

Notice
Fair Political Practices Commission
Budget and Staffing Committee Meetingⁱ
April 13, 2020 2:00 p.m.
Unapproved Minutes

The Budget and Staffing Committee was called to order at 2:04 p.m.

1. Public Comment for items not on the Agenda.

- a. No public comment.

2. Approval of March 11, 2020 minutes.

- a. Chair Miadich and Commissioner Cardenas stated that they had no changes to make for the March minutes. The minutes were approved as submitted.

3. Legislative Coordinator Position. Receive information and discuss desired duties, qualifications, and other aspects of legislative coordinator position.

- a. Loressa Hon, Chief of Administration, gave a brief summary of the Legislative Director position. The previous Staff started the position as a Legislative Coordinator into a Legislative and External Affairs Coordinator. In the state arena, the classification is a Staff Services Manager 1 level.
- b. Chair Miadich asked if the position as vacated was different from the position that advertised in December 2015.
- c. Loressa Hon, Chief of Administration, explained that in 2014, the position was an Attorney Class position until reclassified into Legislative Coordinator. Dave Bainbridge, General Counsel, stated that the duties were distributed between Philip Ung and attorneys from the legal division for legislative analysis.
- d. Chair Miadich asked if the salary changed when the position transitioned into an attorney position.
- e. Loressa Hon clarified that the salary was consistent with the Attorney and Staff Services Manager I classifications. The Attorney 1 salary range is higher than the SSM1 class.
- f. Chair Miadich asked if the position would have to be reclassified if one of the qualifications were having attorney experience.
- g. Loressa Hon, Chief of Administration, stated that the duty statement and reclassification of the pay scale can be made by HR in less than a week. Ms. Hon explained the duty distribution between Jay Wierenga and Phillip Ung on External Affairs. Phillip Ung focused on building relationships with people from the Capital and Mr. Wierenga focused on the media, private stakeholders, and other political individuals.
- h. Chair Miadich asked if the Legislative Affairs portion was efficient in time and effort required to justify one full-time employee.

- i. Loressa Hon, Chief of Administration explained that the legislative work was not enough for one full-time employee, so the legislative and external affairs were combined.
- j. Chair Miadich asked what the salary range would be if the Legislative Coordinator position was reclassified as an attorney position.
- k. Loressa Hon, Chief of Administration, stated that the salary range for junior attorney would start at \$5800 to \$10,000 per month. The qualifications would be to complete the BAR license to start at the bottom or have 4-5 years in law experience to start at the top. Ms. Hon explained that this position could be advertised as an attorney 1/Attorney 3 position.
- l. Chair Miadich asked Ms. Hon to come back with a duty statement that would reflect the position as an Attorney classification. Commissioner Cardenas concurred.

The meeting concluded at 2:37 p.m.

ⁱ The Commission has established two separate two-person standing advisory committees, the Budget and Personnel Committee and the Law and Policy Committee, to allow greater participation by individual Commissioners in making recommendations to the full Commission. In recognition of the public's interest in the meetings of these committees, the Commission has directed the committees to allow the public to monitor committee deliberations, whenever possible, by publishing a five-day notice of the meeting and allowing callers to listen to the proceeding with a call-in telephone number. Additionally, the Commission is permitting public participation in the noticed meeting in person or via telephone.

As two-person advisory committees, Bagley Keene Open Meeting Requirements (Government Code Sections 11120 - 11132) do not apply to the committee meeting. However, the Commission will be soliciting public comment before and during the meeting. If you would like to comment on an agenda item prior to the meeting, you may email your comments to the Commission Assistant at CommAsst@fppc.ca.gov. Any comments submitted prior to the meeting will be provided to the committee members for consideration at the meeting.