

**Citizen Oversight Committee – Measures O & L
San Mateo Union High School District
Meeting Minutes**

Meeting Date: March 6, 2024
Place: District Office, 650 N. Delaware Street, San Mateo
<https://smuhsd-org.zoom.us/j/92456611836>
Time: 5:30 pm
Prepared by: Jasmine Andrade, Facilities Specialist

Citizen Oversight Committee members in attendance:

Simon Mazzola (SM) Erica Lyons (EL)
Wanda Horton (WH) Sherry Haber (SH)

SMUHSD Staff and Board of Trustees members in attendance:

Yancy Hawkins, Associate Superintendent, Chief Business Officer (YH)
Jose Quintana, Capital Facilities Manager (JQ)
Teri Chavez, SMUHSD Board Trustee (TC)
Jasmine Andrade, Facilities Specialist (JA)
James Marta (JM) – via Zoom

Members not in attendance:

Neal Kaufman (NK) Mike Kennedy (MK)
Mike Loy (ML)

NOTES:

1. Meeting was called to order at 5:45 P.M.

1. Introductions..... Yancy Hawkins
2. Public Comment Simon Mazzola
No Public Comments
3. 2022-2023 Measures O & L Audit Report Yancy Hawkins
(YH) noted the audit Measure O & L audit report was presented at the previous COC meeting for the committee to review. James Marta, District auditor for Bonds, is present via Zoom to address any questions. JM presented an overview of the audit report. SM asked JM to identify where the “no exception” language can be found in the letter. JM noted it can be found on page 21, where it is also stated the auditors found properly accounted internal compliance control, and Page 22 in the first paragraph which notes “we did not have any instances of non-compliance”. SM questioned how long it takes the firm to generate what is needed to present to the COC to which JM responded 30-50 hours. SM asked how a change order is determined. JM responds that an auditor looks at change orders that fit within 10%, in addition to confirming the District has met the necessary requirements to count it as one. JQ adds there is an existing system in place in which he works with the District construction management firm and YH to track these change orders. YH adds that every change order in the District comes with a detailed write up and letter of recommendation from the construction management firm, which is then presented to the Board of Trustees for approval. It was asked if the presented audit report recently

presented to the Board, would be have this report included? JM responded that the numbers are included and have accountability, but this specific report is drafted specific to the COC. YH added that the audit presented was for the entire District, and not Bond specific. If the COC is to approve the annual report today, then it will then be presented to the Board. YH clarified that the audit expenses are covered through Bond Funds. WH asked JM what are measures taken to identify conflicts of interest between consultants, architects, etc. JM responded that although there are no specifics on digging into conflicts of interest, they do look at contracting and purchasing processes. YH adds that JM does perform interviews and questions are asked to clarify the firm is not aware of any conflicts of interests in a questionnaire, as part of the audit. In addition, JQ noted there are parameters in place in the RFP process to prevent such situations. SM motioned to accept the James Marta audit report. EL motions to approve and WH seconds. Motion passes 4-0

4. Approve Minutes from previous COC Meetings Yancy Hawkins (SM) motioned to approve the minutes with his previously noted change requests to JA. EL seconds the motion. Motion passes 4-0.
5. Measures O & Measure L Financial Update as of June 30, 2023 Yancy Hawkins (YH) presented the financial update from the 9/27/23 meeting and noted that the financial summary found in the annual report reflects these. YH adds that the expectation for the next meeting would be to review a financial summary as of 12/31/23, but clarifies what is being approved is as of June last year, not as of today.
6. COC Annual Report for Measure O & L (YH) noted that in the past, we have taken discussion of any changes that need to be made on the annual report, the report can simply be approved, or a subcommittee can be formed to make any small language changes. He adds that should the annual report be approved tonight or within the next week or two, then it can be presented to the Board of Trustees in late March or in April. SM motioned to finalize the Annual Report. WH motions, and EL seconds. Motion passes 4-0. SM asked who would like to volunteer to present the report to the Board, on behalf of the committee. EL is to present the Annual Report at the 4/25/24 Board meeting.
7. Set Next Regular Meeting Date YH confirmed with SM that he has met with the Superintendent to discuss the need for new committee members, and will also reach out to confirm the interest of members who have not been active for some time. YH to update.

The next meeting is scheduled for Thursday, May 16, 2024, at 5:30 pm.

f. Adjournment - Meeting adjourned at 7:15 pm

END OF MEETING MINUTES