



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, November 19, 2020
8:30 a.m. – South Bay Regional Public Safety Training

Zoom Meeting

I. Call to Order

Dr. Kathleen Rose called the meeting to order at 8:31 a.m.

Present:	Dr. Kathleen Rose	Gavilan College
	Mr. David Martin	Monterey Peninsula College
	Mr. Michael Renzi	Gavilan College
	Ms. Michelle Schneider	College of San Mateo
	Ms. Gerlinde Brady	Cabrillo College
	Dr. Chris Dela Rosa	Ohlone College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Dr. Raul Rodriguez	Hartnell College
	Dr. Ginger Charles	Cabrillo College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
	Mr. Edward Flores	SBRPSTC
	Mr. Michael Manning	SBRPSTC
Absent:	Mr. Michael Claire	College of San Mateo
	Ms. Kim Lopez	College of San Mateo
	Dr. Jon Knolle	Monterey Peninsula College
	Dr. Ghada Al-Masri	Ohlone College
	Dr. Cathryn Wilkinson	Hartnell College
	Mr. Brad Deeds	Lake Tahoe Community College

a. Approval of Agenda (A)

Motion: Dr. Chris Dela Rosa 2nd: Mr. David Martin

Agenda approved unanimously

II. Approval of Minutes (A)

a. September 17, 2020

Motion: Ms. Gerlinde Brady 2nd: Dr. Chris Dela Rosa

Minutes approved unanimously

III. Public Comment

No public members present.

IV. Closed Session: None

V. Business

a. 2019-20 Audit Report (A)

Ms. Linda Vaughn shared, and presented to the Board, the Final Audit report for formal approval. The report was completed by Onisko & Scholz, LLP and CPA on June 30, 2020. The agency’s “Findings and Recommendations” reflect that all financial documents fairly and accurately presented the financial position of the governmental activities of each of the Consortium’s major funds. The auditor found no deficiencies in internal controls and no instances of non-compliance or other reporting requirements under Government Auditing Standards.

Motion: Mr. David Martin 2nd: Dr. Chris Dela Rosa

Vote taken, Motion approved unanimously

b. Cabrillo College JPA Board Member Representatives (A)

In anticipation of Dr. Kathleen Welch’s retirement at the end of the academic year, Cabrillo College requests Dr. Ginger Charles to be approved as the primary representative for Cabrillo College to the JPA Board. Ms. Gerlinde Brady will become the primary alternate and Dr. Welch will remain as second alternate until her retirement.

Motion: Dr. Chris Dela Rosa 2nd: Mr. David Martin

Vote taken, Motion approved unanimously

c. Hartnell College JPA Board Member Representatives (A)

Hartnell College requests that Dr. Raul Rodriguez be approved as the primary representative for Hartnell College to the JPA Board. Dr. Cathryn Wilkinson will become the alternate. Dr. Dela Rosa pointed out the agenda item page shows Cabrillo College as the requestor. Correction needs to be made to the Agenda packet to show the correct college as Hartnell. Correction will be made.

Motion: Ms. Michelle Schneider 2nd: Mr. Jeff DeFranco

Vote taken, Motion approved unanimously

d. Funding Operations for Additional Facility Expenses (A)

Motion: Ms. Michelle Schneider

2nd: Mr. Jeff DeFranco

Motion approved for discussion

Ms. Vaughn provided an overview of the historical funding of the Consortium, to the Board. FTES is the base of the funding at an efficiency rate of 60%, with the colleges retaining 40%. Facility use was based on FTES and the Colleges retained 100% of funding associated with FTES generated while the Consortium incurred any operational costs.

Based on the approved Budget for FY2020-21, using the SCFF model, the base FTES rate is 60% of \$4009. Total funding will also be dependent on the supplemental and success measures based upon enrollment projections. The overall impact was approximately -\$1.343 million swing in the base budget. This includes \$200k in additional expenses for facility overhead costs. The executive team mitigated over \$970k from the budget. The new proposed budget shows a loss of \$369,400, without the lease agreement.

