



STATE OF CALIFORNIA  
**FAIR POLITICAL PRACTICES COMMISSION**  
428 J Street • Suite 620 • Sacramento, CA 95814-2329  
(916) 322-5660 • Fax (916) 322-0886

**To: Vice Chair Eskovitz and Commissioners Casher, Wasserman, and Wynne**

**From: Tina Z. Bass-Daley, Chief of Administration**

**Subject: Administration Division Report**

**Date: January 6, 2014**

---

**Several items which may be of interest since the last report:**

- Submitted the biennial review of our systems of internal control required by the Financial Integrity and State Managers Accountability Act (FISMA) of 1983.
- Finalized budget documents for the 2014 Governor's Budget.
- Implemented new software to improve the quality of the webinars provided by the Technical Assistance Division.
- Carried out a major phone system migration effort in conjunction with Technical Assistance Division.
- Carried out an agency wide electronic waste disposal effort.
- Updated the gift tracking mobile app for 2014.

**New Employee Report**

**Enforcement Division**

Soni Mangat, Program Specialist II  
George Aradi, Special Investigator

**Technical Assistance Division**

Courtney Miller, PRC I  
Deborah Hanephin, PRC I