

Business Advisory Group Meeting

Meeting Notes

March 28, 2019

PRESENT

BCOE:

Travis Haskill
Lisa Anderson
Aaron Benton

Christy Patterson
Allison Bubier

DISTRICTS:

Ruthie Anaya, Palermo
Susan Watts, Oroville High
Cody Walker, Thermalito
Jaclyn Kruger, Chico
Heather Naylor, Gridley

Pam Ragan, Biggs
RJ Anderson, Durham
Marie Hartman, Chico
David McCready, Paradise

Business Advisory Group

1. Additions to the Agenda

- a. RJ Anderson is a new member, he is the CBO at Durham.
- b. The Auditor-Controller's office is pushing any entity that does business with the county to switch to an s-transfer template that would allow them to upload s-transfers into their system as opposed to hand keying them. Travis has pushed back on the changes. With the addition of fund 76 and requiring s-transfers for AP batches, the number of s-transfers we have been doing is much higher in recent times. We are trying to find out if this is something that they are mandating or requesting.

2. Payroll Error Setup in Escape – Travis Haskill/Allison Bubier

- a. Payroll Error Set up in Escape- See payroll errors handout. BCOE found payroll errors that had occurred in the past which didn't initially get caught. We are working with Escape on this. Payroll errors are not set to a hard stop. If it was set to hard stop, it could have been corrected immediately. The errors still show up on the pay 22 error report but it allows you to continue without correcting. Escape said they can make the errors hard stop, but it would have to be a county wide setting.
- b. Since no districts are opposed to making the remainder of labor errors hard stops, Allison will be working with Escape to make all labor errors hard stops.

3. Special Education Update – Aaron Benton/Lisa Anderson

- a. BAG members are welcome to attend SELPA meetings or to reach out to Aaron or Lisa.
- b. Aaron would like everyone to be aware of the information that goes into the sheets Lisa sends out.
- c. The SELPA received notice by Inspire and Chico Country Day that they may be moving to El Dorado, effective 7/1/9. We don't know if they will accept these applications. If they do leave, that would be half a million dollars in lost ADA. El Dorado will be considering Inspire and Chico Country Day's applications in April.
- d. Wildflower Charter will not be leaving.
- e. Regarding salary raises, BCOE has settled with all units.
- f. Regarding Out of Home Care, funds for group homes and foster youth has generated roughly \$850,000 each year, this year it is \$910,000. Funding is based on number of beds. There were 8-9 group homes. Now there are two, one in Chico and one in Richvale.
- g. The medical therapy unit at Little Chico Creek in Chico was paid for with Out of Home Care carryover. The first year of the two-year revenue distribution will come from Out of Home Care in 2018-19. The ending fund balance will be lower than in year's past. The future yearly revenues may decrease with the changes in the number of group homes.
- h. Undesignated Units: we have two units that are budgeted for. Aaron thinks it is prudent that we keep it at two units.

