



Minutes

OUSD Citizens' Oversight Committee Meeting

📅 Wed May 25th, 2022

🕒 5:00pm - 6:00pm PDT

📍 Ojai Unified School District Boardroom - 414 E. Ojai Avenue, Ojai, Ca. 93023 and Via Zoom

👥 In Attendance

1 **Call Meeting to Order at 5:00 p.m.**

COC members William Norris, John Hook, Kathy Smith, Amy Adamson, Donna Lloyd, Darrell Gooden and Jennifer Burkett will be present. District Bond Managers Adam Dutter and Alan White, will also be present.

COC members present included William Norris, John Hook, Kathy Smith, Donna Lloyd and Jennifer Burkett. COC members not present included Darrell Gooden and Amy Adamson. District Bond Managers Adam Dutter and Alan White, were present. Superintendent Dr. Tiffany Morse was present and administered the oath of office to Jennifer Burkett.

1.1 **Flag Salute**

1.2 **Emergency Additions/Modifications to Agenda**

Action

Member Smith moved to correct the title of item 3.1 to read "Review of the 2020-21 Measure J and Measure K Audit Reports. Member Norris seconded the motion which carried with a vote of 5:0.

1.3 **Approval of Agenda**

Action

Member Smith moved to approve the agenda as corrected. Member Burke seconded the motion which carried with a vote of 5:0.

2 Monthly Communications

2.1 Public Comments

No public comments were received at this time.

3 Annual Reports

3.1 Review of the 2020-21 Measure J Audit Report

The committee will review and discuss the audit report, previously presented to the Board of Education on May 11, 2022.

Information

Eide Bailly representative Royce Townsend joined the meeting via video and presented a brief overview of the Measure J and Measure K Financial and Performance Audits through June 30, 2021.

.Mr. Townsend indicated that no significant deficiencies were identified in the sampling of Measure J and Measure K transactions. He further indicated that while there was a material weakness within the timeliness of postings and internal District controls, the assessment of the audit provides an unmodified opinion of the financial statements.

Member Lloyd requested a detailed report of salaries and benefits expenditures, whereupon Dr. Morse provided information regarding the members of staff included in this line item and said she would present a detailed report to the Committee at the next meeting.

Dr. Morse reported that the material weakness Mr. Townsend discussed was related to Business Office staffing issues. The fact that four out of five employees were placed on administrative leave caused account reconciliations not to be conducted in a timely fashion and there were additional concerns. She added that the Fiscal Director has since resigned and the Business Office remains understaffed. The district continues to seek staff for these unfilled positions.

Member Burkett inquired if the work processes now in place and hiring of additional staff would improve compliance and keep the irregularities from occurring again. She thanked Dr. Morse for providing the Committee with additional information.

3.2 Discuss the 2022 Annual COC Report

The Committee will review the first draft of the 2022 Annual Report to the Community.

Information

Bond Managers Adam Dutter and Alan White presented the Committee with information regarding various completed and pending projects, as the Committee reviewed and discussed the draft Annual Report.

Mr. White explained the California Multiple Award Schedules (CMAS) process as well as the “piggyback” purchasing process used to save District funds when making equipment purchases.

Mr. Dutter presented information in response to Member Hook’s inquiry regarding the status of the recent Nordhoff pool meeting.

4 Future Agenda Items

The Committee members will have the opportunity to suggest future agenda items for consideration.

Information

No new agenda items were suggested.

5 Adjourn Meeting

At 5:45 p.m. the meeting was adjourned.