SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee
Regular Meeting Minutes-Adopted
September 13, 2016, 2:00 p.m.
Business Services Conference Room

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

1. Call to Order
   Mr. Hernandez, Chair, called the meeting to order at 1:47 p.m.

2. Approval of the September 13, 2016 Meeting Agenda
   With a motion by Ms. Wittke-Schaffner, and a second by Mr. Hernandez, the agenda for September 13, 2016 meeting was approved.

3. Approval of August 16, 2016 Meeting Minutes
   With a motion by Ms. Whittke-Schaffner, and a second by Mr. Hernandez, the Minutes from the August 16, 2016 meeting were approved.

4. Public Comment – Any person may address the Committee regarding item(s) to be considered
   No public comments were presented to the Committee

5. Action and/or Consent Items for Recommendation to the Board
   On a motion by Ms. Whittke-Schaffner, and a second by Mr. Hernandez, Action items a. and b. were approved.
   a. Request Board approval of the 2016-2017 fiscal year budget revisions between $25,000 and $99,999 from August 13, 2016 through September 9, 2016; and any listed budget revisions greater than $100,000-Downey
   b. Request Board approval of 2015-2016 budget revisions between $25,000 and $99,999 and any listed budget revisions greater than $100,000 through June 30, 2016-Downey
   c. Annual Appointment of open Commissioner's seat-Juric
      Mr. Juric explained the process for a nomination to the Personnel Commission. He presented letters of recommendation from SEIU and Dr. Steve Herrington in support of Ms. Gail Whooley to the Sonoma County Office of Education's Personnel Commission for a three year term. With a motion by Ms. Whittke-Schaffner, and a second by Mr. Hernandez, the nomination was approved and will be forwarded to the Board of Education for recommendation to be forwarded to the State Board of Education.

6. Information/Discussion Items
   a. Review 2015-2016 4th Quarter Board Budget Summary and Board Expenditures
      Ms. Downey reviewed the 2015-2016 4th Quarter Board Budget Summary and Board Expenditures with the committee giving explanations to various entries and how to interpret the report. Mr. Hernandez stated that he would like to research possible options for spending the balance of the Mini-Grants on students within the county. One example was to work with a clothing outfitter to provide a "professional" outfit to students in the Alternative Education or Community School program. J. Crew Clothing Co. has done this for students in

other areas with great success in how students approached their school day and future entry into the workforce.

b. School District Cash Loan Update
Ms. Downey reported that no school districts received financial assistance for cash flow from SCOE at the end of Fiscal Year 2015-16 and there are no indications that there will be in any requests in the near future. The districts have been advised that the County of Sonoma offers a line of credit that can be accessed if districts need additional cash.

c. Review of Resolution Adopting Actual/Estimated GANN Expenditure Limit
Ms. Downey explained that due to the date of this meeting SCOE Business Services was unable to provide the GANN report to this Committee for review prior to the October Board of Education meeting. Ms. Downey stated that she would be at the Board meeting and able to answer any questions the Board may have about the report.

d. Update on 2015-2016 Unaudited Actuals Financial Report
Ms. Downey was unable to present the 2015-2016 Unaudited Actuals report to this committee today due to timing of the reports due date and this meeting date. This report will also be presented to the Board of Education in October and she will be present to answer any questions the Board members may have.

7. New/Pending Business
   a. Audit Committee-The Audit Committee met today September 13, 2016 at 1:30 p.m.
   b. Facilities Update
   Ms. Downey announced that there will be a presentation at the November Board of Education meeting detailing the new Annex Building that SCOE will be constructing on campus.
   c. Additional Items from the Committee
   No items were presented from the Committee

8. Items for Next Meeting
   a. Future Dates:*, November 8*

9. Adjournment
   Mr. Hernandez adjourned the meeting at 2:15 p.m.