



STATE OF CALIFORNIA
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: August 28, 2012

DIVISION PROJECTS

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

- Working on budget requests, reconciling positions and revenue projection for the preparation of the Commission's portion of the 2013-14 Governor's Budget.
- Purchasing desktop scanners to improve efficiencies in the scanning process for Form 700's in the Technical Assistance Division. This effort is in line with the Chair's efforts to make information more immediately available to the public.
- Continued fine tuning of the updated audio system in the hearing room. At the August meeting, we found that the system provided enhanced sound quality and was easier to manage than the old system.
- The annual state charitable drive, California State Employee Charitable Campaign, is gearing up. The Administration Division will again coordinate the effort for commission staff.
- The Division continues to assist with the logistics of the on-line posting of the Form 700 statements for the judges.
- We have three student assistants who will be leaving at the end of August. I would like to take the opportunity to thank Brianne Kilbaine, Christina Luares, and Jason Perez for all of their help in the Technical Assistance Division.

NEW EMPLOYEES SINCE THE PREVIOUS REPORT

<u>Executive / Administration Division</u> Patrick O'Brien Assoc. Programmer Analyst September 10, 2012 <u>Legal Division</u> Harjeet Gidha – August 20, 2012	<u>Enforcement Division</u> New Interns: Justin Hiza – August 16, 2012 Jamie Kuryllo – August 17, 2012 Catherine Bonanno – August 28, 2012 Jamie Kuryllo – August 28, 2012 Erinn Ryberg – August 28, 2012
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