

SOMB 2020-21 Audit Compliance with Dashboard



No.	Recommendation	Recommendation Sub Parts	Duration	Start	Finish	SOMB Completion date	OSA Deadline	Assigned To	% Complete	Status
1A	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that the Adult and Juvenile Standards and Guidelines and its process to revise standards align with statutory requirements by:	Implementing policies and procedures to guide the standards revision process, including: How committees should document their consideration of evidence How committees should apply the Board's evidence hierarchy when assessing available research How they should document that no relevant or reliable research is available The extent to which meeting minutes should reflect committees' deliberations about specific wording changes; Retention requirements for documentation related to standards revisions;	45d	08/25/20	10/26/20		12/31/20	Chris Lobanov-Rostovsky, Elliot Moen		Complete
	Draft Research Standard Operation Procedure (SOP)		1d	7/27/220	08/10/20	08/10/20		Elliot Moen	100%	Complete
	Reviewed draft SOP with staff at meeting		1d	08/25/20	08/25/20	08/25/20		Elliot Moen	100%	Complete
	Revised Research SOP completed. Forwarded to SOMB Research Based Decision Making Work Group.		9d	08/25/20	09/04/20	09/04/20		Elliot Moen	100%	Complete
	Review formatted Research SOP with SOMB.		1d	09/18/20	09/18/20	09/18/20		Marina Borysov	100%	Complete
	Solicit feedback from board members, make necessary revisions		11d	09/18/20	10/02/20	10/02/20		Chris Lobanov-Rostovsky	100%	Complete
	Present final SOP to the Board for consensus		1d	10/16/20	10/16/20	10/16/2020		Marina Borysov	100%	Complete
	Collect approving authority signatures and post to AODocs website		6d	10/19/20	10/26/20	11/20/2020		Marina Borysov	100%	Complete
1B	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that the Adult and Juvenile Standards and Guidelines and its process to revise standards align with statutory requirements by: Revisions could include adding footnotes, an appendix, and/or other explanatory language so readers can easily reference supporting evidence or understand why certain standards are not based on evidence.	Based on the policies and procedures implemented in response to PART A, revising the standards to clearly indicate, for each standard, which is evidence-based and which lacks supporting evidence, and why,	240d	06/01/20	05/01/21		6/30/2021	Chris Lobanov-Rostovsky, Elliot Moen		In Progress
	Review recent Standards revisions that included review of previously reviewed evidence to identify these Standards as to whether they include evidence or not		88d	10/01/20	02/01/21			Chris Lobanov-Rostovsky, Elliot Moen, Raechel	0	In Progress
	SOMB staff review Standards revisions with previously reviewed evidence now included with Best Practices Committee		108d	10/01/20	03/01/21			Chris Lobanov-Rostovsky, Elliot Moen, Raechel	0	In Progress
	SOMB staff and SOMB Best Practices Committee present Standards revisions with previously reviewed evidence now included to SOMB for approval		1d	04/01/21	04/01/21			Chris Lobanov-Rostovsky, Elliot Moen, Erin Austin, Raechel	0	Not Started
	Publish Standards revisions with previously reviewed evidence now included		1d	05/01/21	05/01/21			Chris Lobanov-Rostovsky, Elliot Moen, Erin Austin, Raechel	0	Not Started
	Complete literature reviews on remaining Standards where no existing research has been reviewed in the past 5 years and work with Adult and Juvenile Standards Revisions Committees on whether Standards need to be revised or only updated with newly reviewed evidence		1d	04/01/21	04/01/21			Chris Lobanov-Rostovsky, Elliot Moen, Erin Austin, Raechel	0	Not Started
	SOMB staff and Adult and Juvenile Standards Revisions Committees present Standards revisions with newly reviewed evidence to SOMB for approval		1d	05/01/21	05/01/21			Elliot Moen, Erin Austin, Raechel Alderete	0	Not Started
	Publish Standards with newly reviewed evidence now included		1d	06/01/20	06/01/20			Elliot Moen, Erin Austin, Raechel	0	Not Started

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1C	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that the Adult and Juvenile Standards and Guidelines and its process to revise standards align with statutory requirements by:	Requiring the Best Practices Committee to have more substantial involvement in every standards revisions process. The process will direct future standards revisions presented to the Board to include specific recommendations from the Committee that will be provided to the Board both through Committee minutes and direct member testimony at Board meetings.	60d	07/27/20	10/16/20		09/31/2020	Chris Lobanov-Rostovsky		Complete
	Draft Best Practices SOP		15d	07/27/20	08/14/20			Chris Lobanov-Rostovsky	100%	Complete
	Solicit Best Practices feedback		1d	08/19/20	08/19/20			Chris Lobanov-Rostovsky	100%	Complete
