



Staff Report
February 21, 2018

This report is meant to provide updates to the Board of Directors Personnel Committee:

CalSTRS Audit

We were selected to participate in an audit of CalSTRS by their external auditor, CROWE. Lisa Fishman, Director of Operations, submitted our information to CROWE prior to their December 31 deadline.

Hiring Update

We continue to update our tracking document, which helps us monitor our recruiting process. This tracks when a position is posted, how many applicants we receive, when we make an offer and when the new employee starts. *See attached.*

Leadership Book Club

We have a quarterly Leadership Book Club series for our coordinators, managers and directors. The current book is *Turn The Ship Around!: A True Story of Turning Followers into Leaders* by L. David Marquet.

Performance Plans

Bamboo HR is our HRIS system. In addition to tracking credentials for our staff, mandatory training, and leave balances (they also request leave from the system), we have expanded it to include our Performance Planning system. From February 21 through March 7, our Self Review will be released for staff through Bamboo.

Public Records Request

We received a Public Records Request from Transparent California in November, asking for records of every employee. The types of information requested include employee name, position, total regular pay, and total retirement and health cost, for the 2016-17 year. We worked with our legal counsel to respond and comply with the request, and produced the requested items on December 18.