

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Standing Committee
Regular Meeting Minutes - Adopted**

February 26, 2015, 10:30 a.m.

Present - Standing Committee Members: Khaalid Muttaqi; **Staff:** Jim Cerreta, Mary Downey, Jeff Heller, and Patti Springer

Absent – Standing Committee Members: Gina Cuclis, Herman Hernandez (alternate)

1. **Call to Order** – Mr. Muttaqi called the meeting to order at 10:37
2. **Approval of the February 26, 2015 Meeting Agenda** – Mr. Muttqui accepted the agenda.
3. **Approval of the January 26, 2015 Regular Meeting Minutes** – Mr. Muttqui accepted the minutes.
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 January 1, 2015 through February 20, 2015; and any listed budget revisions greater than \$100,000** – Ms. Downey reviewed the \$25,000-\$99,999 revisions; explaining that departments are getting ready to develop their 2015-16 budgets and are making revisions to their 2014-15 budgets in preparation of that. In addition, there was one budget revision greater than \$100,000, which was for \$7,499,845. This represents the first of three annual installments that ESS will receive for the \$15M Career Pathways Trust Grant. Mr. Cerreta provided Mr. Muttaqi with a brief history of ROP (now CTE), Local Control Funding Formula (LCFF), grants, etc. Mr. Muttaqi accepted the report and recommended full Board approval of the budget revisions between \$25,000 and \$99,999 and those greater than \$100,000.
 - b) **Request Board approval for the May Budget Workshop** – No action was needed as the May Budget Workshop has been scheduled on the full Board Calendar for May 21, 2015.
7. **Information/Discussion Items**
 - a) **Review Second Interim Report** – Ms. Downey provided a thorough overview of the report; reviewing the highlights, impact of LCFF, major changes from the adopted budget, and criteria and standards. Discussion included restricted and unrestricted funds; fund balance vs. reserves; reserves for economic uncertainties; carryover; restorative justice as an alternative to suspension; restorative philosophy, etc.
 - b) **Review significant budget changes for 2015-16** – Mr. Cerreta said the Governor made his budget proposal in January, in which he continues to support LCFF, and restoring funding levels lost during the recession. The State of California reviewed County Offices and determined that SCOE, along with other County Offices, is at the appropriate level of funding and would not receive any funding increases. The County Offices that the State determined were at the appropriate level of funding, collectively requested that the Governor take another look at this. In response, the Governor proposed one-time funds for 2015-16 for those County Offices. What this means for SCOE is \$400K - \$500K for the Local Control and Accountability Plan (LCAP). Ms. Downey added that another significant change is that SCOE has to absorb increases in PERS, STRS, and Health Benefits, which means departments will absorb these increases.
 - c) **Review Board Policy Series 3000** – Tabled, will address at a future meeting when Ms. Cuclis is also in attendance.

- d) **Review Annual Personnel Commission Report to the Board** – Dr. Heller provided an overview of the report and the Personnel Commission to the Committee. The report will be presented to the full Board at the March 5, 2015 meeting.

8. New/Pending Business

- a) **New/Old Business** – None
- b) **Facilities Update** – Mr. Cerreta reported that the Cotati-Rohnert Park and Bellevue School Districts are growing in enrollment and have given notice to SCOE that they will be in need of their school facilities that SCOE currently leases. He said SCOE has a year to locate new leasing options and is looking at buildings along the Skylane/Airport Blvd. corridor. In addition, SCOE is looking at the Valley of the Moon and Headwaters facilities to house Medical Therapy Units. Although this is not our program, SCOE does have to provide the facility.
- c) **Audit Committee** – No report
- d) **Additional Items from the Committee** - None

- 9. Next Meeting** – The next meeting is scheduled for Thursday, March 19, at 11:00 a.m. in the Business Services Conference Room.

- 10. Adjournment** - Mr. Muttaqi adjourned the meeting at 11:44 a.m.