Based on the last meeting, the Budget now includes the total Lease Cost of approximately \$501,200. This includes Administrative Office Space, \$207,600 and Classroom & Instructional Space, \$293,600. The approved budget estimates a loss of \$870,600. Due to the ongoing health crisis, we are monitoring enrollment and estimating a 14-19% shortfall in FTES. The total impact to the organization is a \$2 million loss for the fiscal year, if nothing changes.

The Consortium is recommending that the Colleges assist with the cost of the lease expense. Scenarios were provided to the Board to give options of how to address the lease expense. In addition, Exhibit C's were given to each college to show how South Bay has performed, individually, in the past. All scenarios show a removal of the Capital Projects Funding, and if the colleges return to a Hold Harmless agreement with the Consortium, there will be a uniform savings of 3%. Based on the SCFF model, the savings would differ from college to college.

Mr. DeFranco asked for clarification on how the "Flat Rate" would be defined as well as a "Break Even". Ms. Vaughn explained that the Flat Rate was based upon matching the loss that was anticipated under the SCFF model and inclusive of the lease payment. No separate invoice or line item for the colleges' support of the lease cost. The loss to the Consortium would be approximately \$369k.

Dr. Rose inquired about the balance in the General Fund. Ms. Vaughn advised the All Funds balance is approximately \$4.733 million. \$370k of the balance is

reserved for vacation and other funded liabilities. If everything remains unchanged, half of those reserves will be used. Since some of the Contracts were extended from 2019-20 into this year, this income is higher for this fiscal year. The loss can potentially be greater if nothing changes in the following year.

Dr. Rose asked about opportunities for Contract Education as well as Testing. Ms. Vaughn shared that although POST extended their contracts, in this fiscal year we are making up for what was cancelled in March – June. There is no guarantee that the extension of those contracts will translate into larger contracts in the future. Testing has not stopped. Since we have to limit the class sizes due to COVID, we are servicing approximately half of the students that usually come to us for testing. We are also no longer testing off-site, for the time being.

Dr. Raul Rodriguez asked if the shared expense for the Lease Agreement would be temporary or long term? Is this something that can also be adjusted? Ms. Vaughn replied that the Board has the opportunity to change this at any point and expects this to be temporary. With the hopes that COVID restrictions will relax, we will go back to fully enrollment and may need to consider re-envisioning the organization.

Dr. Ginger Charles asked about departments having an increase of retirements due to COVID and Civil Unrest. What are we doing to increase the academies? Ms. Vaughn shared that it seems as though the departments are promoting from within and not hiring to replace those vacancies. I.E., San Francisco Sheriff's Dept. currently has 30 vacancies and all hiring is frozen. Due to COVID, class sizes in the academy have been reduced to half. Classes sizes are usually around 50-60 recruits in each class. An extra academy class was added to begin in January and will run concurrently with the course we that started in November if we have enrollment.

Dr. Rose asked if the additional academy course would be a hybrid course, with a portion of the course being offered online, to increase capacity. Ms. Vaughn advised that POST, as well as State Fire, doesn't allow for online training so we wouldn't be able to offer these types of training. We are facing a few challenges with presenting another academy at the same time that another is in session on the same campus. However, we are hoping that the course will get some interest and are willing to do what it takes to get through those challenges.

Mr. Martin mentioned that MPC would not be in support for any motion that would include additional contributions to the Consortium. This is also due to the fact that the MPC site is currently being rented at about \$200k under the fair market value to South Bay. If the motion passes, MPC will relook at the agreement and potentially bring something back to the Board for review. Ms. Vaughn asked Mr. Martin if the MPC budget had included the expense for the Consortium at the SCFF rate or at previous rates? If the budget included figures based on the last fiscal year, then they would still realize a savings of 11%. Ms.

