

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee
Regular Meeting Minutes-Adopted
November 29, 2016
Business Services Conference Room

Attendance:

Standing Committee Members: Herman Hernandez, and Lisa Wittke Schaffner; **Staff:** Mary Downey, Michael Juric, Linda Daugherty, Nicole Rosaschi and Bonnie Tanner

1. Call to Order
Mr. Hernandez called the meeting to order at 8:11 a.m.
2. Additions or Reordering of Agenda
No requests for additions or reordering of the Agenda were presented to the Committee.
3. Public Comment – Any person may address the Committee regarding item(s) to be considered
No public comments were presented to the Committee.
4. Consent Items
On a motion by Ms. Wittke-Schaffner, with a Second by Mr. Hernandez, Consent Items a. and b. were approved.
 - a. Approval of September 13, 2016 Regular Meeting Minutes
 - b. Approval of the September 13, 2016 Audit Committee Meeting Minutes
5. Action and/or Consent Items for Recommendation to the Board
 - a. Request Board approval of the 2016-2017 fiscal year budget revisions between \$25,000 and \$99,999 from October 15, 2016 through November 15, 2016; and any listed budget revisions greater than \$100,000.
 - On a motion by Ms. Wittke-Schaffner, and a second by Mr. Hernandez, the presented Budget Revisions from October 15, 2016 through November 15, 2016 were approved.
 - b. Approval of 2016-2017 Budget Development Calendar for 2017-2018.
 - On a motion by Ms. Wittke-Schaffner, and a second by Mr. Hernandez, the presented 2016-2017 Budget Development Calendar for 2017-2018 was approved.
 - c. Review First Interim Report
 - Ms. Downey presented the First Interim Report to the Committee with explanations for the different sections. The Interim Report is required by CDE. On a motion by Ms. Wittke-Schaffner, and a second by Mr. Hernandez, the Committee approves the First Interim Report to be presented to Board of Education.
6. Information/Discussion Items
 - a. Budget Revision Forms and Presentation
 - Ms. Downey presented the Committee with two different versions of the “Budget Revisions” that are submitted each month for approval and review. One of the documents is a report generated directly from the ESCAPE software and takes only a few minutes to produce. The second version uses the same information but is formatted for simplicity. This formatting takes several hours to complete. The Business Services staff would like for the Committee members to consider accepting the report that is generated by ESCAPE in order to increase efficiency within the Business office. The Committee

and guests agreed that efficiency needs to be considered but requested that minor adjustments be made to the ESCAPE document in order to identify Departments and Programs affected by the Budget Revision. It was also recommended that these choices be presented to the new Committee Members in January for their final approval and acceptance.

b. 180-Day Waiver for CalPERS Annuitant

- Mr. Juric shared information about a request for 180-Waiver from Gravenstein Union School District in order to temporarily hire a recent retiree. There are guidelines and criteria that need to be met in order for any Waiver to be considered and in this instance all have been met. This request will be forwarded to the County Board of Education for final approval.

7. Items for Next Meeting

- a. Future Dates: Bonnie Tanner will discuss future dates with new members of BPSSC in January.

8. Adjournment

Mr. Hernandez adjourned the meeting at 8:53 a.m.