



Pasadena Unified School District (PUSD)

## CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING

DRAFT Meeting Minutes of May 16, 2018

**Location:** Washington Accelerated Elementary School 1520 N. Raymond Ave. Pasadena, CA. 91103

**Date & Time of meeting:** May 16, 2018 at 5:30 p.m.

**Members Present:** Quincy Hocutt, Jen Wang, Willie Ordonez, Mikala Rahn, Diana Verdugo, Robin Salzar, Stephen Aquino, Chip Ossman, Francis Boland, James Vitale and Raphael Henderson.

**Members Absent:** Daniel Stuart

**Pasadena Unified School District (PUSD) Board Member Liaison to COC:** Kimberly Kenne

**PUSD Staff:** Nelson M. Cayabyab, Chief Facilities Officer; Miguel Perez Escalona, Construction Specialist and Nadia Zendejas, Executive Secretary.

### I. CALL TO ORDER

Mr. Hocutt called the meeting to order at 6:00 p.m.

### II. PUBLIC COMMENT

There were no public comments.

### III. Report by Board Liaison to the COC

Ms. Kenne informed the committee that the board response to the COC was affirmed the Facilities committee on 4/19 and then presented to the board of education at the 4/26/2018 Board Of Education's regular meeting.

She added that the Bid for the Norma Coombs project was turned down. A energy conservation resolution was passed on May 10, 2018 special board meeting and the contract was awarded to Schneider electric.

Tonight is Ms. Kenne's last COC meeting the new board liaison will be Ms. Michelle Bailey.

### IV. Business

a. Approval of April Minutes

The meeting minutes for April were not ready for approval. This item was tabled for the June meeting.

Mr. Hocutt asked if staff can complete the first draft of the meeting minutes 10 days after the meeting.

b. Review of new Board Reports

Board Reports 1296-F, 1297-F and 1298-F were not forwarded to the COC for their review but at the meeting staff informed the committee of what the board reports entailed of.

Mr. Cayabyab will pull the board report 1299-F to further analyze the PJHM architect's proposal for the Washington Child Care portables project.

After discussion on the board reports with the exception of Board Report 1299-F which is being pulled all board was unanimously recommended to move forward for the facilities committee review and approval.

c. Review of Facilities Sub-Committee Liaison comments

Ms. Kenne reported there were three main areas in the Board's response to the COC's annual report. The first one was about making adjustments to the salary percentages for 17/18 fiscal year as well as the legal fees for the 7-11 committee for the 16/17 and 17/18 school years. The changes to the staff percentages is estimated at about \$50,000.00 to be reimbursed back to Measure TT. The second was regarding proposed changes to the monthly project status reports and also about having monthly budget reports that will include all of the Measure TT history so that people can have an idea of the entire Measure TT. She added that it would be nice to see post construction projects added to the construction status report so that all projects that are currently being worked on until they are closed out will show a status of them on this report. The third area talks about timing and communication for example making sure that the monthly status budget reports are on the agenda for facilities.

Mr. Cayabyab informed the committee that from now on projects that are coming up the pipeline both the facilities and COC committees will be briefed on one month before submitting it for board approval. He added that when the COC request for information from staff they will provide the items in time before the COC meets.

ACTION: Mr. Hocutt requested that the committee members provide him with input regarding the 17 recommendations and the response by the board and let him know if they agree or disagree or what they think.

d. Review current status of response requested from the Board of Education concerning the COC's Annual Report recommendations

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ACTION: Mr. Hocutt requested that the committee members provide him with input regarding the 17 recommendations and the response by the board and let him know if they agree or disagree or what they think.

e. Discuss best practices process for COC's future communications with the PUSD Board, Administration and Facilities Dept.

Per Mr. Hocutt since Mr. Stuart was not present at this meeting he recommends discussing this item at next month's meeting.

He also asked the committee to let him know if they have any preferences about sharing the COC's concerns to the board via a Friday Communique.

ACTION: Add School site council discussion onto June's meeting agenda.

### **Old Business**

a. Follow up items

1. Break out of contents of the Facilities Admin. Budget

Mr. Hocutt asked why only three project managers were charged to the facilities administration account? Per Mr. Cayabyab responded that the rest of the project managers are charged to their perspective project sites budget and it varies from different sites and project manager.

2. Status of reconciliation of PeopleSoft and “Accountability”

Mr. Cayabyab received a proposal from Colbi Technologies in the amount of \$5,000.00 to assist with reconciling the accountability software with the district’s people soft budgets. He asked the COC how they would like staff to proceed?

Mr. Hocutt reported that he is fine with receiving the expenditure report per month from the facilities accounting staff.

3. Status of removal of “web page” charges from TT Funds

Ms. Kenne confirmed that the project manager who was paid for managing the COC web-site will no longer get paid for doing this. She added that the expenditures for the previous charges on the TT bond were appropriate expenditure of the bond

4. Status of RFP for auditors

The COC will form a committee to conduct the oral interviews and selection of the auditors who responded to the RFP. Staff informed the COC that a total of three audit firms who responded to the request for proposal. Staff will schedule the interviews and inform the COC of the selected dates for the interviews.

5. Status of Measure TT funds spent on legal fees of 7-11 committees

- i. Identify amounts, coverage period and other details.

Staff informed the COC that the district has already reimbursed the Measure TT bond for the 16/17 expenditures on the legal fees for the 7-11 committee.

6. Status of remaining legal fee transfers to be made including, those for training Seminars and general legal fees unrelated to Measure TT construction issues.

The committee agreed that there are no more funds that have been identified to transfer the expenditures of the Measure TT bond fund for fees made for training seminars and other fees unrelated to the Measure TT construction issues.

7. Discussion of process for determining the percentage of staff personnel time to be funded by Measure TT funds.

Ms. Kenne informed the committee that the percentage of staffs is a good correlation of the staff’s time spent on Measure TT and general fund work duties. She added that the accounting staff paid out of the Measure TT bond fund is appropriate at 100% because the accounting staff exclusively work on Measure TT bonds.

ACTION: Mr. Hocutt asked the committee to let him know in writing what they think about the staff percentages and how they were determined and whether or not they appear to be adequate to the members of the COC. Mr. Hocutt would like their input on the following three questions:

Are they OK with how the percentages were determined?

Are they OK with how far back they go?

Are they OK with the percentages themselves?

- b. Discuss need for production of Budget Status Reports and improved Construction Status Reports in support of Spend-Out plan approved by Board.

Mr. Ossman will ask the facilities committee at tomorrow's meeting if where is the budget showing all of the projects budgeted vs. what's left to spent?

Ms. Kenne added that on the current budget report the first column identifies everything that is left to spent but it doesn't tell you what the expenditures per project year to date.

She would like to see the following items added:

A column for all funds available to spend, changes to the budget that are not reflected in the budget system yet, actual planned spending by project. She would like to see a simplified accountability report that shows the budgets cleaned up for all projects.

Mr. Cayabyab affirmed that this is possible to do.

#### **V. Construction Status Report by Chief of Facilities**

Mr. Perez presented the committee with the construction status report for the month of May.

He added that currently there are many HVAC and EMS upgrades projects that will start as soon as school is out for summer and they will be completed by the time school starts in August.

Ms. Kenne added that she would like to see all projects all the way to the final close out added to this report.

#### **VI. Next meeting date: June 20, 2018**

The next meeting will be held at the main district headquarters offices in the board room 236 at 6:30 p.m.

#### **VII. Adjournment**

The meeting adjourned at 9:15 p.m.