



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
Subject: Administration Division Report
Date: June 27, 2012

DIVISION PROJECTS

Since the last report, the following notable activity has occurred:

- The state fiscal year ends June 30, 2012. The division has been working to finalize all current fiscal year procurement, travel claims, and accounting records. Year-end financial statements are due to the State Controller's Office on July 31, 2012, which means we have been working to close down the books and data input so that reconciliation efforts and report generation can begin.
- The state budget was signed by Governor with no change to the submitted budget for the Commission.
- IT staff obtained bids to update the antiquated audio system in the hearing room. Upon review of requirements and cost, a vendor has been chosen. Work should be completed in early August. Although the entire upgrade could not be completed prior to the July meeting, we have worked with the vendor so that specific problem components can be replaced prior to the meeting which we are assured will provide a temporary solution to the audio problems we experienced at the last meeting.
- The Division has assisted with the logistics of the on-line posting of the Form 700 statements for the judges. IT staff has assisted in providing necessary redaction and scanning technology, and are working to set up a secure website to allow review by the judges prior to posting. We have also assisted in the review and oversight of the scanning process.

NEW EMPLOYEES SINCE THE PREVIOUS REPORT

EXECUTIVE/ADMINISTRATION DIVISION

Sean Nichols, Office Assistant

LEGAL DIVISION

New Interns

Keisha White

Lindsey Nakano

ENFORCEMENT DIVISION

David Bainbridge, FPPC Counsel

Camille Marzion, Staff Services Analyst (RA)

New Interns

Christopher Dietrich

Sydney Munsey

Armeen Komeili

Dana Cohn

Daniel Gideon

Elizabeth Abdelmalak