

SONOMA COUNTY OFFICE OF EDUCATION

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

August 7, 2014 - 3:00 p.m.

Present: Standing Committee Members: Jill Kaufman, Helga Lemke, and Ray Peterson; **Staff:** Jim Cerreta, Jeff Heller, and Patti Springer

1. **Call to Order** - Ms. Lemke called the meeting to order at 3:02 p.m.
2. **Approval of the August 7, 2014 Meeting Agenda** – On motion by Ms. Kaufman, seconded by Mr. Peterson, the motion carried to approve the agenda.
3. **Approval of the June 11, 2014 Regular Meeting Minutes** - On motion by Ms. Kaufman, seconded by Mr. Peterson, the motion carried to approve the minutes.
4. **Public Comment** – None
5. **Action and/or Consent Items for Recommendation to the Board**
 - a) **Request Board approval of the 2013-14 fiscal year budget revisions between \$25,000 and \$99,999 from June 3, 2014 through June 30, 2014; and any listed budget revisions greater than \$100,000** – Mr. Cerreta reviewed the final transfers of 2014, and discussed the transfer over \$100,000 regarding the one-time RDA tax receipts. On motion by Ms. Kaufman, seconded by Mr. Peterson, the motion carried to recommend full Board approval of the revisions and placement on the consent agenda.
 - b) **Request Board approval of the 2014-15 fiscal year budget revisions between \$25,000 and \$99,999 from July 1, 2014 through July 25, 2014; and any listed budget revisions greater than \$100,000** – Mr. Cerreta reviewed the revisions with the Committee, explaining that the Alternative Education grant is not being eliminated but will be managed by the Department of Health Services, the \$485,589 of additional state aid is an on-going amount that we will receive every year. On motion by Ms. Kaufman, seconded by Mr. Peterson, the motion carried to recommend full Board approval of the revisions and placement on the consent agenda.
 - c) **Resolution for Exception to the 180-Day CalPERS Wait Period, Interim for the Director of Operations position** – Dr. Heller provided an overview as to the need for an interim Director of Operations. He explained that normally PERS employees must wait 180 days to return to work after retirement, but for emergency purposes Districts may hire retired PERS employees prior to that, as long as they provide CalPERS with a Resolution for Exception to the 180-Day Wait Period and the employee with a Notice of Limited Assignment. The position has been advertised with a closing date for applications of August 19, 2014. Upon approval, Dan Wells formerly of the Windsor District will begin work on August 18, 2014 and continue through November 30, 2014. On motion by Mr. Peterson, seconded by Ms. Kaufman, the motion carried to recommend full Board approval of the Resolution.
6. **Information/Discussion Items**
 - a) **Review State Controllers 2013 Compensation Data Request** – Mr. Cerreta reviewed the 2013 Compensation Data Request letter that Ms. Willbanks had received from the State Controller. He explained that SCOE had received the request in February but was unable to provide the information to the State in the format they requested but did provide it to them in a different format. The State did not accept the information in this different format and viewed it as non-compliant. Mr. Cerreta stated that the ESCAPE program now allows for us to comply in the format the State needs but Ms. Downey was unable

to upload it to the State's website. She was then advised to email the information to them, which she has done and so therefore we have complied.

- b) **Review List of 4th Quarter Purchase Orders Over \$25,000** – Mr. Cerreta reviewed the 4th quarter list with the Committee.
- c) **Review 4th Quarter Board Budget Summary and Board Expenditures as of July 24, 2013** – Mr. Cerreta reviewed the summary with the Committee, explaining that this report is only through July 24; a year-end report will be presented to the Committee at their September meeting.

7. **New/Pending Business**

- a) **New/Old Business** – None
- b) **Facilities Update** – Mr. Cerreta reviewed the recent remodels of Special Education, the Board Room, and the Gravenstein Room. Wallpaper was removed and the walls were painted, new walls were constructed, new pictures were hung, new carpeting installed, etc. Also discussed was the possibility of a Demonstration/Makers Lab here at SCOE. Dr. Heller added that we have contracted with the West Sonoma County High School District for a .40 FTE Teacher-on-Loan to teach this style of project-based learning.
- c) **Audit Committee** – Scheduled to meet with the Auditors on Tuesday, September 16, 2014, at 10:00 a.m. – Ms. Lemke inquired if the auditors will be presenting a management letter at this meeting. Mr. Cerreta will ask Nigro & Nigro if they will be providing a management letter and let the Committee know.
- d) **Additional Items from the Committee** - None

8. **Next Meeting** – Both the Audit Committee and Standing Committee are scheduled to meet on Tuesday, September 16, 2014 in the Business Services Conference Room. The Audit Committee will meet at 10:00 a.m. and the Standing Committee will meet at 10:30 a.m. Future meetings beyond that have yet to be scheduled.

9. **Adjournment** - Ms. Lemke adjourned the meeting at 3:40 p.m.