	Present draft SOP to the SOMB		1d	08/21/20	08/21/20			Marina Borysov	100%	Complete
	Solicit additional feedback from the Board		11d	08/21/20	09/04/20			Chris Lobanov-Rostovsky	100%	Complete
	Vote on the SOP by concensus		1d	09/18/20	09/18/20			Marina Borysov	100%	Complete
	Obtain the necessary approvals and post to the AODocs website		20d	09/21/20	10/16/20			Marina Borysov	100%	Complete
2A	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it approves only qualified providers to work with sex offenders by: Implementing processes, and changing Board policies as needed, to request and check references for first-time applicants to help assess their fitness to provide services. This could include, for example, accepting non-professional references, such as from the applicant's educational institution or community service	The Department will work with the Board to ensure it only approves qualified providers to work with sex offenders by implementing a process and revising Board policies as needed to request and check references, such as non-professional references, for first-time applicants to assess their qualifications to provide these services.	70d	07/27/20	10/30/20		12/31/20	Raechel Alderete	100%	Complete
	Staff completed draft ARC Application review SOP		22d	07/27/20	08/25/20			Raechel Alderete	100%	Complete
	ARC review of draft ARC Application review SOP		1d	08/26/20	08/26/20			Raechel Alderete	100%	Complete
	Staff completed draft ARC Application review SOP		1d	08/27/20	08/27/20			Raechel Alderete	100%	Complete
	Staff made a few revisions to the ARC Application review SOP		4d	08/27/20	09/01/20			Raechel Alderete	100%	Complete
	SOMB review of ARC Application review SOP		1d	09/18/20	09/18/20			Marina Borysov	100%	Complete
	solicit feedback from board members, make necessary revisions		11d	09/18/20	10/02/20			Chris Lobanov-Rostovsky	100%	Complete
	present final SOP to the Board for consensus		1d	10/16/20	10/16/20			Marina Borysov	100%	Complete
	collect approving authority signatures and post to AODocs website		10d	10/19/20	10/30/20	11/20/2020		Marina Borysov	100%	Complete
2B	The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it approves only qualified providers to work with sex offenders by:	Requiring staff to document, in the applicant's file, when they rely on work conducted by the Department of Regulatory Agencies (DORA) to satisfy the Board's requirements. The Department and Board will also modify Board policies to reflect when and how staff may rely on work conducted by DORA to confirm an applicant met Board qualification requirements.		07/27/20			9/30/2020	Raechel	100%	Complete
	SEE 2A									

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2C	The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it approves only qualified providers to work with sex offenders by:	Implementing processes to ensure that Division staff and the Application Review Committee review and verify applicants' qualifications; Document their completion of this review, before approving the applicants for inclusion on the Approved Provider List. Process should include verification and documentation of required training, work product examples, evidence of work with specific populations, and complete supervision agreements.	1d	07/27/20	07/27/20		12/31/20	Raechel	100%	Complete
	SEE 2A									
2D	The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it approves only qualified providers to work with sex offenders by:	Implementing a process for the Board and Division to evaluate requirements that may be unrealistic and modifying or removing those requirements as needed.	1d	07/27/20	07/27/20		12/31/20	Raechel	100%	Complete
	SEE 2A									
3A	<input checked="" type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should strengthen its complaints handling process to comply with statute and implement adequate controls to ensure fairness and consistency by implementing revised written policies to:	Implementing revised written policies to: Accept anonymous complaints and carry out review or investigative actions to the extent such complaints contain sufficient information to do so. The Department and Board will change this policy and identify written criteria for sufficient information to determine a founded complaint.	61d	08/07/20	10/30/20		12/31/2020	Erin Austin	100%	Complete
	Staff completed draft ARC Complaint Process SOP		22d	08/07/20	09/07/20			Erin Austin	100	Complete
	ARC review of draft ARC Complaint Process SOP		1d	09/07/20	09/07/20			Erin Austin	100	Complete
	Staff made a few revisions to the ARC Complaint Process SOP		4d	09/08/20	09/11/20			Erin Austin	100	Complete
	SOMB review of ARC Complaint Process SOP		1d	09/18/20	09/18/20			Marina Borysov	100	Complete
	solicit feedback from board members, make necessary revisions		11d	09/18/20	10/02/20			Chris Lobanov-Rostovsky	100	Complete
