

**Data Review Subcommittee** (Subject to Brown Act)

<http://www.wccusd-bond-oversight.com>

**For Measurers D (2002), J (2006), D (2010) and E (2012)**

**Agenda, July 14, 2015 at 6:00 - 7:30 PM, Meeting No. 4**

Facilities Operations Center, 1400 Marina Way South, Richmond, CA

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3 Mission: “Our task is to review the areas of Mr. Clay’s documents that directly  
4 concern Bond Expenditures and Bond Program Management.”<sup>1</sup>

5 **Meeting Number: 4**

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7 **Call to Order** by Chair Ricco

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9 **Pledge of Allegiance**

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11 **Roll Call Members**

12 • Ivette Ricco, Chair

13 • Peter Chau

14 • Anton Jungherr

15 • Kelvin Love

16 • Tom Panas

17 • Maureen Toms

18 • Orlandus Waters

19 **Agenda Review and Adoption**

20 **Public Comments for Items Not on the Agenda**

21 Public comments on agenda items shall be at the time of consideration of those  
22 items.

23

24 **Approval of Minutes, June 9, 2015** (meeting # 3) \*<sup>2</sup>

25 **Chair’s Report**

26 **Review and take Action on Additional Questions that the CBOC Request be**  
27 **Included in the Forensic Audit Scope of Services**

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<sup>1</sup> Chair Ricco’s May 18, 2015 memo to CBOC Ad-Hoc Data Review Subcommittee.

<sup>2</sup> \* Backup document attached.

**Data Review Subcommittee** (Subject to Brown Act)

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**For Measurers D (2002), J (2006), D (2010) and E (2012)**

**Agenda, July 14, 2015 at 6:00 - 7:30 PM, Meeting No. 4**

Facilities Operations Center, 1400 Marina Way South, Richmond, CA

29 **Review and Take Action on Status Report on Resolution 15-1 Dennis Clay**

30 **Allegations \***

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32 **Review and Take Action on West Contra Costa Unified School District Bond**

33 **Program & Citizens' Bond Oversight Committee, A Case Study in Stymied**

34 **Oversight, a Report by the 2014-2015 Contra Costa Grand Jury, Report 1514,**

35 **June 11, 2015 \***

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37 **Meeting Schedule 2015**– (all meetings are held on Tuesdays at the Facilities

38 Operation Center at 6:00 PM)

39 • August 11, 2015

40 • September 8, 2015

41 • October 13, 2015

42 • November 10, 2015

43 **Next Meeting** – Tuesday, August 11, 2015 at 6:00 PM

44 **Good of the Order**

45 **Adjournment**

46

47 **Prepared by:** Anton Jungherr, Secretary

48 Data Review Subcommittee

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50 **Approved by:** Ivette Ricco, Chair

51 Data Review Subcommittee

52 \*Backup document attached.

53

54 **Distribution:** Subcommittee Members, Hanson (post to CBOC Website)

**WCCUSD CBOC Data Review Subcommittee Minutes June 9, 2015**

**Minutes Data Review Subcommittee  
June 9, 2015, 6:00 PM – 7:30 PM  
Facilities Operation Center**

A. OPENING PROCEDURES

A.1 Call to Order by Subcommittee Chair Ricco at 6:00 PM

A.2 Pledge of Allegiance - done

A.3 Roll Call: Ricco (present), Waters (absent), Chau (absent), Toms (present), Love (present), Jungherr (present), Panas (present);  
A quorum was present

Also, present Val Cuevas and Theresa Harrington

A.4 Approval of Agenda – M/S/C Jungherr/Love

A.5 Approve meeting minutes – not applicable, this is the first formal Subcommittee meeting

A.6 Chair's Report – The CBOC approved Resolution 15-1, Dennis Clay Allegations, at our May 27, 2015 meeting. This resolution was sent to the Board of Education on May 30, 2015 with the request that it be placed on the Board's June 10, 2015 agenda. It was not placed on the June 10 Board agenda. President Groves communicated to Ivette Ricco that the Board was not ready to discuss the CBOC resolution yet. Ms. Ricco stated to Mr. Groves that we would continue to develop questions that this matter is of public concern. Mr. Groves agreed and stated that the Board would hold a special meeting on June 15, 2015 on this matter.

