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Information/Action

Executive Committee

Approval of the Commission's 2006 Meeting Schedule

Executive Summary: Staff will present options for the Commission to consider regarding the 2006 Commission meeting schedule.

Recommended Action: The Executive Committee could recommend a meeting schedule for 2006.

Presenter: Cheryl Hickey, Consultant, Executive Office.

Strategic Plan Goal: 2

Continue to refine the coordination between Commissioners and staff in carrying out the Commission's duties, roles and responsibilities.

- ◆ Continuously improve the development, distribution and dissemination of agenda and information to the Commission.

Approval of the Commission's 2006 Meeting Schedule

Introduction

Each year, at the May or June meeting, the Commission reviews and approves its proposed meeting dates for the following year. This item will present options for the Commission's 2006 meeting schedule for consideration by the Executive Committee.

Background

Education Code Section 44215 provides, in pertinent part, that "(t)he Commission shall meet at least once each month in no fewer than ten months each year." In an effort to reduce costs associated with meetings of state boards and commissions at a time of fiscal uncertainty, the Department of Finance issued Budget Letter 04-38 in December 2004, included as Appendix A to this item, which directed boards and commissions to limit their meetings to one annually, if such limitation did not require statutory change.

Although the Commission is governed by Education Code 44215, it attempted to meet the spirit of the Department of Finance directive and reduced the number of meetings in 2005 to seven – one less than the prior year. The 2005 schedule adopted includes three two-day meetings and four one-day meetings and is in compliance with the applicable statute. Three meetings remain for the rest of this calendar year. They are August 11, October 5, and November 30 – December 1, 2005.

At its April 14, 2005, meeting, the Commission responded to a directive from the Department of Finance to consider and approve options for reductions in expenditures and revenue enhancements to address the Commission's fiscal situation. Those options approved by the Commission were then forwarded to the Department of Finance and the Administration for consideration for possible inclusion in the Governor's May Revision. Among the options approved by the Commission was a reduction in the costs associated with Commission meetings and elimination or changing the existing statute. In addition, the Commission approved an option that would eliminate the reimbursement of the ex-officio members of the Commission.

At the time of the preparation of this agenda item it is unknown whether there will be any support or encouragement given to changing or eliminating the statute related to Commission meetings in the Governor's May Revision. Therefore staff has provided four options that meet the current statutory requirement. Should legislation that would eliminate the requirement that the Commission meet a minimum of 10 months in the year be introduced, the Commission could revisit the 2006 Commission meeting dates at a later meeting.

The Executive Director and Senior staff has determined that the proposed calendars meet the workload needs, goals, and objectives of the Commission. These have been reviewed to ensure

that the proposed schedules provide sufficient opportunity for a thorough review of policy issues by both the Commission and all stakeholders. The proposed meeting dates are also designed to maximize attendance by all Members by taking holiday and school schedules into consideration, to the extent possible.

The proposed schedules take into account the current fiscal constraints resulting from California's severe budget crisis. At the direction of the Department of Finance, Commission staff is constantly reviewing its budget and all expenditures to determine any potential cost savings. Costs for each meeting are based on transportation, hotel, and per diem.

Schedule A proposes 3 two-day meetings and 4 one-day meetings with an annual cost of \$48,450. Schedule A is similar to the schedule for 2005 but would be less expensive than this year's schedule, given the elimination of the reimbursement to the ex-officio representatives on the Commission. Schedule B proposes 4 two-day meetings and 2 one-day meetings with an annual cost of \$44,700 – one less scheduled meeting than the 2005 schedule. Schedule C is similar to Schedule B, but proposes different dates. Schedule D proposes 6 two-day meetings with an annual cost of \$49,140. Schedule D would reduce the number of meetings from the 2005 schedule by one, but actually increase the number of days the Commission meets by two because of the two-day nature of all six meetings.

Schedule A

Jan 31 - Feb 1	Aug 10
Mar 9	Sep - No Mtg
Apr 20	Oct 12
May 31 - Jun 1	Nov 30 - Dec 1
July - No Mtg	

Schedule B

Jan 31 - Feb 1	Jul 31 - Aug -1
Mar 15	Sep 20
Apr - No Mtg	Oct - No Mtg
May 31 - Jun 1	Nov 31 - Dec1

Schedule C

January 31- Feb 1	July – No Mtg
March – No Mtg	Aug 31 – Sept 1
April 6	October 19
May 31 – June 1	Nov 30 – Dec 1

Schedule D

Jan 31 - Feb 1	Jul 31 - Aug 1
Mar - No Mtg	Sept 13-14
Apr 4-5	Oct - No Mtg
May 31 - Jun 1	Nov 30 -Dec 1

Attachment A

BUDGET LETTER

	NUMBER: 04-38
SUBJECT: ANNUAL MEETINGS FOR STATE ADVISORY BOARDS AND COMMISSIONS	DATE ISSUED: December 13, 2004
REFERENCES: GOVERNMENT CODE SECTION 13337.3 (a) (1)	SUPERSEDES: BL 03-02

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

Budget Officers are requested to forward a copy of this Budget Letter (BL) to Departmental advisory board and commission members.

BL 03-02 directed all State advisory bodies to limit their meetings to one annually, if such limitation did not require statutory change. Although this limitation is no longer required, all State advisory bodies are directed to exercise fiscal prudence to limit the number of meetings held throughout the year to only those deemed absolutely necessary.

Per Government Code Section 13337.3 (a) (1), "Advisory body" means every board, bureau, commission, committee, panel, task force, or similar group created by statute or executive order whose principal function is to review, advise, plan, advocate, or promote.

If you have any questions, please contact your Department of Finance Budget Analyst.

/s/ Stephen W. Kessler

STEPHEN W. KESSLER
Deputy Director