

## **CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING MINUTES**

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

**Monday, March 19, 2018**

PRJUSD District Office – Large Conference Room

800 Niblick Road, Paso Robles, CA 93446

Chair Rollins called the meeting to order at 5:07 p.m. followed by the flag salute.

### **Roll Call**

Committee members present: Bob Rollins, Denise Wakefield, John Fisher, Shelley Gurney, Kristin Kearns, Patrick Sayne, EdD., Jeff Raislback

Absent: Donald Goldammer, Alanna Davidson Frances Lagattuta, M.D., Pete Bishop, John Hamon II

Staff: Chris Williams, Cheryl Mollan, Monica Silva

### **Approve Agenda**

A motion was made to approve agenda for the March 19, 2018 meeting.

MOTION: Sayne/Kearns

Motion carried 7-0

### **Public Comments**

None

### **Consent Agenda**

A motion was made to approve the Minutes of February 18, 2017.

MOTION: Kearns/Gurney

Motion carried 7-0

### **Approval of Measure M Annual Report to Community**

A brief review of final Measure M Annual Report to Community was performed by all committee members. Chair, Rollins thanked Adhoc Committee, Fisher and Vice-Chair, Wakefield for the job well done on the report. He really appreciated the time and effort put into creating it. Wakefield mentioned specific pictures were not added. District Facilities and Planning Manager pointed out the total amount of the upcoming financing needs to be changed from \$50 million to \$40 million and said pictures would be added. Wakefield also suggested adding a contact name to the end of the report if anyone was interested in serving on this Committee with further suggested to add Monica Silva's name and contact information there. Discussion was made on the decision to add the brand new incoming members to the end of this report as members however Rollins cleared up the report was for activity that occurred during the 2016/17 fiscal year where new members were not part of the Committee and took no part in meetings thus new Committee member names would not be included in this particular year's report.

A motion was made to approve Measure M 2016-17 Annual Report to Community with the noted edits.

MOTION: Patrick/Kearns

Motion carried 7-0

### **Approval of Financial and Performance Audit**

Much discussion occurred as to who and when a financial performance audit should occur. Wakefield commented that the auditing firm that the district contracts with should not be the same for the oversight committee. Pat suggested this first audit to remain from February 2017 through March 2018 with future audit report be fiscal to fiscal year. Rollins also suggested a fiscal to fiscal year would be cost saving. After further discussion it was agreed that the District put out an RFP/RFQ for an independent financial and performance audit for a total of 16-months. This RFP would include the auditing of March 2018-June 2018 (end of this current fiscal year) and also attain same for fiscal year 2018-19. RFP would be sent to three vendors including the existing audit firm contracted by the district. Superintendent commented that Rollins should conduct interviews via an AdHoc committee. Once RFP is out, an AdHoc Committee would be created to review and interview submitted RFPs. A contract should be in place by end of May beginning of June 2018.

No motion was made to approve a financial and performance audit report as none was provided.

Chair Rollins requested to skip this items at this time.

### **Approval of Measure M Annual Report Distribution and Posting**

Wakefield suggested using a smaller font for distribution. It was stated to share and distribute the report in the following areas in lieu of mass mailing for the purpose of cost saving measures:

1. Paso Robles Chamber of Commerce
2. E-news flyer (The Vine)
3. Peachjar (school district's flyer distribution) with disclaimer that district is distributing the flyer as courtesy gesture to the Oversight Committee.
4. Crimson Newspaper (student newspaper)
5. Press Releases – The Tribune, Paso Press, KPRL
6. Social Media
7. Paso Robles Rotary
8. City of Paso Robles
9. Paso Magazine (have link to online report)

At this time, Pat committed to distributing the report to Rotary members. Gurney committed to distributing the report to Chamber members. Rollins stated he's share the report at City of Paso Robles and Board member, Field Gibson, said he'd make it available to the Crimson News students.

### **(Returned to item 7-Approval of Financial Performance Audit Report)**

Chair Rollins requested an AdHoc Committee for the review and selection of an external audit firm to conduct an annual, independent performance audit report to ensure that funds have been expended on Measure M Bond projects. Nominated to take part in the AdHoc Committee was Rollins and Pat Sayne with committee member Kearns volunteering to participate as well.

### **Appreciation of the One-Year Members (term expired 2/28/2018)**

Chair Rollins continued to thank both Vice-Chair Wakefield and Fisher for their tremendous work completed on the Measure M Annual Report and for their service to Committee.

### **Welcome and Introductions**

As the committee members thanked a couple members for their service to the committee this past year, Chair Rollins introduced the incoming committee members. Welcomed to the committee were Dr. Patrick Sayne, second term, two years, representing, Senior Citizen organization. Mr. Pete Bishop, two year term, representing Parent w/child and Business organization and Member-At-Large (absent) , Mr. John Hamon II, two year term representing Taxpayer's Association and Member-At-Large (Absent) and Mr. Jeff Railsback, two years, representing Parent w/child and Business organization.

### **Appointment of Officers**

Nominated for Chairperson was Bob Rollins, seeing none other.

A motion was made to appoint Bob Rollins as Chair of the Committee.

MOTION: Pat/Kearns

Motion carried 7-0

Nominated for Vice-Chairperson was Dr. Patrick Sayne, seeing none other

A motion was made to appoint Dr. Patrick Sayne for Vice-Chair of the Committee

MOTION: Kearns/Gurney

Motion carried 7-0

**Agenda items 12,13 and 14 were postponed for the next meeting as two of the three new incoming members were not present. It was suggested to place these agenda items towards the end of the agenda.**

A motion to postpone agenda items 12, 13 and 14 to next meeting and add these to the end of the agenda.

MOTION: Sayne/Kearns

Motion carried 7-0

### **Revise Agenda Format**

Chair Rollins requested to add "Roll Call" to the beginning of the agenda immediately following the flag salute.

### **Measure M Projects**

District Facilities and Planning Manager, Mollan provided the committee with the latest project updates. She touched basis on Flamson, Marie Bauer, Speck, Pat Butler and the Aquatic Complex.

### **Financial Reports**

A district financial detail report on Measure M Bond or Fund 21 was provided to the members. The report is difficult to read and understand. Chair suggested to table the Financial Report item to the next meeting.

### **Member Comments**

New member, Jeff Railsback was thankful to the Committee for having him on board. Cheryl Mollan is also thankful for where she is now as she is able to give back to the community. Rollins shared and reminded the committee that the committee's roles are not to check and see bond priorities that is the Board of Trustee's role. That the committee's role is to ensure all dollars are spent on the bond projects. Pat shared that he has seen an improvement on this committee than what it once was for the Measure T Committee thus reapplied. Rollins again recognized and expressed his appreciation to both, Wakefield and Fisher. Superintendent requested direction on how and when the public could comment on specific items on the agenda and Chair Rollins stated that public can speak on any items on the agenda at the time that the item is being considered. A speaker card available to complete and given to the Chair prior to the start of a meeting. Superintendent Williams shared with the committee that a couple of members had met with him the week before this meeting and told him that he was misleading and has not done a good job promoting Measure M. In response to the Superintendents comments, Fisher provided a name of a person who supported the Measure but felt the Pool should not have been given priority over other projects.

(Kearns excused herself from the meeting at this time).

### **Future Agenda Items**

Introduction and Review of ByLaws

Orientation of the Brown Act

Financial Summary Report (not QCC generated report)

A motion was made to adjourn meeting

MOTION: Rollins/Sayne

Motion carried 7-0

Meeting adjourned at 6:27 p.m.