



The State Bar of California

OPEN SESSION AGENDA ITEM JANUARY 2020 FINANCE COMMITTEE III.A

DATE: January 24, 2020

TO: Members, Finance Committee

FROM: John Adams, Chief Financial Officer

SUBJECT: Review of Metrics for Offices Within Finance Committee Purview

The 2019 October and November Monthly Metrics Report has been submitted to the Board of Trustees as an attachment to the Executive Director's January 2020 report. This agenda item addresses metrics under the purview of the Finance Committee where identified performance targets were not met.

FINANCE COMMITTEE METRICS PERFORMANCE

- Metric F-4, Process 100 percent monthly financial statement accurately and on time within 20 days of the close of the month
 - Target, 100 percent; October and November performance, did not meet.

Due to the manual nature of month end closing, staff was not able to meet this metric. Significant progress has been made towards implementing a new financial system and staff expects to go-live during the first quarter of 2020. Once implemented, the system will eliminate and streamline some month end closing processes, which should enable staff to meet this measure by the end of the second quarter of 2020.

- Metric HR-2, Performance evaluations processed within 30 days of due date
 - Target, 100 percent; October and November performance, 63 and 77 percent, respectively

Performance evaluation completion remains a priority of executive management. A new policy that tied executive merit increases to timely performance reviews was recently implemented and this metric's performance in the month of November is encouraging.