

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Standing Committee**  
**Regular Meeting Minutes - Adopted**  
May 28, 2015, 2:00 p.m.

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

1. **Call to Order** – Ms. Cuclis called the meeting to order at 2:06 p.m.
2. **Approval of the May 28, 2015 Meeting Agenda** – On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to approve the agenda.
3. **Approval of the April 16, 2015 Regular Meeting Minutes** – Ms. Cuclis accepted the minutes as written.
4. **Public Comment** – None.
5. **Action and/or Consent Items for Recommendation to the Board**
  - a) **Request Board Approval of the 2014-15 Fiscal Year Budget Revisions Between \$25,000 and \$99,999 from April 4, 2015 through May 18, 2015; and any Listed Budget Revisions Greater than \$100,000** – Ms. Downey review the revisions with the committee members. The majority of the revisions under were to update department budgets to reflect estimated expenditures and revenue. On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to recommend full Board approval of the nine budget revisions between \$25,000 and \$99,000 and the three budget revision greater than \$100,00, and placement of this item on the Board’s consent agenda.
6. **Information/Discussion Items**
  - a) **June 4, 2015 Board Meeting Public Hearing**
    1. **Adopted 2015-16 Budget** – Ms. Downey stated that the final version of the adopted budget will be completed by June 1 and will be posted with the June 4 Board meeting packet. She explained that the difference between the preliminary budget and the adopted budget is that the MAA program will be moved from the SELPA office to the Business office, as it is considered a Business Services program. In addition, she provided a brief description of the MAA program. The Committee also discussed Fund 17 and Fund 67 in regards to retiree benefits; and the transition from an entitlement model to the new state funding enterprise model.
    2. **Flexibility for Tier III Categoricals** – Ms. Downey reviewed the report with the Committee stating that the remainders from old categorical funds before LCFF will be collapsed or spent. This report will be coming back to the Board at least one more time.
    3. **Education Protection Act (EPA) Funds** – Ms. Downey reviewed the report, which explains how Prop 30 funds will be spent.

The Committee also discussed the Economic Impact Aid (EIA) Report and that it was not necessary to hold a public hearing on this because SCOE had spent the \$20,000 at the end of 2013-14.
7. **New/Pending Business**
  - a) **New/Old Business** – Mr. Cerreta advised the Committee that the June 4 Board meeting agenda will include an action item for a cash flow loan to Kashia for up to \$125,000; stating that he had learned about this item too late to include it on this meeting’s agenda. In addition, SCOE provided Kashia a fiscal advisor to help the district become fiscally and administratively sound.

- b) **Facilities Update** – Mr. Cerreta distributed and reviewed the *Facility Update Report*, discussing the facility needs changing at SCOE, which include the Special Education program transfers; facility lease termination notices, SCOE program expansions; and requests for space at SCOE. This report will be presented to the full Board at their June 4, 2015 meeting.
  - c) **Audit Committee – planning meeting with Auditors – July 20-24, 2015 and September 14-17, 2015.**  
The Standing Committee Board members would like to meet with the auditors in September on the same day as the September BPSSC meeting.
  - d) **Additional Items from the Committee - None**
8. **Next Meeting** – The next meeting was tentatively scheduled for June 18, 2015 at 11:00 a.m. or June 25, 2015 at 2:45 pm. Patti Springer will contact Mr. Muttaqi to see which date and time works best for him.
9. **Adjournment** – Ms. Cuclis adjourned the meeting at 3:00 p.m.