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BRIEFING MEMORANDUM

TO: SPCSA Board
FROM: Patrick Gavin
SUBJECT: Agenda Item 3—Consent Agenda—Revisions to SPCSA Board and Staff Policies
DATE: September 23, 2016

Background:

The Agency Duty, Policies, and Procedures were approved by the Authority on February 26, 2016. Previous state-mandated Agency policies were developed by the Executive Director pursuant to Executive branch policy. The Governor's Office of Finance provided agency staff with previously approved Agency Duties, Policies, and Procedures templates and recommended additional changes that reflect unique features of the Authority and the Agency.

The Governor's Office of Finance recently identified a discrepancy in provisions of the Agency Duties, Policies, and Procedures which could result in a violation of the [State Administrative Manual \(SAM\)](#). This discrepancy arose due to combining materials from multiple agencies, including one which has an exemption from some SAM provisions.

Recommendation:

The proposed revision may be found on [page 27](#) of the [accompanying redline document](#). To be clear, the Agency does not believe that there has been any violation of SAM. To prevent potential violations, staff recommends approval of the revisions to the Duties, Policies, and Procedures.