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Action

Sunset Review of Commission Policies

Supporting Documents

Overview

In accordance with the sunset review date, Commission staff has reviewed nine policies and are recommending the following changes.

Commission Funding Process F5C-003:

Minor language changes and the addition of 3 paragraphs describing the execution of a contract.

Executive Director Signatory Authority F5C-008:

Increasing the Executive Director's contracting authority and ability to move appropriations within the approved budget.

Policy for Innovative Grant Funds F5C-010:

Obsolete since funds are no longer allocated to this program.

Administrative Rate Policy F5C-012:

Minor language changes.

Contracting and Procurement Policy F5C-013:

Minor language changes and deleting references to Responsive and Innovative funds, and instead to referencing Emerging Critical Needs policy.

Salary and Benefits Policy F5C-014:

Minor language changes.

Conflict of Interest and Incompatible Activities/Outside Employment Policy F5C-015:

Minor language changes.

Responsive Fund Requests F5C-016:

Obsolete since funds are no longer allocated to this program.

Guidelines for Authorizing Research Using Commission Resources F5C-019:

Minor language changes.

Guidelines for Human Subjects Protection and Data Security for Research and Evaluation Activities F5C-020:

Minor language changes.

Contract Extensions F5C-021:

Significant language changes to this policy including the removal of 3 paragraphs more appropriately included in policy F5C-003. Updated to apply to all First 5 contracts, also, to reflect that the approval of the Financial Spending Plan and Annual Budget approves funding and length of contract.

Staff Recommendation:

- 1) Adopt the Commission Policies on:
 - o Commission Funding Process F5C-003

Executive
Director
Medeiros

- o Executive Director Signatory Authority F5C-008
 - o Administrative Rate Policy F5C-012
 - o Contracting and Procurement Policy F5C-013
 - o Salaries and Benefits Policy F5C-014
 - o Conflict of Interest and Incompatible Activities/Outside Employment Policy F5C-015
 - o Guidelines for Authorizing Research Using Commission Resources F5C-019
 - o Guidelines for Human Subject Protection and Data Security for Research and Evaluation Activities F5C-020
 - o Contract Extensions F5C-021
- 2) Set the sunset date of June 2015 for each policy approved in recommendation number one.
 - 3) Cancel policies F5C-010 Policy for Innovative Grant Funds, and F5C-016 Responsive Funds Requests. Both of these policies are obsolete.

Fiscal Impact:

None