



**PASADENA UNIFIED SCHOOL DISTRICT (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Meeting Minutes of February 21, 2018**

NOTE: [Page references to the meeting's verbatim transcript will be shown as [25,15], meaning: page 25, line 15 (Details of any discussion can be obtained by referring to the verbatim transcript, posted on the COC website.)

Location: Pasadena Unified School District Education Center, Room 236, 351 S. Hudson Ave., Pasadena, CA. 91109

Date & Time of meeting: February 21, 2018 at 6:30 p.m.

Members Present: Clifton Cates, Quincy Hocutt, James Vitale, Gretchen Vance, Jen Wang, Willie Ordonez, Mike Mohit, Camille Dudley and Francis Boland.

Members Absent: Mikala Rahn, Diana Verdugo, and Glenn DeVeer.

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

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

I. CALL TO ORDER [3,5]

Mr. Cates

The meeting was called to order at 6:33 PM

II. PUBLIC COMMENT [3,6]

Mr. Cates

There were no public comments.

III. PENDING BUSINESS

APPROVAL OF JANUARY 17, 2018 MEETING MINUTES [3.7]

Mr. Cates

The January 17, 2018 Meeting Minutes, with one wording modification, were approved by a 9-0 vote. [4,4]. The new format of reducing the wording of the minutes and utilizing references to the verbatim transcript received favorable comments.

A. Status of outstanding requests for information, including information re Norma Coombs *Mr. Cates*

Mr. Cates decided to postpone the item until Mr. DeVeer was present [4,21].

B. District's intended response to outstanding COC requests for information about allocation of legal fees and staff salaries to TT *Mr. Cates*

Mr. Cates stated the District had provided no information on the subject on the subjects of any inappropriate usage of TT funds for legal fees or staff salaries. [5,3]

C. Architecture contracts: Industry standard AIA contracts versus PUSD architecture contracts [5,10] *Mr. Cates*

Mr. Cates noted that Mr. DeVeer was not present to comment on the matter, and discussion was postponed; Mr. Vitale asked if copies of the PUSD and AIA contracts were available and Mr. Cates responded that Mr. DeVeer would be asked to provide comparison contracts to the Committee. [5,20]

D. Selection of auditor(s) for forthcoming audits [6,1] *Mr. Cates*

Mr. Cates mentioned that the Committee had previously agreed with the District to have two separate auditors, one for the Performance Audit and one for the Financial Audit.

Mr. Cayabyab informed the COC that the District had not started yet to solicit proposals for the 2017-2018 Audit; he also noted that the District was expecting the items the COC wanted to be included in the RFP; Mr. Cates clarified [8,24] that in rendering an opinion under the Performance Audit, a statement that the Auditor will “comply with the Governmental Audit Standards 4.19 and 4.20” was enough. It was pointed out [8,3] that the Audit specifically does not say that TT funds were expended in accordance with the law, which is one of the requirements. Mr. Cayabyab asked for specific language for the RFP from the Committee. [8,18]. The specific reply to that request was for the auditor to comply faithfully and fully with auditing Standards 4.19 and 4.20. [9,1] It was also noted [11,9] that the Audit did not address the internal controls and the desire to address that issue was expressed. Mr. Cates noted [11,17] that the auditors stated the audit was in compliance with Government Auditing Standards, but after a review we had concluded that in fact they were not.

E. Selection of new COC members [12,25] *Mr. Cates*

Mr. Cates informed the COC that the District is advertising for new COC members; A question was raised about the possibility of extending the application period if enough applications were not received. It was noted that the minimum number of members, per our by-laws is 9 and we were currently at 10. [16,12] *[Editor’s note: Subsequent to the meeting, multiple applicants applied, and selections were made to achieve our maximum membership of 15.]*

F. Review of new Board Reports. [17,25] *Mr. Hocutt*

Mr. Hocutt gave a brief descriptions of the issues contained in the BRs and after subsequent comments by the members and clarifications by Staff, the BRs were approved with 9-0 vote. [28,21] *[Editor’s note: Interested readers are invited to peruse comments [18,4 – 20]*

G. Reappointment of members whose terms expire on March 1, 2018 [28.25]

Mr. Cates

Ms. Wang and Mr. DeVeer were the only members eligible for reappointment; Ms. Wang said that she would send an email asking to be reappointed, and Mr. Cates

informed the Committee that Mr. DeVeer had expressed his desire not to be reappointed. [29,1]

H. Election of new Chair

Mr. Cates

Mr. Cates nominated Mr. Hocutt for Chair, it was seconded by Ms. Vance, and Mr. Hocutt was elected as the new Chair of the COC by a 9-0 vote.

It was noted that a better relationship between the COC and the District was desired [32,4] but that relationships had to work in both directions.

I. Appointment of new COC liaison to Facilities Committee

Mr. Cates

Mr. Boland volunteered for this position. Committee appointments are at the discretion of the Chair. Committee appointments will be on the agenda for the March COC meeting.

IV. REPORT BY CHIEF OF FACILITIES

Mr. Cayabyab

Mr. Cayabyab reported that about \$92 million remained of the Measure TT Bond funds and that projects would need to be tightly controlled to accomplish as much as possible within remaining funding. A visual report on current projects was provided by means of a slideshow projection. It was reported that the \$9 billion bond fund recently passed by the State is essentially signed up for already by other school districts. Mr. Cayabyab stated that a new “accountability report” (budget report) would be given to the COC on the next day [52,7]

V. REPORT BY BOARD LIAISON TO THE COC

Ms. Kenne

Ms. Kenne was not in attendance but provided a written report to be read into the record. It noted that the MTT priority list would come to the full Board for approval in March. It noted that the Boundary Committee had draft recommendations but the Board had not discussed them. [54.4] It noted that the Board had approved a Fiscal Stabilization Plan on February 8th and that an approved plan must be presented by the Board on March 19th. [54.12]

VI. REPORT BY PUBLIC OUTREACH COMMITTEE

Mr. Cates

A report was not issued as Ms. Verdugo was not in attendance.

VII. REPORT BY COC LIAISON TO FACILITIES COMMITTEE

Mr. Cates

A report was not available due to the resignation of the Liaison, Mr. Cole.

VIII. CHAIR'S FAREWELL

Mr. Cates

Mr. Cates noted that he had served three terms, which is the maximum allowed by the COC By-laws. [76,23] He noted that the COC actually began to provide effective oversight when Ms. Vance became chair, and since then had updated bylaws, adopted standards for expenditures, established a website, challenged improper or imprudent

expenditures, scrutinized the audits and made serious recommendations for improvements. He hoped that the Committee would continue to work hard to ensure the District used TT funds only for authorized purposes [71,14] and noted that the current financial difficulty of the District would be understated by the amounts improperly charged to Measure TT. The Committee thanked Mr. Cates for his dedication, hard work, expertise and commitment.

IX. NEXT MEETING DATE: MARCH 21, 2018 at the PUSD Ed Center. (The room will be opened for the meeting, even though the District is on Spring Break)

X. ADJOURNMENT

Mr. Cates

The meeting was adjourned at 8:52 PM