

**FAIR POLITICAL PRACTICES COMMISSION**  
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**To:** Chair Ravel and Commissioners Eskovitz, Garrett, Montgomery and Rotunda

**From:** Lynda Cassady, Chief of Technical Assistance Division

**Subject:** Report of Division Activities

**Date:** October 31, 2011

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**Advice Service**

**Telephone advice.** Telephone calls continued at over 700 calls a week, primarily related to the November 8th election. After the election, the Division will be reducing the telephone advice line hours. This is because a long-time, experienced political reform consultant retired and we are unable, at this time, to fill the position. The Division must absorb the loss of approximately 150 staffing hours a month.

The new phone schedule will be regular hours on Monday and Tuesday (9-3:30), but reduced hours of 9:00 a.m. to 11:30 a.m. on Wednesdays and Thursdays.

In 2012, staff will keep the telephone lines open for longer hours during weeks of filing deadlines. Further, as mentioned in earlier reports, the Division is working on improving its YouTube presentations and webinars so that the regulated community and public have easy access to information on the FPPC website. In addition, we are encouraging more use of email advice which has proven to require less time for consultants to answer the question.

**Informational Resources.** Staff continues to develop several types of informational material. Recently staff developed customized filing schedules for a special election in late November for the city of Vernon. I also revised a fact sheet to highlight treasurer responsibilities. The fact sheet now includes a summary of treasurer and principal officer information and is highlighted and adjacent to the Statement of Organization, Form 410, in which such offices are identified. I am also working on posting a fact sheet on filing requirements and termination procedures for committees that employed Kindee Durkee as treasurer. The fact sheet is anticipated to be ready by the November Commission meeting. In preparation for the 2012 elections, staff is working on

updating other fact sheets, manuals and form instructions and is also taking a fresh look at the website and will make improvements on how information is displayed.

**Voter Information.** With the passage of legislation that moves ballot measures to the November election, staff is researching information on new committees and will have a complete list of all ballot measure committees formed for the 2012 November election in the near future. Prior reports only listed June ballot measures.

**Form 700:** Staff posted the 2011/12 Form 700, Statement of Economic Interests in mid October. We have received comments and will be proposing the final form for adoption at the Commission's December meeting.

### **Seminars, Outreaches, Webinars**

Since the last report, the Division has conducted a new webinar, a workshop for local filing officers and several one-on-one outreaches. Sarah Olson made a well-received webinar presentation to 79 state agency officials who administer state conflict-of-interest code amendments. Barbara Smith conducted another workshop to a full capacity audience of local officials who handle duties for campaign filings which demonstrates the ongoing necessity for training at the local level. Alex Castillo met with officials at the Native American Heritage Commission, California Transportation Commission, California Mental Health Planning Council and the Managed Risk Medical Insurance Board; and Cynthia Fisher met with the Association of California Water Agencies on their Form 700 filing officer duties. In addition, Cynthia and Alex provided training on both campaign and Form 700 filing officer duties to officials in the City of Santa Clarita. Upcoming presentations scheduled for the remainder of November include a webinar for state agency Form 700 filers; four outreaches for state and local officials; and three additional filing officer workshops for local officials.