

SONOMA COUNTY OFFICE OF EDUCATION
Business and Personnel Services Standing Committee
Minutes-Adopted
February 21, 2017, 4:00 p.m.
Business Services Conference Room

Standing Committee Members: Gina Cuclis, and Lisa Wittke Schaffner; **Staff:** Mary Downey, Michael Juric, Linda Daugherty and Bonnie Tanner

1. Call to Order:

- In absence of a designated Chair, Lisa Wittke-Schaffner called the meeting to order at 4:02 p.m.

2. Selection of Committee Chairperson

- Gina Cuclis nominated Lisa Wittke-Schaffner as the Chair the Committee, Ms. Wittke-Schaffner accepted.

3. Approval of the February 21, 2017 Meeting Agenda

- Passed with a motion by Ms. Cuclis and a second by Ms. Wittke-Schaffner.

4. Approval of November 29, 2016 Regular Meeting Minutes

- Passed with a motion by Ms. Cuclis and a second by Ms. Wittke-Schaffner.

5. Public Comment – Any person may address the Committee regarding item(s) to be considered.

- No public comments were presented to the Committee.

6. Action Items

- a. Request Board approval of the 2016-2017 fiscal year budget revisions between \$25,000 and \$99,999 from January 21, 2017 through February 10, 2017; and any listed budget revisions greater than \$100,000
 - Passed with a motion by Ms. Cuclis and a second by Ms. Wittke-Schaffner
- b. Request approval of 2017 meeting calendar
 - Meeting calendar for 2017 was approved for the Wednesday of the week prior to the County BOE meetings at 4:00 p.m. with exception for meeting in May will be on May 18, 2017 at 3:00 p.m. Meeting dates are as follows: March 29, April 26, May 18, June 21, July 26, August 30, September 27, October 25, November 29 and December 20, 2017.
- c. Discussion and Request approval of May Budget Workshop for Thursday May 18, 2017
 - Ms. Cuclis and Ms. Wittke-Schaffner approve that the May 18, 2017 date be presented to the full County Board for approval for the Budget Workshop.
- d. Review 2nd Interim Report
 - Ms. Cuclis and Ms. Wittke-Schaffner accepted and recommend the 1st Interim Report to be presented to the full County Board for approval.

7. Information/Discussion Items

- a. Review significant budget changes for 2017-2018
 - Ms. Downey reviewed three significant changes to the Budget for 2017-18: 1) SCOE is developing an RFP for firms qualified to provide an OPEB Trust to fund OPEB liabilities. . 2) SCOE is in the process of re-aligning the health benefit packages that are offered to management and confidential employees to match other bargaining units. 3) Operating costs for the Annex Building will be added to the 2017-2018 Budget. Mr. Juric stated that the HR department is under-going a staffing re-alignment, which will result in the reduction of staff by one person.
- b. 2015-2016 Technical Revision to Audit
 - Ms. Downey shared a letter from Nigro & Nigro, Auditor, explaining the need for a revised page of the 2015-2016 to be submitted to the State Controller's Office.
- c. Review 1st and 2nd Quarter Board Budget Summary and Board Expenditures
 - Ms. Downey shared reports from the 1st and 2nd Quarter for 2016-2017. The 1st Quarter report was not previously presented to the Committee.

8. New/Pending Business

- a. Annex Building, Bid Opening March 16, 2017 2:00-3:00 p.m., SCOE Board Room
 - Ms. Downey shared information about the Annex Building Bid Opening and invited members to attend.

9. Items for Next Meeting

- The next meeting will be March 29, 2017 at 4:00 p.m.

10. Adjournment

- Ms. Wittke-Schaffner adjourned the meeting at 4:45 p.m.