



Budget Development Committee Meeting Minutes

October 8, 2014

MB 350A

3:00pm –5:00pm

Present: Gale Lebsock, Mary O’Neal, Matt Jones, Kathy Salisbury, Corey Marvin, Heather Ostash, Matt Crow, Crystal Leffler

Absent: Tanner Barnett, Tammy Kinnan

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	3:00pm
Approval of Agenda	Gale Lebsock	No action taken.
1. Review of Minutes from 8/29/2014	Gale Lebsock	<u>Changes to the minutes from 8/29/2014</u> <ul style="list-style-type: none"> • Meeting end time from 11:00pm to 11:00am. • Tammy Kinnan from present to absent.
2. Review of Action Items from 8/29/2014	Gale Lebsock	Action items from 8/29/14 for Gale were added to the 10/8/14 agenda for discussion.
3. Follow-up on costs - 14/15 potential impact on reserves - 15/16 potential impact on budget	Gale Lebsock	The committee discussed the follow-up information Gale provided on items that may potentially impact our reserve for 2014/2015. <ul style="list-style-type: none"> • Corey Marvin provided new information that all police officers need 40 hours of EMT as of January 1, 2015. When this occurs we will add a large number of sections and reserves will be used. • Providing inmate education is pending. <p>Gale confirmed the 1% salary with benefits calculation for employee groups does not include health & welfare benefit only taxes associated with payroll. Action: Gale will provide the 1% salary with benefits for CSEA.</p> <p>The committee discussed the follow-up information Gale provided on items that may potentially impact our budget for 2015/2016.</p> <ul style="list-style-type: none"> • The 14/15 allocation was based on a 2,974.27 FTES. • The \$256,346 shortfall may be offset by COLA if any for 15/16.
4. Resource Request Rubric	Heather Ostash	The committee reviewed the draft copies of the resource request rubric and discussed the differences. <ul style="list-style-type: none"> • Copy A – Results of provided rankings. • Copy B - Supported by Planning & Data Informed has been moved to the top followed by the ranking. <p>Upon review the committee suggested we use Rubric B with the following changes:</p> <ul style="list-style-type: none"> • Separate Supported by Planning & Data Informed as two line items and revise wording: <ul style="list-style-type: none"> ○ Explained by Planning ○ Supported by Data

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		<p>The rubric will be used by this committee as a tool to help organize and guide discussion when evaluating resource requests.</p> <p>The committee agreed the draft rubric should be shared with those individuals and groups preparing budget resource requests. This will give them some insight as to the types of guidelines we will be using when evaluating requests. We will provide the draft for testing this year with a clear understanding there will be no scores or ratings. The feedback and testing will be used to refine the rubric.</p> <p>To provide a better understanding and participation in the planning process the following suggestions were made:</p> <ul style="list-style-type: none"> • Schedule dedicated time for the presentation of the plans themselves and the budgetary impact. Possible Flex Day activity. • Require Unit Plans be presented and signed off by the individual departments.
5. Review of Mission, Composition, Evaluation & Assessment	Gale Lebsock	<p>The Participatory Governance Document is under review and Jill Board would like us to add a statement regarding internal evaluation and assessment. We have the annual external survey piece that's part of the integrated planning cycle on how budget and resource allocation is working. To meet Jill's deadline the committee discussed a general statement such as – <i>We continue to evaluate but recognize the need to formalize the internal evaluation piece. The specific instrument is under review for 14/15.</i> Another suggestion was to generalize the Mission statement, use bullet list of goals and incorporate words like transparent, collegial, visible, and high priority.</p> <p>Action: Gale will draft up something and send out via email to the committee for feedback.</p>
6. YTD Expenditures	Gale Lebsock	<p>The committee review YTD expenditures by account as of 10/7/2014.</p> <p>3920 –The 3900 accounts may include different benefit depending on position and assignment.</p> <p>4310 - IT computer replacement with labs. Funds just need to be moved from 4313.</p> <p>5107 - Athletic officials. We use Ref Pay a preloaded account.</p> <p>5150 - 80% AJ academy late billing, part should have been last year. Driven by academy dates.</p> <p>5300 - Annual dues and membership to ACCJC</p> <p>5540 - Water and sewer paid annually.</p> <p>5603 - Rental of facilities big chunk AJ invoice received too late to pay out of last year's budget.</p> <p>5650 - Annual costs paid up front.</p> <p>6210 - Budget scheduled maintenance projects. Move funds to correct accounting code depending on project.</p>
7. Other		The committee discussed possible breakage from announced retirements that may occur this year.
Future Meeting Dates		TBD
Adjourned		5:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler

Approved 2/23/2015