



FAIR POLITICAL PRACTICES COMMISSION
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To: Chair Ravel and Commissioners Eskovitz, Garrett, Montgomery and Rotunda

From: Tina Z. Bass, Chief of Administration Division

Subject: Administration Division Report

Date: September 12, 2011

Over the past few months, the Administration Division has completed a variety of projects including:

Fiscal Year-End

Completed the fiscal year 2010-11 and the submittal of the year-end report on time to the State Controller.

New Intranet Site Launch

The new intranet site was launched which offered a variety of new features to staff and a simplified method of getting forms and documents.

Procurement

Received purchasing authority approval for fiscal year 2011-12 procurement activities. 2011-12 fiscal year ongoing contracts and purchase orders were developed and put in place.

Server Migration

Completed migration of all servers and data from the VMWare environment to our new MicroSoft Hyper-V virtual environment. The new environment architecture is modular to allow easier scalability, better in-house support and faster disaster recovery.

Network Routing and Security

The completion of this project moved us out of our end-of-life Astaro firewall/web filtering products, which we replaced with industry standard CISCO solutions. This change has resulted in better security and increased network traffic speed.

Social Media

Worked with the Technical Assistance Division and the Chair to facilitate the launching of facebook and twitter for the agency.

Personnel Update

Following is a listing of hires and separations since the last update in the March 30, 2011 Executive Director's Report.

Hires:

April

Trevor Gonzales	Student Assistant
Jenny Vong	Student Assistant
Rachel Zhen	Student Assistant

May

Cheryl Alarid	Office Assistant (retired annuitant)
Dayna Bryant	Law Clerk (Student Intern)
Victor Calderon	Law Clerk (Student Intern)
Julia Devos	Law Clerk (Student Intern)
Alice Hughes	PRC I (retired annuitant)
Lee Meyers	Law Clerk (Student Intern)
Janelle Yanssens	Law Clerk (Student Intern)

June

Jennifer Hill	Law Clerk (Student Intern)
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July

Zackery Morazzini	General Counsel, Legal Division Chief
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August

Kyle Levy	Law Clerk (Student Intern)
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September

Sharon Brumley	Office Technician (retired annuitant)
Bridgette Gallagher	Law Clerk (Student Intern)

Separations:

May

Amanda Allen Graduate Student Assistant
Shirley Bean Office Assistant (retired annuitant)

June
Scott Hallabrin General Counsel, Legal Division Chief
Alice Hughes PRC I (retired annuitant)

July
Pedro Dal Col Associate Programmer Analyst
Theresa Salazar Law Clerk (Student Intern)

August
Dayna Bryant Law Clerk (Student Intern)
Julia Devos Law Clerk (Student Intern)
Jennifer Hill Law Clerk (Student Intern)
Janelle Yanssens Law Clerk (Student Intern)

September
Cheryl Alarid Office Assistant (retired annuitant)