-Bonilla is director of the California Research Bureau where she and her team develop non-partisan, independent research for the Governor and Legislature. As part of the California State Library's executive team, she is co-director a Knight Foundation grant to support open data literacy in public libraries and communities and serves on the board of CENIC, California's research and education broadband network. Previously, she directed the State Broadband Initiative at the National Telecommunications & Information Administration (NTIA) at the US Department of Commerce. At NTIA, she was responsible for the National Broadband Map, the largest open dataset of its kind, and \$300M in grants to support the digital economy. Before this she was a Global Leadership Fellow at the World Economic Forum in Geneva, Switzerland, and prior to this served as Assistant Secretary for Economic Development and Technology for the State of California. Anne served as a Senate Fellow and as an AmeriCorps\*VISTA volunteer, founding a community technology training center in San Diego. Anne holds an MPA from the University of Southern California and a BA (Hons) from the University of North Carolina at Chapel Hill.



***Ben Bartlett, Non-Technology Industry Representative***

Berkeley City Councilmember and Fmr. Vice Mayor Ben Bartlett is a nationally recognized policy leader. Ben has authored and passed more than 60 measures focused on innovation, opportunity, and inclusion, including

prefabricated housing for the homeless, healthcare innovation, electric vehicle infrastructure, and unionized jobs in robotics and automation.

Ben is currently working to address poverty and climate change by integrating government and blockchain technology in the areas of public finance, dynamic supply chains, cannabis, and personal data markets.

Ben is author of Berkeley's Community Microbond Initiative—the first municipal debt offering using blockchain technology to issue tokenized bonds. He is author of the Smart Path blockchain investment and policy thesis. Professionally, Ben is a partner in Tackett Bartlett LLP where he provides counsel for blockchain entrepreneurs, governments, and businesses.



***Meredith Lee, Non-Technology Industry Representative***

Meredith Lee is the Executive Director of the West Big Data Innovation Hub, a consortium launched by the National Science Foundation to address societal challenges with Big Data innovation. The West Hub is led by UC Berkeley, UC San Diego, and the University of Washington, and includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. Dr. Lee previously served as a Science & Technology Policy Fellow at the U.S. Department of Homeland Security (DHS) Homeland Security Advanced Research Projects Agency (HSARPA), guiding strategic research in graph analytics, risk assessment, machine learning, data visualization, and distributed computing. She co-led the White House Innovation for Disaster Response and Recovery Initiative as well as the Ideation Community of Practice, a network of Federal innovators from more than 25 agencies. Meredith completed her Ph.D. in Electrical Engineering at Stanford University and was a postdoctoral researcher at the Canary Center for Cancer Early Detection. She was previously at MIT Lincoln Laboratory, Intel, IBM T.J. Watson Research Center, and Agilent Laboratories. Dr. Lee is a co-founder of NationOfMakers.org, past president of the Stanford Optical Society of America/SPIE, and served on the first Steering Committee for the National Photonics Initiative. Her work has been featured by [whitehouse.gov](http://whitehouse.gov), Make, ArsTechnica, The Washington Post, Forbes, and Fast Company.



***Audrey Chaing, Technology Industry Representative***

Audrey Chaing is a blockchain analyst/consultant/investor, and runs the news site [blockchaing.org](http://blockchaing.org). She has been involved in Bitcoin since 2013 and is a member of Oakland Blockchain Developers and SF Ethereum Developers. Previously, she co-founded 2 companies, through which she participated in Start-Up Chile and Singularity University Global Solutions Program. She has a decade of experience on Wall Street as an investor, trader, and research analyst at companies like Credit Suisse, Wells Fargo, and BlackRock.

She has a degree in Computer Science from MIT with a concentration in Artificial Intelligence, and an MBA from the Wharton School of the University of Pennsylvania. Audrey is a frequent speaker at events like Google International Women's Day, Global Blockchain Forum, LendIt/Blockfin, SVIAccelerator InsurTech Bootcamp, CryptoHQ, OneWorld Blockchain at Davos, Crypto@Dropbox, and Codemotion. She created the MIT Applied Blockchain Series, helping entrepreneurs get from idea to demo-able product. She has been quoted in publications like La Repubblica, the second-most-circulated newspaper in Italy, and featured on the following lists: 200+ Thought Leaders in Crypto & Blockchain, Women in Crypto to Watch, Everipedia.



