

Draft Minutes
Budget and Personnel Committee Meeting
March 2, 2012

1. Call to Order:

The Budget and Personnel Committee was called to order at 8:00 a.m. by President Burns. In attendance were:

- Committee members: President Burns and Vice President Gustafson.
- Staff: Jim Heitzman, Kelly Cadiente, Jean Premutati, and Carl Niizawa.

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Approve the Draft Minutes for January 27, 2012:

The minutes were approved unanimously.

4. Annual Review and Update of the District's Technology Plan:

Ms. Cadiente introduced this item and explained that staff was working with Monterey Bay Technologies to update the Technology Plan for the current and next fiscal year. She said they were proposing the \$50,000 approved by the Board in the FY 2011-2012 Budget to be used primarily to replace several servers. Ms. Cadiente said that the Technology Plan proposes \$60,500 in FY 2012-2013 for updating software, with the major cost attributed to updating the financial software which is over eleven years old. The draft plan would be presented to the Board in March. The Committee agreed to forward this item to the Board.

5. Receive Update on Status of FY 2010/2011 Comprehensive Annual Financial Report:

Ms. Cadiente introduced this item and explained that normally this report was received in December but with the recent turnover in the Finance Department, the District received an extension to complete this report. The Committee agreed to forward this item to the Board.

6. Receive Update on Status of FY 2012/2013 Annual Budget Process:

Ms. Cadiente explained that the initial draft budget will be presented to the Board in March at which time a Budget Workshop will be scheduled for an in-depth budget review. She also explained the budget process with FORA. Mr. Heitzman commented that staff would be available to the FORA Board to answer any questions they may have.

7. Review Proposed Revisions to Employee Handbook and Provide Direction:

Ms. Premutati explained that the proposed revision to the bereavement policy is so that the language will match with the approved MOU's policy. She added that an additional paragraph was added to the email policy to cover social media, i.e. Twitter and Facebook. The Committee agreed to forward this item to the Board.

8. Identify Agenda Items for the Next Committee Meeting:

Mr. Heitzman informed the Committee that if they think of something they want to add to the agenda for discussion, they can let staff know at a later time.

Ms. Cadiente commented that she would be bringing the draft Purchasing Policy.

Vice President Gustafson suggested that staff keep track of all the money-saving ideas and processes that are being implemented.

9. Committee Member Comments:

No comments were made.

10. Adjournment:

The meeting was adjourned at 8:18 am.