



BUSINESS DEPARTMENT – Facilities Development & Planning

Office of the Executive Director

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Citizens' Bond Oversight Committee Meeting Minutes

December 14, 2017

Facilities Office, 2425 Webster Ave., Long Beach, CA 90810

Attendees:

COC Members: Rosi Pedersen (Chair), Walter Larkins (Vice Chair), Daniel Minkoff, Heather Morrison, Maria Williams-Slaughter, and Mario Gonzalez

Absent: Keva Green

LBUSD Staff: Alan Reising, Sara Slater, and Maria Ruiz

Consultants: Gema M. Ptasinski, CPA; CliftonLarsonAllen, LLP

Guests: None

Call to Order

- The meeting was called to order by R. Pedersen at 5:10 p.m. Roll call was taken and a quorum was established.

Introduction of New Members

- R. Pedersen asked current and new members to introduce themselves. Each member, including new members Mario Gonzalez and Daniel Minkoff provided a brief summary of their committee background.

Public Comment

- A. Reising asked if there were any public comments. He clarified that this is information brought by committee members in regards to committee activities or activities related to the committee.

Staff Reports

Proposed Changes to Meeting Schedule

- A. Reising asked to discuss the current meeting schedule as it compares to committees activities. He proposed a schedule to better meet the committee's roles/responsibilities. He went through the current schedule and the proposed schedule. He stated that in order to have the Annual Report presented to the board on a timely manner, a meeting is needed in December. The proposed schedule would include three regular committee meetings and two email reports. M. Gonzalez asked why there were no meetings held in the summer. A. Reising informed that this was due it being difficult to have a quorum when most members, who are all volunteers are on vacation. S. Slater added that during this time, the financial department is closing/balancing (reconciliation) and therefore would not have information to report. D. Minkoff stated that he didn't believe three regular meetings were sufficient. He suggested that a Regular Meeting be scheduled for April which would increase the Regular Meetings from three to four a year. D. Minkoff motioned to approve the Meeting Schedule to include four regular meetings. M. Gonzalez seconded the motion. All members approved. Motion was passed.

Presentation of the 2016 – 2017 Audit Report

- G. Ptasinski discussed the financial and performance audit on the bond measures funds and their findings and opinions. She stated that there were no findings to report to management, the public or the board. She answered committee member questions. R. Pederson made a motion to approve the presentation of the audit report. D. Minkoff seconded the motion. All members approved. Motion was passed.

Improvements to 2016 – 2017 Annual Report

- A. Reising shared the previous annual report with the committee members. He stated that the outline follows the ones from previous years but that he proposes to change the outline to improve communications. He reminded members that one of the purposes of the committee was to inform/communicate with the public the goals/achievements attained by bond funds. He shared different visually friendly reports used by other districts. He proposed to the committee to use a similar layout for future reports. The committee shared what to include in this report. V. Hao shared that she already began working on this document and will have a draft to share with the committee in a few weeks.

New Business

- No new business discussed.

Old Business

- No old business discussed.

Announcement

- R. Pederson asked what their role or responsibility was when community members share concerns about a specific site or project. A. Reising informed that they could share this information with the committee but that their committee function was limited to the financials of the bond program. He shared that as citizen they are able to engage/take part of board meetings.
- M. Williams-Slaughter shared with the committee concerns that were brought up during a Poly SSC Meeting regarding a Facilities project that was recently completed. A. Reising informed the committee how these concerns are being addressed.
- R. Pederson asked if the school site administrators are kept informed when a project is taking place at their site. A. Reising informed that administrators are engaged and informed throughout the project phases.
- V. Hao shared about the new federal government requirements in regards to all school website and how it affects the current lbschools.net website.

Next Meeting

- The next meeting is scheduled for January 18, 2018. A. Reising informed that members will receive additional information regarding the next meeting via email at the beginning of the month.

Meeting Adjournment

- A motion to adjourn at 6:43 was made by R. Pederson and seconded by W. Larkins. All were in favor. Motion was passed.