



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, June 16, 2022
10:00 a.m. – South Bay Regional Public Safety Training
Zoom Meeting

I. Call to Order

Dr. Chris Dela Rosa called the meeting to order at 10:02 a.m.

Present:	Dr. Chris Dela Rosa	Ohlone College
	Dr. Jon Knolle	Monterey Peninsula College
	Mr. Paul Harvell	Cabrillo College
	Dr. Robin McFarland	Cabrillo College
	Dr. Ginger Charles	Cabrillo College
	Ms. Michelle Schneider	College of San Mateo
	Dr. Kathleen Rose	Gavilan College
	Mr. Graciano Mendoza	Gavilan College
	Dr. Steven Crow	Hartnell College
	Mr. Brad Deeds	Lake Tahoe Community College
	Dr. Ghada Al-Masri	Ohlone College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Ed Flores	SBRPSTC
	Mr. Michael Manning	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
Absent:	Dr. Jennifer Taylor-Mendoza	College of San Mateo
	Dr. Cathryn Wilkinson	Hartnell College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Dr. Mark Zacovic	Monterey Peninsula College

a. Approval of Agenda (A)

Motion: Dr. Kathleen Rose 2nd: Dr. Dr. Steven Crow

Item a2 to be removed from agenda. Has incorrect college information.

Agenda approved unanimously

II. Approval of Minutes from March 17, 2022

Motion: Dr. Steven Crow 2nd: Ms. Michelle Schneider

Minutes approved unanimously

III. Approval of Resolution #2022-3 to Enact AB 361 (A)

Motion: Mr. Paul Harvell 2nd: Dr. Steven Crow

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

Roll Call Vote:

Dr. Kathleen Rose – Gavilan	Aye
Dr. Jon Knolle – MPC	Aye
Mr. Paul Harvell – Cabrillo	Aye
Dr. Steven Crow – Hartnell	Aye
Mr. Brad Deeds – Lake Tahoe	Aye
Ms. Michelle Schneider – CSM	Aye
Dr. Chris Dela Rosa – Ohlone	Aye

IV. Public Comment

No public members present.

V. Business

a. New Board Members (A)

1. Cabrillo College request Robin McFarland, Interim Vice President of Instruction, be approved as the primary representative to the JPA Governing Board effective July 1, 2022. She will replace Dr. Ginger Charles. Dean Paul Harvell will continue as the alternate representative. Dr. Rose and Dr. Dela Rosa thanked Dr. Charles for her service to the JPA Board.

Motion: Dr. Jon Knolle 2nd: Ms. Michelle Schneider

Motion passes unanimously

2. This item was removed from the agenda.

b. Financial Report (D)

The Consortium provides regular updates on their financial status throughout the year. Mr. Ernie Smedlund reviewed the Financial Report provided to the Board and pointed out that the report shows a deficit of about \$646k as of June 7, 2023. Since the preparation of the report, the Consortium anticipates to end the fiscal year with a deficit of about \$1.2 million, which will include the expenses of payroll.

Mr. Smedlund also shared some information on the Consortium cashflow and their pooled funds with Santa Clara Co. at Wells Fargo Bank. Those funds are used for paying Bills and Invoices. That account is currently sitting at about \$2.5 million. However, about \$1.4 million of that is reserved for revenue sharing with their partnering agencies. There are other accounts with Bank of the West that are used for payroll, incoming credit card and online payments. These funds are typically used for automatic payroll withdrawals and workman's comp deposits. There are currently no concerns that there will be a shortage of income to pay for the bills they are receiving. However, this can change in the years to come as the deficit grows.

Mr. Smedlund advised the Board that final invoices are usually sent out in June and this year, some colleges will receive refunds due to FTES short falls. The colleges set to receive a refund are Cabrillo, Gavilan, MPC and Hartnell. Additional invoices will be sent to the colleges where FTEs were met and went over. These college include Lake Tahoe and Ohlone. Those invoices will be sent sometime in July.

Dr. Rose asked about the \$300k deficit in the Fund balance when the budget was approved in September. Ms. Vaughn clarified that due to revenue shortfalls, this deficit was increased to approximately \$1.1 million.

Dr. Rose suggested that the Board review the SCFF funding formula and their apportionment to the Consortium within the next year. Gavilan and Hartnell are looking to reduce their FTEs to the Consortium in the coming fiscal year.

At the last Board meeting in March, Mr. Flores shared an FTES report showing approximately 91% completion of the projected allocations. The report provided at this meeting doesn't show much change. In the last week, there was an increase in FTEs due to an increase of fire courses and conferences, bringing the allocations to 95% completed. With the reconciliation of closing out classes for the fiscal year, it is expected that this number will stay the same.

