

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee

Regular Meeting Minutes - Adopted

June 14, 2016, 2:00 p.m.

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

1. **Call to Order** – Mr. Hernandez called the meeting to order at 2:01 p.m.
2. **Approval of the June 14, 2016 Meeting Agenda** – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the agenda.
3. **Approval of April 14, 2016 Regular Meeting Minutes** - On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the April 14, 2016 minutes.
4. **Approval of the May 17, 2016 Regular Meeting Minutes** – Ms. Wittke Schaffner and Mr. Hernandez accepted the May 17, 2016 minutes as written.
5. **Public Comment** – None
6. **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 May 13, 2016 through June 10, 2016; and any listed budget revisions greater than \$100,000** – Ms. Downey reviewed the report with the Committee and discussed an additional budget revision over \$100,000 that will be added to the final version of the Budget Report. The budget revision is from Alternative Education for the year-end balancing of Title I funds. The other revisions were to update budgets to balance contributions or reflect estimated expenditures and revenue. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval and placement on the consent agenda.
 - b) **Request Board approval of the adoption of the budget for 2016-17** – Request Board approval of the adoption of the budget for 2016-17 – Ms. Downey and the committee members discussed what happens between the presentation of the preliminary budget and the final budget. After the preliminary budget is presented to the Board, the Business Office balances the budget, with the addition of contributions, indirect costs, etc. Ms. Downey commented that the budget book is currently hand-entered, which is very time-consuming. The Business Office will be looking at revising the format next year. Each department creates its own budgets and enters those figures into the budget model. Departments do the majority of the work in updating and balancing their budgets. Mr. Hernandez asked if the May Revise affects our budgets, and yes it does. Ms. Downey added that one-time State funds are not budgeted until they are realized. On motion by Ms. Wittke Schaffner, second by Mr. Hernandez, the motion carried to recommend full Board approval of the adoption of the 2016-17 budget.
 - c) **Request Board approval of the actuarial report** – Mr. Cerreta and the Committee reviewed the GASB 43/45 Actuarial Valuation of the outstanding liability for retiree benefits, particularly the Summary of Participant Data. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of the Actuarial Report.

7. Information/Discussion Items

- a) **Review 2015-16 Personnel Commission Report to the Board** – The Committee reviewed the report, which will be presented to the full Board at the June 30 meeting; the annual report will be revised in July with the information through June 30, 2016. Dr. Juric will invite the Commissioners to the Board meeting. Ms. Wittke Schaffner asked that this item be moved towards the beginning of the meeting. Mr. Hernandez asked about the demographics of the County and is it available on our website, and do we have a demographic report on our employees. Dr. Juric will follow-up and send Mr. Hernandez the link to CalPads which contains this type of information. Ms. Wittke Schaffner would like to know if we have information on how many Sonoma County School employees live in Sonoma County; Dr. Juric will research this as well.
- b) **180-day Waiver Update** – Dr. Juric reported that we were trying to be proactive but unfortunately we cannot do a waiver for a classification, we must do it individual by individual, or for a group of individuals. Additionally, we cannot waive the 180-day rule for anyone who has received any type of retirement incentive, i.e., PARS, Golden Handshake, cash, etc.
- c) **2015-16 Board Memberships** – Ms. Downey provided a current list of Board memberships in response to Mr. Hernandez’s request at the May 17 meeting. What had appeared to be two memberships with the Healdsburg Chamber of Commerce was actually one membership split between two budgets.

8. New/Pending Business

- a) **New/Old Business** – Ms. Wittke Schaffner asked if it is legislated that this committee meet every month. Mr. Cerreta responded that it is not; it is discretionary. Ms. Wittke Schaffner stated that perhaps this committee could meet every other month and would like the full Board to look at the standing committees and the frequency of them. Mr. Cerreta stated that this meeting provides the Board Standing Committee with an opportunity to review items before they go before the full Board. Mr. Hernandez concurred with Ms. Whittke Schaffner, who would like a recommendation from staff as to what items need to be addressed and when. Dr. Juric said he would take the issue to Leadership for a recommendation.
- b) **Facilities** – New Annex Building – Mr. Cerreta stated that the financial report was presented to the Board at the June 2 meeting; everything is on schedule.
- c) **Audit Committee** – The Audit Committee will meet with the auditors on September 13, 2016 at 1:00 p.m.
- d) **Additional Items from the Committee** - none

- 9. Next Meeting** – The next meeting is scheduled for Tuesday, July 12, 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.

July 12, August 16 (third Thursday), September 13, October 11, November 8, and December 13

- 10. Adjournment** – Mr. Hernandez adjourned the meeting at 2:42 p.m.