

**2
Action**

Sunset Review of Commission Policies

Supporting Documents

Overview:

In accordance with the sunset review date, Commission staff has reviewed 12 policies and are recommending the following changes.

Commission Funding Process F5C-003:

Minor language changes

Media Procedures F5C-007:

Updated to change "TPAC" to "Ad Hoc Committee".

Executive Director Signatory Authority F5C-008:

No Changes

Administrative Rate Policy F5C-012:

Update to the reference chapter cited.

Contracting and Procurement Policy F5C-013:

Minor language changes, and removed reference to policy F5C-022 Emerging Critical Needs.

Salary and Benefits Policy F5C-014:

No changes.

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

Minor language changes.

Finance Committee Membership Policy F5C-017:

Removed the member from TPAC as this position is no longer available since TPAC was changed to an Ad Hoc Committee. Updated the minimum and maximum voting members.

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:

Minor language changes.

Emerging Critical Needs F5C-022:

Obsolete since funds are no longer allocated to this program.

Staff Recommendation:

- 1) Adopt the Commission Policies on:
 - Commission Funding Process F5C-003
 - Media Procedures F5C-007
 - Executive Director Signatory Authority F5C-008

**Executive
Director Gallo**

**Martin Cherry
Operations
Manager**

- Administrative Rate Policy F5C-012
 - Contracting and Procurement Policy F5C-013
 - Salaries and Benefits Policy F5C-014
 - Conflict of Interest and Incompatible Activities/Outside Employment Policy F5C-015
 - Finance Committee Membership Policy F5C-017
 - Guidelines for Authorizing Research Using Commission Resources F5C-019
 - Guidelines for Human Subject Protection and Data Security for Research and Evaluation Activities F5C-020
 - Contract Extensions F5C-021
- 2) Set the sunset review date of June 2018 for each policy approved in recommendation number one.
 - 3) Cancel policy F5C-022 Emerging Critical Needs. This policy is obsolete.

Fiscal Impact:

None