***Brian Behlendorf, Technology Industry Representative***

Brian is the Executive Director of Hyperledger, an open source consortium hosted at the Linux Foundation. He is also on the boards of the Electronic Frontier Foundation and the Mozilla Foundation. Prior to this, he has served as the Chief Technology Officer for the World Economic Forum, and worked in the Office of Science and Technology Policy under the Obama White House in 2009 and 2010. Brian started a series of early Internet companies in San Francisco, including CollabNet and Organic, and was an early employee at Wired Magazine, where he simultaneously co-founded the Apache Software Foundation.



***David L. Tennenhouse, Technology Industry Representative***

David leads the research and innovation activities that are accelerating and extending VMware's technology leadership. He also represents VMware's technology strategy to government customers worldwide. David has a track record of driving innovation in multiple domains. He has worked in academia, as a faculty member at MIT; in government, at DARPA; in industry at Intel, Amazon/A9.com and Microsoft; and as a partner in a venture capital firm. Dr. Tennenhouse has been involved in the strategic planning and execution of programs related to a wide range of technologies, including distributed/cloud computing, blockchain, networking, computer architecture, storage, wireless communications, machine learning, search/advertising, robotics, MEMs, healthcare, and nano/bio-technology.

David holds a BAsC and MASc in Electrical Engineering from the University of Toronto and obtained his PhD at the University of Cambridge. He is a member of the ACM, a Fellow of the IEEE, and a member of the FCC's Technological Advisory Council.

# MEETING PROCEDURES

## Working Group Meetings

(Government Code § 11120 et seq.)

Working Group Members are expected to attend all scheduled meetings. If a member is unable to attend, they must contact the Chair and provide a written explanation of their absence.

Meetings are subject to all provisions of the Bagley-Keene Open Meeting Act (Act). This Act governs meetings of the state regulatory bodies and meetings of committees of those bodies where committee consists of more than two members. It specifies notice of meetings, agenda requirements, and prohibits discussing or acting on matters not included on the agenda. If the agenda contains matters which are appropriate for closed session, the agenda shall cite the statutory section and subdivision authorizing the closed session.

Members should become familiar with the general Bagley-Keene Act requirements, and they are required by law to receive a copy of the Act, which will be done at the Working Group's first public meeting. If members have questions about the Act, they should contact Gabriela Montano at [Gabriela.Montano@GOVOPS.ca.gov](mailto:Gabriela.Montano@GOVOPS.ca.gov).

## Agenda Items

Members may submit agenda items for a future meeting during the "Future Agenda Items" section of a Working Group meeting or directly to the Chair. To the extent possible, the Chair will calendar each Working Group Member's request on a future Working Group meeting.

In the event of a conflict, the Chair shall make the final decision. The Chair will work with the Facilitator to finalize the agenda.

## Notice of Meetings

(Government Code §11120 et seq.)

Meeting notices, including agendas, for meetings will be sent to persons on the Blockchain Working Group's mailing list at least 10 calendar days in advance, as specified in the Bagley-Keene Open Meeting Act. The notice shall include name, work address, and work telephone number of a staff person who can provide further information prior to the meeting. Notices will also be posted online at <https://www.govops.ca.gov/blockchain/>.

## Record of Meetings

The business conducted in open session by the Working Group can be recorded by a registered court reporter or audio recorded at the Working Group's discretion.

In the alternative, minutes or a summary of the open session can be taken. They shall be prepared by Working Group staff and submitted for review by the Chair. Working Group meeting minutes or the summary will be considered and approved or disapproved at the next scheduled meeting of the Working Group. When approved, the minutes shall serve as the official record of the meeting. Properly convened closed meetings also require by law to have minutes taken of the closed session.

## **Quorum**

A simple majority of the Working Group's Members shall constitute a quorum (i.e., 11 of the 21 members).

