



THE STATE BAR OF CALIFORNIA

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Work Plan Review Process

BCSR

10/21/05

**Open / Information
Item IV.F.**

Date: October 3, 2005

To: Member Oversight Committee
Regulation, Admissions, and Discipline Committee
Stakeholder Relations Committee

From: Francisco Gomez, Committee Coordinator, Board Planning, Program Development,
and Budget Committee ("PPDB")

Re: Work Plan Review Process

The following is a description of the State Bar advisory committee work plan process and an explanation of how it fits within the Board of Governors Strategic Management Cycle.

Background

Historically, the State Bar has operated with a number of "Standing Committees" (e.g. Committee on the Administration of Justice, Committee on Ethnic Minority Relations) that have focused on specific issues and operated with little oversight by the Board of Governors. The State Bar also works with a number of other entities, including commissions and boards (e.g., California Commission on Access to Justice, Legal Services Trust Fund Commission, California Young Lawyers Association Board of Directors). The role of these various advisory committees has been to advise the Board on specific issues within their charge and recommend Board action as each entity determines appropriate. The ad hoc nature of the advisory committees and the lack of oversight over their work has sometimes resulted in a duplication of efforts, as well as work being completed by the advisory committees that is either not adopted or actively opposed when finally presented to the Board.

These advisory committees are key stakeholders of the State Bar. They are comprised of committed and interested bar members and others who seek to make a difference in the administration of justice. However, in designing and implementing the new governance structure it became clear that the Board needed a better way to oversee the work of these groups.

Current Year Work Plan Assessment Process

The Board oversight committees must conduct a current year assessment of the advisory committee work plans for presentation at the following year's planning session. Last year was the first time that the oversight committees conducted a current year assessment, and frankly, it was done with very little lead-time, resulting in an over emphasis on the year-end rather than ongoing reporting by advisory committees.

We have asked the State Bar advisory committee staff liaisons to submit a brief written report summarizing their committee's 2005 accomplishments and activities by December 1, 2005. These summaries will be distributed to the pertinent oversight committees.

Oversight committee members should review the current year work plans (2005) and summaries. We will redistribute the fiscal year 2005 work plans to you early in October.

Staff and advisory committee chairs will make themselves available to answer questions regarding the work plans and current year summaries. Contact information will be provided.

In conducting your assessment, please consider the following:

1. What do we want to accomplish?

Evaluate program performance, track progress against the plan, identify improvements, and recognize/reward performance.

2. How will this be accomplished?

The manner in which the committee chooses to structure its assessment is entirely up to each committee (Method might be influenced by the committee's size and the number of work plans assigned to the committee). However, the oversight committee should consider the following when conducting its assessment:

- Has the advisory committee or staff provided the required information in a format that relates program activities to established measurable outcomes and performance measures?
- If insufficient information has been presented about performance measures, what additional information is needed and when can that information feasibly be provided?
- If sufficient information has been presented, what program accomplishments were achieved and which were not achieved and why?
- What changes, if any, should be made to the direction and desired outcomes related to the program?