	present final SOP to the Board for consensus		1d	10/16/20	10/16/20			Marina Borysov	100	Complete
	collect approving authority signatures and post to AODocs website		10d	10/19/20	10/30/20	11/20/2020		Marina Borysov	100%	Complete
3B	The Sex Offender Management Board (Board), within the Department of Public Safety, should strengthen its complaints handling process to comply with statute and implement adequate controls to ensure fairness and consistency by implementing revised written policies to:	Implementing revised written policies to define or explain what constitutes a complaint: That: (i) has not been completed properly or does not contain sufficient information, to guide staff's initial review of complaints, And (ii) sufficiently alleges a standards violation, to guide the Committee in its early review process.		07/27/20			12/31/2020	Erin Austin	100%	Complete
	SEE 3A									

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3C	The Sex Offender Management Board (Board), within the Department of Public Safety, should strengthen its complaints handling process to comply with statute and implement adequate controls to ensure fairness and consistency by implementing revised written policies to:	Implementing revised written policies for instances when a complaint is deemed to have insufficient information, notify complainants and allow them the opportunity to provide additional information prior to dismissal. The written policies will be adjusted to note specific requirements for the submission of additional information and potential outcomes when no such information is provided, including the possibility of dismissal.		07/27/20			9/30/2020	Erin Austin	100%	Complete
	SEE 3A									
3D	The Sex Offender Management Board (Board), within the Department of Public Safety, should strengthen its complaints handling process to comply with statute and implement adequate controls to ensure fairness and consistency by implementing revised written policies to:	Implementing revised written policies to include guidance on the minimum type and amount of information the Committee should obtain to come to a determination on a complaint.	1d	07/27/20	07/27/20		12/31/2020	Erin Austin	100%	Complete
	SEE 3A									
3E	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should strengthen its complaints handling process to comply with statute and implement adequate controls to ensure fairness and consistency by implementing revised written policies to:	Implementing revised written policies to establish a clear sequence of steps the Committee must follow in managing complaints as well as: Implement revised written policies to identify any activities the Committee may take at its discretion.	110d	06/01/20	10/30/20		09/31/2020	Chris Lobanov-Rostovsky, Erin Austin	100%	Complete
	Staff drafted new bylaws and admin policies in conjunction with representative from Executive Committee		5d	06/01/20	06/05/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws and admin policies reviewed with Board		1d	06/19/20	06/19/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws and admin policies approved		1d	07/17/20	07/17/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws signed by Chair and Director. and admin policies published		1d	08/19/20	08/19/20			Chris Lobanov-Rostovsky	100%	Complete
	Staff completed draft ARC Complaint Process SOP		22d	08/07/20	09/07/20			Erin Austin	100%	Complete
	ARC review of draft ARC Complaint Process SOP		1d	09/07/20	09/07/20			Erin Austin	100%	Complete
	Staff made a few revisions to the ARC Complaint Process SOP		4d	09/08/20	09/11/20			Erin Austin	100%	Complete
	SOMB review of ARC Complaint Process SOP		1d	09/18/20	09/18/20			Marina Borysov	100%	Complete
	solicit feedback from board members, make necessary revisions		11d	09/18/20	10/02/20			Chris Lobanov-Rostovsky	100%	Complete
	present final SOP to the Board for consensus		1d	10/16/20	10/16/20			Marina Borysov	100%	Complete
	collect approving authority signatures and post to AODocs website		10d	10/19/20	10/30/20			Marina Borysov	100%	Complete

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3F	The Sex Offender Management Board (Board), within the Department of Public Safety, should strengthen its complaints handling process to comply with statute and implement adequate controls to ensure fairness and consistency by implementing revised written policies to:	Implementing revised written policies to: Specify that all parties must be involved in negotiating the terms of a mutual agreement (i.e., the complainant, provider, and Board); Implement revised written policies which outline the circumstances that would prompt an effort to resolve a complaint through agreement; Implement revised written policies which identifies what information mutual agreements should contain, such as the types of corrective actions that might be suitable for an agreement; Implement revised written policies which outline how the public will be made aware of a provider's standards violations and the action taken to correct these violations.						Chris Lobanov-Rostovsky	100%	Complete
