

COMMITTEE ON FINANCE AND ADMINISTRATION

CHARTER

Overall Roles and Responsibilities

The committee is responsible for recommending, goals, planning tools, and budgets that support the mission, values, and strategic goals of the commission. The subcommittee also reviews the organization's performance against its goals and proposes major fiscal or administrative changes to the Commission. The committee also frames expectations for measuring annual performance for the three senior executives that directly report to the Commissioners, the Executive Director, the Chief Administrative Law Judge and the General Counsel.

Definitions

"Commission" means the body of five members appointed by the Governor and approved by the Senate pursuant to the California Constitution, Article XII, Section 1.

"CPUC" means the executive director, the attorney, and other staff of the CPUC, excluding the staff of the division described in Pub. Util. Code §309.5.

Specific Responsibilities

The Finance and Administration Subcommittee recommends policies and processes to the full commission related to:

- Overseeing organization-wide strategic planning processes, and development of metrics for measuring goals.
- Developing and monitoring Enterprise Risk Management programs and strategy.
- Reviewing annual changes in the operating budget of the CPUC, and ensuring that the annual budgets are consistent with the long-range strategic plan.
- Monitoring the performance of the organization as a whole and its major programmatic responsibilities against metrics identified in a strategic planning process such as approved budgets, long-term trends, and/or industry benchmarks.
- Taking reports from the internal audit function, , and overseeing CPUC systems of internal controls for finance, accounting, legal compliance and ethics.
- Reviewing and recommending for adoption by the Commission CPUC financial statements and other financial information provided to governmental bodies and the public.
- Monitoring CPUC interaction and cooperation with state controlling agencies on organizational functions.

- Maintaining and improving the human resources of the CPUC, including, but not limited to, recruitment practices, initial and ongoing training, assessment methods, and succession planning, and monitoring the use of contracting with outside vendors.
- The committee also frames expectations for measuring annual performance for the three senior executives that directly report to the Commissioners, the Executive Director, the Chief Administrative Law Judge and the General Counsel.
- Maintaining and improving the integrity of the information technology programs, platforms and investments.

Meetings

The subcommittee meets at least four times a year, or when necessary at the call of the committee chairperson. Meeting dates and times will be specified a year in advance.

Members

Subcommittee members include:

- Commission President Picker (lead)
- Commissioner Peterman

Reports

The committee will receive and review the following reports:

- Monthly, quarterly, and annual financial statements
- Hear reports and discuss performance trends and metrics
- Payer trend reports
- Key program benchmarks

Annual Committee Workplan

The finance committee will establish each year a workplan specifying its principal work focus areas for the coming year, including but not limited to:

- Develop an annual work plan integrated with the CPUC strategic plan. Develop a Workforce Planning, career development, and succession planning function within Human Resources.
- Set performance goals and expectations for top executives at the CPUC.
- Improve the effectiveness of the Human Resources unit and expedite hiring processes.
- Identify key operational improvements and any fiscal challenges
- Review divisions' budgeted resources.