Mr. Flores also shared that and FTES Report by discipline was provided at the request of the Board at the last meeting. They hope that this will give a better understanding of the makeup of those disciplines.

c. FY2022-23 Preliminary Budget Presentation (D)

A Preliminary Budget Report was given to the Board for review. Ms. Linda Vaughn highlighted a few points from the report:

Projected Ending Fiscal Year 2021-22

- Projected \$1.07 million operating deficit (Loss in FTES, additional facility rental expense, additional expense for OT payout, repairs and maintenance)

- FY2021-22 Ending All Funds balance \$2,863,250
- 2110 FTES to end the year, will actually be closer to 2135
- Financial Audit will be in August, final numbers for the budget will be presented in September.

Preliminary 2022-23 Budget

- Allocation Letters = Minimum 2080 FTES inclusive of 60 FTES Rent
- 70% of SCFF Base Rate Funding (\$3240.30/FTES)
- Payroll Mitigation Strategies (not a long-term strategy)
- Projected General Fund Deficit of \$483,900
- Unknown Potential Impacts
 - COVID Health Restrictions/Vaccination Requirements
 - Actual enrollment and course delivery
 - Ability to cont. staff reductions implemented
 - Funding model AB1942
- All Funds Balance
 - Projected 42% spent over 2021-22 & 2022-23
 - Projected solvency through 2025-26
- Projected Ending All Funds Balance \$2,333,299

Other Considerations

- Capital Projects funds was suspended in 2019-20
- Program expenses will again impact the Operating Budget
 - EVOC/Fleet vehicles
 - Radios, Shotguns, Fire Props & Paramedic Equipment

Budget Outlook

- Income
 - Average ~ 5% variance
 - Primarily decline in FTES generation and /or valuation
- Expenses
 - Average ~ 1.6% variance (savings)
- Short-Term
 - Sustain Reserve Fund through FY2025-26
- Long-Term
 - 70% SCFF Base Rate & 70% AB 1942 ISA Funding (add'l \$1,488,480 in funding to Consortium)

Motion: Dr. Kathleen Rose

2nd: Dr. Steven Crow

Motion passes unanimously

d. Assembly Bill 1942 – Public Safety Instructional Services Agreements (D)

Ms. Vaughn provided a brief background on AB720 since it's introduction in February of 2019. In February 2022, AB1942 was introduced, again requesting the CDCP FTES apportionment rate for specifically public safety ISA's to begin in FY2022-23. Approval of the Bill could have a positive impact on the Consortium's financial outlook.

Based upon the 2022-23 CDCP FTES rate (\$6491/FTES) and the approved 70% share to the Consortium, the change could minimally equate to an additional \$1.5 million in revenue for the Consortium.

Dr. Dela Rosa shared that there is some opposition for AB1942 because it separates the ISA's between Public Safety entities at a higher level of funding. Ms. Vaughn added that the Consortium has met with each individual college, within the last year, and collected data to show the trends of the ISA's. The budget report shows the data to support their findings.

e. COVID-19 Update

Ms. Vaughn reported that the Consortium continues to work with staff at member colleges to determine and streamline processes to verify student compliance with individual college vaccination requirements.

Mr. Flores added that the Consortium is experiencing challenges getting students to follow member colleges proof of vaccination requirements to ensure college registration is completed before the start of each class. This is occurring primarily with in-service courses, since most Police Departments are not requiring their officers to be vaccinated. This has had a negative effect on their annual FTES. There was a loss of about 35 FTES. In the EMS and Fire Programs, the vaccine is required as a prerequisite so those programs have not been affected. It is unknown, at this time, if there has been any negative impact on their staff or instructors.

The Consortium staff continues to follow CDC health requirements and students are still wearing masks while in the classroom. This will be revisited come July 1st. Hartnell and Gavilan college shared that they are no longer requiring weekly COVID tests for non-vaccinated students.

f. Election of Board Vice Chair for FY 2022-23 (A)

Newly appointed Board Chair, Dr. Dela Rosa was the JPA Board's Vice Chair. With that position vacant, a new Board Vice Chair should be selected. Dr. Jon Knolle was nominated for the position and accepted.

Motion: Dr. Kathleen Rose

2nd: Dr. Steven Crow

Motion passes unanimously

g. Future Meeting Schedule (A)

Due to the implications of Budget planning and Audit schedules, the Consortium requests the Board to adopt a new JPA Board Meeting Schedule to include a regular meeting in June, rather than May, and foregoing a July meeting unless urgent business warrants scheduling one.

Motion: Mr. Paul Harvell

2nd: Ms. Michelle Schneider

1 abstention, motion carries

VI. Announcements

Several of the Board Members thanked Dr. Rose for her time as the JPA Board Chair and wished her well in her retirement.

VII. Adjournment

Meeting was adjourned at 11:17 am

Next regular JPA Board meeting is scheduled for September 15, 2022