



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
1102 Q Street • Suite 3000 • Sacramento, CA 95811
(916) 322-5660 • Fax (916) 322-0886

To: Chair Germond, Commissioners Cardenas, Hatch, and Hayward

From: Loressa Hon, Acting Executive Director

Subject: Compensation Approval for Commissioner Compensation

Date: March 11, 2019

Under the Compensation and Reimbursement Policy for members of the Commission, any claim for compensation for preparing for meetings or hearings of the Commission which exceeds forty hours of preparation (not including Commission meeting day or Committee meeting days) in a calendar month must be approved by the Commission during a regularly-scheduled Commission meeting.

Commissioner Hatch has requested for December 2018 compensation that exceeded 40 hours of time spent for preparing for meetings of the Commission. The timesheet is attached. In the request, 40 hours were spent on preparing for meetings and 2 hours were spent performing essential functions.

Should the Commission approve the requested compensation, staff will process the requests accordingly.



TIMESHEET

(a)(1) Commission Meeting Days (Regular and Special Meetings; Committee Meetings; Commission Hearings)

- Compensation of \$100 for each day for Commission meetings, which includes any travel time on that same day.

(a)(2) Performing Official Duties on Days Other Than Commission Meeting Days

- Compensation of \$12.50 per hour for performing “official duties” on days other than Commission meeting days, which includes but is not limited to:
 1. Preparing for meetings or hearings of the Commission
 - a) Preparation for Committee Meetings
 - b) Querying the Chair or staff about items on the agenda
 - c) Making travel arrangements to and from the Commission meetings
 - d) Confering with the Chair or any other Commissioner about an agenda item
 - e) Reviewing portions of the video transcripts of Commission meetings held prior to a Commissioner's tenure to prepare for an agenda item scheduled to come before the Commission
 - f) Correspondence with staff about one or more scheduled agenda items
 - g) Studying the Commissioners' Manual
 2. Performing activities deemed by the Chairman and Executive Director to be essential to the functioning of the Commission, such as attending meetings (other than Commission meetings) for the purpose of discharging the duties imposed upon the Commission.
 - a) Completing a Form 700 (Statement of Economic Interests)
 - b) Identifying and submitting documents for Public Record Act requests
 - c) Completing the mandatory ethics course
 - d) Reviewing the FPPC's daily news clips
 - e) Answering press inquiries
 - f) Preparing and submitting monthly time sheets & expense claims
 3. “Necessary travel” in connection with compensable official duties performed outside of Commission meeting day, including travel to and from of attending the Commission meeting.
 4. Activity is authorized in advance by the Commission (such as a speech, public appearance or similar activity).
 5. Others; to include a brief description in the comment box



TIMESHEET

Commissioner Hatch

November 2018
 Month: _____

Please complete white boxes to show time worked on FPPC business. Indicate the date of the work, the duties performed, and the amount of time spent.

(a)(1) Commission Meeting Days (including Commission Hearing and Special Meetings; Committee Meetings) which includes any travel time on that same day.

Date of Activity	Activity
12/14/18	Committee Meeting
12/20/18	Commission Meeting
	Commission Meeting
	Commission Meeting

(a)(2) Performing Official Duties on Days Other Than Commission Meeting Days

Date of Activity	Other Official Duties	Activity	Hours
12/03/18	1. Preparing for Meetings	f) Correspondence with	4
12/04/18	1. Preparing for Meetings	f) Correspondence with	1
12/05/18	1. Preparing for Meetings	f) Correspondence with	3
12/05/18	1. Preparing for Meetings	f) Correspondence with	2
12/05/18	1. Preparing for Meetings	f) Correspondence with	3
12/06/18	1. Preparing for Meetings	f) Correspondence with	2
12/07/18	1. Preparing for Meetings	a) Preparation for Corr	4
12/13/18	1. Preparing for Meetings	f) Correspondence with	1
	-	-	
12/17/18	1. Preparing for Meetings	a) Preparation for Corr	8
12/18/18	1. Preparing for Meetings	a) Preparation for Corr	4



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Date of Activity	Other Official Duties	Activity	Hours
12/19/18	1. Preparing for Meetings	a) Preparation for Corr	8
12/21/18	2. Performing Essential Functions	d) Reviewing the FPPC	2
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
Total	-	-	42

Comments

I hereby certify that I spent the above stated hours this month as a member of the Fair Political Practices Commission in the discharge of official duties.