## **Making a Motion at Meetings**

When a decision or action is to be considered, a Working Group Member should make a motion to propose a decision or course of action.

Upon making a motion, Working Group Members are encouraged to speak slowly and clearly as the motion is being voiced and/or video recorded. Working Group members who opt to second a motion must remember to repeat the motion in question.

The basic process of a motion is as follows:

- An agenda item has been thoroughly discussed and reviewed. (Note: At the advice of the Chair, a motion can be called before discussion.)
- The Chair opens a forum for a Working Group member to make a motion to adopt, modify, or reject the discussed item.
- A Working Group member makes a motion to the Working Group.
- A different Working Group member seconds this motion.
- The Chair solicits additional comment from Working Group members.
- The Chair solicits comment from the public.
- The Chair puts forth the motion to a vote.
- The vote of each Working Group member shall be recorded via roll call vote.
- Upon completion of the voting, the Chair will announce the results of the vote (e.g., "the ayes have it and the motion is adopted" or "the no's have it and the motion fails").

## **Responsibilities of the Chair**

The responsibilities of the Chair include but are not limited to:

Coordinate with GovOps staff and the Blockchain Working Group Manager to schedule meetings, develop and publish an agenda, and prepare necessary materials for participants.

Lead Blockchain Working Group meetings, ensuring that rules and schedule are followed, outcomes are clearly defined, and all members have an opportunity to contribute.

Consult as necessary with members to establish agenda items for future meetings.

Coordinate with Blockchain Working Group consultant to develop a workplan for researching topics to be included in the final report, consulting Working Group Members and outside experts for their contributions, and producing the final report.

Represent the Working Group, as needed, to agency officials, legislative and executive staff or members of the media.

Ensure the final report is delivered on schedule to the GovOps Agency and State Legislature.

# REPRESENTATION ON BEHALF OF THE BLOCKCHAIN WORKING GROUP

## General Rules of Conduct

All Working Group Members shall act in accordance with their oath of office, and shall conduct themselves in a courteous, professional and ethical manner at all times. The Blockchain Working Group serves at the pleasure of the appointing authority, and shall conduct their business in an open manner, so that the public shall be both informed and involved, consistent with the provisions of the Bagley-Keene Open Meeting Act and all other governmental and civil codes applicable to similar public bodies within the State of California.

- Working Group Members shall comply with all provisions of the Bagley-Keene Open Meeting Act.
- Working Group Members shall not speak or act for the Working Group without proper authorization.
- Working Group Members shall not discuss Working Group business matters outside a properly noticed and agenda meeting.
- Working Group Members shall maintain the confidentiality of confidential documents and information related to Working Group business.
- Working Group Members shall recognize the equal role and responsibilities of all Working Group Members.
- Working Group Members shall treat all individuals in a fair, professional, courteous and impartial manner.
- Working Group Members shall not use their positions on the Working Group for personal, familial, or financial gain.

## Working Group Member's Written Correspondence and Mailings

All correspondence, press releases, articles, memoranda or any other communication written by any Working Group Member *in his or her official capacity*, and regarding matters under the jurisdiction or responsibility of the Working Group, must be provided to the Chair in advance of publication. The Chair will retain a copy in a chronological file.

## Communications with Other Organizations, Individuals & Media

All media communications relating to any Working Group action will be handled by the Chair and the Government Operations Agency Deputy Secretary for Communications.

Any Working Group Member who is contacted by the media in relation to Blockchain Working Group business shall not provide a substantive response but shall refer the media inquiry to the Chair.

# TRAVEL FOR BLOCKCHAIN WORKING GROUP BUSINESS

## Expenses Eligible for Reimbursement

Legitimate expenses incurred while traveling to and from Working Group meetings are reimbursable within specific guidelines established by the California Department of Human Resources (CalHR) and State Controller's Office.

Travel should be done in the most efficient and least costly manner. Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the state and will be reimbursed only for the amount that would have been reimbursed had the employee traveled using the least costly method.