	SEE 3E									
3G	The Sex Offender Management Board (Board), within the Department of Public Safety, should strengthen its complaints handling process to comply with statute and implement adequate controls to ensure fairness and consistency by implementing revised written policies to:	Implementing revised written policies to require staff and Committee members to document their activities in dealing with complaints. Implementing revised written policies to include the basis for decisions and actions such as dismissing a complaint. Implementing revised written policies which outline the process for seeking a resolution through agreement. Implementing revised written policies which identify how the terms of an agreement address a provider's lack of compliance with Board Standards						Chris Lobanov-Rostovsky	100%	Complete
	SEE 3E									
4A	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should improve its controls over the identification and management of conflicts of interest among its members by:	Obtaining a written legal opinion from the Attorney General that clarifies how the State Code of Ethics applies to Board members, including (i) what types of official actions constitute use of the Board's discretionary authority, (ii) employment situations that create financial interests for members, (iii) whether a supervisory relationship must exist for Board members to have a conflict involving providers who work for the same organization, and (iv) whether Board members who are state employees have financial interests that could create conflicts.	94d	06/09/20	10/16/20		12/31/2020	Chris Lobanov-Rostovsky	100%	Complete
	Request to AG representative for legal written opinion		66d	06/09/20	09/08/20			Chris Lobanov-Rostovsky	100%	Complete

No.	Recommendation	Recommendation Sub Parts	Duration	Start	Finish	SOMB Completion date	OSA Deadline	Assigned To	% Complete	Status
	Legal written opinion from AG's office received and forwarded to SOMB Executive Committee and SOMB as a whole.		1d	09/08/20	09/08/20			Chris Lobanov-Rostovsky	100%	Complete
	Executive session with SOMB to discuss waiving legal privilege for legal written opinion.		1d	09/18/20	09/18/20			Chris Lobanov-Rostovsky	100%	Complete
	Vote at SOMB meeting to waive legal privilege		1d	10/16/20	10/16/20			Chris Lobanov-Rostovsky	100%	Complete
4B	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should improve its controls over the identification and management of conflicts of interest among its members by: (B) Based on the legal opinion obtained in response to PART A,	Implementing written guidance that provides specific examples of how statutory definitions and provisions apply to the Board (e.g., official acts, direct economic benefits, businesses or other undertakings, and financial interests) to help members identify when they have conflicts, or the potential appearance of conflicts, that should be disclosed.	119d	06/09/20	11/20/20		12/31/2020	Chris Lobanov-Rostovsky	100%	Complete
	Request to AG representative for legal written opinion		66d	06/09/20	09/08/20			Chris Lobanov-Rostovsky	100%	Complete
	Legal written opinion from AG's office received and forwarded to SOMB Executive Committee and SOMB as a whole.		1d	09/08/20	09/08/20			Chris Lobanov-Rostovsky	100%	Complete
	Executive session with SOMB to discuss waiving legal privilege for legal written opinion.		1d	09/18/20	09/18/20			Chris Lobanov-Rostovsky	100%	Complete
	Vote at SOMB meeting to waive legal privilege		1d	10/16/20	10/16/20			Chris Lobanov-Rostovsky	100%	Complete
	SOMB to form a Conflict of Interest Revisions Work group		5d	10/16/20	10/22/20			Chris Lobanov-Rostovsky	100%	Complete
	SOMB in collaboration with the work group revise Board bylaws and/or conflict of interest policy		6d	10/22/20	10/29/20			Chris Lobanov-Rostovsky	100%	Complete
	SOMB staff review revised bylaws and/or conflict of interest policy with SOMB Executive Committee		6d	10/22/20	10/29/20			Chris Lobanov-Rostovsky	100%	Complete
	SOMB staff and SOMB Executive Committee present revised bylaws and/or conflict of interest policy to SOMB for approval		1d	11/20/20	11/20/20			Chris Lobanov-Rostovsky	100%	Complete
	Publish written bylaws and/or conflict of interest policy		1d	11/20/20	11/20/20			Chris Lobanov-Rostovsky	100%	Complete

