

From: Public Comment [REDACTED]
Sent: Friday, December 24, 2010 9:47 AM
To: Commission, Prop11
Subject: Additional Public Comment Re: Proposed Agenda Items
Attachments: Agenda.docx

Please see attached for consideration before you prepare the agenda for the January 7th Commission meeting to be noticed today.

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ADDITIONAL PUBLIC COMMENT RE: PROPOSED AGENDA ITEMS

Dear Commissioners,

Please accept this additional public comment expanding on the proposed agenda items I previously submitted for the Commission's consideration. Upon further reflection I would add the following items to the agenda items previously proposed.

Training

Under proposed agenda item #1, I would add training of the final six Commissioners. In this regard, I would recommend that staff contact the six new Commissioners and inquire if they might have already reviewed the video of the training sessions previously provided to the first eight Commissioners, and if not, would they be willing to do so before the Commission's meeting on January 7th.

If all six do so, staff can make the trainers available at the meeting on the 7th without having to repeat the lengthy training sessions to answer any questions that the new Commissioners may have regarding the video training, as well as any additional questions that the first eight Commissioners might have. Approaching training in this manner would save time and money, but more importantly, it would insure that all 14 Commissioners receive identical training.

Additional legal opinions and training

Personnel: Under proposed agenda item #5, I would add training on state personnel policies, especially regarding overtime and proper adherence to job classifications. Government has very stringent requirements regarding what can and cannot be requested of state employees unlike the private sector. For example, a simple request for e-mail PDFs of snail mail from a receptionist may be considered "working outside of a job classification" even though that same classification does allow for opening the mail and placing it in an overnight pouch to a field office. Simple requests like these made with the best intentions can easily run afoul of a labyrinth of government rules and regulations if not properly monitored.

Gifts to State: I would also add legal training on donations to public entities. A key to the Commission's success will be effectively leveraging the minimal budget available. However, accepting support from outside groups can sometimes be considered "gifts to the state". Rules governing gifts to the state are complicated. Policies and procedures for acceptance of, and accounting for, gifts is often discouraging when not clearly explained in advance, but gifts to the state can dramatically impact the quality of public meetings and other work done by the Commission if properly managed.

Budget

Although budget considerations are already mentioned as an element in several proposed agenda items, I would also add the budget as a standalone agenda item to allow for a broad ranging discussion. In particular I would recommend that the 2011-2012 budget be discussed. California operates on a fiscal year of July 1st through June 30th. Accordingly, while the Commission's 2010-2011 budget is only \$3 Million, there is an opportunity to obtain further appropriation in the 2011-2012 state budget that may be expended between July 1st and your August 15th deadline, a critical period when you will be intensely soliciting public comment on your proposed maps.

Time is of the essence as Governor-Elect Brown is actively working on his budget proposals now and will be presenting his proposed 2011-2012 budget to the legislature no later than the constitutional deadline of January 10th. The Legislature has until June 30th to pass the budget, and often ignores that deadline, but Governor-Elect Brown has publicly declared his intention to work towards a final budget agreement in just 60 days. This small window of opportunity can, and should, be used to obtain desperately needed additional funds because government budgets are not routinely revised as they can be in the private sector to address evolving project requirements.

Action Items

I would also add a catchall agenda item for action items in the event that during the course of the meeting the Commission would like to formally adopt policies and procedures.

For ease of reference I attach a revised list of proposed agenda items with these new proposed items highlighted in bold italics. Thank you for your consideration.

Sincerely,

Heather Peters

PROPOSED AGENDA ITEMS

1. Swearing in of final 6 Commissioners
 - a. ***Training of Commissioners***
2. Discussion of Commission structure including:
 - a. Selection of permanent Chair/Co-Chair
 - b. Discussion of, and possible establishment of, subcommittees
 - c. Other structural issues
3. Briefing by Secretary of State's office (SOS) regarding transition issues including
 - a. Support provided by SOS to date
 - b. Future support to be provided by SOS
 - c. Expectations regarding limitations/ termination of support by SOS
 - d. Allocations of costs incurred by SOS & State Auditor in providing support
 - e. Accounting of monies expended to date and balance of remaining budget
 - f. Other transition issues
4. Discussion of staffing including:
 - a. Process for reviewing applications for four advertised positions
 - b. Process for interviews
 - c. Discussion of other potential staff needed and process for hiring
 - d. Consideration of the use of Retired Annuitants under the Boomerang program (<https://boomerang.ca.gov/>) to minimize staffing costs
 - e. Other staffing issues
5. Legal opinions/training needed
 - a. Application of Guidance on Conflicts of Interest to hiring of staff
 - b. Policy for using closed session re: personnel issues
 - c. State hiring procedures/restrictions
 - d. State contracting procedures/restrictions
 - e. Language translations
 - f. Other legal issues
 - g. ***State personnel policies***
 - h. ***Donations to public entities***
6. Discussion of project planning including
 - a. Priorities

- b. Phases of Commissions work
 - c. Timelines
 - d. Milestones
 - e. Budget
 - f. Other project planning issues
7. Discussion of statewide meeting plans to solicit public comment on redistricting including:
- a. Number of meetings desired
 - b. Geographic distribution of meetings
 - c. Timing
 - d. Number of commissioners and staff attending each meeting
 - e. Length of meetings
 - f. Format of meetings
 - g. Logistical support desired for each meeting (stenographer, videographer, webcast, projection, maps, blow ups, handouts etc.)
 - h. Budget
 - i. Other meeting planning issues
8. Discussion of possible public outreach plan to increase participation (and related budget)
9. Discussion of vendors/consultants that will be needed including:
- a. Number and types that might be needed (experts in voting patterns, mapping, website/electronic outreach, etc.)
 - b. Requests for Proposal (RFP) or Requests for Quotes (RFQ) that may be needed
 - c. Timing
 - d. Budget

10. Discussion of budget

11. Discussion of other Commission matters

12. Public comment

13. Possible action re: adoption of policies and procedures

14. Instructions to staff re: preparation for next Commission meeting.

15. Adjournment