

CITIZEN BOND OVERSIGHT COMMITTEE  
"Meeting Minutes of June 18, 2008"

- Call to order by: John Moore(CBOC Chairman)
- Time called to order 6:30 PM
- The following were in attendance:

6 Visitors

Julio Hernandez (SGI)  
Debby Nohelty (SGI)  
Mariana Solomon(SGI)  
Lance Jackson(SGI)  
Dave Castro  
Hector Guerra

7 CBOC Members

John Moore (Chairman)  
Ruben Dominguez  
John Sellarole  
Will Johnson  
Bud LoMonaco  
Sara Przmeilewski  
Bonnie Mace

5 District Member

Alan Garofalo  
Mary Guillen  
Jerry Kurr  
Dan Moser  
Bob Nunez

- Meeting adjourned by: John Moore(CBOC Chairman)
- Time of adjournment: 9:40 PM

Public Comments

- There were no public comments made.

Review and Approve Meeting Minutes of June 10, 2008

- No proposed changes were made. The meeting minutes were accepted as is.

Old Business

- Committee discussed Board Resolution 2007-2008-40 from the May 2008 Board meeting. The purpose for this discussion was to determine if Measure G funds are being transferred to other accounts to support the General Fund (teachers, staff salaries or other non bond categories). Also discussed the written legal opinion used as support for Board Resolution, the total amounts withdrawn or to be withdrawn for these purposes, account(s) to which money is or being deposited.

Overview of Measure G Projects

- Julio Hernandez went through an overview of a list of current projects on the June 10<sup>th</sup> meeting.

New Business
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- The purpose of the meeting was to clear any concerns and issues the committee may have regarding the use of the Measure G and E funds for district employee salaries.
- The committee suggested complying with the letter that enabled the motion to be passed for the allocation of funds of the new bond. SGI's purpose for attending was to facilitate communications concerning such funds.
- John Moore commented the purpose of the CBOC is to assist in the establishment of procedures to make sure that final decisions being made by the and acted on by the district are done in a legal, consistent, and easily justifiable to the public in a manner to keep the district out of trouble.
- The goal is to stick to a fairly strict standard to make sure all are behaving in an ethical way and still taking full advantage of all the benefits offered through the bond.
- The committee reviewed the list of staff positions proposed by business services to be funded by the Measure G Bond; going back 18 months.
- Discussed questionable positions, and decided what positions will be allowed to be paid through the Measure G Bond. Based on approved positions the appropriate FTE was allocated.
- Business Services submitted the following positions for approval:
 

<ul style="list-style-type: none"> <li>▪ Superintendent</li> <li>▪ Associate Sup't. Student Services &amp; Facilities</li> <li>▪ Associate Sup't. Admin &amp; Business</li> <li>▪ Associate Sup't. Instruction Services &amp; HR</li> <li>▪ Senior Accountant</li> <li>▪ Internal Auditor (changed to outsourcing)</li> <li>▪ Purchasing Agent</li> <li>▪ Budget Specialist</li> <li>▪ Director of Facilities</li> <li>▪ Director of Fiscal Services</li> <li>▪ Assistant Director of Construction</li> <li>▪ Assistant Director of Maintenance &amp; Operations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administrative Secretary, Business</li> <li>▪ Coordinator of Communications</li> <li>▪ Buyer</li> <li>▪ Buyer</li> <li>▪ Administrative Secretary, Stud Serv &amp; Facilities</li> <li>▪ Department Secretary, Facilities</li> <li>▪ Department Secretary, Confidential Sup't</li> <li>▪ Assistant Project Manager</li> <li>▪ Account Clerk II, A/P</li> <li>▪ Account Clerk II, A/P</li> <li>▪ Account Clerk II, A/P</li> <li>▪ Account Analyst, Internal Auditor</li> <li>▪ Account Analyst, Capital Projects</li> </ul>
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- The committee approved the following positions:
  - Associate Sup't. Student Services & Facilities
  - Associate Sup't. Admin & Business
  - Purchasing Agent
  - Budget Specialist
  - Director of Facilities
  - Director of Fiscal Services
  - Assistant Director of Construction
  - Assistant Director of Maintenance & Operations
  - Administrative Secretary, Business
  - Buyer
  - Buyer
  - Administrative Secretary, Stud Serv & Facilities
  - Department Secretary, Facilities
  - Assistant Project Manager
  - Account Analyst, Capital Projects
  
- The committee voted to revisit the following questionable positions pending further research:
  - Senior Accountant
  - Internal Auditor (changed to outsourcing)
  - Coordinator of Communications (Electronic Surveillance System)
  - Account Clerk II, A/P
  - Account Clerk II, A/P
  
- The committee voted to exclude the following positions:
  - Superintendent
  - Associate Sup't. Instruction Services & HR
  - Department Secretary, Confidential Sup't
  - Account Clerk II, A/P

- FTE allocations submitted vs. approved:

Position Title	FTE Allocation Submitted	Approved FTE	Retro-Active Approval Only	COMMENTS
Associate Sup't. Student Services & Facilities	0.50	<b>0.85</b>		Increased from .50 to .85
Associate Sup't. Admin & Business	0.25	0.25		
Senior Accountant	0.25	<b>PENDING</b>		Position Approved but pending further analysis from Jerry Kurr and FTE Approval from John Moore
Internal Auditor (changed to outsourcing)	1.00	<b>PENDING</b>	<b>0.90</b>	Internal position removed - approved for retro active transaction only of .90 <b>(NEED Specifications of FTE Allocation for Out-Sourced Auditor)</b>
Purchasing Agent	0.25	0.25		
Budget Specialist	0.25	0.25		
Director of Facilities	1.00	1.00		
Director of Fiscal Services	0.25	0.25		
Assistant Director of Construction	1.00	1.00		
Assistant Director of Maintenance & Operations	0.10	0.10		
Administrative Secretary, Business	0.15	0.15		
Coordinator of Communications (Electronic Surveillance System)	1.00	<b>PENDING</b>		Position Approved but pending further analysis from Jerry Kurr and FTE Approval from John Moore
Buyer	0.25	0.25		
Buyer	0.25	0.25		
Administrative Secretary, Stud Serv & Facilities	0.50	<b>0.85</b>		
Department Secretary, Facilities	0.50	<b>1.00</b>		
Assistant Project Manager	1.00	1.00		
Account Clerk II, A/P	0.40	<b>PENDING</b>		Position Approved but pending further analysis from Jerry Kurr and FTE Approval from John Moore
Account Clerk II, A/P	0.40	<b>PENDING</b>		Position Approved but pending further analysis from Jerry Kurr and FTE Approval from John Moore
Account Analyst, Internal Auditor	1.00		<b>0.90</b>	Approved for retro active transaction only of .90
Account Analyst, Capital Projects	0.90	0.90		

Additional Items
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- John Moore stated there will be four citizens recommended to become member(s) of the bond committee at the next formal meeting to be held in September 2008, with actual date TBD.
- The purpose is to expand the committee to make it as representative of the community as possible.