

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee

Regular Meeting Minutes - Adopted

February 19, 2016 – 9:30 a.m.

Business Services Conference Room

Present - Standing Committee Members: Herman Hernandez, and Lisa Wittke Schaffner; **Staff:** Jim Cerreta, Michael Juric, and Patti Springer

1. **Call to Order** - In absence of designated chair; Mr. Hernandez called the meeting to order at 9:30 a.m.
2. **Approval of the February 19, 2016 Meeting Agenda** – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the amended agenda with the addition of Item 4b. Selection of Committee Chair.
3. **Approval of the December 1, 2015 Regular Meeting Minutes** – Mr. Hernandez stated that he was not present at the October 15, 2015 Audit Committee or Regular Committee meetings and therefore would not have been able to make a motion at the December 1, 2015 meeting to approve the minutes of the October meetings.

Mr. Hernandez would like the minutes from the December 1, 2015 meeting to reflect that the October 15 Audit Committee Meeting Minutes and the Regular Meeting Minutes were accepted rather than approved. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the minutes of the December 1, 2015 were accepted with the corrections.

4. **Public Comment** – None

- 4b. **Selection of Committee Chair** – Ms. Wittke Schaffner nominated Mr. Hernandez for Committee Chairperson, Mr. Hernandez accepted.

5. Action and/or Consent Items for Recommendation to the Board

- a) **Request Board approval of the 2015-16 fiscal year budget revisions between \$25,000 and \$99,999 from January 23, 2016 through February 11, 2016; and any listed budget revisions greater than \$100,000** – Mr. Cerreta reviewed the report with the Committee. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of the budget revisions and placement on the consent agenda.

6. Information/Discussion Items

- a) **Review Second Interim Report** – Mr. Cerreta reviewed the report, stating that this is the second of two interim reports and that it reflects cumulative budget transfers. The Committee discussed the projected year totals and the factors that affect the \$3 million difference between revenues and expenses, i.e., increase in property taxes. Ms. Downey will prepare a narrative to present to the full Board at the March 3 meeting.
- b) **Review Significant Budget Changes for 2016-17** – Mr. Cerreta provided a brief overview of the Governor’s Budget Proposal for 2016-17. Discussion included 95% LCFF recovery in just four years, healthy increases for school districts but not county offices, the 2015-16 one-time LCAP funding, the hiring of additional staff in Business and ESS for LCAP services to districts, etc.
- c) **Discuss Scheduling May Budget Workshop for Thursday, May 19, 2016, or later** – Mr. Hernandez and Ms. Wittke Schaffner concurred on the tentative scheduling of the workshop on May 19, 2016 at 4 p.m. This date and time will be recommended to the full Board at the March 3 meeting.

7. **New/Pending Business**

a) **New/Old Business** – none

b) **Facilities** – FUMP Committee Update – Mr. Cerreta stated that the committee is waiting on the design committee who will be meeting next Monday. Two design teams are looking at different designs, i.e. modern contemporary and standard conference center designs. Mr. Hernandez asked about the inclusion of charging stations; Mr. Cerreta advised they are being worked into the design.

c) **Audit Committee** – Mr. Cerreta said that the auditors would be at SCOE in the spring. It was suggested that the Audit Committee meeting with them on September 13, prior to the Committee's regularly scheduled meeting that day. Mr. Cerreta will have Ms. Downey work with the auditors on scheduling the Audit Committee meeting.

d) **Additional Items from the Committee** – Dr. Juric provided information on the SELPA Director position opening; the job fair at Sonoma State on February 25; and the Sonoma County School Districts' here at SCOE on March 12, which will be advertised on LinkedIn and Facebook. Ms. Wittke Schaffner stated she could post the information for the SCOE job fair on the Jordan Foundation Facebook as well. Also discussed LinkedIn advertising for SCOE job recruitments.

8. **Next Meeting** – The next meeting is scheduled for Tuesday, March 8, 2016, at 2:00 p.m. in the Business Services Conference Room.

Future Meetings 2016 – All future meetings are scheduled for the second Tuesday of each month at 2:00 p.m. in the Business Services Conference Room, unless otherwise noted.

April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, and December 13

9. **Adjournment** – Mr. Hernandez adjourned the meeting at 10:09 a.m.