



**MALIA M. COHEN**

MEMBER, SECOND DISTRICT  
STATE BOARD OF EQUALIZATION

December 10, 2020

TO: Members of the Board of Equalization

FROM: Malia M. Cohen, Member, Second District

RE: Board of Equalization Board Meeting, December 16, 2020, L.1.a.  
Recommendations for 2021 Board Member Work Plan Update and/or  
Reference Manual Update

**Discussion and possible Board action directing the Executive Director to provide the Board a report out on the Board Member Work Plan and/or Reference Manual to build upon the Board meeting effectiveness and efficiency strategies implemented since 2019.**

This Item is to request that the Executive Director provide the Board a report out on the Board Member Work Plan and/or a Reference Manual update to memorialize anticipated agenda items and reports.

### **Background**

Since the Board's first meeting in 2019, the Board has worked in partnership with Executive Director and BOE senior staff, to re-imagine and modernize Board Meetings. This partnership centered on addressing the complex demands of property tax administration.

Through memorializing the anticipated agenda items and reports, Board Members can be briefed periodically on a set schedule, and therefore informed, on the critical operations and activities of the Agency.

Currently, the Agency captures anticipated agenda items and reports in the Board Member Work Plan and/or Reference Manual.

### **Recommendation**

In the interest of fulfilling the Board's Constitutional responsibilities and to promote public accountability, I request that the Executive Director report to the Board her recommendations concerning memorializing anticipated agenda items and reports as part of a broader effort to build upon the Board meeting effectiveness and efficiency strategies implemented since 2019.

ITEM L.1.a.  
12/16/2020