

# **OPEN SESSION**

## **AGENDA ITEM**

### **SEPTEMBER 2018**

#### **FINANCE AND PLANNING COMMITTEE ITEM III.F.**

**DATE:** September 13, 2018

**TO:** **Members, Finance and Planning Committee**

**FROM:** John F. Adams, Chief Financial Officer

**SUBJECT:** **Finance and Planning Committee Work Plan Review**

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#### **EXECUTIVE SUMMARY**

This agenda item presents the Finance and Planning Committee 2017-18 Work Plan and reviews the accomplishments of the previous year.

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#### **BACKGROUND**

To strengthen the Board committee process, each Board committee, with staff assistance, has developed a work plan summarizing the annual, recurring and time-limited items to be undertaken, the strategic goal(s) and objective(s) furthered by each item and an estimated timeline for the completion of this work.

Work Plans for the 2017-18 Board year were developed in the fall of 2017 and approved by the Board Executive Committee in January, 2018. At that time, however, no process was established for review of the work plans. Nor was consideration given to ensuring the alignment of the work plans with the Board's larger strategic planning efforts.

#### **DISCUSSION**

This item is intended as a discussion item for the Finance and Planning Committee and to alert the members to a proposal before the Board Executive Committee to modify the process of developing Committee Work Plans.

Attached is the Work Plan developed by the Committee in 2017 and approved by the Board Executive Committee. Members are encouraged to provide input regarding how the work plan can be improved in the future and better used to guide the work of the Committee and advance the Strategic Plan of the Bar.

**FISCAL/PERSONNEL IMPACT**

None

**RULE AMENDMENTS**

None

**BOARD BOOK AMENDMENTS**

None

**STRATEGIC PLAN GOALS & OBJECTIVES**

Goal: 1. Successfully transition to the “new State Bar”— an agency focused on public protection, regulating the legal profession, and promoting access to justice.

Objective: c: Implement and pursue governance, composition, and operations reforms needed to ensure that the Board’s structure and processes optimally align with the State Bar’s public protection mission.

**RECOMMENDATION**

None

**ATTACHMENT(S) LIST**

A. Finance and Planning Committee Work Plan

State Bar of California  
Finance & Planning Committee

2017-18 Work Plan

Annual/Recurring	To Committee? / By When?	To Board? / By When?	Link to Strategic Plan	Status
• Schedule of Fees, Penalties, Charges & Deadlines	Nov 2/3, 2017	Nov 2/3, 2017	5(f)	Completed
• Present preliminary budget (November annually)	Nov 2/3, 2017	Annually	5(f)	2018 Complete 2019 Pending
• Review final budget (January annually)	-	Jan 26, 2018	5(f)	2018 Complete
• Review investment policy and reserves policy	Mar 8/9, 2018	As needed	5(f)	Complete
• Ongoing improvement of communicating to BOT/Stakeholders of key financial metrics	Mar 8/9, 2018	As needed	1,3, 5	Ongoing
• Plan & facilitate annual strategic plan session	Mar 8/9, 2018	Annually		Complete
• Develop annual planning & budget development cycle	Mar 8/9, 2018	Annually		Ongoing
• Review Q4 financials	Mar 8/9, 2018	Mar 8/9, 2018	5(f)	Complete
• Review Q1 financials.	May 17/18, 2018	May 17/18, 2018	5(f)	Complete
• Review Q2 financials	Sept 13/14, 2018	Sep 13/14, 2018	5(f)	Pending
• Review Board and committee functioning, including monitoring the financial implications of policy initiatives of other committees	Ongoing	Ongoing	1,3	Ongoing
• Review expenses/income to assess financial performance	Ongoing	Ongoing	3	Ongoing