

CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING MINUTES

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Monday, June 18, 2018

PRJUSD District Office – Large Conference Room

800 Niblick Road, Paso Robles, CA 93446

Chair Rollins called the meeting to order at 5:03 p.m. followed by the flag salute.

ROLL CALL

Committee members present: Bob Rollins, Shelley Gurney, Kristin Kearns, Patrick Sayne, EdD., Jeff Raisback, John Hamon II

Absent: Pete Bishop

Staff: Kristin Shouse-Interim CBO, Cheryl Mollan, Monica Silva

APPROVE AGENDA

A motion was made to approve agenda for the June 18, 2018 meeting.

MOTION: Dr. Sayne/Kearns

Motion carried 6-0

PUBLIC COMMENTS

None

CONSENT AGENDA

A motion was made to approve the Minutes of March 19, 2018 with the following changes: Under Approval of Measure M Annual Report to Community: replace "40" with "50" and under Member comments: Kearns was present throughout the entire item and then excused herself from the meeting.

MOTION: Dr. Sayne/Kearns

Motion carried 6-0

MEASURE M PROJECT UPDATE

Cheryl provided updates to Measure M project which included updates to Marie Bauer Early Childhood Education Center, Glen Speck Academy of the Arts, Classroom building and Interim Housing at George Flamson, Pat Butler drop-off, PR Aquatic Complex. Included in presentation was also a listing of Construction Dates for Upcoming Projects.

FINANCIAL REPORT, NEW FORMAT

Cheryl Mollan provided a 11x17 paper where it included the Project No., tile, location, scope of work, vendor, vendor scope of work, budget code, vendor dollar amount, contract delivery method, phase status and current project total. The Committee discussed the document and wanted to see columns that included budgeted and actuals. Staff to continue working on a better user-friendly, easy to read budget format.

ANNUAL REPORT AUDIT REQUIREMENTS

The annual audit requirements were discussed as a group. Interim CBO, Kristin Shouse, stated she would draft a memorandum that no monies were spent during the term of November 2016- June 2017. The memo would then get reviewed and approved by the Committee in September's meeting to be attached to the current 2016/17 annual report as there is no profession audit in place after attempts to acquire documentation from the previous district's auditing firm. Additionally, a copy of the current auditing firm's contract is proposed to also be attached along with the memo.

ORIENTATION OF THE BROWN ACT

Chair Rollins gave a brief overview of the Brown Act.

MEMBER COMMENTS

Chair Rollins, talked about attendance and pointed out if more than two consecutive meetings were missed, member will be dropped from the Committee. Member Hamon II, said he was happy to serve on the Committee. He asked if district staff could set the 2018/19 meeting calendar as discussed in previous meeting. Gurney, was happy to see a change in the format of the financial documents. Interim CBO, Shouse, thanked the Committee for their service.

FUTURE AGENDA ITEMS

None

Meeting was adjourned at 6:04 p.m.