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

From: Tina Z. Bass, Chief, and Administration Division

Subject: Administration Division Report

Date: March 22, 2012

Since the last report, we have been assisting the Technical Assistance Division (TAD) with the Form 700 and Form 802 postings and have worked on updating our technology security.

Staffing changes have been minimal. As announced at the last Commission meeting, Dominique Word has taken the position of Commission Assistant effective March 19, 2012. In addition, Scott Hallabrin is returning as a retired annuitant in the Legal Division beginning April 9, 2012 and Jack Woodside has accepted a limited term position as a Staff Counsel IV with the Legal Division effective April 2, 2012. Finally, Sandy Johnson has returned in the TAD as a retired annuitant. There have been no separations.