

## FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: July 9, 2019

<b>Members:</b>	<b>Attendance:</b>
Annette Johnson	Yes
Dan Barreiro	Yes
Alex Arroyo	Yes
Dr. Ann Williams	Yes
Dr. Kim Ontiveros	Yes
Dr. Jennifer Norrell	Yes

**Participants:** Mr. Fil Torres, Mr. Steve Megazzini

Public Comments – None

Donations – Accepted

Grants – Accepted

Internal Auditing – Dr. Williams discussed two areas of focus for internal audits. One area of focus for the business office is increased accountability for purchasing. Current procedures allow employees to purchase items then request authorization for those purchases after the fact. Starting next month, we will have internal audits of every payroll and accounts payable runs. Audit selections will be random initially and will likely lead to follow up with requestors, retraining on purchasing protocols, etc. Trends will also be identified and may lead to targeted audit selections in the future.

Boosters – Mr. Fil Torres presented the committee with an update on the Booster Club, including balances, functions, and current membership. Much discussion ensued regarding concessions and external vendors. Dr. Williams will research vendor sales on school premises and bring additional information to the next meeting.

May Financials – Dr. Williams reviewed the district's financials through May 2019. Ending fund balance as of May 30<sup>th</sup> was \$85,901,193. Dr. Williams provided projections for 2018-19 year end and indicated that the Board's goal to maintain a fund balance of at least 25% will be met.

2019-20 Budget Timeline and Update – Dr. Williams presented a timeline for the 2019-2020 budgeting process.

Staffing Update – Dr. Kim Ontiveros presented the current status on staffing vacancies. Ms. Johnson asked how many of the openings are bilingual. Dr. Ontiveros responded about 10 – 12 are bilingual.

### **Old Business**

Extension Campus – Dr. Williams confirmed that the financials provided last month reflect thirty filled positions and four unfilled position. Dr. Williams will confirm that all staff in this program are coded appropriately.

Medicaid Reporting – Dr. Williams provided an update on the backlog of quarterly Medicaid reports. The Committee agreed to bring all reports current by the end of this calendar year.

2018-19 Grants – Dr. Williams reported that she has already met with personnel involved with grants. Additional information will be provided at the next Finance & Personnel meeting.

### **New Business**

Business Office and Human Resources Workload Evaluation – Dr. Williams and Dr. Ontiveros stated that they are reviewing staff roles and procedures to improve efficiencies. The goal is to ensure that employees are cross-trained and workloads are equitable. Dr. Norrell stated there would be a recommendation to the full Board at the Monday meeting for the Director of Human Resources position.

Ms. Johnson inquired about insurance, specifically asking for confirmation that personnel out on FMLA are being billed correctly. Dr. Williams stated that insurance audits will be included in monthly internal audits.

Dr. Williams brought to the committee's attention the need for a new designated IMRF authorized agent.

Meeting adjourned at 5:47pm