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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, May 17, 2019

1:00 PM

1. OFFICIAL OPENING OF MEETING

- A. Call to Order start time: 1:07 PM
- B. Roll Call

Board:

President: Deborah Cuevas, Briggs Elementary School District -**PRESENT**
Vice President: Jeff Turner, Mesa Union School District - **PRESENT**
Clerk: Dr. Colleen Robertson, Somis Union School District - **PRESENT ARRIVED LATE AT 1:21 PM**
Member: Dr. Sheryl Barnd, Mupu Elementary School District -**PRESENT**
Member: Kari Skidmore, Santa Clara Elementary School District -**PRESENT**

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

- C. Welcome Guests
- D. Emergency Additions to the Agenda - none
- E. Approval of Agenda (Pgs. 1-3)

Motion: Jeff Turner Second: Dr. Sheryl Barnd Y 4 N 0 A 1

F. Approval of Minutes (Pgs. 4-7)

The Chief Business Official recommends that the Board of Directors approve the April 26, 2019 minutes as listed.

Motion: Jeff Turner Second Dr. Sheryl Barnd Y 4 N 0 A 1

G. Public Hearing

- 1) 2019-2020 Proposed Adopted Budget (separate handout provided)

H. Public Participation - none

2. REPORTS/INFORMATION/DISCUSSION

A. VCOE Staff Report(s)

Misty Key was not present to provide an update from VCOE.

The CBO reminded the Board about the May revision workshops that will be coming up.

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

The Chief Business Official will provide an update from VCSSFA.

The CBO informed the Board that the property liability premiums are likely to increase significantly. They can expect to see about a 45% increase due to the recent wildfires in the county. Worker's compensation rates could decrease due to a good year with minimal claims being filed. There could possibly be a dividend paid to Districts in July 2019.

C. Implementation & Inquiry Network - none

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) Email Encryption

The CBO provided the Board with handouts with information on protecting your business email from fraud. The CBO advised the Board to warn their employees about the email fraud that is going on, to use email encryption when sending sensitive or confidential information, and to check with the District or BSA before taking action on suspicious request sent via email.

2) Escape Employee Portal (Pgs.8-20)

Rudy Calasin informed the Board about the Escape Employee Portal and planned implementation.

F. Substitute Teacher Daily Rate

The CBO discussed with the Board the difficulty of retaining substitutes due to a competitive market. The Board discussed increasing the daily rate which is currently \$125 a day. Dr. Colleen Robertson recommended a daily rate of \$150. Mr. Jeff Turner suggested matching the highest daily rate. The CBO will do more research on the county daily rates and bring the item back to the next board meeting.

3. ACTION ITEMS

A. Approval of Consent Agenda (Pgs. 21-33)

Agenda items presented in this section compose the Consent Agenda and are considered to be 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 (Pgs. 21-27)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2018 through April 30, 2019 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg. 28)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the April 1, 2019 through April 30,2019 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg. 29)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the April 1, 2019 through April 30, 2019 Board Reports.

4) Approval of Board Resolutions

(a) **Resolution 18-19-01** Authorization for the Ventura County Office of Education to make Appropriation Transfers for Fiscal year 2019-2020 **(Pg.30)**

(b) **Resolution 18-19-02**-Authority for the Ventura County Schools Business Services Authority to Improve Compensation and Benefits for certain Categories for Employees after July 1, 2019 **(Pgs. 31-32)**

(c) **Resolution 18-19-03**-Authorization to Make Temporary Loans between Authority Funds for Fiscal Year 2019-2020. **(Pg.33)**

Vote for items 3.A. 1-4

Motion: Jeff Turner Second: Dr. Colleen Robertson Y 5 N 0 A 0

B. New Business

1) Review, Discussion, and Adoption of the 2019-2020 VCSBSA Proposed Budget (separate handout provided)

Education Code Section 42103 requires the governing board of each agency to hold a public hearing on the proposed budget. The hearing must be held any day on or before July 1, but not less than three working days following availability of the proposed budget for public inspection. The budget has been available for public display and is submitted for board approval at this time.

Motion: Jeff Turner Second: Dr. Sheryl Barnd Y 5 N 0 A 0

2) Discussion and Approval of VCSBSA Board meeting calendar for 2019-2020. (Pg.34)

Discussion and Approval of VCSBSA Board meeting calendar for 2019-2020.

Motion: Kari Skidmore Second: Dr. Sheryl Barnd Y 5 N 0 A 0

The Board reviewed the proposed meeting dates. The Board voted to approve the meeting calendar with the following dates and times: July 11, 2019 at 9:00 am, September 3, 2019 at 1:30 pm, October 25, 2019 at 1:00 pm, December 13, 2019 at 1:00 pm, February 28, 2020 at 1:00 pm, April 24, 2020 at 1:00 pm, and May 15, 2020 at 1:00 pm.

3) Review, Discussion, and Approval of the SISC Retiree Direct Bill Options (Pgs.35-36)

Review, discuss, and approve the SISC Retiree Direct Bill Options and plan for transitioning eligible retirees.

Motion: Dr. Colleen Robertson Second: Dr. Sheryl Barnd Y 5 N 0 A 0

4) Review, Discussion, and Approval of the Document Tracking Services 2019-2020 services agreement. (Pgs. 37-42)

Review, discuss, and approve the Document Tracking Services2019-2020 services agreement as presented.

Motion: Jeff Turner Second: Dr. Colleen Robertson Y 5 N 0 A 0

5) Review, Discussion and Approval of Account Assistant III Job Description, Salary Placement, and Position Posting. (Pgs. 43-46)

Review, discuss, and approve the Account Assistant III Job description, salary placement, and position posting.

Motion: Jeff Turner Second: Dr. Colleen Robertson Y 5 N 0 A 0

Salary schedule provided as handout. Salary placement will be determined based on years of service.

4. Closed Session:

A. The Board of Directors went into closed session at 2:13 pm. The Board of Directors returned from closed session at 3:34 pm.

- 1) **Conference with Labor Negotiators (Government Code Section 54957.6)**
- 2) **Personnel (Government Code Section 54957)**

Chief Business Official Evaluation

Report of actions taken during closed session:

The President of the Board reported that the Board of Directors took action on item 1 to provide a one-time 2% off-schedule salary adjustment, a 3% on schedule salary increase retroactive to July 1, 2018, and revised the longevity increments on the salary schedule effective July 1, 2019. The 2% off schedule percentage will be calculated from the annual base salary in effect as of May 17, 2019 which will include longevity (if applicable) and will not include any additional salary such as overtime, annual stipends, or any other assignments in addition to the regular position held. The 2% one-time off schedule payment will be issued in a separate check as a manual pay cycle. The employee must be employed as of May 17, 2019 to be eligible to receive the 2% off-schedule. Effective July 1, 2019 the schedule for longevity increments has been revised to 1% at 5 years, 2% at 10 years, 3% at 15 years, 4% at 20 years, 5% at 25 years, and 6% at 30 years.

The President of the Board reported that on item 2 the Board of Directors gave a positive evaluation for the 2018-19 fiscal year.

5. Advance Planning

- A. **Future Agenda Items**
 - 1) Nursing Staff
- B. **Suggested Agenda Items**
- C. **Future Board Meetings**

6. ADJOURNMENT -3:45 PM