

SONOMA COUNTY OFFICE OF EDUCATION
Business and Personnel Services Standing Committee
Regular Meeting Agenda
December 1, 2015 – 10:00 a.m.
Business Services Conference Room

Standing Committee Members: Gina Cuclis, and Herman Hernandez; **Staff:** Jim Cerreta, Mary Downey, Michael Juric, and Patti Springer

1. Call to Order
2. Approval of the December 1, 2015 Meeting Agenda
3. Approval of the October 15, 2015 Audit Committee Meeting Minutes
4. Approval of the October 15, 2015 Regular Meeting Minutes
5. Public Comment – Any person may address the Committee regarding item(s) to be considered
6. Action and/or Consent Items for Recommendation to the Board
 - a) Request Board approval of the Cotati-Rohnert Park Revenue Sharing Agreement – Cerreta
 - b) Request Board approval of the 2015-16 fiscal year budget revisions between \$25,000 and \$99,999 from October 6, 2015 through November 20, 2015; and any listed budget revisions greater than \$100,000 – Downey
 - c) Request Board approval of the 2016-17 Budget Development Calendar – Downey
7. Information/Discussion Items
 - a) Review First Interim Report - Downey
8. New/Pending Business
 - a) New/Old Business
 - b) Facilities – FUMP Phase II
 - c) Audit Committee
 - d) Additional Items from the Committee
9. Next Meeting – To be determined
10. Adjournment

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Audit Committee
Special Meeting Minutes - Unadopted
October 15, 2015, 10:30 a.m.**

Present: Audit Committee Members: Gina Cuclis, and Herman Hernandez; **Staff:** Jim Cerreta, Mary Downey, Michael Juric, and Patti Springer

1. **Call to Order** – Ms. Cuclis Called the meeting to order at 10:35 a.m.
2. **Approval of the October 15, 2015 Audit Committee Meeting Agenda** – On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to approve the agenda with the correction to Audit Committee Members from Khaalid Muttaqi to Herman Hernandez.
3. **Public Comment** – None.
4. Information/Discussion Items
 - a. Audit Committee will meet with the Independent Auditors regarding the June 30, 2015 Audit – at 10:36 a.m. Ms. Cuclis excused the staff from the meeting so the members of the Audit Committee could meet with the Nigro & Nigro auditor, Jimmy Whittington.

At 11:15 the staff rejoined the Committee. Ms. Cuclis reported that as a result of the Audit Committee meeting with the auditor, the auditors would be attending the November 5, 2015 Board meeting.

5. **Adjournment** – Ms. Cuclis adjourned the meeting at 11:16 a.m.

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee

Regular Meeting Minutes - Unadopted

October 15, 2015, 11:00 a.m.

Present: Standing Committee Members: Gina Cuclis, and Herman Hernandez; **Staff:** Jim Cerreta, Mary Downey, Michael Juric, and Patti Springer

1. **Call to Order** – Ms. Cuclis called the meeting to order at 11:16 a.m.
2. **Approval of the October 15, 2015 Meeting Agenda** – On motion by Mr. Hernandez, seconded by Ms. Cuclis the motion carried to approve the agenda with the correction to the Standing Committee Members from Khaalid Muttaqi to Herman Hernandez.
3. **Approval of the September 23, 2015 Regular Meeting Minutes** - Ms. Cuclis accepted the September 23, 2015 minutes as written.
4. **Public Comment** – None
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 September 11, 2015 through October 5, 2015; and any listed budget revisions greater than \$100,000 – Ms. Downey and the Committee reviewed the budget revisions, stating there were none over \$100,000. On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to recommend full Board approval of the budget revisions and placement on the November 5, 2015 Board meeting agenda as a consent item.
 - b) **New Building Financing – Reimbursement Resolution** - Mr. Cerreta provided an explanation on the need for the reimbursement resolution and discussed IRS regulations. On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to recommend full Board approval of the resolution.
6. **Information/Discussion Items**
 - a) **Selection of Bond Counsel for financing for new SCOE Building** – Mr. Cerreta reviewed the Agreement for Legal Services for the proposed 2016 Lease Financing for the new SCOE building with the Committee members.
 - b) **Public Self-Insurers Annual Report for Workers’ Compensation Program for 2014-15** – Mr. Cerreta and the Committee members reviewed the annual report.
 - c) **Review of 2015-16 1st Quarter Board Budget Summary and Board Expenditures** – Ms. Downey and the Committee discussed the Board Budget Summary, including the revised budget due to a reduction of costs of approximately \$30,000 for medical benefits; separate line items for mini grants; and expenditures during the first quarter, i.e., CalCard expenses, travel, memberships, scholarships, etc.
 - d) **Review List of 1st Quarter Purchase Orders Over \$25K** - Ms. Downey reviewed the list of purchase orders with the Committee. Discussion ensued regarding the Business Services purchase orders for MAA reimbursements due to the recent internal shift of a MAA position from SELPA to Business. Mr. Cerreta stated that the reason for this shift was due to the reporting process and added that the MAA program is administered by most County Offices of Education within their Business departments.

7. New/Pending Business

a) **New/Old Business** - None

b) **Review Phase I Facility Utilization Master Plan committee report** – Mr. Cerreta presented the September 30 report. Review of the report included the purpose, scope, and process for developing the master plan; assumptions; demographics; existing SCOE facilities; factors driving facility changes; Phase 1 options addressing short-term facility needs; Phase 1 facility recommendations; and the projected fiscal impact. Mr. Cerreta stated that the goal is to bring this forward to the Board in November and then again in December for a presentation from a financial advisor. Also discussed were the differing expiration dates of the three building leases at La Fiesta, and that Dr. Herrington would like to vacate all three buildings at once. Mr. Hernandez asked about the reduction in available parking spots, with Mr. Cerreta advising that we are still able to use the property next door for overflow parking for free upon request; and that he hopes to continue this agreement with the property owners.

c) **Audit Committee** – The Auditors met at 10:30 a.m. today, October 15.

d) **Additional Items from the Committee** - None

8. Next Meeting – The next meeting was scheduled for Tuesday, December 1, 2015, at 10 a.m. in the Business Services Conference Room.

9. Adjournment – Ms. Cuclis adjourned the meeting at 11:52 a.m.