The following expenses that may occur during travel to and from required Working Group meetings may be claimed for reimbursement:

- 1) **Meals:** The cost of meals are paid according to the current rates established by CalHR and the State Controller's Office. Because the rate is a flat rate, receipts for meals are not required. However, in the event of an audit, you must be able to produce receipts substantiating the amount claimed.
  - Meals are only covered if travel covers a 24 hour period.
  
- 2) **Travel:** The means of travel must be the most efficient and economical means possible.
  - **Rental Car:** Reservations should be coordinated through Concur.
  - **Personal Vehicle Use:** To be reimbursed for the use of a personal vehicle, a form Authorization to Use Privately Owned Vehicles on State Business (FORM STD 261) must be completed and on file. Mileage includes to and from a Working Group meeting.
  - **Uber, Lyft, Taxi:** The cost of travel by Uber, Lyft and/or Taxi is reimbursed and a receipt is required with submitted claim.
    - Note: Tipping for an Uber, Lyft and Taxi are not reimbursable.
  - **Tolls and Parking:** The cost of tolls and/or parking while using a rental car or personal vehicle may be reimbursed. The actual cost for a toll for parking, a receipt is required with the submitted claim. If a receipt is not with the submitted claim, only \$10 will be paid for each incurred expense.
  
- 3) **Public Transportation:** The cost of travel by public transportation (bus, train, etc.) may be reimbursed. A receipt for both to and return travel is required with the submitted claim.

- 4) **Business Expenses:** Actual expenses incurred while conducting Working Group meetings such as the cost of photocopying, internet access fees, rental car fuel, etc., may be claimed. A receipt is required with the submitted claim.

When receipts are required, the submitted receipt must show full payment and a zero balance.

## **Filing a Travel Expense Claim**

In order to receive payment for travel expenses, Working Group Members must complete and submit a Payee Data Record (STD 204) to the Government Operations Agency. The information is used to establish a record for reimbursement and issuance of a state check.

Additionally, in order to receive reimbursement for private vehicle usage, commissioners must complete and submit an Authorization to use Privately Owned Vehicles on State Business (STD 261) to the Government Operations Agency.

**Step 1:** Complete and sign a Blockchain Travel Claim Tracking Sheet and mail it to the Government Operations Agency. Enclose supportive information such as required receipts for tolls, Uber, Lyft, Taxi, rental car, etc. Clearly written Tracking Sheets and organized receipts will speed the completion of the claim.

**Step 2:** The Travel Expense Claim (Form STD 262) will be prepared by Blockchain Working Group staff based on the Travel Claim Tracking Sheet and receipts received. The completed Travel Expense Claim will be mailed, or emailed, to the claimant for review and signature.

**Step 3:** Upon receiving the Travel Expense Claim, the claimant must review the entries for accuracy, and contact the Blockchain Working Group staff to report any errors. If the completed Travel Expense Claim is correct, the claimant must print out the Travel Expense Claim, using blue ink, provide a signature and the date of signature, and return the original signed Travel Expense Claim to the Government Operations Agency or email a scanned copy to [Gabriela.Montano@GOVOPS.ca.gov](mailto:Gabriela.Montano@GOVOPS.ca.gov).

Address the signed claim to:

California Government Operations Agency  
Attn: Gabriela Montano  
915 Capitol Mall, Suite 200  
Sacramento, CA 95814

**Step 4:** Upon receiving a Travel Expense Claim signed and dated by the claimant, the Blockchain Working Group staff will process the claim for payment. Upon receiving payment, staff will transmit the payment to the claimant by U.S. Mail.

**Recommendation:** Retain copies of your completed Tracking Sheets, Travel Expense Claim forms, supportive information and receipts. Should the claim and supportive documentation become lost in the mail or in processing, the duplicates will be needed.

**Records:** Copies of claims and travel related documents, records of payment are maintained on file at the Government Operations Agency for future reference and audit purposes.

For additional assistance or questions, contact Gabriela Montano at (916) 651-9013 or via email at: [Gabriela.Montano@GOVOPS.ca.gov](mailto:Gabriela.Montano@GOVOPS.ca.gov)