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Action

Executive Committee

Ex-Officio Reimbursement

Executive Summary: The Executive Committee will discuss whether to approve action to reinstitute the Commission's policy to provide reimbursement to the four Ex-Officio members for attendance at Commission meetings.

Recommended Action: That the Commission reinstitute its policy to provide reimbursement to the Ex-Officio members for their attendance at Commission meetings.

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.

- ◆ Regularly update the Commission's policies and procedures.

November – December 2006

Ex-Officio Reimbursement

Introduction

For many years, the Commission reimbursed all members of the Commission, voting and non-voting, for their attendance at Commission meetings. In April 2005, the Commission took action to eliminate reimbursement for its Ex-Officio members. The Executive Committee will discuss whether to change the policy adopted in April 2005 and reinstitute a policy of reimbursing all members of the Commission, regardless of voting status, for their attendance at Commission meetings.

Background

Until April 2005, all members of the Commission were provided with reimbursement for travel related to attending Commission meetings. In early 2005, the Commission had identified a significant shortfall in the Teacher Credentials Fund and the Test Development and Administration account. Under the direction of the Department of Finance, staff was required to submit to the Commission for its consideration and action a list of proposed priorities for Fiscal Year 2005-06 and potential areas for expenditure reduction. The Commission was asked to “think outside the box” and to propose both revenue enhancements and cuts that would allow the Commission to live within its means. The size of the requested reductions was approximately \$2.6 million in the Teacher Credentials Fund and \$925,000 in the Test Development Administration Account.

As a result, at the April 2005 Commission meeting, the Commission approved numerous options to reduce its expenses and to bring its revenues and expenditures into greater alignment. The proposal to eliminate reimbursement to Ex-Officio members was adopted by the Commission as one of many expenditure reductions. At that time this option was projected to save the Commission \$14,000. As a result of this action, the Ex-Officio members have not been reimbursed by the Commission for any travel expenses incurred for attendance at Commission meetings since August of 2005. In most cases, the educational systems or agencies represented by the Ex-Officio members have assumed the cost for their participation in Commission activities since that time.

In reviewing the Commission’s current budget situation, staff has determined that the former practice of reimbursing all members of the Commission equally for their participation at Commission meetings can now be supported. The current policy of distinguishing between Ex-Officio members and all other members of the Commission for the purposes of reimbursement can be revised. Reinstating the Commission’s former policy would recognize the important role played by all members of the Commission regardless of voting status or representation.

Further, the idea to return to the Commission’s former policy was also independently suggested by members of the Commission at the September 2006 meeting.

The increased cost for resuming reimbursement for Ex-Officio travel to Commission meetings is approximately \$14,000 annually under the currently adopted meeting schedule (6 two-day meetings). If the Commission adopts one of the two possible alternative schedules in Agenda Item 1F, the fiscal impact of reimbursing Ex-Officios will differ. Under the Possible Revised Schedule A (6 two-day meetings, and 3 one-day meetings), the additional cost of reimbursing Ex-Officio members would be approximately \$19,500, and under the Possible Revised Schedule B (3 two-day meetings and 6 one-day meetings) the additional cost would be approximately \$18,000. The Commission's budget can support these additional costs regardless of the schedule adopted by the Commission. If adopted by the Commission, the Commission staff recommends that this policy begin at the next regularly scheduled meeting.

Recommendation

Staff recommends that the Commission reinstitute its former policy of reimbursing all members of the Commission, including Ex-Officio members, for expenses related to participation in Commission meetings, effective January 2007.