

District Budget Engagement Committee

January 12, 2017

Minutes

1. Welcome

Meeting was called to order at 6:15 p.m. Denise Cifelli introduced Harold Freiman from Lozano Smith, advising the he would be facilitating the meeting. Introductions were made.

Members present: Carolyn Day Flowers, Cathy Garza, Henry Webb, Kathleen Maloney, Petronilla Fernandes, Sara Danielson, and Stephanie Sequeira

2. Committee Purpose

Mr. Freiman walked the committee through the agenda. He highlighted the committee's mission, purpose as an advisory committee, scope of duties, and the roles of members, staff and board liaison.

3. Rules, Guideline & Procedures

Mr. Freiman explained the committee was governed by the Brown Act, what that entailed, and presented a PowerPoint training. He provided detail around the rules for agenda setting and posting, quorums, and even greater detail on how the committee interacts with each other with regards to discussions after a meeting has ended either in person, through emails or the use of technology such as chat rooms and blogs. There was additional discussion which clarified items being "held-over", conducting a meeting without a quorum, and what constitutes a serial conversation. Ms. Day-Flowers questioned liability and coverage. Mr. Freiman explained Committee members would be covered if acting within the scope of their jurisdiction only.

Mr. Freiman covered Rosenberg's Rules of Order which the Board has adopted as the process for governing meetings. Mr. Freiman covered quorums, role of the Chair, motions and amendments to motions, voting and general rules of etiquette.

4. Election of Chair and Vice Chair

Mr. Freiman opened the floor for nominations for Chair and Vice Chair. Mr. Freiman reiterated the roles and Ms. Garza put her name in for Chair and Mr. Webb put his name in for Vice Chair. Ms. Fernandes requested a translator for future meetings. She felt translation is necessary for her to understand and contribute to the conversation and enable her to continue to be a part of the committee. She also requested child care. There were no other nominees. Mr. Freiman called for a show of hands. Ms. Garza was unanimously voted in as Chair; Mr. Webb as Vice Chair. The Chair deferred to Mr. Freiman to continue to run the remainder of the meeting.

Discussion moved to the staggered terms and the term length for the initial committee as they are beginning mid-year. The committee decided amongst themselves how they would split the terms. By a unanimous show of hands the committee decided the Chair and Vice Chair would serve 2-year terms along with Ms. Day-Flowers, Ms. Maloney and Ms. Sequeira. 1-year terms would go to Ms. Danielson, Ms. Fernandes and the two absent members, Ms. Abrams and Mr. BaahAhrin. The committee also decided that when the two vacancies were filled one would be a 2-year term, the other 1-year.

Mr. Freiman recommended best practice of individuals sending agenda requests, requests for information, etc. through the Chair so as to not violate the Brown Act. The Chair will work with staff to prepare agendas and packets.

5. Review Draft Committee Bylaws

The committee reviewed the draft bylaws. Ms. Danielson questioned the term length since the committee is beginning mid-year. The committee discussed and decided the initial 2-year terms would run through June 2019; 1-year terms through June 2018 to provide better consistency.

There was discussion on making recommendations to the board, recommendation on how to handle a split vote, and how to include opinions of individuals. The committee went back to reviewing the bylaws. A change of meeting time and location was discussed. Mr. Freiman advised the committee they can add that to a future agenda for discussion, then go back to revise the bylaws. He stated any member may request a bylaw change. He reiterated members should work directly through the Chair for any agenda requests.

Motion was made by Ms. Danielson to approve the bylaws amending the meeting start time to 6:30 pm; second by Ms. Garza. Motion was approved unanimously.

6. Meeting Calendar Review

The committee reviewed the calendar. Mr. Freiman reminded the committee meeting dates coincide with the dates approved by the Board in Administrative Regulation 3000.

Motion was made by Mr. Webb to approve meeting dates of February 27, March 27, June 13, and June 27, 2017; second by Ms. Day-Flowers. Motion was approved unanimously.

7. Good of the Order

Ms. Danielson requested a member roster to include the email addresses of members.

Mr. Panas is pleased to be part of the committee and stressed that he and the board are looking forward to the committee's input.

8. Adjourn

Meeting adjourned at 8:00 p.m.

***The next regularly scheduled meeting will be February 27, 2017
at 6:30 p.m. at Pinole Middle School***