



The State Bar *of California*

OPEN SESSION AGENDA ITEM JANUARY 2021 BOARD EXECUTIVE COMMITTEE III.D

DATE: January 21, 2021

TO: Members, Board Executive Committee

FROM: Dag MacLeod, Chief, Mission Advancement & Accountability D

SUBJECT: Approval of 2021 Board Committee Work Plans

EXECUTIVE SUMMARY

This agenda item presents 2021 work plans of the Board's standing committees for approval by the Board Executive Committee.

BACKGROUND

The Board Executive Committee is responsible for approving work plans adopted by the standing committees of the Board: (1) the Audit Committee, (2) Finance Committee, and (3) the Regulation and Discipline Committee.

DISCUSSION

Attached to this item are work plans adopted by the Audit Committee, Finance Committee, and the Regulation and Discipline Committee. Each of these committees developed its work plan for the 2021 Board year to ensure alignment of their work with the State Bar's strategic plan and provide guidance and accountability for committee members and State Bar staff. Each work plan summarizes the work under the purview of the committees in two broad categories: annual work that is part of the ongoing work of the State Bar, and time-limited, one-time projects. For each item, the work plans include an estimated timeline for completion or presentation to the Board committee and/or the full Board of Trustees.

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES OF THE STATE BAR

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & OBJECTIVES

Goal: None - core business operations

RECOMMENDATIONS

Should the Board Executive Committee concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Board Executive Committee approve the work plans adopted by the Audit Committee, Finance Committee, and the Regulation and Discipline Committee; and, authorize staff to maintain the work plans and make technical edits and corrections to them as needed.

ATTACHMENT(S) LIST

- A.** Draft Work Plan of the Audit Committee
- B.** Draft Work Plan of the Finance Committee
- C.** Draft Work Plan of the Regulation and Discipline Committee

State Bar of California
Committee on Audit - Draft 2021 Work

ATTACHMENT A

Plan

Annual / Recurring Items	To Committee? By When?	To Board? By When?	Link to Strategic Plan
<ul style="list-style-type: none"> Evaluate and Monitor Internal Controls: <ul style="list-style-type: none"> Ensure internal control review conducted every 5 years 	As Needed	As Needed	Core Business Operations
<ul style="list-style-type: none"> Meet with Chief Financial Officer and other members of State Bar leadership every 2 years to review the internal control structure 	As Needed	As Needed	
<ul style="list-style-type: none"> Monitor implementation of corrective actions 	As Needed	As Needed	
<ul style="list-style-type: none"> Review quarterly Travel Expense Reports 	Quarterly	Quarterly	
<ul style="list-style-type: none"> MAAD Compliance Review & Activities: <ul style="list-style-type: none"> Identify new priority areas 	Mid 2020	Mid 2020	Compliance
<ul style="list-style-type: none"> State Auditor's Audit (Every 2 years): <ul style="list-style-type: none"> Monitor progress Evaluate findings and recommendations Monitor implementation of corrective actions 	Late 2020 to Early 2021 Late 2020 to Early 2021 Mid 2020	May 2021	Compliance
<ul style="list-style-type: none"> Annual Financial Statement Audit: <ul style="list-style-type: none"> Approve scope and fees, meet with auditor, assess independence Monitor progress Review audited financial statements Evaluate findings and recommendations Monitor implementation of corrective actions 	November Ongoing April April Ongoing	NA As Needed May As Needed As Needed	Compliance
<ul style="list-style-type: none"> Recommend appointment or contract extension of external auditors 	As Needed	As Needed	
<ul style="list-style-type: none"> Business Continuity Plan Review: <ul style="list-style-type: none"> Understanding Risk & Provide Feedback Monitor implementation 	Mid to Late 2020	Mid to Late 2020	Core Business Operations

Annual / Recurring Items	To Committee? By When?	To Board? By When?	Link to Strategic Plan
<ul style="list-style-type: none"> • IT Systems Assessment (Every 2 years): 	Mid 2020	Late 2020	Goal 3.i.
<ul style="list-style-type: none"> ○ Approve scope and fees ○ Monitor progress ○ Review consultants' reports and evaluate findings and recommendations 			
<ul style="list-style-type: none"> ○ Monitor implementation of corrective actions ○ In years between IT systems assessments, meet with IT staff 			

State Bar of California
Committee on Finance – Draft 2021 Work Plan

ATTACHMENT B

Annual / Recurring Items	To Committee? By When?	To Board? By When?	Link to Strategic Plan
<ul style="list-style-type: none"> Review Investment Policy and other Finance Policies as needed 	Ongoing	Ongoing	5(d)
<ul style="list-style-type: none"> Annual Report of Debt Collection Efforts for 2020 	March 2021	March 2021	3(e)
<ul style="list-style-type: none"> Participate in Annual Budget Process <ul style="list-style-type: none"> Review 2021 final budget Mid-Year 2021 Budget Review 	December 2020 September 2021	January 2021 September 2021	5(d)
<ul style="list-style-type: none"> Quarterly Review of Financial Reports <ul style="list-style-type: none"> Review 2020 Q4 financials Review 2021 Q1 financials Review 2021 Q2 financials Review 2021 Q3 financials 	March 2021 May 2021 September 2021 November 2021	March 2021 May 2021 September 2021 November 2021	5(d)
<ul style="list-style-type: none"> Review and monitor the financial implications of policy initiatives of the Board and Sub entities 	Ongoing	Ongoing	3
<ul style="list-style-type: none"> Review expenses/income to assess financial performance and ensure new funding is utilized in the manner approved by the Fee Bill 	Ongoing	Ongoing	3 (l)
<ul style="list-style-type: none"> Continue to analyze potential sales/use of Real Estate 	Ongoing	Ongoing	None

Committee on Regulation and Discipline - Draft 2021 Work Plan

Annual / Recurring Items	To Committee? By When?	To Board? By When?	Link to Strategic Plan
Discipline System Statistical Report (DSSR) – This bimonthly report includes approved Discipline System Metrics and additional data points from all components of the discipline system	Yes / Distribute via RAD Committee Agenda	No	Goal 2 Objective C
Review of the Annual Discipline Report (ADR) <ul style="list-style-type: none"> Business & Professions Code section 6086.15 says that State Bar “shall issue an Annual Discipline Report by April 30 of each year describing the performance and condition of the State Bar discipline system, including all matters that affect public protection.” 	Yes / March 2021	Yes / March 2021	NA / Compliance
Reports by offices within RAD’s purview	Yes/ March 2021 July 2021 November 2021	No	Goal 2 Objective C

Committee on Regulation and Discipline - Draft 2021 Work Plan

Time-Limited Items	To Committee? / By When?	To Board? / By When?	Link to Strategic Plan
Annual Discipline Report (ADR) messaging and marketing	Yes / March 2021	No	Goal 5
RAD leadership work with staff to review Professor Robertson's recommendations regarding disparities in the discipline system and recommend new implementation and research priorities.	Yes / March 2021	TBD	Goal 2
Ad Hoc Commission on Discipline System: update from commission leadership	Yes / July 2021 September 2021 November 2021	No	Goal 2
OCTC hiring and retention: update	Yes / November 2021	No	Goal 2