

## RESPONSE TO GRAND JURY REPORT

Report Title: 2015-16 Web Transparency Report Card

Report Date: 3/10/16

Agenda Date: \_\_\_\_\_

Response by: Jennifer Jobe Title: Asst. Executive Director

### FINDINGS

- I (we) agree with the findings numbered: F1-F5
- I (we) disagree *partially* with the findings numbered: \_\_\_\_\_
- I (we) disagree *wholly* with the findings numbered: \_\_\_\_\_

(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

### RECOMMENDATIONS

- Recommendations numbered R1 have been implemented.  
(Attach a summary describing the implemented actions.)
- Recommendations numbered \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
(Attach a timeframe for the implementation.)
- Recommendations numbered \_\_\_\_\_ require further analysis.  
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered R1 & R2 will not be implemented because they are not warranted or are not reasonable.  
(Attach an explanation.)

Date: 8/16/16 Signed: \_\_\_\_\_

Number of pages attached 3



Bolinas-Stinson  
Union

Dixie  
Elementary

Kentfield  
Elementary

Laguna Joint  
Elementary

Lagunitas  
Elementary

Larkspur-Corte  
Madera  
Elementary

Lincoln  
Elementary

Marin County  
Office of  
Education

Marin Pupil  
Transportation  
Agency

Mill Valley  
Elementary

Nicasio  
Elementary

Novato Unified

Reed Union  
Elementary

Ross Elementary

Ross Valley  
Elementary

San Rafael City  
High

San Rafael City  
Elementary

Sausalito Marin  
City

Tamalpais Union  
High

Union Joint  
Elementary

August 15, 2016

Mr. Jay Hamilton-Roth  
Foreperson  
Marin County Grand Jury  
3501 Civic Center Drive, Room #275  
San Rafael, CA 94903

RE: 2015-16 Web Transparency Report Card

Dear Mr. Hamilton-Roth,

In response to your letter of July 29, 2016, MSIA respectfully requests further review and evaluation of the following supplementary information with regard to MSIA's website [www.msiajpa.org](http://www.msiajpa.org):

***R1: The agency should improve its web transparency score to "B-" (or better), by updating its website and submitting the appropriate self-audit form.***

Enclosed is a completed self-audit form as provided within the March 17, 2016 publicly released report. The following specifically addresses the deficiencies as noted in your correspondence of July 29, 2016:

**Missing recent budgets (i.e. 2015-16 Budget, and 2016-17):** *Both of these documents are accessible under the "Members Only" section of the website. These documents are also available upon request, as a public record.*

**Only 2 year's worth of audits, need 3 years:** *It is MSIA's policy that only the two most recently completed program year's documents are posted on the website.*

**No bios or contact info for governing board.....:** *It is not MSIA's policy to post biographical information for the Board members. Hyperlinks to each of the individual Board Member's corresponding school districts are posted.*

**No information on contracts for administration:** *These documents are accessible under the "Members Only" section of the website. These documents are also available upon request, as a public record.*

**Audit not text searchable (also frequent error messages when trying to click on audit link):** *We have confirmed the link to be secure and tied directly to the appropriately labeled audit. The document is posted in a .pdf format and text is searchable when using Adobe Acrobat PDF Reader (free, downloadable software that allows the user to read, search and print).*



**No online downloadable public records act (PRA) request form:** *We do not plan to add this form to the MSIA website. Any request for access to documents under the PRA, shall be received in writing.*

**R2:** *The agency should file and keep updated its Statement of Facts with the California Secretary of State and the Marin County Clerk as required by California Code §53051.*

**As of August 2, the Statement of Facts has not been filed with the Marin County Clerk:** *Per California Code §53051, MSIA is not required to file its Statement of Facts with the Marin County Clerk, as our office is maintained in Sacramento, CA. As previously reported in my letter of March 30, 2016, MSIA's Statement of Facts was most recently filed with the Secretary of State on November 12, 2015 and with the County of Sacramento on November 9, 2015.*

It is our hope the above supplementary information meets with the Marin County Grand Jury's recommendations as they relate to MSIA. If you have any questions or are in need of further information, please contact me at (800) 541-4591, ext. 1141 or [jjobe@bickmore.net](mailto:jjobe@bickmore.net).

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Best regards,

A handwritten signature in black ink, appearing to read "Jennifer L. Jobe".

Jennifer L. Jobe  
Assistant Executive Director

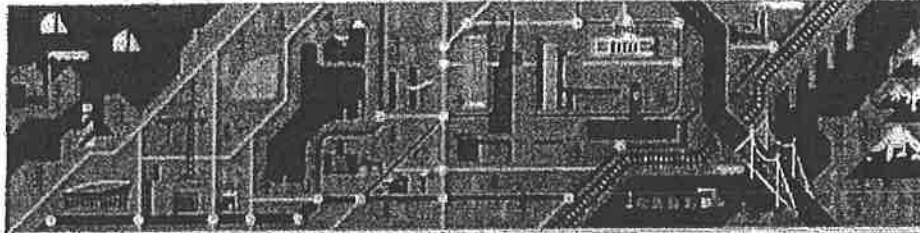
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Enclosures

cc: Debbie Wolfe, MSIA President

MSIA 2016-010

APPENDIX H: Web Transparency Checklist for Marin Joint Powers Authority (JPAs)



Criteria	Features
Overview	<input checked="" type="checkbox"/> Mission Statement ("What we do") <input checked="" type="checkbox"/> Description of services/functions <input checked="" type="checkbox"/> Boundary of service area
Budget	<input checked="" type="checkbox"/> Budget for current fiscal year <input checked="" type="checkbox"/> Budget for the past three years <input checked="" type="checkbox"/> Financial reserves policy
Meetings	<input checked="" type="checkbox"/> Board meeting schedule <input checked="" type="checkbox"/> Archive of Board meeting agendas & minutes for at least the last 6 months
Elected & Appointed Officials	<input checked="" type="checkbox"/> Board members (names, contact info, terms of office, compensation, and biography) <input checked="" type="checkbox"/> Election procedure and deadlines <input checked="" type="checkbox"/> Reimbursement and compensation policy
Administrative Officials	<input checked="" type="checkbox"/> General manager and key staff (names, contact info, compensation, and benefits)
Audits	<input checked="" type="checkbox"/> Current financial audit <input checked="" type="checkbox"/> Financial audits for the past three years
Contracts	<input type="checkbox"/> Current requests for proposals and bidding opportunities (more than \$25,000 in value) <i>N/A</i> <input type="checkbox"/> Instructions on how to submit a bid or proposal <i>N/A</i> <input checked="" type="checkbox"/> Approved vendor contracts (more than \$25,000 in value)
Public Records	<input type="checkbox"/> Online/downloadable Public Records Act (or FOIA) request form
Revenue Sources	<input checked="" type="checkbox"/> Summary of fees received and summary of revenue sources
JPA Agreement	<input checked="" type="checkbox"/> A copy of the Joint Powers Agreement (as filed and adopted by member agencies)