It was the consensus of the subcommittee that Ms. Ricco should present our Resolution 15-1 the Board at the regular June 10, 2015 Board meeting during the Committee Reports section of the agenda.

## WCCUSD CBOC Data Review Subcommittee Minutes June 9, 2015

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A.7 Subcommittee Secretary's Report – Anton Jungherr  
volunteered to be the Subcommittee Secretary

A.8 Public Comments for items not on the agenda. – none

B. Discussion Items

Develop and compile questions to be included in the Scope of  
Services for the Forensic Audit. See attached.

C. Action Items - none

D. Next Meeting – July 14, 2015 at 6:00 PM, FOC

E. Good of the Order - none

F. Adjourn by Subcommittee Chair Ricco at 7:25 PM

Prepared by: Anton Jungherr, Subcommittee Secretary  
June 13, 2015

Approved by: Ivette Ricco, Subcommittee Chair

Attachment – Questions Reference the Dennis Clay Allegations

Data Review SC, June 9, 2015  
Questions RE: The Dennis Clay Allegations  
DRAFT

SGI:

- What are the terms of the SGI contract?
- When was the contract ratified?
- What was the evaluation process and how was this company selected?
- Why was there no contract in place for three years?
- Why is SGI using FOC without paying a portion of the lease for their use of the facility?
- Has SGI billed properly and kept all records current and updated?
- Why does this contract not allow the District to terminate for convenience?
- What is the termination date of the 2013 contract?
- What RFP procedures were used and what are the RFP procedures for all proposals, including staff reports and rating sheets.
- Did the facilities sub-committee recommend SGI for board approval?
- Does SGI add a 5% billing charge and if so where is the authorization for that?
- Does the expertise of SGI staff match the billing rates?
- What is the relationship between AMMCO and SGI in regards to the management of Primavera?
- Does Primavera record professional service contracts? If not, why not?

Change Orders:

- Are change orders consistent with bids?
- Are change orders reasonable, accurate and consistent?
- Has the District had a process in place to analyze and question change orders before approving them?
- Does the MUNIS accounting system record change orders?
- If not, why not?

Cash Flow:

- Have reports provided to the CBOC provided accurate and current cash flow information?

Primavera:

- How are the Munis and Primavera systems reconciled?
- Does the District own the proprietary rights to Primavera?
- Who paid for the Primavera System?
- Who controls the data input into the Munis and Primavera Systems?

Budgets:

- Are budgets accurate and current?
- Has the Board reviewed the budgets for projects in progress and reported their findings to the public and the CBOC?
- Does the District track the original budget?

What projects do not have Board approved budgets?  
Has there been a comprehensive budget Report since 2011? If not, why not?  
What is the process for control of budgets?  
What if any budget and cost controls does the District have or had, in place?

**Project Contracts:**

What project contract details and scope, are presented to the Board?  
Does staff notify the Board if there are or are not sufficient funds in the budget to move for an approval of a project contract?  
If not, why not?

**Technology:**

Has the Technology budget gone over budget?  
Has the Board received a report on the Technology since 2012?  
If not, why not?  
Does the technology budget include provisions for technology updates and replacements for the next 10-20 years?  
Do those provisions, if in place, allocate bond funds for upgrades or replacements and for what length of time? If so, how much is allocated?  
What is the most recent Technology Budget?  
What is the legal rationale for using Bond Funds to purchase computer supplies or limited life products?

**Performance Audit:**

Has the approved auditor done its due diligence?  
Have auditors hired by the District to conduct thorough and comprehensive reviews of performance, expenditures and operations, used all the information at their disposal, including data provided by Dennis Clay, to reach their conclusions?  
If not, why not?

The CBOC reserves the right to modify the above-mentioned questions pending the CCC Grand Jury report.