

CALIFORNIA PRIVACY PROTECTION AGENCY

915 Capitol Mall, Suite 350A
Sacramento, CA 95814
www.cppa.ca.gov

**MEMORANDUM**

To: California Privacy Protection Agency Board Members Lydia de la Torre, Vinhcent Le, and J. Christopher Thompson
From: Start-Up and Administration Subcommittee (Angela Sierra and Jennifer M. Urban)
Date: September 7, 2021
Re: "Per Diem" Policy as Approved in September 7, 2021 Board Meeting

Proposition 24, the California Privacy Rights Act of 2020 ("CPRA"), established the California Privacy Protection Agency ("Agency"). The Agency is governed by this five-member board ("Board" or "Board Members").

Civil Code section 1798.199.25 of the CPRA provides for "per diem" compensation for Board Members. Specifically, section 1798.199.25 states: "For each day on which they engage in official duties, members of the Agency board shall be compensated at the rate of one hundred dollars (\$100), adjusted biennially to reflect changes in the cost of living, and shall be reimbursed for expenses incurred in performance of their official duties."

After considering per diem compensation policies adopted by other California boards, the Start-Up and Administration Subcommittee recommended to the Board a policy governing per diem compensation to implement section 1798.199.25. The Board adopted a revised version of the recommended policy during its September 7, 2021 Board meeting. The revised policy follows.

Per Diem Compensation Policy:

Board Members shall be paid a per diem allowance of one hundred dollars (\$100) for every day on which a Board member is engaged in Official Duties. For guidance, engagement is generally at least an hour's activity in a day.

"Official Duties" include: preparing for and attending Board meetings; preparing for and attending official Board committee, subcommittee, panel, or task force meetings; engaging in Board committee, subcommittee, or task force work; preparing for and attending Agency hearings or other Agency public forums; engaging in Agency enforcement-related work; and necessary official travel in connection with compensable official duties.

To claim the per diem allowance, Board Members are to complete one "Per Diem Form" per month, providing general information about their per diem (time worked). The Per Diem Form must be submitted by the 15th of each month following the month in which the work was conducted. For purposes of claiming a per diem allowance prior to the adoption of this policy, Board Members must complete one Per Diem Form for each month worked prior to the adoption of this policy, and submit

these forms by October 15, 2021. If for any given month, there was no Board activity to report and/or a Board Member elects not to claim a per diem for that month, the Board Member shall submit the Per Diem Form indicating they are not claiming any per diem.

Submission Process:

A sample of the Per Diem Form to be used and submitted by Board Members for reporting hours is attached hereto. Completed Per Diem Forms should be submitted as directed on the Per Diem Form.

Attachment (1): Sample 2021–2022 Per Diem Form (Revised per September 7, 2021 Board discussion)

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**2021–2022 Per Diem Form**

Pay Period: [Month, Day – Month, Day, Year]

Instructions:

To claim their per diem allowance, Board Members are to complete one “Per Diem Form” per month, providing information about their per diem (time worked). The per diem form **must be submitted by the 15th of the month** following the month in which the expense was incurred.

Member Name: _____

In the boxes below, please mark the upper box for each day on which you engaged in work for the Board with a checkmark or “X.” In the lower box for that date, enter the appropriate corresponding activity code for the work performed that day (you may enter more than one, if necessary). If you had no Board activity for the month, please check the below and return.

No Board Activity Claimed for this Month

Activity Codes

- B:** Board Meeting
- P:** Preparing for Board Meetings (Reading Board Packets, Etc.)
- C:** Committee / Subcommittee/ Panel/Task Force Meeting
- S:** Subcommittee / Task Force Work (Reading Materials, Preparing Materials, , Research)
- A:** Attending Agency Hearings/Public Forums
- H:** Preparing for Agency Hearings/Public Forums (Reading Materials, Etc.)
- E:** Enforcement-Related Work (Reading Materials, Preparing Materials, Etc.)
- T:** Official Travel

Day		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mark Each Day Worked																
Enter Activity Code(s)																
Day	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Mark Each Day Worked																
Enter Activity Code(s)																

I certify that on the above dates I was engaged in performing the above duties and that no part of the above claim has been paid, and that all services herein rendered were in accordance with the laws of the State and regulations of the agency, if any, for which compensation is claimed.

Signature of Claimant: _____ Date: _____

Please submit your completed form to Debra Castanon, Interim Chief Deputy Director of Administration, at debra.castanon@cppa.ca.gov.