



M e m o r a n d u m

To: Honorable Diane Harkey, Chairwoman
Honorable George Runner, Vice Chair
Honorable Fiona Ma, CPA, Second District
Honorable Jerome E. Horton, Third District
Honorable Betty T. Yee, State Controller

Date: May 12, 2017

From: Mark DeSio
Deputy Director, External Affairs Department

**Subject: Customer Service and Administrative Efficiency Committee
Administrative Efficiencies**

In light of the recent Department of Finance audit report and legislative oversight hearings, the Customer Service and Administrative Efficiency (CSAE) Committee, chaired by George Runner, requested the following be placed on the agenda:

1. It is the intention of the Board to delegate all hiring of CEA's to the Executive Director, with the exception of the Chief Counsel. Staff are directed to take appropriate action and report back to the Board in June.
2. Direct staff to develop and implement training for all Board Members and BOE staff regarding Provision 1 of the Budget Act to address the proper assignment of revenue generating positions.

cc: Mr. Russell Lowery
Mr. Sean Wallentine
Ms. Genevieve Jopanda
Ms. Kari Hammond
Ms. Yvette Stowers