



Fiscal solutions through collaboration,  
innovation, and communication

REGULAR MEETING OF THE BOARD OF DIRECTORS  
Ventura County Schools Business Services Authority  
VCSBSA Conference Room  
5189 Verdugo Way  
Camarillo, CA 93012  
805-383-1974

### OFFICIAL MINUTES

Friday, April 26, 2019

1:00 PM

#### 1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:01 PM
- B. Roll Call

**Board:**

**President:** Deborah Cuevas, Briggs Elementary School District -**ABSENT**  
**Vice President:** Jeff Turner, Mesa Union School District -**PRESENT**  
**Clerk:** Dr. Colleen Robertson, Somis Union School District -**PRESENT**  
**Member:** Dr. Sheryl Barnd, Mupu Elementary School District -**PRESENT**  
**Member:** Kari Skidmore, Santa Clara Elementary School District -**ABSENT**

**Alternate:** Lindsay Winegar, Briggs Elementary School District  
**Alternate:** Kim Kuklenski, Mesa Union School District  
**Alternate:** Marilyn Beckerman, Mupu Elementary School District  
**Alternate:** Deann Hobson, Santa Clara Elementary School District  
**Alternate:** Scott Mier, Somis Union School District

**VCOE Staff:** Misty Key, Associate Superintendent of Fiscal and Administrative Services-**PRESENT**

**VCSBSA Staff:** Tami Peterson: Chief Business Official-**PRESENT**, Benny Martinez: Director of School Business-**PRESENT**, Rudy Calasin: Assistant Director of Fiscal Services-**ABSENT**, Tanya Rodriguez: Administrative Assistant-**PRESENT**

- C. Welcome Guests
- D. Emergency Additions to the Agenda
- E. Approval of Agenda

**Motion:** Dr. Sheryl Barnd **Second:** Dr. Colleen Robertson Y 3 N 0 A 2

#### F. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the March 8, 2019 minutes as listed.

**Motion:** Dr. Colleen Robertson **Second:** Dr. Sheryl Barnd Y 3 N 0 A 2

- G. Public Comments
- H. Appetogy Presentation

Casey with Appetogy presented to the Board Members via a video web conference Appetogy's application and services. Appetogy is a company that creates a custom device application and website for schools. The device application allows schools to create exposure for their events, news, and school related business (schedules, lunch menus).

## 2. REPORTS/INFORMATION/DISCUSSION

### A. VCOE Staff Report(s)

Misty Key will be present to provide an update from VCOE.

**Misty Key informed the Board that the cost of living adjustment (COLA) for the 2019-20 year is now 3.26%. VCOE has seen an increase in fraudulent emails being received. Misty asked that the Board remind staff to take precautions when providing sensitive/confidential information via email. Prior to responding to an email with request for passwords or sensitive information, verify that it is a legitimate request. Email encryption is a good feature to use when sending sensitive/confidential information.**

### B. Ventura County Schools Self-Funding Authority (VCSSFA) Update

The Chief Business Official will provide an update from VCSSFA.

- 1) Prescription Opioids Fact Sheet
- 2) Model Bloodborne Pathogens Exposure Control Plan
- 3) Automated External defibrillators
- 4) Athens Information

**Handouts on items 2.B 1-4 were provided to the Board.**

### C. Implementation & Inquiry Network

Board members may wish to make personal reports on meetings, conferences they have attended, or raise questions for subsequent meetings.

- 1) Curriculum Council Report
- 2) Project Directors' Meeting Report
- 3) Bilingual Directors' Meeting Report
- 4) Personnel Directors' Meetings (CPAN/Tri-County)

### D. Letters and Communications -None

### E. Chief Business Official Report

CBO will provide a report of current activities of the VCSBSA office.

- 1) Required CPR & First Aid Training
- 2) The Consequences of Not Certifying CALPADS data

**The CBO provided the Board with handouts on Items 2.E. 1-2**

**F. 2019-20 VCSBSA Board Meeting Calendar Discussion**

The Board discussed items that will be needed to draft a board meeting schedule for 2019-20. The Board Members were asked to email Tanya Rodriguez any potential dates that would be a conflict for their schedule prior to the next board meeting.

**3. ACTION ITEMS**

**A. Approval of Consent Agenda**

Agenda items presented in this section compose the Consent Agenda and are routine of nature. Unless an item is moved to the Action section at the request of a board member, they will be approved by the board as a group as the first action on the agenda. Each item approved shall be deemed to have been read in full and adopted as recommended.

**1) Approval of Financial Statement**

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2018 through March 31, 2019 Financial Statements.

**2) Approval of Board Report of Commercial Checks**

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the March 1, 2019 through March 31, 2019 Board Report of Checks.

**3) Approval of Board Report of Purchase Orders**

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the March 1, 2019 through March 31, 2019 Board Reports.

**4) Approval of the 2019-2020 VCSBSA Holiday Schedule**

The Chief Business Official recommends approval of the 2019-2020 VCSBSA Holiday Schedule.

Vote for items 3.A. 1-4

Motion: Dr. Colleen Robertson Second: Dr. Sheryl Barnd Y 3 N 0 A 2

**B. New Business**

**1) Review, Discussion, and Approval of the SISC Health Benefit Plans and Rates for the October 2019-September 2020 plan year.**

The CBO will present the SISC Health Benefit Rates and Plans for the October 2019-September 2020 plan year.

The Board Members reviewed, discussed, and approved the presented October 2019-September 2020 plan year renewal rates, along with the addition of the Delta Dental 3<sup>rd</sup> Cleaning option, and change to VSP Signature Plan C dual co-pay \$20/\$25 with the following vote:

Motion: Dr. Colleen Robertson Second: Dr. Sheryl Barnd Y 3 N 0 A 2

**2) Review, Discussion, and Approval of the VCSBSA Fee Structure**

The Chief Business Official will present the current VCSBSA Fee Structure for Board review. The Board will discuss options for changes to the fee structure to ensure financial stability of VCSBSA and equity to the Member Districts and Charter customers.

Motion: Dr. Sheryl Barnd Second: Dr. Colleen Robertson Y 3 N 0 A 2

**4. ADVANCE PLANNING**

**A. Future Agenda Items**

- 1) Substitute Teacher Daily Rate
- 2) Nursing Staff

**B. Suggested Agenda Items**

**C. Future Board Meetings**

May 17,2019

**5. ADJOURNMENT-2:26 PM**