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4C	The Sex Offender Management Board (Board), within the Department of Public Safety, should improve its controls over the identification and management of conflicts of interest among its members by: (C) Revising the bylaws and/or conflicts of interest policy to ensure that both contain clear, precise, and consistent direction related to:	Revising the bylaws and/or conflicts of interest policy to ensure that both contain clear, precise, and consistent direction related to (i) which provisions of the State Constitution and statutes apply to Board members; Revising the bylaws and/or conflicts of interest policy to ensure what types of actions are considered to be the exercise of "discretionary authority"; Revising the bylaws and/or conflicts of interest policy to ensure what types of situations are considered other undertakings that members should consider when identifying conflicts; Revising the bylaws and/or conflicts of interest policy to ensure what is meant by the terms "direct" and "substantial" when referring to direct economic benefits; Revising the bylaws and/or conflicts of interest policy to ensure whether members are required to abstain from voting when the appearance of a conflict exists; Revising the bylaws and/or conflicts of interest policy to ensure whether Board members can be present and answer questions during discussions of matters with which they have conflicts.					12/31/2020	Chris Lobanov-Rostovsky	100%	Complete
	SEE 4B									
4D	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should improve its controls over the identification and management of conflicts of interest among its members by:	Expanding the bylaws or policy to identify responsible parties and processes for (i) ensuring Board members submit the required annual disclosures; (ii) Communicating the annual disclosures to the entire Board; (iii) Reminding Board members during meetings to disclose their conflicts.	105d	06/01/20	10/23/20		12/31/20	Chris Lobanov-Rostovsky	100%	Complete
	Staff drafted new bylaws and admin policies in conjunction with representative from Executive Committee		5d	06/01/20	06/05/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws and admin policies reviewed with Board		1d	06/19/20	06/19/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws and admin policies approved		1d	07/17/20	07/17/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws signed by Chair and Director. and admin policies published		1d	08/19/20	08/19/20			Chris Lobanov-Rostovsky	100%	Complete
	Legal written opinion from AG's office received and forwarded to SOMB Executive Committee and SOMB as a whole.		1d	09/08/20	09/08/20			Chris Lobanov-Rostovsky	100%	Complete
	Executive session with SOMB to discuss waiving legal privilege for legal written opinion.		1d	09/18/20	09/18/20			Chris Lobanov-Rostovsky	100%	Complete
	Vote at SOMB meeting to waive legal privilege		1d	10/16/20	10/16/20			Chris Lobanov-Rostovsky	100%	Complete
	SOMB to form a Conflict of Interest Revisions Work group		6d	10/16/20	10/23/20			Chris Lobanov-Rostovsky	100%	Complete

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5A	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it has effective controls over the funding allocations it recommends from the Sex Offender Surcharge Fund (Surcharge Fund) by:	Implementing processes for the Allocation Committee to use more comprehensive financial information to inform its proposed allocations, such as by asking departments to submit written requests or statements related to their need for allocations. Asking departments to provide some historical expenditure information. Asking departments to offer a rationale for the amount of funds needed.	56d	08/01/20	10/16/20		12/31/2020	Chris Lobanov-Rostovsky	100%	Complete
	Staff drafted Surcharge Allocation Committee SOP		13d	08/01/20	08/18/20			Chris Lobanov-Rostovsky	100%	Complete
	Presented draft SOP to Surcharge Allocation Committee		3d	08/18/20	08/20/20			Chris Lobanov-Rostovsky	100%	Complete
	Presented draft SOP to SOMB		1d	08/21/20	08/21/20			Marina Borysov	100%	Complete
	Staff solicited feedback from the Board and made necessary revisions		11d	08/21/20	09/04/20			Chris Lobanov-Rostovsky	100%	Complete
	Final draft presented to the Board and the Board voted by consensus		1d	09/18/20	09/18/20			Marina Borysov	100%	Complete
	Collect approving authority signatures and post to AODocs website		21d	09/18/20	10/16/20			Marina Borysov	100%	Complete
5B	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it has effective controls over the funding allocations it recommends from the Sex Offender Surcharge Fund (Surcharge Fund) by:	Seeking guidance from Joint Budget Committee staff about the process to request increased spending authority, and Sharing that guidance with agencies that receive money from the Surcharge Fund to help ensure that their annual budget requests align with the Board's recommended allocation amounts.	66d	08/01/20	10/30/20		12/31/2020	Chris Lobanov-Rostovsky		Complete
	Staff drafted Surcharge Allocation Committee SOP		13d	08/01/20	08/18/20			Chris Lobanov-Rostovsky	100%	Complete
