

## Finance and Administration Subcommittee Report

3/29/2021

### **Hiring:**

Candidate for the Accountant position has been identified. Alicia and Neal have reviewed the posting and resume and support the hire.

### **Hiring Policy:**

The Finance and Administration subcommittee was directed to review the current hiring policy and consider whether the policy should be changed to have hires discussed in closed session so that the names of the hires could be considered.

#### Current Policy:

Any decision to hire an employee may only be made at a public meeting of the Commission. The hiring process for the Executive staff will be conducted by the entire Commission in closed session. The hiring process for all other staff positions will be conducted by the executive responsible for overseeing that position. Once a candidate for a staff position has been identified, the job description and candidate's resume will be submitted to the Finance and Administration subcommittee for review prior to being presented to the full Commission for approval. Hiring of all Commission employees requires nine or more affirmative votes including at least three votes of members registered from each of the two largest parties and three votes from members who are not registered with either of the two largest political parties in California. (Gov. Code Sec. 8253(a)(5).)

#### Proposed Policy:

After discussion, the subcommittee does not suggest any changes. The Commission had extensive discussions on this topic and decided rather than have everyone review job postings and resumes, to delegate this to the Finance and Administrative subcommittee. In addition, the Commission decided that what was important was approving the positions, not necessarily specific candidates. Finally, we did not feel that moving to closed session for other than executive hires is a prudent use of our limited time.

### **Transcripts:**

There was a misunderstanding on the part of the subcommittee. Transcripts are being created and Raul is working on accessing them for posting.

### **Recommendation for agenda management:**

The subcommittee recommends that we do not acquire an automated agenda building solution for several reasons. First, the time required to acquire, setup, and train would encompass a significant amount of the total time the Commission has to complete its work. Second, once the main work of the Commission is completed, it is unclear how we would be able to post that data on our web site. Finally, the cost was fairly high for such a short-term solution.

The subcommittee recommends that we continue with our current agenda building approach and have the new Commission Administrative Assistant capture meeting notes, actions, decisions, and video times in a revised agenda.

In addition, we will explore having our Administrative Assistant upload that to YouTube Government which will automatically index the video. This is the process currently used by the State Department of Education. An example can be found here <https://www.youtube.com/watch?v=FeCwzcEij0I>. Click “show more” in the description to see the indexing. Kristian has offered to provide training and suggestions for improving the process.

**Business Meeting Costs:**

The table below is a summary of the costs for our business meetings. We gathered this information so that the Commission would be aware of the costs and cancellation requirements in the case that the agenda for a given meeting would not require all the days that had been set aside. While 24-hour notice is the minimum, canceling two days ahead of time would be advisable. In addition, the cost to extend a meeting for a few hours is significantly less than an additional meeting day so that could be a scheduling consideration.

**Meeting Costs for Contracted Services**

	<b>Reg. Rate</b>	<b>After 5pm Weekdays</b>	<b>Weekend Rate</b>	<b>Notice to Cancel</b>	<b>Other Requirements</b>
<b>Videography</b>	\$5429/day*	CMAS Contract does not include additional fees			Cost per meeting day is accrued whether open or closed session or full or partial meeting day
<b>Sign Language</b>	\$58/hr.; \$522/day	\$60.90/hr.	\$60.90/hr.	24 hrs. Charge of 4 hrs. if not provided	2 interpreters req'd if over 60 min. OT at 1.5 Xs rate over 8 hours
<b>Captioning</b>	\$125/hr. \$1125/day	Videography contract includes these costs			Captioning provided as a subcontractor under videography contract
<b>Transcription</b>	\$5.85/page; \$100/day appearance fee; \$1300-\$1500/day	add \$30/hr.	add \$50/hr.	24 hrs. Charge of \$100 if not provided	1 day notice to work after 5pm
<b>* Cost includes ZOOM for CRC</b>					