



Pasadena Unified School District (PUSD)

CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING

Minutes of Meeting on June 20 18, 2018

Location: Pasadena Unified School District Education Center, Room 236, 351 S. Hudson Ave., Pasadena, CA. 91101

Date & Time of meeting: June 20, 2018 at 6:30 p.m.

Members Present: Quincy Hocutt, Daniel Stuart, Jen Wang, Willie Ordonez, Amelia Bradford, Robin Salzar, Stephen Aquino, Diana Verdugo and Chip Ossman.

Members Absent: Francis Boland, James Vitale and Mikala Rahn,

PUSD Board Member Liaison to COC: Michelle Richardson Bailey

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

I. CALL TO ORDER

Mr. Hocutt called the meeting to order at 6:38 p.m.

II. PUBLIC COMMENT

Ms. Mary Dee Romney encouraged the COC to continue and further carry out their duties to actively review the expenditures of the Measure TT bond funds.

Ms. Judy McKinley commented on the quality of the landscape done at Washington Accelerated and how it's upsetting that there are no funds available to do the landscape at PHS and Wilson Middle Schools.

III. BUSINESS

- a. Approval of April & May minutes

Ms. Wang motioned to approve the April meeting minutes Ms. Verdugo seconded.

The April minutes were approved unanimously.

With regards to the May meetings Mr. Stuart suggested that the May meeting minutes be posted on the COC website pending approval.

Mr. Hocutt will email the draft May meeting minutes to district staff to post on to the COC website.

b. Review of new Board Reports

Ms. Verdugo motioned to recommend to approve all Facilities Board Reports Mr. Ossman seconded. After analysis and discussion on all Board Reports the COC unanimously approved to recommend for board approval all of the June 28, 2018 Facilities Board Reports.

Board Report 1318-F Mr. Hocutt asked what is the facilities staff doing so that change orders by the architects and contractors don't incur change orders?

Mr. Cayabyab informed the Committee that for new projects constructability review meetings are done.

BR 1319-F Nelson informed the committee that there is a lot of scrutiny

On BR 1320-F Mr. Aquino commented that it would be helpful if the Board Reports were written more descriptive and there was background information provided as to the reason that caused the change orders.

On BR 1322-F Mr. Aquino asked what the "unforeseen conditions" were, Mr. Cayabyab informed the Committee all of the items listed on the change order for unforeseen conditions.

Action item: Mr. Hocutt requests from the staff to provide a demonstration that the construction administration cost provided by project managers how its currently set up now is less expensive that hiring a private construction management firm.

c. Board Liaison report

Ms. Bailey informed the committee that BR 1315-F was not approved by the Board at the board meeting. This BR was pulled because it was determined that the organization requesting the fee waiver reduction was for profit and they could not provide a direct answer as to how many PUSD students would be offered a scholarship.

Ms. Bailey will meet with Ms. Kenne to discuss what she needs to bring to the committee.

d. Discussion of Site Council participation by COC

Ms. Bradford made a presentation and noted that attending the Site Councils is beyond the scope of COC; she noted that "attending the school meetings is somewhat misleading, because we do not actually approve projects or have an input on what's next". She recommended to reach out to schools at the beginning of the year and let them know that we can be a point of contact. Ms. Bradford expressed that: "Our role is not to be a liaison between a school and the School District, or the school and the Facilities Department. I think our responsibility is to inform the public ...they should manage their relationship directly with the School District."

e. COC monthly letters to the PUSD - suggestion for a new process for sharing and collecting information, including possible use of a "Friday Communiqué."

Mr. Hocutt present some ideas on how to get information to the Board; Mr. Cayabyab noted that during the last two months Facilities has been answering COC questions included in the agenda.

Ms. Bailey informed the COC that matters related to the bond expenditures and construction projects can be addressed at the Facilities Sub-Committee.

- f. Did inaccurate pricing data influence the PUSD's decision to eliminate school security cameras from the projects funded by Measure TT?

Mr. Stuart expressed the PUSD community's concern about the safety of our students in our schools, and talked about his research about the safety issues included in the spend out plan and the unit cost of cameras; he also highlighted his desire to have the Board make its decision on the matter based on competitive realistic data.

Ms. Bailey noted that cameras by themselves can do nothing, like a stopping a person, asking questions, searching for concealed weapons etc. Even more cameras cannot cover all areas, and cannot identify persons they can only send images.

Mr. Stuart suggest that staff set aside a contingency budget so that once projects have been completed and there are funds left over from these projects staff can bring back the proposal to the Board to be considered again.

IV. Old Business

- a. Correct the misinformation shared with the PUSD Board regarding costs charged to the COC for web site services.

Mr. Stuart and Mr. Hocutt questioned the expenditure of \$32,000 related to the COC web site; Mr. Cayabyab present documentation showing that these expenditures started in 2012, and ended in April 2018.

Ms. Bailey suggest leaving this item as is and let Facilities staff take care of it because staff is aware of this, and it will not occur again.

- b. Request documented proof that administrative costs related to the COC fulfilling its obligation under California law have not been funded by Measure TT funds.

The Chair made comments in regards to other possible charges to MTT were not appropriate. Ms. Bailey asked for support for these allegations of improper charges.

After comments by the Chair, Vice-Chair, Ms. Bailey and Mr. Cayabyab, the matter was closed.

- c. Request documented proof that no Measure TT funds have been used to pay for the training of Facilities personnel or the attendance by Facilities personnel at any training event or other events or for legal fees not related to 7-11 committee efforts.

Action: Mr. Hocutt will send staff the invoices related to legal fees that were not related to construction projects.

- d. Present proposal for modified version of PUSD's Budget Status Report format, with the most current version of such a report utilizing spend-out plan values.

Mr. Cayabyab made comments about the draft of the reports Facilities intends to provide on a quarterly basis to the COC and the Board.

- e. Discuss the need for COC review of any proposed contracts, change orders, amendments or other agreements that involve the spending of any Measure TT funds.
This agenda item was not discussed it was tabled for a future meeting.
- f. Update status of COC's prior request for detailed information to support the "Facilities Administration" line item in the current spending budget for the remaining Measure TT funds.
This agenda item was not discussed it was tabled for a future meeting.
- g. Discuss the PUSD Board's response to the COC's recommendations contained in the COC's annual report.
This agenda item was not discussed it was tabled for a future meeting.
- h. Discuss the results of the interviews for the 2018 auditor.
Mr. Hocutt informed that Christy White Associates was selected as the FY 2107-2018 auditors and the selection process was quite satisfactory.
- i. Discuss the process for determining how to allocate the costs of Facilities staff between Measure TT Funds and other PUSD construction budgetary sources, and to other non-construction duties. Review auditor's comments.
This agenda item was not discussed it was tabled for a future meeting.

V. Chair's comments

- a. Meeting with Dr. McDonald.
Dr. McDonald expressed his satisfaction for the Chair's visit. The Chair noted that it was a productive discussion and that he was pleased with the meeting. As a result of this visit the Chair feels that a communication path with the Superintendent has been opened.
- b. Questions regarding COC Committee assignments and responsibilities therein.
Mr. Hocutt noted that members were provided a list of the Sub-Committees, and encouraged the members to send him comments on the matter.

VI. Construction Status Report by Chief of Facilities

The meeting packages included the Facilities Status Report and the Pictures of Active Projects for June 2018. There were no comments on this issue.

VII. Next meeting date: July 18, 2018 the meeting will be held at the Ed Center Board Room 236.

VIII. Adjournment

The meeting adjourned at 9:45 p.m.