This brief is being provided to inform the board, staff and public of the details of an agenda item that requires no action from the board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** July 19, 2021

**Originator:** Cary Curtis/Tiana Bradley

**Agenda Topic Title**:  **CSDA Transparency Challenge**

**Purpose of Brief:**  Provide update on work in progress for the Transparency Challenge

**Supporting Documents Included: No**

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1. **Agenda Topic Brief or Update:**

At the April 19, 2021, meeting of the board, direction was given, and an ad-hoc committee formed to work the CSDA Transparency Challenge. Tiana and Cary met to review the Challenge requirements and broke out tasks and assignments. A timeline was created to complete requirements of the Challenge with a submittal due date to CSDA of Nov. 30, 2021. The Policy Committee anticipates that all 9 required Policies will be presented to the Board for a first reading or approval by the August 9, 2021 board meeting, with a target date for completion of this task by Sept. 20,2021.

**Breakdown of High-Level Workflow for Transparency Ad-Hoc Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #** | **Description** | **Assigned to** | **Target Date** |
| **1** | **Appoint ad-hoc committee of board and staff to work the Challenge** | **Tiana and Cary** | **Complete** |
| **2** | **Committee establishes recurring meetings to monitor assignments and progress** | **Committee** | **Complete** |
| **3** | **Committee reviews all areas of the Challenge to determine the components that are new and need to be created** | **Committee** | **Complete** |
| **4** | **Committee identifies checklist items currently in place and according to the Checklist, documents, complies, or posts items to the website** | **Committee** | **In process** |
| **5** | **Committee recommends work assignments on required components of the Challenge – within and outside of the Ad-Hoc Committee** | **Committee** | **Complete** |
| **6** | **Policy Committee to present the 9 required policies to the Board for adoption** | **Policy Committee** | **Estimated completion by 9/20/21** |
| **7** | **Committee provides the Policy Review Committee with a list of required new policies that need to be escalated to the top of the policy review list** | **Committee** | **Complete** |
| **8** | **Committee sets timeline for tasks to be completed** | **Committee** | **Complete** |
| **9** | **Committee monitors completion of tasks and reports during board meetings of progress** |  | **In process** |
| **10** | **Committee completes Checklist and submits to Special District Leadership Foundation (SDLF)** |  | **By 11-30-21** |

**Status of Required Policies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy# or New Needed** | **Title** | **Status** | **Comments** |
| **4215** | **Compliance with the Ralph M. Brown Act** | **Adopted 3/15/21** |  |
| **2425** | **Handling of Public Records Act Requests** | **First Reading**  **7/19/21** |  |
| **2175** | **Reimbursement Policy** |  | **Bring to Board in August** |
| **1035** | **Conflict of Interest** | **First Reading 7/19/21** |  |
| **New** | **Handling of Form 700** |  | **Check with CSDA. Bring to Board in August** |
| **1030** | **Code of Ethics/Values/Norms or Board Conduct** | **First Reading 7/19/21** |  |
| **2150** | **Financial Reserves Policy** |  | **Finance Committee working on this. Target first read at August board meeting** |
| **2175** | **Reimbursement and Compensation Policy** |  | **Check with CSDA. Current GMCSD Compensation Policy 2150 approved 6/8/12.**  **Schedule A attachment (May not be the current version.**  **Bring to board in August** |

Progress:

* Submitted application to CSDA to participant.
* Developed recurring meetings to move tasks forward.
* Reviewed Challenge requirements and assigned requirements to be completed.
* Reviewed the 9 policies that are part of the Challenge. Policy Committee is now focusing on these 9.

1. **Anticipated Impacts to the District -** (*Consider financial impact, change in procedures, customer, and staff communication*):

The Challenge would serve as a confirmation and commitment of transparency in the District.

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:**

Will build additional customer confidence that the District operates in a transparent manner.

1. **Next Steps for this Topic**: Continue to work the plan to meet milestones and report back to the board on progress.