

**6 Board Policy Website Documents Approval Process
Board of Directors Approved January 14, 2023**

Website Documents Approval Process

Overview

The website's home page has seven (7) public segments. The purpose of this policy is to describe for each segment the purpose, review process, service standard (Help Desk), definitions and sources (Fraud, Waste, and Abuse), and approval authority for a document to be uploaded to the website www.bondoversight.org. Also included is

The CABOC Digest electronic newsletter.

This policy will ensure that documents/articles/audits/reports posted to the CABOC website reflect the best practices, current information supported by evidence, and CABOC professional and ethical standards.

The Board Secretary is authorized to edit all documents as to style in consultation with the Chief Editor.

FAQs (Frequently Asked Questions)

Purpose: Write and answer questions of interest and value to Citizens' Bond Oversight Committee (CBOC) members.

Review Process: Questions and answers drafted by Training Materials Committee, ten (10) calendar days review period by Board and Advisors.

Approval Authority: Board

Best Practices

Purpose: Write Best Practices standards for the training of CBOCs.

Review Process: Draft prepared by Training Materials Committee. Draft published in The CABOC Digest (special edition Best Practices Proposal) for a fifteen (15) calendar day comment period. Draft posted on website home page News & Updates inviting comments with a deadline. Then an additional fifteen (15) calendar day comment period by the Board and Advisors of the draft, including all feedback because of publication of the draft on the website and newsletter. Unanimous email approval by Board.

Approval Authority: Board

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Resources

Purpose: Display documents/articles of interest to CBOC members prepared by CBOCs, the CABOC Board and Advisors, districts, and other recognized organizations and individuals.

Review Process: Anyone can recommend to the Board that a document/article be uploaded to the website. Copyrighted material must be reviewed to determine if it can be posted on the website, and written permission must be obtained if needed. Obtain approval for documents/articles authored by an individual.

Approval Authority: Board

Help Desk

Purpose: Questions/service requests can be submitted to CABOC through the Help Desk segment on the website. These requests go to the CABOC Secretary's email address.

Review Process: Referred to Training Materials Committee for answer preparation after consulting published CABOC FAQs, Best Practices, and subject matter experts as needed.

Service Standard: Acknowledgment of request within twenty-four (24) hours with an answer or status report within five (5) calendar days.

Approval Authority: Training Materials Committee

Poor Management Practices Can Lead to Fraud, Waste & Abuse

Purpose: Publish evidence of poor bond fund management practices that can lead to fraud, waste, and abuse and use these to support our legislative program.

Sources: District audit reports, district forensic investigation reports, Fiscal Crisis & Management Assistance Team (FCMAT) extraordinary audits, FCMAT Community College district reports, FCMAT Comprehensive Assessments, FCMAT Grades K-12 Management Assistance reports, California State Controller audit reports, California State Auditor audit reports, California Civil Grand Jury reports, and community college accreditation reports

Approval Authority: Executive Committee

Website Display:

Poor Management Practices Can Lead to Fraud, Waste & Abuse

Below, CABOC presents a collection of documents from various sources regarding poor construction bond management practices that can lead to fraud, waste, and abuse.

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Poor management practices can lead to fraud, waste, and abuse, as defined below by the Comptroller General of the United States:

Abuse: Behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary business practice given the facts and circumstances but excludes fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements.

Fraud: Involves obtaining something of value through willful misrepresentation. Whether an act is a fraud is determined through the judicial or other adjudicative system and is beyond auditors' professional responsibility.

Waste: The act of using or expending resources carelessly, extravagantly, or with no purpose. Waste can include activities that do not include abuse and do not necessarily involve a violation of the law.

In the News & Updates

Purpose: To display current news articles about and of interest to CBOCs throughout California and CABOC announcements about conferences, training workshops, annual membership meetings, etc. News articles will be from reputable news organizations.

Review Process: Board members and Advisors make recommendations to CABOC Public Relations Committee.

Approval Authority: Executive Committee

External Sites

Purpose: To have available in one location various external resources that could be helpful to CBOC members.

Review Process: Board members and Advisors make recommendations to CABOC Public Relations Committee.

Approval Authority: Executive Committee

The CABOC Digest Electronic Newsletter

Purpose: Communication with current and prior California CBOC members and other stakeholders.

Review Process: Draft prepared by newsletter editor and circulated to Executive Committee for review.

Approval Authority: Executive Committee

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Online Training Videos

- Training Materials Committee prepares a proposal for a course: title, goal(s), objectives(s), target audience, presenter(s), length in minutes, use of new or existing Zoom recording, or a combination of both.
- Executive Committee's initial action on the proposal.
- Training Materials Committee produces video.
- Executive Committee acts on the final video.
- Video uploaded to YouTube.
- Video uploaded to the website.
- Video promoted in newsletter.

History: Original approved June 13, 2020, amended September 12, 2020, January 9, 2021, June 12, 2021, August 21, 2021, April 9, 2022, and January 14, 2023.