



The State Bar *of California*

OPEN SESSION AGENDA ITEM SEPTEMBER 2019 FINANCE AND PLANNING COMMITTEE III.C.

DATE: September 19, 2019

TO: Members, Finance and Planning Committee

FROM: John Adams, Chief Financial Officer

SUBJECT: Finance and Planning Committee 2018-2019 Work Plan Review

EXECUTIVE SUMMARY

This agenda item presents the Finance and Planning Committee 2018-19 Work Plan and provides a status of the work plan.

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 2018-19 Board year were developed in the winter of 2018 after the strategic planning session in January and approved by the Board Executive Committee in January, 2019. Work plans are aligned with the Board's larger strategic planning efforts and items are linked to the State Bar's Strategic Plan.

DISCUSSION

This item is intended as a discussion item for the Finance and Planning 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 State Bar.

Attached is the Finance and Planning Committee Work Plan for 2018-19. Many of the items recur annually and are ongoing, but there were two new items for 2019. Below is a brief summary of the accomplishments to date:

- New State Bar Performance Metrics were implemented in 2019. (New)
- Monitored progress on the State Bar's 2017-2022 Strategic Plan. (New)
- Assisted in planning and facilitation of Annual Strategic Plan Session in January 2018.
- The Cost Allocation Policy was reviewed and approved in March 2019 in compliance with the State Auditor's Recommendation.
- Reviewed the 1st and 2nd Quarterly Financial Reports.

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.

ATTACHMENT(S) LIST

- A. Finance and Planning Committee Work Plan

State Bar of California
Finance and Planning Committee

Updated 2018-19 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	Ongoing
<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	Implemented Ongoing
<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)	Ongoing Cost Allocation Completed
<ul style="list-style-type: none"> Ongoing improvement of communicating to BOT/Stakeholders of key financial metrics 	As needed	As needed	1,3, 5	Ongoing
<ul style="list-style-type: none"> Assist in Planning and Facilitation of Annual Strategic Plan Session 	January 2019	Annually		Completed
<ul style="list-style-type: none"> Participate in Annual Budget Process <ul style="list-style-type: none"> Mid-Year Budget Review Develop annual planning and budget development cycle Review preliminary budget Review final budget 	September 2019 September 2019 November 2019 January 2020	Annually	5(d)	Pending
<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)	Completed
<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	Ongoing
<ul style="list-style-type: none"> Review expenses/income to assess financial performance 	Ongoing	Ongoing	3	Ongoing