	Presented draft SOP to Surcharge Allocation Committee		3d	08/18/20	08/20/20			Chris Lobanov-Rostovsky	100%	Complete
	Presented draft SOP to SOMB		1d	08/21/20	08/21/20			Marina Borysov	100%	Complete
	Staff solicited feedback from the Board and made necessary revisions		11d	08/21/20	09/04/20			Chris Lobanov-Rostovsky	100%	Complete
	Meeting with JBC Staff member and CDPS Budget and Accounting team		1d	08/27/20	08/27/20			Chris Lobanov-Rostovsky	100%	Complete
	Final draft presented to the Board and the Board voted by consensus		1d	09/18/20	09/18/20			Marina Borysov	100%	Complete
	Collect approving authority signatures and post to AODocs website		21d	09/18/20	10/16/20			Marina Borysov	100%	Complete
	Develop funding allocation request form		44d	09/01/20	10/30/20			Adrienne Corday, Marina	80%	Complete
5C	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it has effective controls over the funding allocations it recommends from the Sex Offender Surcharge Fund (Surcharge Fund) by:	Directing staff to seek guidance from the Office of the State Controller on accessing accounting data about the Surcharge Fund, including annual reversion amounts, and provide that information to the Board and/or Allocation Committee. The Board should then use that information for analysis as part of the Board's annual decision-making process.	94d	06/09/20	10/16/20		12/31/2020	Chris Lobanov-Rostovsky		Complete
	Staff request to Department Budget Director to do outreach to the Office of the State Controller.		1d	06/09/20	06/09/20			Chris Lobanov-Rostovsky	100%	Complete
	CDPS Budget Director and Office of the State meeting		1d	06/11/20	06/11/20			Chris Lobanov-Rostovsky	100%	Complete

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	Staff drafted Surcharge Allocation Committee SOP		13d	08/01/20	08/18/20			Chris Lobanov-Rostovsky	100%	Complete
	Presented draft SOP to Surcharge Allocation Committee		3d	08/18/20	08/20/20			Chris Lobanov-Rostovsky	100%	Complete
	Presented draft SOP to SOMB		1d	08/21/20	08/21/20			Marina Borysov	100%	Complete
	Staff solicited feedback from the Board and made necessary revisions		11d	08/21/20	09/04/20			Chris Lobanov-Rostovsky	100%	Complete
	Final draft presented to the Board and the Board voted by consensus		1d	09/18/20	09/18/20			Marina Borysov	100%	Complete
	collect approving authority signatures and post to AODocs website		21d	09/18/20	10/16/20			Marina Borysov	100%	Complete
5D	The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it has effective controls over the funding allocations it recommends from the Sex Offender Surcharge Fund (Surcharge Fund) by: (D) Establishing a target fund balance in writing and tracking against that benchmark.	Establishing a target fund balance in writing and tracking against that benchmark.	113d	07/28/20	12/31/20		12/31/2020	Chris Lobanov-Rostovsky		Complete
	SEE 5A									
6A	<input type="checkbox"/> The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it documents all formal votes regarding public policy recommendations and decisions regarding sex offenders in a manner that is transparent to the public and complies with open meetings laws by:	Revising and implementing the Board's bylaws to specify that tallies of individual votes and clear references to the specific voting positions of individual members present, rather than only final decisions, must appear in full Board and committee meeting minutes.	58d	06/01/20	08/19/20		12/31/2020	Chris Lobanov-Rostovsky	100%	Complete
	Staff drafted new bylaws and admin policies in conjunction with representative from Executive Committee		5d	06/01/20	06/05/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws and admin policies reviewed with Board		1d	06/19/20	06/19/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws and admin policies approved		1d	07/17/20	07/17/20			Chris Lobanov-Rostovsky	100%	Complete
	New bylaws signed by Chair and Director. and admin policies published		1d	08/19/20	08/19/20			Chris Lobanov-Rostovsky	100%	Complete
6B	The Sex Offender Management Board (Board), within the Department of Public Safety, should ensure that it documents all formal votes regarding public policy recommendations and decisions regarding sex offenders in a manner that is transparent to the public and complies with open meetings laws by:	Revising and implementing the Board's bylaws to specify which Division staff or Board members are responsible for ensuring all minutes from full Board and Committee meetings contain complete voting information. Bylaws updated to provide the public a transparent record of its public policy recommendations and decisions. Document decisions regarding sex offenders in a transparent manner which complies with open meetings	1d	07/27/20	07/27/20		12/31/2020	Chris Lobanov-Rostovsky	100%	Complete
	SEE 6A									