

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Standing Committee  
Regular Meeting Minutes - Adopted  
November 24, 2014, 10:00 a.m.**

**Standing Committee Members:** Jill Kaufman, Helga Lemke, and Ray Peterson; **Staff:** Jim Cerreta, Mary Downey, and Patti Springer

1. **Call to Order** – Ms. Lemke called the meeting to order at 10:02 a.m.
2. **Approval of the November 24, 2014 Meeting Agenda** – On motion by Ms. Kaufman, seconded by Mr. Peterson, the motion carried to approve the agenda.
3. **Approval of the October 27, 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 2014-15 fiscal year budget revisions between \$25,000 and \$99,999 from October 1, 2014 through October 31, 2014; and any listed budget revisions greater than \$100,000** – Ms. Downey reviewed the report with the Committee. Discussion ensued regarding the Special Education MediCal Budget revision of \$465,000. Ms. Downey stated this revision is the budgeting of carryover from revenues that are received from the LEA MediCal program. Mr. Cerreta further explained that we receive these funds as a reimbursement from the Federal Government for providing services to MediCal eligible students. Mr. Peterson commented that the department should be mindful about using funds for the students who generated the income. On motion by Ms. Kaufman, seconded by Mr. Peterson, the motion carried to recommend full Board approval of the budget revisions between \$25,000 and \$99,999 and those over \$100,000 and placement on the consent agenda.
  - b) **Request Board approval of the 2015-16 Budget Development Calendar** – Ms. Downey reviewed the timelines with the Committee, stating that the auditors will present the audit report in January. The members had previously discussed providing training for new Board members in regards to the budget. Mr. Cerreta and Ms. Downey have already met with two of the new Board members, providing them with an orientation; they are scheduled to meet with the third new member soon. Ms. Lemke suggested Mr. Cerreta and Ms. Downey meet with the entire Board as a group. This would provide a refresher for the current members; reinforce the one-on-one orientations for the new members, and also provide the opportunity for a group question and answer session. On motion by Ms. Kaufman, seconded by Mr. Peterson, the motion carried to recommend full Board approval the 2015-16 Budget Development Calendar. In addition, Mr. Peterson suggested a one-day retreat for the Board.
  - c) **Request Board approval of the First Interim Financial Report** - Ms. Downey and the Committee reviewed the reports highlights, impacts of LCFF, major budget changes from the adopted budget, and the criteria and standards - which Ms. Downey stated have been met. The Committee also discussed the 6% reserve for economic uncertainties and that the report does not include SELPA. Mr. Peterson provided a brief history of his concerns about SELPA not being included. On motion by Ms. Kaufman, seconded by Mr. Peterson, the motion carried to recommend full Board approval of the First Interim Financial Report and placement on the consent agenda.

**6. Information/Discussion Items**

- a) **Review First Interim Financial Report** – The Committee members requested that this item be presented as an Action and/or Consent item based on the Notice of Interim Review, which states that “all action shall be taken on this report during a regular or authorized special meeting of the County Board of Education.

**7. New/Pending Business**

- a) **New/Old Business** - None
- b) **Facilities Update** – Mr. Cerreta provided information on the Makers Lab, stating that the projected completion date is sometime in January or February 2015.
- c) **Audit Committee** – No report at this time.
- d) **Additional Items from the Committee** - None

- 8. **Next Meeting** – To be scheduled - will survey the new Board members for availability to determine next meeting date.

- 9. **Adjournment** – Ms. Lemke adjourned the meeting at 10:37 a.m.