Vaughn clarified to the Board that all colleges would realize a savings based on the proposals of the shared lease agreement.

Mr. DeFranco motioned that for the FY20-21 only, the fee would be 70% of the SCFF based allocation rate. Based on the Chancellor's office rate of \$4009, this calculates to a flat rate of \$2806.30.

Motion: Mr. Jeff DeFranco 2nd: Dr. Raul Rodriguez

4 in favor / 1 abstention / 2 opposed / Motion carries

Dr. Dela Rosa expressed that he believes that, in the spirit of fairness and clarity, an agenda item should be added to an upcoming meeting to review the current agreement with South Bay and MPC. Mr. Martin thanked Dr. Dela Rosa for his support and advised that MPC will be contracting an appraiser to determine the Fair Market Value of the MPC Seaside location.

e. Financial Report (D)

Mr. Smedlund advised the Board that the Financial Report includes the income and expenses up until, November 16, 2020. It does not include the budgeted items that were discussed in the previous item. Colleges have been invoiced for three of the ten apportionment payments to date based upon the SCFF FTES value. Since the Consortium hasn't received any invoices from Gavilan yet, the report shows the facilities lease cost at \$0. Pending those invoices, we are reporting a net income of about \$927k.

Dr. Rose asked about work furlough savings and arrangements for furloughs. Ms. Vaughn clarified she and Mr. Giusiana are the only ones currently taking furlough time. This is reflected under Expenses, under salaries and wages. Dr. Rose asked that the details of the furloughs be brought to the next Board meeting.

f. BACCC Public Safety RJV Report (D)

Ms. Vaughn shared that in June of 2017, when she was the VP at South Bay, she partnered with then Los Medanos College Dean Natalie Hannum to promote and establish the Public Safety Regional Joint Venture with Strong Workforce Funds through the Bay Area Consortium of Community Colleges (BACCC). The regional efforts have been extremely successful and evolved into statewide engagement. At the Board's request she's providing updates of her accomplishments and involvement with the Public Safety RJV.

The RJV has supported public safety programs within the region through instructor development courses, best practice platforms, facilitating shared resources, curriculum review, pathway development, marketing media development, and increased industry partner engagement. Recently, the RJV has been assisting colleges and industry partners to address the Chancellor's Call to Action.

g. Strategic Plan Update (D)

A copy of the Strategic Plan was provided to the Board. It has been updated to reflect new personnel, responsibilities and due dates. All Executive staff have been working on various internal initiatives, and internal and external Consortium communication goals, Consortium Funding Model, A&R Workgroup, Website update & review, and facilities.

Ms. Vaughn shared that since most of the College's staff have been working remotely, it has been difficult to set up meetings with A&R group from each college. A survey was sent out to the Board to get input for the Funding Group. Ms. Vaughn also shared that she has been involved in the SCFF oversight Committee meetings.

A Powerpoint presentation was shared with the Board to provide some historical background of the Consortium, Program Expense and Funding, Role of Instructional Services Agreements (ISA), Funding of the ISAs, the Academy Module and the Vision.

Mr. Flores added that a reconciliation list has been provided to the College's, along with quarterly reports, in efforts to keep communication lines and transparency open. At this time, no input has been received by any of the member colleges. The hope is that if there are any issues, they can be addressed immediately.

Dr. Rose provided some input, specifically assessment to the achievement of the goals set in the Strategic Plan.

A meeting has been scheduled for a Closed Session, on December 17th, to review and discuss the sustainability and funding of the Consortium. Ms. Vaughn shared that the Funding Committee is open to anyone who wants to join.

VI. Announcements

Dr. Ginger Charles announced that she has put together an International Police Conference open to anyone who is interested in attending. There will be people from the UK, South Africa, Iceland and the US discussing bringing the Community and the Police together.

VII. Adjournment

Meeting was adjourned at 9:57 a.m.

Next regular JPA Board meeting is scheduled for January 27, 2021