

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee

Regular Meeting Minutes - Unadopted

December 1, 2015 – 10:00 a.m.

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 10:06 a.m.
2. **Approval of the December 1, 2015 Meeting Agenda** – On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to approve the agenda.
3. **Approval of the October 15, 2015 Audit Committee Meeting Minutes** - On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to approve the minutes.
4. **Approval of the October 15, 2015 Regular Meeting Minutes** - On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to approve the minutes.
5. **Public Comment** – None
6. **Action and/or Consent Items for Recommendation to the Board**
 - a) **Request Board approval of the Cotati-Rohnert Park Revenue Sharing Agreement** – Mr. Cerreta reviewed the agreement and provided information regarding the shuttering of the redevelopment agency by the State and the selling of real property and the distribution of funds to RDAs. Rohnert Park handled their RDA distribution differently in that they transferred their real property to the City and then sold it. The State requires this agreement in order to distribute funds between Rohnert Park public agencies. Ms. Downey added that redevelopment money is not budgeted. On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to recommend full Board approval of the Sharing Agreement and placement on the December 10, 2015 Board meeting agenda as a consent item.
 - 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** – Ms. Downey reviewed the budget revisions with the Committee, stating there were none over \$100,000 and that the majority of the revisions were due to departments updating their budgets and budgeting carryover. 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 December 10, 2015 Board meeting agenda as a consent item.
 - c) **Request Board approval of the 2016-17 Budget Development Calendar** – Ms. Downey reviewed the calendar with the Committee. Item 3 is new to the calendar this year, in which Business Services will notify the Board of any actions required relating to the Budget and/or revision to the Budget Development Calendar. In addition, Business will develop options for classification of reserves, which will be included in the 2016-17 Proposed Budget. Also discussed upcoming budget development workshops and preliminary budget deadlines. On motion by Mr. Hernandez, seconded by Ms. Cuclis, the motion carried to recommend full Board approval of the 2016-17 Budget Development Calendar.
7. **Information/Discussion Items**
 - a) **Review First Interim Report** – Ms. Downey reviewed the report and explained that it does not include the SELPA. Discussion ensued regarding the NCTIP program and the Educator Effectiveness program; and the \$600,000 share of property tax increases, and the LCAP support of a one-time revenue infusion, which will be included in the Second Interim Report. Also discussed the budgeting of reserves for

economic uncertainties and undesignated reserves. Ms. Downey stated that she received a call from the State after their review of the First Interim Report asking if SCOE would be designating some of the undesignated reserves; this is why Item 3 was added to the 2015-16 Budget Development Calendar. Ms. Downey commented that the transfer of the MAA from SELPA to Business made a big difference on projected revenues.

8. New/Pending Business

a) **New/Old Business** – None

b) **Facilities – FUMP Phase II** – Mr. Cerreta reported that the FUMP Committee is meeting today regarding Phase II of the plan. The first draft will be available in January and he will update this Committee at that time. In addition, a design committee is being formed, with work beginning next summer. Mr. Hernandez asked about solar panels and Mr. Cerreta stated that the redesign includes charging stations in the parking lot for electric cars.

c) **Audit Committee** – No report

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

9. Next Meeting – The Board, at its December 10 meeting, will change the members to the Standing Committees; the newly assigned members shall determine the date of the next meeting.

10. Adjournment - Ms. Cuclis adjourned the meeting at 11:00 a.m.