- i. Mental Health: There were three regional units started in 2018-19 to bring kids back from Sierra Public School. The new regional units are under-utilized, as there are 20 students still at Sierra Non Public School.
 - j. Gridley is considering whether they would like to go to the Sutter County SELPA. This could mean a \$1.1 million dollar loss of revenue in 2021. Aaron has scheduled a special SELPA session to discuss voting.
 - k. Staffing has increased in the last few years in the area of clinicians. We have an allocation of one full time clinician per classroom. Aaron hasn't seen anything over half time for such a classroom, in his experience. Reductions will be made in staff with reductions in day treatment classes.
 - l. Question: What is a BCBA? Board Certified Behavior Analysts
 - m. Educationally Related Mental Health Services (ERMHS) budget: See Projection handout. There is a potential for a bill back in the state resource. Federal funds are reserved for residential placement costs. State revenue has been consistent.
4. **Fourth Monday in April – Travis Haskill**
- a. The fourth Monday in April is April 22nd. After that day, all funds at the treasury are required to close positive. This includes cafeteria funds. We will be having our staff send out weekly cash balances. Often, the Auditor-Controller is behind on their posting so that can affect the balances.
 - b. The Auditor-Controller will send us an email to notify us of negative funds. Those funds will need to be brought positive. You will need to send an S transfer to correct.
 - c. BCOE has replaced their vacant position, so we are back to two deposits per week.
5. **Charter In Lieu Tax Recertification – Travis Haskill**
- a. It was brought to CDE's attention that many districts were not going back and adjusting their charter in lieu payments at the recertification period. CDE wants districts to go back and look at past years at each annual recertification. They would like districts to recalculate the in-lieus for two years after the year has been closed. Changes would mainly consist of ADA corrections.
 - b. CDE sent out an in lieu of property taxes calculator, they did include spots for subsequent recertifications. The calculator should be used for each individual charter. Travis will email it out. They show the balance due for current year to be due in July, BCOE considers their balance to be due in August. due to the timing of when the property taxes are released. For questions, email Travis.
6. **Escape Tips – Roundtable Discussion**
- a. Christine Wilhite has found several reports useful for MAA reporting. She will email a list of them.
 - b. Ruthie uses the Fiscal 06 report because it is good for comparison.
 - c. The comparative report in Escape compares two budget periods in the same year. You can have a column that calculates the change.
 - d. 'Add on account retro' is good for moving variable payroll without having to do a journal entry.
7. **BCOE Staffing Update – Lisa Anderson**
- a. Hannah Neville is our new Financial/Grant Specialist. Julie Bruce will be back in May.
8. **CalSTRS Pension Solution Project – Travis Haskill**
- a. Susan Watts received a letter which indicated that CalSTRS is starting to implement a replacement of their pension administration system. They expect the project to be completed in 2022/2023.
 - b. There will be a soft launch in 2019 and they expect all employers to be using new software by 2021.
 - c. They are going to change the electronic file formats. Escape is working to update their file formats to be in compliance. No change for district users.
9. **Phishing Emails – Travis Haskill**
- a. BCOE employees have been receiving a lot of phishing emails, many of which are targeting direct deposits. BCOE has pulled direct deposit forms off the website and created a new policy which requires people to come in person to change their direct deposit. They have been seeing a lot of email 'spoofing' where it looks like an email is actually coming from someone you know. Be very cautious about clicking on links in emails, if anything looks suspicious, notify your IT tech. If you know it is a fake email, delete it. It is best not to leave it in your inbox. This has been a problem in California but more so in Butte County due to the current disaster and all the activity that resulted from that.
10. **J-13A and Built In Emergency Days – Travis Haskill**
- a. If your districts have built in emergency days, CDE expects you to use those before you request emergency relief from CDE. There is no requirement that you must have built in days.
11. **Criteria for Original Budget – Travis Haskill**

- a. 19/20 Original budget criteria is mostly COLA, the gap funding rate is 100%.
- b. Travis updated STRS & PERS employer rates. Uses the lower rate.
- c. There are no one time funds proposed for 19/20 as there have been in the past.

12. Pacific Crest Actuaries – Travis Haskill

- a. BCOE has received a letter from Lou Filliger, that his non-compete clause is up as of 12/31/19. He is available to do OPEB valuations for 2020/2021 with a valuation date 7/1/19. He is willing to honor the same price he charged when he was at Demsy Filliger. If you need his contact info, contact Travis.

13. Laserfiche Update – Lisa Anderson

- a. The process has been difficult, as we haven't been getting the results we were hoping for yet for the accounts payable process. A meeting will be scheduled with Ray Morgan to discuss.
- b. If you want to scan accounts payable, that can be done through Escape (versus Laserfiche). If you have historical images that are in IFAS, System Support can move those into Escape.

14. Escape Update – Lisa Anderson

- a. BCOE is almost done with Escape implementation. There is one thing left to do with a few districts who have the same SACS fund, but multiple SACS treasurer's funds. We ~~need to find~~ will be working on a way to distinguish those in Escape.
- b. When implementation is over, Lisa will be stepping away from managing Escape. Martha Waugh, who supervises System Support, will take her place in leading the next phase of Escape with the districts. A committee was formed and Martha proposed meetings regarding Escape projects.

HANDOUTS/UPDATES

1. Agenda
2. Payroll Error Listing
3. In-lieu Property Taxes Payment Calculator
4. Original Budget Criteria

Next Meeting Scheduled for Thursday April 25, 2018 8:30 A.M. (BCOE Board Room – 8:30-12:00)