



The State Bar *of California*

OPEN SESSION AGENDA ITEM JANUARY 2019 FINANCE & PLANNING COMMITTEE III.B

DATE: January 25, 2019

TO: Members, Finance & Planning Committee

FROM: John Adams, Chief Financial Officer

SUBJECT: Discussion and Adoption of 2019 Finance & Planning Committee Work Plan

EXECUTIVE SUMMARY

This agenda item presents the Finance & Planning Committee 2019 Work Plan. It is presented to the committee for adoption. If adopted by the Finance & Planning Committee, it will be presented to the Board Executive Committee for approval.

BACKGROUND

To strengthen the Board committee process, each Board committee, with staff assistance, develops 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 2019 Board year were developed in the fall of 2018 and will be presented for approval by the Board Executive Committee during its committee meeting later today.

DISCUSSION

Attached is the proposed Finance & Planning Committee Work Plan for 2019. Many of the items recur annually and so, are identical to the in the Committee's 2018 plan. Many items remain consistent from last year, including:

- Review quarterly financial reports
- Participate in the annual State Bar Budget Process
- Review of financial policies & procedures
- Assist in Planning & Facilitation of Annual Strategic Plan Session

The following items are new for the 2019 work plan:

- Monitoring Progress on Strategic Plan
- Monitoring the new State Bar Performance Metrics

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: b. 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.

RECOMMENDATIONS

It is recommended that the Finance and Planning Committee adopt the following resolution:

RESOLVED, that the Finance & Planning Committee adopt the Finance & Planning Committee 2019 Work Plan attached to this item.

ATTACHMENT(S) LIST

- A.** Finance & Planning Committee 2019 Work Plan

State Bar of California
Finance & Planning Committee

ATTACHMENT A: 2019 Work Plan

Annual/Recurring	To Committee? / By When?	To Board? / By When?	Link to Strategic Plan	Status
<ul style="list-style-type: none"> Monitoring Progress on Strategic Plan 	Ongoing	Ongoing	3	
<ul style="list-style-type: none"> State Bar Performance Metrics <ul style="list-style-type: none"> Monitor Implementation Communicate to Stakeholders 	Ongoing	Ongoing	1,3,5	
<ul style="list-style-type: none"> Review Finance Policies (could include:) <ul style="list-style-type: none"> Investment policy Cost Allocation Policy Cost Recover Policy Other Policies As Needed 	May 2019	May 2019	5(d)	
<ul style="list-style-type: none"> Ongoing improvement of communicating to BOT/Stakeholders of key financial metrics 	As needed	As needed	1,3,5	
<ul style="list-style-type: none"> Assist in Planning & Facilitation of Annual Strategic Plan Session 	January 2019	Annually		
<ul style="list-style-type: none"> Participate in Annual Budget Process <ul style="list-style-type: none"> Mid-Year Budget Review Develop annual planning & budget development cycle Review preliminary budget Review final budget 	September 2019 September 2019 November 2019 January 2020	Annually	5(d)	
<ul style="list-style-type: none"> Quarterly Review of Financial Reports <ul style="list-style-type: none"> Review Q4 financials Review Q1 financials Review Q2 financials 	March 2019 May 2019 September 2019	March 2019 May 2019 September 2019	5(d)	
<ul style="list-style-type: none"> Review Board and committee functioning, including monitoring the financial implications of policy initiatives of other committees 	Ongoing	Ongoing	1,3	
<ul style="list-style-type: none"> Review expenses/income to assess financial performance 	Ongoing	Ongoing	3	Ongoing