



FAIR POLITICAL PRACTICES COMMISSION

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To: Chair Ravel and Commissioners Eskovitz, Garrett, Montgomery and Rotunda

From: Tina Z. Bass, Chief, Administration Division

Subject: Administration Division Report

Date: October 31, 2011

Since the last report, highlights for the Administration Division are as follows:

- Continued to work on the preparation of documentation and schedules for the Commission Budget for the 2012-13 fiscal year and administration of the current year budget.
- Prepared for agency staff training in November on sexual harassment prevention.
- Updated intranet resources in the Human Resources area.
- Researched various information technology and procurement special projects including streaming video for two meetings, and researching automation of the Form 700.

Following is a listing of hires and separations since the previous report:

Hires:

None

Separations:

Executive/Administration:

Roman Porter, Executive Director
Andy Roadman, Associate Information Systems Analyst

Enforcement Division:

Sue Straine, Supervising Special Investigator II

Technical Assistance Division:

Sandy Johnson, Political Reform Consultant II